

Steps for Obtaining Transfer Credit in History for Study Abroad

Before you go:

Read carefully the current edition of the “Study Abroad Student Handbook” prepared by the Global Education Office at the Reves Center for International Studies. It’s available on the Reves Center’s website (http://www.wm.edu/revescenter/sasteps_before.php). Pay special attention to the “Checklist for Study Abroad Participants” in the handbook.

Select a program and prepare a tentative curriculum. Be sure to include some alternate choices in case last-minute changes occur in the course offerings.

Download and fill in a copy of the “Transfer Credit Pre-approval Form” available on the Reves Center website or in the Global Education Office

<http://www.wm.edu/offices/revescenter/studyabroad/onceaccepted/credit/preapproval/index.php>

Make an appointment to meet with the Director of Undergraduate Studies in the History Department. The director will discuss your plans for study abroad, the specific courses you intend to complete, and make a copy for the files of your “Transfer Credit Pre-approval Form.” However, the director will not sign your “Transfer Credit Pre-approval Form.”

To obtain transfer credit in history, you must bring back all of your course materials for the history courses you seek credit for—including syllabi, lecture notes, papers, quizzes, exams, and, of course, your transcript—and present them to the Director of Undergraduate Studies.

Soon after you return:

Download and fill in a copy of the “Post-Study Abroad Transfer Credit Approval Form” available on the Reves Center website or in the Global Education Office (see URL above).

<http://www.wm.edu/offices/revescenter/studyabroad/returning/credit/index.php>

Make an appointment to meet with the Director of Undergraduate Studies in the History Department. The director will discuss your study abroad experience, review the course materials you returned with, make copies of portions of it (transcript, syllabi, etc.), and then sign your “Post-Study Abroad Transfer Credit Approval Form.”

Present the signed “Post-Study Abroad Transfer Credit Approval Form” to the Global Education Office (GEO). The GEO will see that your transfer credit is processed by the Registrar’s Office.

Please note:

To be awarded transfer credit in history, you must have earned a C or better and have the Director of Undergraduate Studies sign your “Post-Study Abroad Transfer Credit Approval Form.”

Courses taken abroad may count toward major, minor or elective requirements, but not GER requirements.

Normally, transfer credit will receive “elective” credit in history. Elective credit can be used to fulfill your 33-credit requirement for a B.A. in history. Occasionally, transfer credit will be awarded “equivalent” credit if, in the judgment of the Director of Undergraduate Studies, the course is a precise or close equivalent of an existing William and Mary history course.