

REQUEST TO ADD OR REMOVE A YALE COLLEGE SUMMER SESSION OR HIGH SCHOOL COURSE FROM THE YALE COLLEGE TRANSCRIPT
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Yale University
Faculty of Arts & Sciences
Office of the Registrar
246 Church Street, Third Floor
Phone: (203) 432-2331

Last name, First name, MI (please print)	Class	College	Yale ID number

Please read carefully the following academic regulations regarding Yale Summer Session courses:

Starting with the summer of 2004, courses completed in Yale Summer Session will be entered on the Yale College record unless the student instructs the Registrar of the Faculty of Arts & Sciences in writing to the contrary by September 30 immediately following the summer term in question. Prior to this deadline, a Yale College student may elect to have a Summer Session course withheld from the Yale College transcript by completing this form. After this deadline, a Yale College student may request to have a Summer Session course that had previously been withheld entered on the Yale College transcript, or, in the case of a course that had been entered by default by the Registrar's Office, removed from the Yale College transcript, **upon payment of a processing fee of \$35 per course. Once a Summer Session course has been entered on or removed from the Yale College transcript in response to a student's request after the deadline, that action cannot subsequently be reversed by the student.** When a course in Yale Summer Session is entered on a student's Yale College transcript, both the course and the grade are recorded; the course may not be recorded without the grade. If a course in Yale Summer Session is entered on the Yale College transcript, it will be included in the calculations of the student's eligibility for General Honors.

I authorize the F.A.S. Registrar's Office to (please check one):

- Remove the Yale Summer Session courses listed below from my Yale College transcript (no fee if submitted prior to Sept. 30; \$35 per course after Sept. 30)
- Remove the Norfolk School of Art or Norfolk School of Music courses listed below from my Yale College transcript
- Add the courses from Yale Summer Session or New Haven Area High School Program listed below to my Yale College transcript

	<u>Subj</u>	<u>Numb</u>	<u>Title</u>	<u>Term</u>	<u>Year</u>
Ex:	ENGL	200	Shakespeare's Comedies & Romances	Summer	2004

I understand that once I have requested a course to be entered on my Yale College transcript it may not subsequently be removed.

Signature & Date