

How to Take a Class as a Visiting Student –Summer 2010

First, Bellarmine's policy pertaining to students studying at another institution during the summer is on p. 46 of the 2009-2011 catalog. Please read these paragraphs. The purpose of the process is to guarantee you before you take the course at another institution that the class will transfer to Bellarmine to satisfy a certain requirement.

Follow these steps.

1. Obtain a form from the Registrar titled "Waiver of Degree Requirement or Exception to Academic Policy."
2. Fill out this form; if you need help filling it out, consult with your advisor or someone in the ARC.
3. Print out the course description from the catalog of the college or university at which you plan to take a course. Staple this course description to the back of the Waiver form so that the department chair will have some basis for comparing this course with the one that Bellarmine offers.
4. Fill out the rest of the form; get the signatures required. The most important signature is the one from the department chair for which the exception is being granted. (So, if you wish to take a math class at another institution, you will need to approval of Bellarmine's math chair.
5. After you fill out the form and collect the necessary signatures, take the form to the Dean's office. Most of these will go to the office of Dr. Fenton, the Dean of Arts and Sciences, in Alumni Hall. You can leave the form with the secretary there and ask her to have the dean sign it; ask her to contact you if the dean has a question or to send it to the Registrar if he approves the Waiver.
6. Print out an unofficial transcript through you're my.bellarmino page and also attach it to the waiver for your advisor and the department chair to review.

To make sure you have a clear answer to your petition, work to have this form completed by 15 April. Therefore, start the process right after spring break ends.

If you need help in identifying the faculty who chair various departments, feel free to email the ARC and ask for information. Let us know if you have any other questions about this process.

Dr. C. Sutton

csutton@bellarmine.edu