



The College of William and Mary  
Office of the University Registrar  
Blow Memorial Hall – Room 108  
757-221-2800  
registrar@wm.edu

# PERMISSION TO TAKE COURSES ELSEWHERE – SUMMER SESSION

**Policies**

1. You **Must** obtain permission to take courses elsewhere in advance. This form must be completed and submitted by the last day of Spring classes.
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.
4. Courses lasting six weeks or longer must meet for at least 32.5 contact hours for a three credit course.
5. Up to 16 credit hours may be transferred for summer coursework, and the credit does count toward the 10 semester rule.
6. You cannot transfer courses for which you have already received credit.
7. You must earn a grade of C (2.0) or better. Only the credit, not the grade, will transfer.
8. You must complete your final two full-time semesters (unbroken by coursework elsewhere) at William and Mary.
9. You must be in good standing, academically and judicially, at William and Mary at the time of approval and transfer of credit

**Procedures**

1. Complete the **Permission to Take Courses Elsewhere Form – Summer Session. Submit it by the last day of Spring classes.**
2. Provide course description, including term dates, credits, etc. from the Summer Schedule of Classes 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.)
3. 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 of Summer requests to take courses elsewhere will begin on April 1. Deadline: last day of Spring classes.
4. 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	_____
William and Mary e-mail address	Cell/Local Phone
_Class of _____ Classification	Major
Anticipated Graduation Date	Home/Permanent Address & Phone

**SECTION B: Institution Information**

Name of Institution	Summer, 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

*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 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 your eligibility for graduation.*

Student Signature	Date	University Registrar Approval	Date
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<b>FOR OFFICE USE ONLY</b>			
Transcript Received _____	Processed _____		
Date Initials	Date Initials		