



LANDER COLLEGE FOR WOMEN
THE ANNA RUTH AND MARK HASTEN SCHOOL

A Division of Touro College

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Guidelines for incoming students who wish to take summer courses outside of

Lander College for Women:

These guidelines supplement the official Touro College transfer credit policies, and focus on course content.

If you would like to take courses outside of Touro College, you will need to complete a form called “Permit to Attend Another College/Credit on Permit Form,” which is available at the Dean’s Office, suite 202. If you live in the New York area and can complete this form during the summer, you may schedule an appointment to meet with Simi Shasha-Sugar, Esq., Assistant Dean for assistance, by emailing her at simi.shasha-sugar@touro.edu.

Any course taken outside of Touro College must be taken at a **fully-accredited four-year College or University**. To confirm if a College is accredited, you may check the following website:
<http://nces.ed.gov/collegenavigator/>.

A minimum grade of “C” is required in order for a grade to be transferred.

Students should NOT take the following courses outside of Touro College:

- 1) English Composition
- 2) Humanities History or Literature
- 3) Required courses for their major (beyond the introductory level)
- 4) Business courses

The following courses are generally acceptable, as long as they are taken at a **fully-accredited four-year College or University**. Please note: The Department Chair and the Dean must give prior approval for all courses. If students enroll in a course without prior approval, they risk not receiving credit.

- 1) Introductory courses for the major (e.g., Introduction to Psychology, Introduction to Sociology).
- 2) Courses that have a standard, generally universal curriculum (e.g., courses such as Statistics or College Math,
- 3) Courses that are not required for your major and are preparatory for more advanced courses (e.g., College Math).
- 4) Electives in departments outside one’s major.
- 5) Course for the Alternative Core (e.g., Politics, Economics, Fundamentals of Speech), except Humanities and Humanities Literature.
- 6) Elective courses for the major.

Credit Limits for Summer Semesters:

You may take up to a maximum of 7 credits per summer school session; however, you may not exceed 13 total credits for the entire summer. Please be aware that if you are already taking 6-7 credits at one location during a summer session and want to enroll in a class at another location, the dates for the summer sessions cannot overlap.

Please follow these procedures to ensure that you receive credits for your summer courses:

1) Obtain a detailed course description and syllabus for each course you wish to take from the Institution you have selected. (Remember to confirm that the College/University is fully-accredited.). **Important Note:** You must inform us if the College/University runs on a semester, quarter or trimester system. The course system used will affect your credit transfer.

2) If you are currently in Israel, please send the course description and syllabus to Mrs. Chani Twersky via email: chani.twersky@touro.edu Mrs. Twersky will forward it to LCW for review.

If you are currently in the USA, please send the course description and syllabus to Mrs. Sarah Klugmann at sarah.klugmann@touro.edu .

3) Once you have received approval from LCW, you may register for courses.

4) After you have completed your coursework, ask the institution in which you completed the coursework to send an official transcript to the Touro College Office of the Registrar:

Ms. Zakira Tsofina
Touro College
Office of the Registrar
27-33 West 23rd St.
New York, NY 10010

5) Confirm that Touro College received and posted your transfer credits.