

# APPLICATION FOR APPROVAL OF SUMMER COURSES

Major \_\_\_\_\_

Name \_\_\_\_\_ Class Yr \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Name of Summer School \_\_\_\_\_ Dates \_\_\_\_\_

Matriculated students who wish to take courses during the summer at institutions other than Skidmore and apply these credits to their Skidmore College degree must obtain approval from the Office of the Registrar.

- Courses must be taken at an accredited degree granting institution. Courses taken at a community college may not fulfill upper level requirements.
- Sessions less than four weeks are not allowed.
- The number of courses allowed is determined by the length of the session. **One** course may be taken in a four week session. **Two** courses may be taken in a five or six week session. A maximum of eight semester hours is allowed during a five or six week session.
- Studio courses in art, dance and theatre must meet the definition of studio courses at Skidmore, which are scheduled for twice the number of classroom hours for academic courses.
- A grade of “**C**” or better is required for transfer credit. If courses are taken on a pass/fail basis, information must be provided showing that the policy of the institution concerned is that a pass = a C or better.
- COURSES CANNOT BE REPEATED FOR CREDIT.
- Courses taken overseas or on a study abroad program must have the signature of the Office of International Programs (OIP) Director.
- In cases where the student is asking to take a course outside the Skidmore curriculum or to apply a course that does not have a Skidmore equivalent towards an all-College requirement, the appropriate chair’s recommendation is required before approval can be granted. The chairperson must also approve courses fulfilling major and minor requirements.
- Courses taken in disciplines not offered at Skidmore are evaluated by the registrar in consultation with department chairs and submitted to the Committee on Academic Standing for approval. Courses in liberal arts may be granted credit as electives. Courses in technical or professional areas are NOT transferable.
- **OFFICIAL TRANSCRIPT:** It is your responsibility to have an official transcript sent directly from the institution to Skidmore College, Office of the Registrar.
- Information entered on the student record includes: institution name, session and equivalent course number. A grade of “TR” is entered; actual grades are NOT calculated as part of the Skidmore GPA.

\*\*\*\* SHADED AREA TO BE COMPLETE BY DEPARTMENT CHAIR \*\*\*\*

COURSE NUMBER & TITLE	SEM HRS	SIGNATURE OF CHAIR FOR MAJOR, MINOR OR FOREIGN LANGUAGE	EQUIVALENT SKIDMORE COURSE	SKIDMORE DEGREE REQ. COURSE WILL FULFILL (eg. Nature B, Society A)

SIGNATURE OF STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF ADVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF OIP DIRECTOR: \_\_\_\_\_  
(required for study abroad courses only)

DATE: \_\_\_\_\_

SIGNATURE OF REGISTRAR: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE NOTIFY THE OFFICE OF THE REGISTRAR IMMEDIATELY IF YOU CHANGE COURSES OR DECIDE NOT TO ATTEND.