

GUIDELINES FOR SUMMER SCHOOL ATTENDANCE

Spelman does not conduct a summer school session. Students currently enrolled who wish to take summer courses for Spelman credit must submit an application for summer school attendance. The school that the student attends **must be regionally accredited**. Students may be required to submit a current college bulletin to their department chairpersons for course approval.

1. Students will be permitted to take classes that fulfill the core and divisional requirements; however, they should discuss their choices with their academic advisor and, if necessary, the chairperson of the relevant departments.
2. Students must obtain approval and signature of the department chairperson to take courses in the major. **Courses taken without the proper departmental approval will not be accepted.**
3. Students must select alternative courses and have those courses approved by their advisor(s) should primary course choices not be available. **ALL grades received for summer school course work will be credited toward your Spelman degree *without exception*.**
4. Students may earn a maximum of 16 summer school credits during their enrollment at Spelman (effective **Fall 1993** through the present). Students who entered Spelman before Fall 1993 should refer to the catalog under which they entered to determine the number of credits they can earn.
5. Students who attend summer school must submit an official transcript reflecting their summer school work. Please ensure that your transcripts are received by the Registrar's Office by **Friday, September 23rd** in order to receive credit. **There is no guarantee that you will receive credit for your classes if we receive your transcript after the deadline.** Please be reminded that ALL grades received for summer school course work will be credited toward your Spelman degree *without exception*.
6. 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.
7. 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, SW, 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 Registrar's Office by **Friday, April 29, 2011**. **Forms without all the required signatures will be returned.**

Date _____

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)	Chair's Signature	Online y/n? (Online courses are generally not accepted)
_____	_____	<i>Approved/ Not Approved</i>	_____
_____	_____	<i>Approved/ Not Approved</i>	_____
_____	_____	<i>Approved/ Not Approved</i>	_____
_____	_____	<i>Approved/ Not Approved</i>	_____
_____	_____	<i>Approved/ Not Approved</i>	_____

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 Dean in the Office of Undergraduate Studies at 404.270.5701 to make arrangements for such a letter before you leave.

Official transcripts are due in the Office of the Registrar no later than September 23, 2011.