



# Plan of Study & Transfer Credit Form

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Columbia Historical Association (CHA)  
Transfer & GS Coordinator: Sophia Sanico



# CHA

## Panel Introductions

# Lectures vs Seminars

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**LECTURES**, normally worth 4 points, meet twice a week for 1 hour and 15 minutes each session; in general, they have no pre-requisites. History lectures usually have additional required discussion sections that meet once a week. Lectures range from the very large (over 300 students) to the very small (fewer than 25). Most lecture courses require a midterm and a final examination; many also require written assignments and final papers. For identification purposes, history lectures are numbered at the **1000 or 2000 level** (exceptions exist for courses taught in the summer, which are sometimes listed at the 3000 level).

**SEMINARS**, worth 4 points, are more intensive; most are capped at 15 students. Seminars explore focused topics through concentrated reading in secondary literature, primary-source research, or both. They meet once a week for 1 hour and 50 minutes. The workload for seminars is generally heavier than for lectures, with more reading and more written work. Seminars normally do not have a final examination but often require a substantial paper. Some seminars have prerequisites, which are noted in the DOC. In many cases, students must receive permission from the instructor prior to registering for a seminar. History seminars are numbered at the **3000 or 4000 level** (some summer courses listed at the 3000 level may be lectures and do not qualify as seminars).

- LECTURES
  - meet twice a week (1.25 hours)
  - separate discussion sections
  - generally broader histories
  - presentation style
  - exams and papers
- SEMINARS
  - meet once a week (<2 hours)
  - discussion based
  - specific historical topics
  - substantial research paper

# “Double Dipping”

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- Courses Fulfilling PoS and Columbia Core
  - Maximum of Two Courses
- Global Core
  - Most Common, Typically Non-European Histories
- Science
- Foreign Language
  - ex: Introduction to French History

# Plan of Study Form

Specialization: \_\_\_\_\_

*Please do not list courses for which you have received insufficient grades (D or lower, and P/F grades in most instances).*

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?
Ex: HIST	UN2660	Latin American Civilization I	F'15	Caterina Pizzigoni	yes

## Breadth Requirements

Removed in Time

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

Removed in Space

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

## Additional Courses

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

**TOTAL COURSES (9 for majors; 6 for concentrators):** \_\_\_\_\_

**Seminar Requirement (from the courses listed above, for majors)**

Seminar in Specialization: \_\_\_\_\_

Second Seminar: \_\_\_\_\_

UNDED Notes:

UNDED approver (*print*): \_\_\_\_\_

UNDED Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Major vs Concentration Course Requirements

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- MAJOR

- **9 Courses** in Total
- **4 Courses** in Specialization
- **3 Courses** outside Specialization
  - 1 Course Removed in Time
  - 2 Courses Removed in Space
- **2 Seminars** Required
  - 1 Seminar in Specialization

- CONCENTRATION

- **6 Courses** in Total
- **3 Courses** in Specialization
- **2 Courses** outside Specialization
  - 1 Course Removed in Time
  - 1 Course Removed in Space
- **0 Seminars** Required

# Identifying Historical Interests (Specialization)

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- Explore Historical Breadths (time, period, region, type)
- Time & Period
  - 17th Century History
  - Ancient History
- Region
  - Southeast Asia or Middle East
  - Western Europe or South American
- Type
  - Social & Cultural History
  - Political or Economic History

# Breadth Requirements

## Removed in TIME

- **FAR REMOVED** in time period
  - pre-modern for modern historians
  - ex: modern european history, removed in time was “The Crusades”

## Removed in SPACE

- **FAR REMOVED** in space or region
  - Europe, Africa, East Asia, Caribbean
  - ex: modern european history, removed in space was “African Diaspora History”

### Breadth Requirements

#### Removed in Time

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

#### Removed in Space

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?



# Seminar Requirement

- only **MAJORS** must fulfill the seminar requirement
  - a total of **2** Seminars
  - at least **1** within your specialization
    - ex: modern western europe, seminar on “second world war”
- if you are writing a Senior Thesis...
  - a two-term seminar counts as 2 courses
  - including 1 seminar within your specialization

Specialization: \_\_\_\_\_

*Please do not list courses for which you have received insufficient grades (D or lower, and P/F grades in most instances).*

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?
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## Breadth Requirements

Removed in Time

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

Removed in Space

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

## Additional Courses

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

**TOTAL COURSES (9 for majors; 6 for concentrators):** \_\_\_\_\_

**Seminar Requirement (from the courses listed above, for majors)**

Seminar in Specialization: \_\_\_\_\_

Second Seminar: \_\_\_\_\_

UNDED Notes:

UNDED approver (*print*): \_\_\_\_\_

UNDED Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Finding an UNDED Advisor

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- every year there are about **6 to 10 UNDED Advisors**
  - 20th Century International History, Modern Western European History, History of Science
- this year there are about **16 UNDED Advisors**
- their role includes:
  - approve your Plan of Study Form
  - determine course eligibility (specialization & requirements)
  - choosing a specialization
  - general guidance
- **NOTE:** it's very helpful but not required that your UNDED advisor belong to the same specialization
- Note of **TRANSFERS:** UNDED can approve your Plan of Study, the Director of Undergraduate Studies (Professor Chamberlain) can approve your Transfer Credit

# DEADLINE

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## PLAN OF STUDY DEADLINES

December 1: Seniors

March 1: Juniors

**HOW TO SUBMIT A PLAN OF STUDY:** Approved POS forms should be submitted to the Undergraduate Administrator. The Plan of Study form will be compared against the transcript to certify students for graduation. **Seniors who fail to submit an UNDED approved POS can end up short of fulfilling requirements and may delay or prevent graduation!**

# Questions & Comments

# Transfer Credit Form

## Plan of Study Form: Addendum for Transfer Credits and Study Abroad Credits (History Department)

*Students: Please open this form in Adobe Acrobat (free download at <https://get.adobe.com/reader/>).*

*Type all entries, and bring the printed form and materials to the Undergraduate Advisor in 413 Fayerweather. (See the Transfer and Study Abroad section of the Undergraduate Handbook for a full list of required materials.) Handwritten or emailed forms will not be accepted.*

Name: \_\_\_\_\_ CU Email: \_\_\_\_\_

Institution at which these courses were taken: \_\_\_\_\_

Dates studied at this institution: Ex: F'16-S'17 \_\_\_\_\_

**Majors:** No more than 3 courses can be applied towards the major (and up to 2 for the specialization).

**Concentrators:** No more than 2 courses can be applied to the major (and only 1 to the specialization).

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? \_\_\_\_\_

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? \_\_\_\_\_

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? \_\_\_\_\_

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? \_\_\_\_\_

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? \_\_\_\_\_

TOTAL NUMBER OF CLASSES APPROVED: \_\_\_\_\_

DUS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Submitting Transfer Courses

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- you may submit up to 5 courses for *consideration*
  - they MUST receive credit approval from CC or GS
- if approved...
  - up to 3 courses can be applied by majors on the PoS
  - up to 2 courses can be applied by concentrations on the PoS
- if used for specialization...
  - up to 2 courses can be applied by majors
  - up to 1 course can be applied by concentrations

# Notes for Consideration

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1. they will review the **SYLLABUS**
  - a. if the course is interdisciplinary, make sure history is the primary focus
  - b. make sure that the professor the course is a historian
  - c. ensure that there is adequate range of historical context
2. they will review the **TRANSCRIPT**
  - a. make sure that there are strong grades in each course
  - b. aka: more than a passing grade
3. they will review the **COURSEWORK**
  - a. select coursework that demonstrates your comprehension of the subject
  - b. helpful to show ability to write historical research papers

# Two Approaches for PoS

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1. if you choose to submit courses **within your specialization...**
  - a. this may be the case if (1) you have only studied within your specialization, (2) you want to explore historical interest outside your specialization, (3) you are submitting your strongest coursework
  - b. NOTE: you may spend more time in breadth requirements, consider how much you want to continue studying within your specialization
2. if you choose to submit courses **outside your specialization...**
  - a. this may be the case if (1) you did not have a specialization previously, (2) you have explored a wide range of historical topics, (3) you are submitting your strongest coursework
  - b. NOTE: you may spend more time within your specialization, consider how much you want to study outside of your specialization



# Submitting the Transfer Credit Form

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1. Copy of Transcript (highlight the grades of submitted courses)
2. Syllabus from Each Course
3. Available Coursework
4. Plan of Study Form (with or without UNDED approval)\*
5. Completed Transfer Credit Form
6. Columbia Transcript (if not declared as History)

# Questions & Comments