

COLUMBIA COLLEGE

Summer Study Abroad for Columbia College

Taking Summer Courses through Columbia-sponsored Programs

Columbia College students do not need special permission to take courses on Columbia-sponsored programs abroad. Although course approval is not required for general credit, students planning to take courses for their major or concentration must consult with their departmental adviser prior to enrolling in the course. Students in Columbia-sponsored programs receive direct Columbia credit and the courses and grades appear on your academic transcript. Please visit <http://www.ogp.columbia.edu/> for a full list of Columbia-sponsored programs and for eligibility and application information.

Taking Summer Courses Abroad outside of Columbia

Studying abroad outside of Columbia-sponsored programs in the summer is subject to the same restrictions as summer study in the United States. Permission to transfer credits from courses taken outside of Columbia is awarded only under the following conditions:

1. Credits for language study at the elementary and intermediate levels are awarded after the student takes a placement exam to determine his/her progress in the language. Advanced foreign-language instruction courses are accepted for academic credit upon review by the appropriate language department.
2. The only non-language instruction courses eligible for credit are courses which will satisfy the major or concentration. The course must be taken abroad in a foreign language and it must receive departmental approval to satisfy major or concentration requirements.
3. Limited exceptions can be made for awarding credits for summer courses taught in English. College credit can be granted provided that the course offers a unique experience *in situ*, such as a field-studies program or archaeological dig, where the study-abroad site functions a constituent part of the course and the program must be approved by the Office of Global Programs. Departmental approval is required and the course must satisfy major or concentration requirements.

Students who plan to study abroad during the summer must meet with the Senior Assistant Dean for Study Abroad, Scott Carpenter (105 Carman) prior to enrollment and must complete the **CC Summer Study Abroad Credit & Course Approval Form**. The program must be approved by the Office of Global Programs; the full list of approved programs can be found at the following Web site: <http://www.ogp.columbia.edu/>. For approval of other programs, please contact the Office of Global Programs in 606 Kent. You will also need approval from your departmental adviser if you intend to satisfy major or concentration requirements.

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.
- For courses taken on outside programs, you must receive a grade of C- or higher to receive Columbia College credit. Pass/Fail grades are not acceptable.
- Language courses at introductory or intermediate levels are approved conditionally. Credit depends on the results of a placement test administered by the equivalent department at Columbia in the fall or completion of a higher-level language course. It is the student's responsibility to contact the department for testing.
- No credit is given for professional courses (i.e. journalism, education, law, business).
- Transfer students may earn a maximum of 64 credits from outside Columbia College
- Official transcripts should be sent to the Office of Global Programs at the following address:
Office of Global Programs—Columbia University
606 Kent Hall, MC 3948 1140 Amsterdam Avenue New York, New York 10027

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Summer Study Abroad Credit & Course Approval

I. To be completed by student:

Name: _____

UNI: _____

Permission to transfer credits from outside institutions to your Columbia College transcript is given only under the following conditions. Please indicate which of these applies to you:

- I plan to take a language course at the elementary, intermediate, or advanced level.
- I plan to take a course taught in a foreign language for my major or concentration.
- I plan to take an archaeology or field-studies course in English for my major or concentration.

A. Study-abroad program you wish to attend: _____

B. Course you wish to take: _____ Credits: _____
(Indicate department, course number and course name)

C. Please submit a course description or syllabus with this form.

**II. To be completed by Language Coordinator or Director of Undergraduate Studies
*(for advanced language classes and exceptions only)***

*Please have this section completed by the language coordinator of the appropriate department if you are seeking credit for language courses on a non-approved program or for any advanced language course. Credit for elementary and intermediate language courses is contingent upon a placement exam or successful completion of a higher-level language course. All courses **not** based on language instruction must be taken to fulfill major or concentration requirements and require the approval of the Director of Undergraduate Studies of your department.*

The course listed above is:

- A) ___ Approved B) ___ Approved subject to the following conditions: C) ___ Not approved

Name of department: _____

Signature of Language Coordinator or DUS: _____ Date: _____

III. To be completed by the Senior Assistant Dean for Study Abroad (Academic Affairs)

The course listed above is:

- A) ___ Approved B) ___ Approved subject to the following conditions: C) ___ Not approved

Signature: _____ Date: _____

IV. To be completed by the Office of Global Programs

The program has the approval of the Office of Global Programs:

Signature: _____ Date: _____