WILLIAMS COLLEGE **Office of the Registrar**

Summer School Approval

_____ _____ _____
Name (*please print)* Class Williams ID

An academic deficiency may be made up by obtaining a grade of at least C- in a summer school course, approved in advance by the Registrar, at a regionally accredited four year college or university. The course must be similar to one offered at Williams be at least 3 semester hours or 5 quarter hours in credit, and be different from any course for which you have already received credit. Courses completed elsewhere may not be used to fulfill distribution requirements, may not be used toward major requirements unless approved in advance by the appropriate department chair as well as the Registrar, and are not included in the calculation of the grade point average.

I request permission for summer school approval:

_____ Summer _____
College or University *Year*

Course department(s), number(s) and title(s):

_____ _____

_____ _____

Please attach a photocopy of the course description and be sure the semester or quarter hour value of the course is included. (*Course descriptions can sometimes be obtained through the school's website catalog if you have trouble getting a printed catalog.)*

If you are requesting credit toward your _____ major, for this course, please have the department complete this section.

SUMMER SCHOOL COURSE(S)	WILLIAMS EQUIVALENT (If there is no equivalent, please indicate the level/type of elective it replaces.)
_____	_____
_____	_____

_____ _____ _____
Chair (please print name) *Chair (please sign name)* *Date*

I understand that all work must be completed before the start of classes at Williams in the fall and that it is my responsibility to insure that an official transcript is received by the Registrar before the end of the drop/add period.

_____ _____
Student's Signature *Date*

Office Use Only: _____ Accreditation _____ Semester/Quarter Hours