ENDORSEMENT OF A STUDENT’S REQUEST TO EARN CREDIT
AND/OR MEET MAJOR OR DISTRIBUTIONAL REQUIREMENTS
FOR COURSEWORK DONE OUTSIDE YALE

INSTRUCTIONS

FOR STUDENTS WHOSE OUTSIDE COURSES DO NOT YET APPEAR ON THEIR YALE ACADEMIC RECORD [For Yale Study Abroad: See below*]

- To Request Credit Toward the 36-Course Credit Requirement for Graduation ONLY**
  Section A [Parts 1. and 2.] must be completed.
  Signatures are required from the residential college dean and from the DUS(es) of the department or program in which the course would be taught at Yale.

- To Request Credit Toward Distributional Requirements ONLY
  Section A [Parts 2. and 4.] must be completed.
  Section B must also be completed.
  Signatures are required from the college dean and the authorizer. See the back of Section B for details.

- To Request Credit Toward BOTH Distributional AND the 36-Course Credit Requirements
  Section A [Parts 1., 2., and 4.] must be completed.
  Section B must also be completed.
  Signatures are required from the college dean, the authorizer, and the DUS(es) of the department or program in which the course would be taught at Yale. See the back of Section B for details.

- To Request Credit Toward the Requirements of a Major ONLY
  Section A [Parts 1., 2., and 3.] must be completed.
  Signatures are required from the residential college dean and from the DUS(es) of the department or program in which the course would be taught at Yale.

*For Yale Study Abroad students: Yale Study Abroad will notify you once it has received your official program transcript and sent your credit transfer paperwork to the Yale Registrar. Please wait until the Registrar records your study abroad credits on your Yale transcript before using Section B to ask that this work count towards your distributional requirements. (If you wish to apply your work abroad to major requirements, you don’t need this form: once your work abroad has been recorded, bring your academic record and any graded coursework to the DUS for review.)

**For the DUS: As you evaluate whether the student’s work should be counted toward graduation credit, you may also determine, for your own internal records, whether it is similarly applicable toward your own major’s requirements.

FOR STUDENTS WHOSE OUTSIDE COURSES ALREADY APPEAR ON THEIR YALE ACADEMIC RECORD

- To Request Credit Toward Distributional Requirements ONLY
  Section B must be completed. The signature of the authorizer is required; review the back of Section B.

(see reverse side for Section A)
ENDORSEMENT OF A STUDENT’S REQUEST TO EARN CREDIT AND/OR MEET MAJOR OR DISTRIBUTIONAL REQUIREMENTS FOR COURSEWORK DONE OUTSIDE YALE

SECTION A

(TO BE COMPLETED BY THE STUDENT’S DUS AND/OR COLLEGE DEAN)

REQUESTING CREDIT FOR COURSE WORK DONE OUTSIDE YALE

1. Approval of the Director(s) of Undergraduate Studies in the Subject(s) of the Course(s). In my opinion, it is appropriate for the student’s work completed outside Yale to be counted toward the 36-course-credit requirement for graduation. (If the transcript shows courses in two different departmental subjects for which the student wishes credit, the signature of the DUS for each course is required.

Course #1, DUS Signature: ____________________________ Date: ____________

Course #2, DUS Signature: ____________________________ Date: ____________

2. Approval of the College Dean. The student’s request conforms to the academic regulations governing the award of course credit for work done outside Yale. In particular: (a) the institution attended is an accredited four-year college or the foreign equivalent; (b) the course work does not overlap with work for which the student has already received acceleration credit or course credit; (c) the unit value of each course is equivalent to one course credit, i.e., three semester hours, or four-and-one-half quarter hours; (d) with this award, the student has not exceeded the limit of two course credits for work done elsewhere. The student understands that this outside credit cannot be employed to reduce the number of terms of enrollment in Yale College. An accelerating student may not apply any credit earned at another university toward the 36-course-credit requirement for the bachelor’s degree. A student, whether accelerating or not, may be permitted to apply course credits earned at another university toward the distributional requirements for the bachelor’s degree and the distributional requirement for the first two years or toward the requirements of the student’s major program. See CREDIT FROM OTHER UNIVERSITIES and ACCELERATION POLICIES in sections P & Q of the Academic Regulations, chapter II of the Yale College Programs of Study.

College Dean’s Signature: ____________________________ Date: ____________

3. ( ) Check here if credit is sought toward the requirements of a major program ONLY, and not toward the 36-course-credit requirement for graduation or toward distributional requirements. If so, the signatures of both the DUS and the college dean are required above.

4. ( ) Check here if credit is sought toward the distributional requirements. If so, Section B must also be completed.

College deans: please forward this form and the official transcript(s) to the Registrar’s Office (246 Church Street).

(see reverse side for instructions)