

Fu Foundation School of Engineering and Applied Science Course Equivalence Form for 3-2 and Transfer Students

Purpose: This form is to be used by SEAS transfer and 3-2 students to verify equivalence between a course that has been taken outside Columbia University and one offered at Columbia and, if applicable, the number of transfer credits to be assigned to the student. Verification must be given by appropriate faculty.

The form should not be used to verify equivalence with any core curriculum courses. To verify non-technical courses, see your class dean.

Instructions to the student: Please use **one form per course equivalence**. Send completed forms to your class center (its location appears below). You should retain a copy and make sure your departmental adviser has a copy as well.

In some cases, a course may first need to be evaluated by the Columbia instructor of its putative equivalent and thereafter be approved by the your departmental adviser as satisfying a specific requirement in the major. When in doubt, consult with your adviser first.

**First-Year Sophomore
Academic Advising Center**
403 Lerner Hall, MC 1201
New York, NY 10027
Telephone: (212) 854-6378
Fax: (212) 854-2562
first-year@columbia.edu

Junior Class Center
1st Floor, Schapiro Hall, MC 8001
605 West 115th Street
New York, NY 10025
Telephone: (212) 854-1870
Fax: (212) 854-1879
junior@columbia.edu

Senior Class Center
Broadway Res., MC 9401
556 West 114th Street, Suite 103
New York, NY 10025
Telephone: (212) 854-8711
Fax: (212) 854-8723
senior@columbia.edu

Fu Foundation School of Engineering and Applied Science
Course Equivalence Form for 3-2 and Transfer Students
(see back for instructions)

Student name: _____ *ID number:* _____

Term and year of entry: _____

Major: _____ *Minor:* _____

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Course name: _____ *Department:* _____

Institution offering course: _____ *Term & year taken:* _____

Grade: _____ *Credit value (per transcript):* _____

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I verify that the course described above is equivalent to (or: is a valid substitution for) the following Columbia University course:

Bulletin number: _____ *Course title:* _____

The student should (if eligible) receive _____ points of credit for the course.

Basis for the verification (check all that apply):

- Bulletin course description
- Course outline
- Course syllabus
- Textbook
- Written assignments
- Other (specify): _____

If the requested equivalence is contingent on the completion of additional work, please indicate what this is and what arrangements will be made to enable the student to do it:

Instructor's comments:

Instructor's signature: _____ *Date:* _____

Print name: _____ *Department:* _____

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The course should be recognized as fulfilling the following requirement:

Departmental adviser's signature: _____ *Date:* _____

Print name: _____ *Department:* _____