



The College of William and Mary  
 Office of the University Registrar  
 Blow Memorial Hall  
 (757) 221-2800 Fax: (757) 221-2151  
 registrar@wm.edu

**PERMISSION TO TRANSFER CREDIT FROM ANOTHER INSTITUTION  
 FOR UNDERGRADUATE STUDENTS**

**Procedures:**

1. Complete this Permission to Take Courses Elsewhere Form. **Submit it by the last day of classes of the term prior to when you wish to take courses.**
2. Return completed form to the Office of the University Registrar, Blow Hall. Some courses will require departmental evaluation before they can be approved.
3. When the course is complete, send an official transcript of the coursework taken to: Office of the University Registrar, PO Box 8795, Williamsburg, VA 23187-8795.

Name \_\_\_\_\_ Email Address \_\_\_\_\_@email.wm.edu Student ID Number 93 \_\_\_\_\_

Expected Date of Graduation: May 20 \_\_\_\_\_ August 20 \_\_\_\_\_ December 20 \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Petition to transfer credits from \_\_\_\_\_ For the Semester/Session Summer/ Winter/ Fall/ Spring Year \_\_\_\_\_

**Do NOT register for the course(s) listed below until you have secured all approvals**

Course Information					Will course fulfill a degree requirement? *if so, you must also petition the Committee on Degrees			Office Use Only		
Course Title to be Taken at Other Institution to Transfer to William & Mary	Course Prefix	Course Number	Credit Hours	On-line?	Major/Minor Req	GER/COLL/ Proficiency	Pre-Requisite	Course Prefix	Course Number	Credit Hours

Maximum/Minimum transfer credit approved for this term: \_\_\_\_\_

IMPORTANT: Check each box to indicate your understanding of the statement.

- The policies pertaining to the transferring of credits from another institution include:
  - William and Mary may deny transfer credit that has not been pre-approved.
  - Credits completed post matriculation transfer as elective credit unless petitioned through the Committee on Degrees
  - Only courses with a grade of C (2.0) or better will transfer.
  - I will not receive credit for a course already completed at William & Mary
  - Transfer courses do not factor into my William and Mary GPA
  - I cannot take a course elsewhere while enrolled at William & Mary
- 60 credit hours of course work MUST be completed in residence at William and Mary.
- Approval is granted ONLY for the semester noted above
- I must attach a course description from the transfer college, unless the course is being completed in the Virginia Community College System
- I must request an official graded transcript be sent to William and Mary's Registrar's Office upon completion of the course(s).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

University Registrar's Office Approval \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED DENIED**

Dean of Student's Approval (Fall/Spring) \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED DENIED**