

**SUMMER COURSE
APPROVAL APPLICATION**



PERSONAL INFORMATION (Please print)

Last Name			First	Middle	SMC ID #
Local Address			Phone No.		SMC Email address
City	State	Zip Code	SMC Major(s)		

COLLEGE/UNIVERSITY INFORMATION

Name of College/University: _____

City and State: _____

Dates of session: _____ Semester hours Quarter hours

COURSE INFORMATION / APPROVALS (Complete Dept/Course#, Course Title and Credit hours only)

Dept/Course #	Course Title	Credit Hours	1st or 2nd Session	Elective Credit	Approved for GenEd	Approved for Major/Minor*	Equivalent Course #
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Are any of the courses listed above an on-line or distance learning course? Yes No

DEPARTMENT AND OFFICE USE ONLY

*Department Chair approval is required for a course in the major/minor. Course equivalent should be listed if applicable.

Department Chair Signature _____ Date: _____

Academic Affairs Approval _____ Date: _____

SUMMER COURSE TRANSFER POLICY/PROCEDURES

1. Please include course descriptions along with this request.
 2. Credit will be granted only for a grade of "C" or better. The grade will NOT be averaged into the SMC grade point average.
 3. Courses needed to fulfill General Education requirements may not be taken in the summer without specific permission from the Academic Affairs Office.
 4. Saint Mary's will accept a maximum of 6 credits for a single summer session or 9 credits for two sessions.
 5. Courses taken in quarter hours will be converted to semester hours. 5 quarter hours = 3.33 semester hours.
 6. It is the student's responsibility to request that an official transcript be sent to the Office of the Registrar, Saint Mary's College, Notre Dame, IN 46556 upon completion of the course(s).
- Return this form to 121 Le Mans Hall before the end of the semester.*