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:

Courses taken on or after the summer of 2017 will be automatically entered onto the Yale College transcript and may not be suppressed or removed.

For courses prior to the summer of 2017: 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 course(s) listed below, taken before the summer of 2017, from my Yale College transcript (no fee if submitted prior to Sept. 30; $35 per course after Sept. 30)

____ Add the courses from Yale Summer Session, Norfolk School of Music & Art, or New Haven Area High School Program listed below to my Yale College transcript

Subj	Numb	Title		Term	Year
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