



Department of Chemistry
Princeton University
Approval for a Course Taken at another Institution
Instructional Memo to Undergraduates

Contact for Approval:

Kirsten M. Arentzen, Undergraduate Administrator
Room A22 Frick Laboratory (Front Office Module)
kirsten@Princeton.EDU

1. The University application sheet is available from your Director of Studies.
2. All summer course applications **MUST** include a complete syllabus for both the lecture and the lab components, (and listing the textbook that will be used) so that course content can be properly evaluated.
3. Lectures, discussion groups, and laboratory sessions must be taken concurrently in order to qualify for consideration for Princeton recognition.
4. Two semesters of sequential coursework cannot be taken concurrently (ex. 201/202).
5. Material **MUST** be attached to the application (as printed from the web or xeroxed from an application booklet) that specifies:
 - the start/end dates of each session that will be attended
 - the hours of lecture (not including any discussion periods)
 - lab hours (not including any laboratory discussion periods)
 - program calendar for the institution's session(s) listing specific exam dates, final exam dates, holidays, etc.

Note: Discussion sessions are not factored into the lecture hour totals.
6. Departments evaluate the course content and the method(s) of assessment. Any exceptions to the schedule or hours are handled by the academic Deans.
7. Princeton "course credit" is determined by the Deans, not by individual departments.
8. Students who plan to major in Chemistry at Princeton and who are considering a summer organic chemistry course are encouraged to seek advising from the Chemistry Department's Director of Undergraduate Studies prior to enrolling in such a program. A summer course in organic chemistry is not viewed as sufficient

preparation for the major, does not offer sufficient preparation to take the required semester of organic chemistry on campus towards the degree (usually CHM 403), nor does it prepare a student for organic laboratory work as part of the Junior Independent Work or for thesis research (i.e., original research) should a student wish to pursue that particular niche.

9. The Chemistry Department does not determine whether a summer course will suffice as a prerequisite for other departments. Students should seek the guidance of the departmental representative for their intended major.