

**Department of Chemistry
Princeton University**

**Approval for a Course Taken at another Institution
Instructional Memo to Undergraduates**

Contact for Approval:

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1. The University application form is available from your Director of Studies.
2. Read the back of the application form very carefully. The University's rules are laid out very clearly regarding requirements, such as length of sessions, hours of lab, etc.
3. All summer course applications must include the following current documentation:
 - (1) Proof of the start/end dates of each session
 - (2) A copy of the program calendar for the institution's session(s) listing specific exam
 - a. dates, final exam dates, holidays, etc.
 - (3) Proof of 30 hours of lecture per semester (not including any discussion periods and testing)
 - (4) Proof of 30 hours of lab per semester (not including any discussion periods and testing)
 - (5) Lecture syllabus with topics covered at each class session
 - (6) Lab syllabus – listing exact experiments
 - (7) Textbook information – title, author

Note:

- Discussion sessions are not factored into the lecture hour totals.
 - Syllabi should be from the proposed year of attendance. (If the only option is to submit material from prior semesters, an e-mail from the instructor (or the program department) should be sent to smcneil@Princeton.edu stating that the specific materials in the application packet mirror the plan for the current summer course.)
4. Lectures, discussion groups, and laboratory sessions must be taken concurrently in order to qualify for consideration for Princeton recognition.
 5. Two semesters of sequential coursework cannot be taken concurrently (ex. 201/202).
 7. Departments evaluate the course content and the method(s) of assessment. Any exceptions to the schedule or hours are handled by the academic Deans.
 8. Princeton course recognition is determined by the Deans, not by individual departments.
 9. 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.
 10. 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.