

NON SPELMAN COURSE APPROVAL

Spelman College does not offer summer semester courses. Therefore, students wanting to attend summer school must do so at other institutions. Summer school applications will be made available in the Registrar's Office toward the end of April.

Students should meet with their advisers to determine the best courses to take during the summer and discuss where the courses will be taken (preferably at a four-year college on the semester system.) If taking a non-chemistry course, the course description and/or syllabus from the summer institution should be obtained and taken to the chairpersons of the departments at Spelman that offer similar courses.

The chairperson will determine whether the course is equivalent to that offered here and will sign off on the application. The approval of the Chemistry Department Chair and the student's advisor also need to be obtained.

A student in the major is *not allowed* to take a Chemistry course during summer school unless she has taken but not passed the given course at Spelman during the regular academic year. The student must first obtain the Chemistry Department Summer School Approval Form.

Approval must then be obtained from the faculty member designated to approve a given course and must present the necessary course description, syllabi, and have proof of how often the course meets (courses meeting less than six weeks in the summer may not be approved). The Department Chairperson makes the final approval for a student to register for a summer school course in Chemistry.

Only one lower division core course (100-200 level) and only one upper division core course (300-400 level) may be repeated off campus. (NOTE: This restriction does not apply to Advanced Chemistry Electives that are offered at other AUC schools or those counted toward graduation for Dual Degree Engineering majors at the engineering institution.)

It is the policy of Spelman College to accept no more than **16 credit hours through summer study.**