

**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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: \_\_\_\_\_  
 Approved for Major/Minor      Equivalent Course \_\_\_\_\_

Academic Affairs Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved for GenEd      Equivalent Course \_\_\_\_\_       Elective Credit

**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.

**OFFICE USE ONLY**

Student Copy       Department Copy

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