



GUIDELINES FOR SUMMER SCHOOL ATTENDANCE

Spelman College does not conduct a summer school sessions. Students currently enrolled who wish to take summer courses for Spelman credit must submit an application for summer school attendance. The institution that the student attends **must be regionally accredited**. Students are required to submit current course descriptions to their academic advisor and department chair for course approval.

1. Students will be permitted to take classes that fulfill the core and major requirements; however, they should discuss their choices with their academic advisor and, if necessary, the department chairperson of the relevant departments.
2. Each course must have the signature of the designated person authorized to approve the request.
 - a. *Core Course(s)* –Approval and signature of the department chairperson in the specific course subject matter is required.
 - b. *Major Course(s)* –Approval and signature of the department chairperson is required.
- * **Courses taken without the proper departmental approval may not be accepted.**
3. Students may earn a maximum of 16 summer school credits during their enrollment at Spelman College.
4. Students who attend summer school are required to submit an official transcript reflecting their summer school course work. The preferred deadline to submit your official transcript to the Office of the Registrar is **September 30th**. **ALL grades received for summer school course work will be credited toward your Spelman degree *without exception*.**
5. Summer school approval and/or attendance will not prevent academic probation or academic dismissal. Students should refer to the policies on academic probation and termination of enrollment as stated in the current Spelman College Bulletin.
6. It is the student responsible to verify with the institution Registrar’s Office regarding operation of quarter or semester hour(s) system. If the institution operates on the quarter hour(s) system, quarter hours will be converted into semester hours. See table below:

| Quarter Hours | Semester Hours |
|---------------|----------------|
| 1 | .66 |
| 2 | 1.33 |
| 3 | 2.00 |
| 4 | 2.66 |
| 5 | 3.33 |
| 6 | 4.00 |



Summer School Application

Spelman College, Office of the Registrar, 350 Spelman Lane, S.W. , Box # 535, Atlanta, GA 30314
Phone: 404.270.5230 - Fax 404.270.5234

Instructions: Please PRINT or TYPE the required information in the spaces below, secure the necessary signatures, and return to the Office of the Registrar by the preferred deadline of April 27th. **Forms without all the required signatures will not be accepted.**

Date _____ # of summer hours previously earned: _____

Name _____ Spelman ID# _____

Major _____ Classification _____

Local Address _____
Street City State Zip Code

Home Address _____
Street City State Zip Code

Telephone (_____) _____ E-Mail Address _____

College or University you wish to attend:

| Course(s) you wish to take | Spelman Equivalent (Prefix and number) | Please circle: | Department Chair's Signature | Online y/n? |
|----------------------------|---|-----------------------|---------------------------------|-------------------------------------|
| | <u>REQUIRED</u> | | | (Online are generally not accepted) |
| | | Approved/Not Approved | | |
| | | Approved/Not Approved | | |
| | | Approved/Not Approved | | |
| | | Approved/Not Approved | | |
| | | Approved/Not Approved | | |

Student's Signature: _____

Signature of Academic Advisor: _____

Note: The University/College you plan to attend may require a **TRANSIENT LETTER** from Spelman College before admitting you. Please contact the Academic Deans in the Office of Undergraduate Studies at 404.270.5701 to make arrangements for such a letter **before you leave**.

Preferred deadline for official transcripts are due in the Office of the Registrar September 30th.

Spelman College enforces an all or nothing policy regarding summer school transcripts. We either take all the grades or we take none of them.