Course Transfer Credit Form
Bread Loaf School of English of Middlebury College

To the Student: Please fill out the appropriate sections of this form and submit to Karen Browne 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 Director: _______________ Decision and date: __________________________
Student notified: _____________________

(1/4/2024)