

**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)