

Columbia University Department of History

Transfer Credits and Study Abroad Credits Request Form

Name: _____ UNI: _____ Columbia email: _____

Columbia College ___ General Studies ___ Other _____

Major ___ Minor ___ Concentrator ___ Current Year: _____

Transfer/Study Abroad Institution: _____

Type of Request: Dual Degree Program _____ Columbia UGE ___ Transfer Course ___

To have courses outside of Columbia University evaluated and approved as eligible towards the major, minor or concentration, students must first complete the course(s), then submit the request to the History Department for review and approval. **All transfer courses must first receive approval from Columbia College or General Studies. Credits that do not receive CC or GS approval will not be reviewed by the department.**

The maximum number of courses that can be submitted to the department for review is 5

Transfer and Study Abroad Course Requirements

- Content of courses should be of historical context
- The course instructor must be a historian (e.g. a PhD in History)
- European courses must be at least 6 ECTS credits

What To Submit With a Transfer Credit Request

- A completed transfer credit request form (course details located in page 2)
- A copy of your transcript from the other institution listing the grades received with requested courses highlighted
- Syllabi for each course from the semester/term taken. Syllabus must include:
 - Instructor name
 - Course requirements and assignments (grading assessment and rubric)
 - Reading list
 - Detailed semester/term schedule
- A Plan of Study Form
- Official documentation verifying transfer courses approved by CC or GS
- Available coursework from the courses, such as papers or exams (for courses outside the United States)

Approved transfer courses are still subject to Plan of Study approval by an Undergraduate Education Committee (UNDED) advisor.

Majors - may apply a maximum of 3 transfer or study-abroad courses toward the major, no more than 2 of which may be applied toward the specialization.

Minors - may apply up to 1 Columbia University study abroad course taken via Columbia Global Engagement (UGE). Study abroad courses are subject to departmental approval via a transfer credit request. Transfer courses and study abroad courses taken outside of UGE cannot be applied toward the History minor.

Concentrators - may apply a maximum of 2 transfer or study-abroad courses toward the minor, no more than 1 of which may be applied toward the specialization.

Transfer credit requests are submitted in-person at the department office (411 FAY) or as a PDF via email to undergraduate-history@columbia.edu

Columbia University Department of History
Transfer Credit & Study Abroad Request Form (page 2 of 2)

Course Title _____	Course # _____
Day, Start & End Time of course _____	# of class meetings _____
Instructor name (last, first) _____	Term _____ Completed? _____
Review result (<i>for department use</i>) _____	

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<i>(for department use)</i>	
Total number of courses approved _____ (include form when submitting Plan of Study to History Dept.)	
Department Signature _____	Date _____