Office of the Registrar
Bard College
Annandale-on-Hudson, NY 12504

Phone: **(845) 758-7458**
Fax: **(845) 758-7036**
Email: **registrar@bard.edu**

Application for Approval of Summer School or January Course

You must receive approval for a summer school or January course before taking it in order to be eligible to receive credit towards your degree. Transfer credit is only awarded for grades of C and above.

Once you have completed the application form below, please collect the signature of your adviser before bringing it to the Office of the Registrar in Ludlow. Final approval for transfer credit is given by the Executive Committee of the faculty. The committee meets every week of the semester. Completed applications must be received by the Registrar no later than Friday at 5 p.m. to be considered in the following week.

If you plan to study a foreign language that is taught at Bard, you must get the approval of a professor who teaches that language here.

STUDENT INFORMATION

Name _____ _____ _____
Last *First* *Middle*

Current Level: ____Freshman ____ Sophomore ____Junior ____Senior

Major _____

The intended course is: __ in my major __being taken to meet a requirement ___other:_____

Time Period: Summer _____(year) January _____(year)

INSTITUTION AND COURSE INFORMATION

Name of college or university at which you propose to study _____

Credit System *(semester hours, quarter hours etc.)* _____
(Bard converts credits taken in other system into semester hours)

PROPOSED COURSE(S)

Subject	*Crse No*	*Title and course description*	*Credits requested*	***credits approved*** *(to be completed by the registrar)*

ADVISER

Name (print): _____

Signature: _____

Date: _____

<u>If studying a foreign language, approval of language faculty:</u>

Name (print): _____

Signature: _____

Date: _____