



Yeshiva University

OFFICE OF THE REGISTRAR • ISRAEL HENRY BEREN CAMPUS

215 Lexington Avenue, 6th Floor | New York, New York 10016 | Phone 212 340 7777 | Fax 212 340 7837 | E-mail berenregistrar@yu.edu

REQUEST FOR OUTSIDE COURSES

Name: _____ YU ID #: _____

Mailing Address: _____
(If Dormitory, Building & Room)

Phone: _____

Email: _____

Current Class: FR SO JR SR Major: _____

I request permission to take _____ of the following courses for a total of _____ credits during
 Fall 20__ Spring 20__ Summer 20__.

at: _____
 (Name & location of outside college)

From ___/___/___ to ___/___/___ for number of weeks: _____ Semester Hours Quarter Hours

FOR STUDENT USE:					FOR FACULTY USE:			
OUTSIDE COLLEGE COURSE INFORMATION					STERN COLLEGE EQUIVALENT			
Include the specific requirement you would like each course to fulfill.					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	Cr.	Specific Req.	Dept.	Course #	Specific Req.	Signature

I understand that credit for courses listed above, and the fulfillment of requirements with these courses, are subject to the regulations on the reverse side of this form and to approval by the faculty, Office of the Registrar, and Office of the Dean.

Signature of Student: _____ Date : _____

INCOMPLETE FORMS WILL NOT BE PROCESSED

FOR OFFICE USE ONLY

Action by Registrar	Comments: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature _____ Date _____
Action by Dean/Advisor	Comments: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature _____ Date _____

APPLICATION FOR APPROVAL OF OUTSIDE LIBERAL ARTS COURSES

It is recommended that course approval be obtained before the end of the Spring Semester. 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, Physics 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.

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 and online at www.yu.edu/schedule. 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. A list of faculty can be found at www.yu.edu/schedule. Submit the completed form, with faculty signatures, to the Registrar
2. TRANSCRIPT: At the completion of the course, **you must** order an official transcript to be sent to the following address:
 - Yeshiva University
 - Office of the Registrar
 - 215 Lexington Avenue, 6th Floor
 - New York, NY 10016

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