Yeshiva University Undergraduate Programs: Request for Outside Course form

Today's Date:		**Banner ID:**	
First Name:		**Last Name:**	
YU Email:		**School:**	☐ KAP ☐ SCW ☐ SSSB ☐ YC
Year:	☐ FR ☐ SO ☐ JR ☐ SR	**Major/Minor:**	

Complete this form for any Summer course taken outside of YU, including those on the pre-approved list. Guidelines:

- A syllabus must be included for any course not on the pre-approved list. Pre-approved summer courses are posted:
  - Stern College Pre-approved courses: https://www.yu.edu/advising/stern-academic-advising/summer.
  - Yeshiva College Pre-approved courses: https://www.yu.edu/academic-advising/undergraduate-men/summer.
- All business courses must be taken at an AACSB approved program.
- No approval will be granted for courses taken at any community college.
- Courses taken at international institutions (outside the United States) must have a NACES evaluation.
- To receive credit, you must complete approved courses with a grade of "C" or better. Grades earned in outside courses will not be figured into your GPA at Yeshiva University.
- A summer course must last at least four calendar weeks.
- The number of credits you may take during a summer session depends on the length of the summer session:

Lengths of session:	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks
Maximum # of credits permitted:	4 credits	7 credits	8 credits	9 credits	10 credits

- You may take no more than a total of 10 credits during a summer semester (total from all summer sessions).
- In schools on the quarter system, 4 quarter credits equal 2.5 transfer credits; 5 quarter credits equal 3 transfer credits.

Student: Fill in your personal information above. Below, fill in information about the outside college/university and courses.

Courses to be taken at:			
Term/semester:		**Semester or quarter system?**	☐ Semester ☐ Quarter
Term start date:		**Term end date:**	

Please list your proposed courses:

Dept & Course#	Course Title	Credits	Proposed YU Equivalent/Requirement	YU Dept Approval

☐ I agree to abide by the 20_____ Summer School Rules & Regulations:

Student's Signature _____ Date _____

Student: Submit this form via email to your advisor. Include syllabi for courses not on pre-approved list.

Katz Associate Programs:	**Stern College for Women:**	**Sy Syms School of Business:**	**Yeshiva College:**
katzundergrad@yu.edu	scwadvisement@yu.edu	symsadvising@yu.edu	ycadvisors@yu.edu

Advisor approval: *Confirm administrative requirements are met. Indicate faculty approval in chart above.*

Advisor signature _____ Date _____ Advisor comments:

Advisor: send form to registrar and student.

Upon completion of the course, student must have an official transcript sent to:
Office of the Registrar, Yeshiva University: berenregistrar@yu.edu or wilfregistrar@yu.edu