



PERMISSION TO TAKE COURSES ELSEWHERE – FALL/SPRING TERMS

Use this form if you are leaving W&M and wish to take classes elsewhere but return to W&M to complete your degree.

Policies

1. You **Must** obtain permission to take courses elsewhere in advance. This form must be completed and submitted by the last day of the preceding term.
2. Approved courses can only receive elective credit. (After matriculation, you must take major, minor, GERs and proficiency courses at William & Mary.)
3. Courses must be at least four weeks long and carry 12.5 contact hours per semester credit or at least 32.5 contact hours for a three credit course.
4. Unless specifically approved for a part-time load, you must be enrolled in the equivalent of 12 or more semester credits in a fall or spring semester.
5. You must earn a grade of C (2.0) or better. Only the credit, not the grade, will transfer.
6. You must complete your final two full-time semesters (unbroken by coursework elsewhere) at William and Mary.
7. You must be in good standing, academically and judicially, at William and Mary at the time of approval and transfer of credit.
8. This form addresses one semester only. Complete a new form for each semester away.
9. While you are away, you will be in “inactive” status at W&M. You must apply for readmission in order to return. Transfer credit will be awarded only after readmission and receipt of the official transcript.

Procedures

1. Contact the Dean of Students Office to withdraw from the college, even if you only plan to be away for one semester.
2. Complete the **Permission to Take Courses Elsewhere Form – Fall/Spring Term. Submit it by the last day of the preceding term.**
3. Provide course description, including term dates, credits, etc. for each course you are requesting to take.
(If you wish to attend a Virginia Community College or Richard Bland College, course descriptions are not necessary.)
4. Return descriptions and this form to the Office of the University Registrar, Blow Hall, Room 108. Some courses will require departmental evaluation before they can be approved. Review will begin on April 1 for Fall and November 1 for Spring and must be submitted before the last day of the preceding term.
5. When the course is complete, send an official transcript of the coursework taken to:
Office of the University Registrar, ATTN: Courses Taken Elsewhere, PO Box 8795, Williamsburg, VA 23187-8795.

SECTION A: Student information

Student Name	Last	First	MI	Student ID Number
	@wm.edu			Cell/Local Phone
	William and Mary e-mail address			Major
	_Class of Classification			Home/Permanent Address & Phone
	Anticipated Graduation Date			

SECTION B: Institution Information

Name of Institution	Fall/Spring, 20____ Semester and Year
Address of Institution	

OFFICE USE ONLY

Subject, Course and Title	Cr Hrs	Hrs/wk	# Wks	CT Hrs	W & M Equiv.	W&M Approval

SECTION C: Dean of Students Office Authorization (Certify academic and judicial standing and credit hour allowance).

Dean of Students _____ MAX CREDIT HOURS: _____ Date _____

By signing below, you affirm that you understand the policies above and in the Undergraduate Catalog, and that A) these courses may NOT be used for proficiency, GER, minor, or major requirements without approval from the Committee on Degrees; B) You must be readmitted by the Dean of Students and have an OFFICIAL TRANSCRIPT forwarded to the Office of the University Registrar in order to receive transfer credit; C) quarter and unit credits will be translated into semester credits when transferred; D) this approval is contingent upon your good standing at W&M at the time the coursework was completed; and E) approval and successful completion of these courses does not guarantee my eligibility for graduation.

Student Signature _____ Date _____ University Registrar Approval _____ Date _____

FOR OFFICE USE ONLY

Transcript Received _____	Processed _____
Date _____ Initials _____	Date _____ Initials _____

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