



LANDER COLLEGE FOR WOMEN  
THE ANNA RUTH AND MARK HASTEN SCHOOL

*A Division of Touro College*

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**Guidelines for current 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 through the office of the dean.

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/>.

**The only online course credits accepted by Lander College for Women are those taken through Touro College.** Credits for online courses taken outside of Touro College will not be accepted once a student is accepted to Touro College.

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 or by permission from the major advisor)
- 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, College Math, or Computer Science).
- 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 Alternate Core (e.g., Politics, Economics, Fundamentals of Speech).
- 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. For example, if you were taking 7 credits at LCW during the Summer I session, which ended on June 25<sup>th</sup>, and wished to enroll in a course at the Flatbush campus, in which the Summer I session began on June 24<sup>th</sup>, you would be unable to do so, because you would exceed the 7-credit/summer session maximum.

### **Procedures for Current Students Who Wish to Take Summer Courses at an Institution Outside of Touro College:**

If you are a current LCW student and wish to take courses in the summer, please follow these procedures:

1) Obtain a detailed course description and syllabus for each course you wish to take (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) Obtain a “Permit to Attend Another College/Credit on Permit Form” (available at the office of the dean).

3) Bring the course description and syllabus for each course to the Chairperson/Deputy Chairperson of the Department in which the course is listed. Obtain the Chairperson’s signature on the permit form.

4) After receiving the Chairperson’s signature, obtain the signature of Assistant Dean Shasha-Sugar Note: The Assistant Dean will have a designated period of time in which she will review these permits each semester.

5) Make a copy of the Credit on Permit form.

6) Submit this form to the Registrar’s Office.

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

8) 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

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