**Office of the Registrar**

**Request for Vassar Summer Work 2020**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Box#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

1. Complete a separate request form for each course you are electing.
2. Secure the necessary signatures and return form to the Office of the Registrar.
3. Last date to register for summer work is **May 31, 2020**.

Please note the following:

1. The date for notifying the Registrar if you cannot complete the work is **July 1, 2020**. Failure to complete work after that date will result in a grade of failure.
2. All Work must be completed by **October 1, 2020**.
3. Vassar Summer Work is included in your ungraded units.
4. Vassar Summer work is limited to a maximum of **2 units** in any summer, and 2 tuition-free units during your entire undergraduate career.

Work Requested:

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course#: \_\_\_\_\_\_\_\_\_\_\_\_\_ Units: \_\_\_\_\_\_\_

 (290, 298 or 399)

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Limited to 30 characters, including spaces**)

Required Signatures:

Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Director of Summer Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed** Name of Faculty Director of Summer Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Community-Engaged Learning (**for 290 elections only**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_