

**APPLICATION FOR APPROVAL OF SUMMER COURSES**

Major \_\_\_\_\_

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

Name of Summer School \_\_\_\_\_ Location \_\_\_\_\_

(for study abroad programs)

**PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY.**

- All courses must be a minimum of four weeks in length. **ONE** course may be taken in a four week session. **TWO** courses (maximum 8 credits) may be taken in a five week (or longer) session.
- All courses must meet for at least 36 hours of class time. Studio art, dance, and theater courses must meet for at least 72 hours of class time.
- Courses must be taken at a regionally accredited, degree-granting institution.
- Courses to be applied toward major, minor, and/or maturity level requirements **MUST** be approved by the appropriate department chairperson. Community college courses cannot fulfill maturity level requirements.
- All foreign language courses **MUST** be approved by the department chairperson.
- A grade of **“C” or better** is required for transfer credit.
- A maximum of 16 credits, including four maturity level credits, may be transferred each summer.
- The following types of courses are **not** transferable:
  - Online and/or distance learning courses
  - Technical and/or professional courses
  - Courses already completed at Skidmore

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

COURSE NUMBER & TITLE	COURSE DATES & MEETING TIMES	SEM HRS	SIGNATURE OF CHAIR	EQUIVALENT SKIDMORE COURSE	DEGREE REQ. FULFILLED, if any

An official transcript must be sent directly to the Office of the Registrar at the conclusion of the summer session.

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

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

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

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

SIGNATURE OF OCSE DIRECTOR: \_\_\_\_\_

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

(required for study abroad courses only)

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

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