

**REQUEST TO ADD OR REMOVE A YALE COLLEGE SUMMER SESSION,
NORFOLK SCHOOL OF MUSIC & ART, OR
HIGH SCHOOL COURSE FROM THE YALE COLLEGE TRANSCRIPT**

Yale University Registrar's Office

246 Church Street, 3rd Floor

PO Box 208321 · New Haven, CT 06520

Phone: (203) 432-2330 · Fax: (203) 432-2334 · Email: registrar@yale.edu

Last name, First name, MI (please print) Class College Student 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 University 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	2010

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