Credit Transfer Form
Bread Loaf School of English of Middlebury College

To the Student: Please fill out the appropriate sections of this form and submit to Melissa Nicklaw in the Bread Loaf office along with 1) a copy of the course description from the official course catalog, 2) course syllabus, and 3) course schedule. Please allow 2 weeks for processing this pre-approval request once all appropriate material has been received.

Name of Student: ________________________________________  Midd ID: ____________________

E-mail of Student: ________________________________________________________________

Institution offering the course: ____________________________________________________

Name of Course: _________________________________________________________________

Course Number: _______________  Section (if applicable): _______________________________

Dates of Course: ___________ to ___________, 20_______

Course Level: ___________Graduate _____________ Mixed level (if mixed, need to submit proof taking at graduate level)

Credits: _____________semester hours (3.0) ______________Quarter hours (must be 4.5)

Grade: _______________letter grade ________________ pass/fail (pass/fail will require a letter from professor or registrar stating equivalent to what letter grade)

Course Schedule: include meeting days and times (no on-line or correspondence courses accepted). Please provide a print-out from an official source such as course catalog or web page or provide link to web page. _______Schedule attached or link: __________________________

Department of Course: (i.e. English, Classics, History, etc.) _________________________________

Course description: ________ Attached

Syllabus: ________ Attached

For internal use only:

Information received at Bread Loaf: ________________________________

To Registrar: _______________  Decision and date: ________________________________

To Associate Director: _______________  Decision and date: ________________________________

Student notified: _____________________

(1/18/2015)