An academic course deficiency may be made up by obtaining a grade of C- in a summer school course. This summer school course must be approved in advance by the Registrar’s Office before you enroll, be taken at a U.S.* regionally accredited 4-year** college or university, be of a liberal arts content, such as would be offered at Williams, be at least 3 semester hours or 5 quarter hours in credit, be offered in a traditional scheduled classroom setting***, and cannot duplicate coursework completed or to be completed at Williams.

Any course in the field of a declared or probable major or concentration must be reviewed, prior to enrollment, by the Williams department, regardless of whether credit towards the major or concentration is requested. Any course which may be used as a prerequisite for subsequent coursework at Williams must be reviewed, prior to enrollment, by the Williams department.

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. The Williams transcript will include a note regarding credit received, but will not include the specific course taken or the grade received.

I request permission for approval of:

(Course Department(s), number(s) and title(s)) ____________________________   ____________________________   Summer _______

(Course Department(s), number(s) and title(s)) ____________________________   ____________________________

Please attach a course description, including credit hours and scheduled meeting times. Submitting incomplete information will delay review of the course. Course descriptions can usually be obtained through the school’s website catalog. Submitting links to the course description and class schedule would be helpful in prompt processing review of your request.

Prerequisite equivalent: (must be completed for any course which may be equivalent to a Williams prerequisite course)

___ I do not expect to take further coursework at Williams which would use this summer course as a prerequisite, or

___ I request that this summer course be considered equivalent to ________________.

Chair (please print name) ____________________________   Chair (please sign name) ____________________________   Date

Major or Concentration coursework: (must be completed for any course in the area of a declared or probable major or concentration)

___ This course will not be used toward the major or concentration and does not overlap coursework already completed or to be completed for the major or concentration, or

___ I am requesting credit towards the ________________ major or concentration.

Chair (please print name) ____________________________   Chair (please sign name) ____________________________   Date
A preliminary meeting with the Associate Registrar to discuss any of the following exceptions would be helpful.

* Courses taken outside the U.S. must be approved by the Committee on Academic Standing as well as by the Registrar’s Office. Please include a statement of why the course must be taken outside the U.S.

** We expect that students will make up academic course deficiencies at an accredited 4-year college or university. If there are financial or geographic reasons why this would be difficult, we will consider courses from a 2-year community college which offers liberal arts courses with the intent of transfer to a 4-year degree program. Courses from vocational community college programs will not be considered. If you are requesting approval for a course from a community college, you must include a statement indicating what 4-year colleges you have considered and why you need to request approval for courses from a community college.

*** We expect that students will make up academic course deficiencies with a traditional scheduled classroom course. Online courses will be considered only if scheduled courses have been considered at either a 4-year college or university, or at a community college and those courses are not possible. A request for an online course must be approved by the Committee on Academic Standing as well as by the Registrar’s Office. The request to CAS must include a statement that scheduled courses at a 4-year college or community colleges have been considered and an explanation of why the online course is requested. Requests for approval of online courses must also include details on how the course will be structured, such as the degree of interaction with other enrolled students as well as with the instructor.

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