

## Skidmore College Summer School Approval Form

PRINT Student Name	Class Year	Email	Phone
Major(s)	Minor(s)		Summer 20_____
Summer Institution	Abroad Program	City/Country of abroad program	

**READ THE SUMMER SCHOOL POLICIES ON THE BACK OF THIS FORM CAREFULLY**

**Shaded Area to be Completed by Dept Chair**

Course Number and Title (Other Institution)	Course Dates and Meeting Times	Credits (Other Institution)	Signature of Chair	Equivalent Skidmore Course	Degree Requirement Fulfilled (if any)
SAMPLE: CHEM 190L General Chem 1	June 2-July 9, 2010 MWF 8-11:00; MW 1-3 (73 hrs)	4	<i>Dept. Chair's Signature</i>	CH-105	Chemistry Major, Natural Science

Student Signature (I have read and understand Skidmore's summer school policies on the back of this form.)	Date
Advisor's Signature	Date
OCSE Director's Signature (for study abroad programs only)	Date
Registrar's Signature	Date

## SKIDMORE COLLEGE SUMMER SCHOOL POLICIES

### For courses taken away from Skidmore

This Summer School Approval Form must be complete before approval for transfer credit is granted.

- Courses must be taken at a regionally accredited, degree granting institution (including community colleges) or at an abroad program preapproved by the Office of Off-Campus Study and Exchanges.
- Summer school sessions must be at least **4 full weeks long** (for one course).
- For two courses, the session must be at least **5 full weeks long**. No more than 2 courses can be taken in any session.

- Contact (classroom) hours required to earn credit:

3-credit lecture course	37.5 contact (classroom) hours
4-credit lecture course	50 contact (classroom) hours
4-credit laboratory science course	60 contact (classroom + lab) hours
Studio Art, Dance, or Theater performance courses	75 contact (classroom/studio) hours

*Courses with fewer contact hours may not be approved for credit, or they may earn fewer credits at Skidmore than at the other institution. It is the student's responsibility to confirm credits with the Registrar's Office before enrolling.*

- A maximum of 16 credits can be earned in a summer: 8 in one 5-week session + 8 in a second 5-week session.
- On-line/distance learning courses and technical/professional courses cannot earn transfer credit.
- Only one course (4 credits) can earn **maturity level** (300-level) credit in an entire summer.
- Community college courses cannot earn maturity level credit.
- **Foreign language courses** can earn credit **ONLY** with the preapproval of the Foreign Language Dept.
- A letter grade of "**C**" or **higher** is required for transfer. "C-" and below will not earn transfer credit. Do NOT take classes pass/fail.
- **Summer Abroad Programs** must be approved by the Office of Off-Campus Study and Exchanges before being presented to the Registrar.
- Courses to fulfill major or minor requirements **MUST** be preapproved by the Department Chair. Courses to fulfill All-College requirements must be preapproved by the Registrar or Department Chair.
- An **official transcript** must be sent from the summer school directly to the Skidmore Registrar at the end of the summer session. The student is responsible for requesting the transcript.