# SUMMER / WINTER COURSE APPROVAL FORM

(Outside of Fairfield University)

Student Name: __________________________  I.D. #: __________________________  Class Year: __________  Campus Box: __________

Major(s): __________________________  Minor(s): __________________________  E-Mail: __________________________  Cell Phone: __________________________

Name of Summer/Winter Institution: ________________________________________

## Information Required for Course Approval

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Course Description Attached</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Attribute</th>
<th>CORE, major, elective</th>
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## FOR OFFICE USE ONLY

Fairfield University

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No more than 2 courses may be transferred. Only credits for courses with a grade of C and higher will be accepted. The last 30 credits preceding graduation must be Fairfield University credit.

Advisor: __________________________

Student: __________________________  Date: __________________________

Dean/Director: __________________________  Date: __________________________
SUMMER/WINTER COURSE APPROVAL PROCEDURE

Anticipated coursework must be pre-approved in order to be eligible for transfer credit.

☐ Complete a Request for Summer/Winter Course Approval Form & sign below indicating that you have read and understand the procedure for course approval.

☐ Attach a copy of the FULL course description for each anticipated course. Course descriptions can be found in online catalogs at most institutions. Please note that course pre-approval cannot and will not be processed without the course description/s.

☐ Official transcripts from the institution where you completed the pre-approved coursework should be forwarded to Fairfield University’s Registrar’s Office.

Important Summer/Winter Course Information

✓ Students are permitted to take no more than two courses during a summer or winter vacation period.

✓ Only CORE or elective courses may be taken; any other coursework will be evaluated on a case by case basis. In general, major courses must be taken at Fairfield University.

✓ Only credits (not grades) are transferable.

✓ You must earn a grade of "C" or better (2.00 GPA and a numerical equivalency of no lower than 73).

✓ Your final 30 credits must be earned at Fairfield University.

✓ Only requests that have met the above eligibility criteria will be evaluated.

I have read and understand the requirements for Approval Procedure for Summer/Winter Course Approval.

Student Signature: ___________________________ Date: ____________________

Once you have signed the procedure form and completed the request form, submit both to the appropriate office for approval:

Undeclared/Undecided Students: Office of Exploratory Academic Advising, Kelley Center
Declared Major in College of Arts & Sciences: CAS Dean’s Office, Canisius Hall, Rm 100
Declared Major in the Dolan School of Business: DSB Dean’s Office, DSB Rm 1125
Students in the School of Nursing: SON Dean’s Office, Rm 110
Students in the School of Engineering: SOE Dean’s Office

Revised: 3/25/2012