

**YESHIVA UNIVERSITY
Beren Campus
OFFICE OF THE REGISTRAR**



REQUEST FOR OUTSIDE COURSES

Name: _____ YU ID # (starts with 8 or 9): _____
 Mailing Address: _____
 Phone: _____ Dorm Room: _____
 Email: _____
 Current Class: FR SO JR SR Major: _____

I request permission to take _____ of the following courses for a total of _____ credits during the
 Fall 200 ____ Spring 200 ____ Summer 200 ____ Semester
 at: _____
 (Name and location of outside college)
 From _____ to _____ # of weeks _____ Semester hours Quarter hours

FOR STUDENT USE:

OUTSIDE COLLEGE COURSE INFORMATION
Include the specific requirement you would like each course to fulfill (i.e. Paragraph A, B, C, D, E or major)

FOR FACULTY USE ONLY:

STERN COLLEGE EQUIVALENT
If there is no equivalent, but the course is acceptable, indicate "elective". In either case, indicate the specific requirement the course will fulfill.

Dept:	Course #	Title	Credit	Specific Req.	Dept:	Course #	Specific Req.	Signature

Signature of Student _____ Date: _____

INCOMPLETE FORMS WILL NOT BE PROCESSED

FOR OFFICE USE ONLY

COMMENTS BY REGISTRAR

Date _____ Signature _____

ACTION BY DEAN: Approved Denied Comments: _____

Date _____ Signature _____

BEREN CAMPUS
APPLICATION FOR APPROVAL OF OUTSIDE LIBERAL ARTS COURSES

Approval must be requested by May 1 for Summer Sessions. Courses must be approved before the work is undertaken.

REGULATIONS

1. **SCHOOL**: Courses may be taken only at accredited schools. Online and external courses are unacceptable. At SCW, students who have completed 60 credits may not take courses at community colleges. Economics and Speech courses from community colleges are unacceptable.
2. **WEEKS**: English Dept. courses must meet for at least five weeks and include a research paper. All other departments require a minimum of four calendar weeks.
3. **AMOUNT OF CREDIT**:
 - A maximum of 4 credits may be taken during a 4-week period.
 - A maximum of 7 credits may be taken during a 5-week period.
 - A maximum of 8 credits may be taken during a 6-week period.
 - A maximum of 10 credits may be taken during any one summer.
 - Credits taken on the quarter system, will be converted to corresponding semester credits (e.g. 5 quarter credits = 3 semester credits.)*
4. **GRADES**: Credit will be given only for grades of **C or higher**. P (Pass) is not acceptable. The grades are not included in the Stern College cumulative average.
5. **CREDITS IN RESIDENCE AT SCW NEW YORK CAMPUS**:
84 credits and 60% of the credits in the major and minor must be taken in residence.
Credits taken at YU graduate schools do not count toward residence.

PROCEDURES

1. **COURSE APPROVAL**:
 - a) A list of approved courses at the most frequently attended institutions will be available in the Office of the Registrar. These courses do not require faculty signatures. Submit the completed form to the Registrar.
 - b) If a course is not on the approved list, **attach a catalogue description and syllabus of the course** to this form and bring it to the appropriate faculty for evaluation and signature. Submit the completed form, with faculty signatures, to the Registrar
2. **TRANSCRIPT**: At the completion of the course, order an official transcript to be sent to the Office of the Registrar, Stern College for Women, 245 Lexington Avenue, New York, NY 10016.

I UNDERSTAND THAT CREDIT FOR COURSES LISTED ON THE REVERSE SIDE OF THIS FORM, AND THE FULFILLMENT OF REQUIREMENTS WITH THESE COURSES, ARE SUBJECT TO THE ABOVE REGULATIONS AND TO APPROVAL BY THE FACULTY, OFFICE OF THE REGISTRAR, AND OFFICE OF THE DEAN.