



REQUEST FOR DOMESTIC STUDY AWAY

FALL/SPRING SEMESTER

INSTRUCTIONS: This form should be used by undergraduate students who wish to study at another U.S. institution for a regular Fall or Spring Semester.

DO NOT REGISTER FOR COURSES AT THE HOST INSTITUTION UNTIL YOU HAVE RECEIVED APPROVAL

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.

Procedures:

1. Complete the **Request for Domestic Study Away Form – Fall/Spring Term. Submit it by the last day of the preceding term.**
2. Provide course description, including term dates, credits, etc. for each course you are requesting to take.
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 will begin on April 1 for Fall and November 1 for Spring and must be submitted before the last day of the preceding term.
4. When the course is complete, send an official transcript of the coursework taken to:
5. Office of the University Registrar, ATTN: Courses Taken Elsewhere, PO Box 8795, Williamsburg, VA 23187-8795.

SECTION A: Student Information

Student Name: _____ I.D.#: _____ Email: _____@wm.edu

Major/Concentration: _____ Degree: _____ Graduation Date: _____

Street Address: _____

City/State/Zip: _____ Phone #: _____

SECTION B: Institution and Course Information

Request permission to take the course listed below during: Fall Spring Year: _____

Name of Institution: _____ State: _____

Subject & Course #	Credit Hours	Course Title	W & M Equiv.	Transfer Credit Coordinator/Department Approval

Does your course of study involve an internship? Yes No If so, attach copy of your approved *Permission for Internship Credit Form*.

Will your W & M financial aid or student loan funds be used to finance these courses? Yes No

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) quarter and unit credits will be translated into semester credits when transferred; C) this approval is contingent upon your good standing at W&M at the time the coursework was completed; and D) approval and successful completion of these courses does not guarantee my eligibility for graduation.

Student's Signature _____ **Date:** _____

SECTION C: Office of the Dean of Students Authorization (Certify academic and student conduct standing, and credit hr. allowance.

Dean of Students: _____ MAX CREDIT HOURS: _____ Date _____

OFFICE USE ONLY:	Form Received _____	Course Descriptions Sent to Dept for Approval _____
	Transcript Received _____	Credit Posted _____