**STUDY ABROAD TRANSFER CREDIT APPROVAL FORM (CHECK ONE OPTION BELOW)**

**PRE-APPROVAL □**
*if courses approved prior to studying abroad*

**POST-APPROVAL □**
*if courses approved after studying abroad*

**SECTION 1: COMPLETED BY STUDENT AND SUBMITTED TO RELEVANT DEPARTMENTAL FACULTY/DESIGNEE (AS LISTED ON PAGE 2 OF THIS FORM)**

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th>PROGRAM INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>930 #</td>
<td>Program Name</td>
</tr>
<tr>
<td>First Name</td>
<td>Term(s) Abroad</td>
</tr>
<tr>
<td>Last Name</td>
<td>Host University</td>
</tr>
<tr>
<td></td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Major/Minor</td>
<td>City, Country</td>
</tr>
<tr>
<td>W&amp;M Email</td>
<td>Program Dates</td>
</tr>
<tr>
<td></td>
<td>MM</td>
</tr>
</tbody>
</table>

**NOTES:** If submitted for pre-approval, this form is due prior to your departure from campus, **NOT** on the registration/application deadline. Please allow each faculty member at least two weeks to review courses and attached materials.

W&M faculty members must approve each course by designating W&M equivalent course number and signing their name. Course titles **MUST** be written in English, even if taught in a foreign language. Students must submit this form — along with detailed courses descriptions or syllabi, and a current degree evaluation — to the departmental faculty/designee listed on **page 2** of this form. The listed faculty/designee must then sign the form, listing the W&M equivalent course numbers for each course.

Once complete, return this form **ONLY** to the Global Education Office (GEO) at the Reves Center. Before you receive transfer credit for any coursework taken abroad, you must register at http://studyabroad.wm.edu by the designated deadline, pay the corresponding registration fee, receive a "C" or higher for any course to be transferred, and ensure that an official (sealed) transcript from your coursework abroad will be sent to W&M’s Global Education Office (*address below*).

Students are encouraged to **MAKE A COPY** or **TAKE A PHOTOGRAPH** of this form, once completed and signed by the departmental faculty/designee(s), for their records.

**MORE INFORMATION:** [WWW.WM.EDU/STUDYABROAD/TRANSFERCREDIT](http://WWW.WM.EDU/STUDYABROAD/TRANSFERCREDIT)

**SECTION 2: STUDY ABROAD COURSE SELECTION**
*(you don’t have to take every class you submit approval for)*

<table>
<thead>
<tr>
<th>STUDENT FILLS OUT THESE COLUMNS</th>
<th>W&amp;M DEPARTMENTAL FACULTY/DESIGNEE (SEE PAGE 2) FILLS OUT THESE COLUMNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institution Course Number</td>
<td>W&amp;M Equivalent Course Number</td>
</tr>
<tr>
<td>Host Institution Course Title</td>
<td>W&amp;M Departmental Faculty/Designee Printed Name</td>
</tr>
<tr>
<td></td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

**STUDENT RETURNS COMPLETED FORM TO:**
GLOBAL EDUCATION OFFICE, REVES CENTER, COLLEGE OF WILLIAM & MARY
P.O. BOX 8795 WILLIAMSBURG, VA, USA 23187-8795
PHONE: (757) 221-3594 FAX: (757) 221-3597 EMAIL: WMABROAD@WM.EDU
DEPARTMENTAL FACULTY/DESIGNEES FOR TRANSFER CREDIT (2016-2017)

Africana Studies  
Artisia Green  
avgreen@wm.edu

American Studies  
Charles McGovern  
cfmcgo@wm.edu

Anthropology  
Brad Weiss  
blweis@wm.edu

Applied Statistics  
Ross Iaci  
riaci@wm.edu

Art & Art History  
Elizabeth Mead  
exmead@wm.edu

Asian & Middle Eastern Studies  
Stephen Sheehi  
spsheehi@wm.edu

Biology  
Paul Heideman  
pdheid@wm.edu

Business  
Susan Grainger  
susan.grainger@mason.wm.edu

Chemistry  
Chris Abelf  
cjabel@wm.edu

Classical Studies  
Bill Hutton  
hutton@wm.edu

Computer Science  
Peter Kemper  
kemper@cs.wm.edu

Economics  
Admasu Shiferaw  
ashtifera@wm.edu

Education  
Denise Johnson  
cdjohn@wm.edu

Environmental Science/Policy  
Andy Fisher  
ahfish2@wm.edu

European Studies  
Kathy Levitan  
khlevi@wm.edu

Gender, Sexuality & Women's Studies  
Tom Linneman  
tjlinn@wm.edu

Geology  
Chuck Bailey  
cmbail@wm.edu

Global Studies  
Jennifer Bickham Mendez  
jbmend@wm.edu

Government*  
Chris Howard  
cdhowa@wm.edu

History**  
Laurie Koloski (fall 16)  
kloski@wm.edu  
Tuska Benes (spring 17)  
kebene@wm.edu

International Relations  
Katherine Rahman**  
krahm@wm.edu

Kinesiology/Health Sciences  
Ray McCoy  
rwmcco@wm.edu

Latin American Studies (LAS)  
Betsy Konefal  
bokone@wm.edu

Linguistics  
Jack Martin  
jmart@wm.edu

Mathematics  
Ryan Vinroot  
crvinroot@wm.edu

Mathematical Biology  
Sarah Day  
sday@math.wm.edu

Medieval/Renaissance Studies  
Tom Payne (fall 16)  
tpayne@wm.edu  
Suzanne Hagedorn (spring 17)  
schage@wm.edu

Modern Languages  
Michelle Sherman  
msherman@wm.edu  
Missy Johnson  
mjohson@wm.edu

Music  
Jamie Bartlett  
jbart@wm.edu

Neuroscience  
Robin Loofft-Wilson  
roofft@wm.edu

Philosophy  
Tim Costelloe  
tcost@wm.edu

Physics  
Irina Novikova  
ixnovi@wm.edu

Political Science  
Catherine Forestell  
cforestell@wm.edu

Public Policy  
Elaine McBeth  
esmcbe@wm.edu

Religious Studies  
Kevin Vose  
kavose@wm.edu

Russian & Post Soviet Studies  
Fred Corney  
fcorney@wm.edu

Sociology  
Debra Eek  
daeeek@wm.edu

International Relations  
Katherine Rahman**  
krahm@wm.edu

Government  
Chris Howard  
cdhowa@wm.edu

History**  
Laurie Koloski (fall 16)  
kloski@wm.edu  
Tuska Benes (spring 17)  
kebene@wm.edu

+Languages not taught at W&M  
Academic Advising SWEM 169  
advising@wm.edu

Materials needed to present to departmental faculty/designees listed above for pre-approval:
• Pre-approval form (student completes top portion and course titles in ENGLISH)
• Detailed course description
• Copy of W&M degree evaluation (can be printed from myWM/Banner)

Materials needed to present to departmental faculty/designees listed above for post-approval, if you don’t get a course pre-approved:
• Post-approval form (student completes top portion and course titles in ENGLISH)
• Syllabi or detailed course description if syllabi was not given during course, samples of work (papers, exams, projects, etc.)
• Copy of host university or program transcript that shows grade earned
• Copy of W&M degree evaluation (can be printed from myWM/Banner)

* If you are majoring in International Relations and wish to have Government courses transfer as part of your major, submit your pre/post approval form to Professor Rahman in the International Relations department.

** History: If you are seeking non-specific elective credit, history courses taken at specific universities do not require pre- or post-approval from the History Department. The list of universities can be found on the website above. However, you must submit the syllabi or detailed course descriptions to the Global Education Office at the Reves Center. Courses taken at universities NOT on the pre-approved list, and/or courses you wish to transfer with a specific W&M HIST course number, must be post-approved by the designated faculty member above.