

Spelman College ~ Department of Chemistry & Biochemistry ~ Course Approval Form

Criteria for approval:

1. You must have completed the prerequisites associated with the course to receive approval to complete the course on or off campus.
2. You cannot take both courses of a two course sequence in the summer, i.e. General Chemistry 111 and 112.
3. The summer course should be a minimum of six weeks with a lecture meeting a minimum of **48 hours** and a lab course meeting a minimum of **40 hours**. Beginning and end dates must be included.
4. The level of the course must be equivalent to the Spelman College course it will replace.
5. The credits must be similar to those for the course offered at Spelman College.

All of the above criteria must be satisfied in order to receive approval to take the course. You must submit an **unofficial transcript** and a **syllabus for the course**. The syllabus must be for the appropriate semester (e.g. summer, spring) and include the dates and times of instruction, course description, title and authors of the textbook used, and list of topics to be covered. Typically, the institution will provide you with a syllabus from the previous summer.

All documents should be placed in a folder and submitted to the main office of the Department of Chemistry & Biochemistry. Electronic submissions should be in the form of pdf. The documents will be circulated to the appropriate faculty for approval. You will be emailed when the request is ready for pickup. Please note the following:

1. The approval of the course is up to the discretion of the department.
2. Community colleges are strongly discouraged and may not be approved.
3. Schools on the quarter system generally offer three courses for a one-year course sequence. Please be aware that a 1-quarter course is not equivalent to a 1-semester course.
4. Approvals take a minimum of 48 hours to complete.
5. **Note that course approvals require two signatures, one from the faculty in the subject area and one from the department chair.**

I have read and understand the above information.

Name

Student ID #

Major

Date

Spelman course to be replaced:

Title

Course Number

Reason for taking the course away

Name of institution where the course will be taken

Course Title

Course Number

FOR DEPARTMENT USE ONLY

Date Received: _____

Reason returned to student without review:

Transcript not attached

Correct syllabus not attached

Faculty Member (subject specific) Approval:

Approved

Disapproved

Date: _____

Reason for disapproval: _____

Print Name

Signature

Department Chair Approval:

Approved

Disapproved

Date: _____

Reason for disapproval: _____

Print Name

Signature