

## COLUMBIA COLLEGE

# Summer Study for Columbia College

### Taking Summer Courses Through Columbia University

Columbia College students do not need special permission to take courses through the Columbia University Summer Session. Students planning to take courses for their major or concentration must consult with their departmental adviser prior to enrolling in the course. Please note that no credit is given for professional courses (i.e. journalism, law, education, etc.).

Further information can be found at <http://www.ce.columbia.edu/summer/index.cfm?PID=1>

### Taking Summer Courses Elsewhere

Permission to take classes outside of Columbia is normally given ONLY for the following reasons:

1. you have fallen behind in credits (please see below for clarification)
2. you must have the course as a prerequisite for a course that must be taken in the fall
3. you plan to take a language course

Complete the Outside Credit & Course Approval form and meet with your Adviser prior to enrollment. You may also need approval from your departmental adviser. You must present a catalog course description, reading lists, syllabus, etc. with your approval form.

### Please be aware of the following restrictions:

- Students may take no more than 8 points in any Summer Session or in overlapping periods, and a maximum of 16 points for the entire summer.
- You must receive a grade of C- or higher to receive CC credit. Major credit is at the discretion of the department. P/F grades are not acceptable.
- All language courses at introductory or intermediate levels are approved conditionally. If the course is being taken if fulfillment of the Core language requirement, credit depends upon a placement test to be administered by the equivalent department at Columbia in the fall or successful completion of a higher level language course. It is the student's responsibility to contact the department for testing.
- Students taking classes outside Columbia University to make up a credit deficit may only transfer back the needed credits.
- If the course is being used to meet a requirement in a major other than the department of the course, you must obtain the approval of both the course and major departments.
- No credit is given for professional courses (i.e. journalism, education, law, etc.).
- Transfer students may earn a maximum of 64 credits from outside Columbia College.
- Students who plan to study abroad during the summer must see their Adviser and the Assistant Dean for Study Abroad. Departmental approval is necessary. Study abroad in summer is subject to the same restrictions as summer study in the United States.

Credit will be recorded upon receipt of an official transcript sent by the institution directly to the Center for Student Advising.

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### Center for Student Advising

☐ 403 Lerner  
(212) 854-6378  
(212) 854-2562 (f)

☐ 1<sup>st</sup> floor Schapiro  
(212) 854-1870  
(212) 854-1879 (f)

☐ 103 Broadway Residence  
(212) 854-8711  
(212) 854-8723 (f)

☐ 103 Furnald  
(212) 854-3514  
(212) 854-2458 (f)

☐ 101 Carman  
(212) 854-9802  
(212) 854-0042 (f)

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## Outside Credit & Course Approval

*Please note: This form is to be used only if you are requesting to take courses outside of Columbia University for transfer credit. The completed form must be returned to the Center for Student Advising prior to enrollment in the summer course.*

**To be completed by student:**

Name: \_\_\_\_\_

CUID: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission to take classes outside Columbia is normally given only under the following conditions. Please indicate which of these reasons applies to you:

- I have fallen behind in points (please consult with Adviser if you are unsure of your eligibility)
- I need this course as a prerequisite for a course which I must take in the fall. Please elaborate:
- I am planning to take a language course.
- Study Abroad/Exchange Program
- Suspension

If you are requesting to take summer classes, please explain why you cannot attend summer school at Columbia.

