



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
EMS 7.04

Date of Adoption/Revision:
September 29, 2016

SUBJECT	SUMMER SCHOOL CREDIT HOURS
AUTHORITY	College Registrar
APPLICABILITY	This policy applies to all matriculating Bennett College students.
PURPOSE	The policy defines the maximum credit hours accepted for students who participate in summer courses at Bennett College or other campuses.
POLICY	A total of 12 credit hours may be earned in any one summer at Bennett College. A total of no more than 7 credit hours may be earned in any one summer at an accredited institution other than Bennett College.
PROCEDURES	<p>Bennett College awards full credit in terms of semester hours and quality points for all courses that are satisfactorily completed during the academic year or summer sessions at approved institutions.</p> <ol style="list-style-type: none"> 1. Before taking a course at another institution, a student must receive the signatures of the program chair and the department director. 2. The approval form must be completed and approved by the Provost and must be filed with the Office of the Registrar. 3. A transcript of work completed must be filed with the Office of the Registrar when work is completed not later than 30 days following the beginning of the fall semester. 4. Permission for a student to enroll in a course for transfer credit may be denied if the course is being offered at the home institution, and/or a home institution course can be substituted for the transfer course.

Replaces policy:

Date