

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: _____