



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

RETROACTIVE REQUEST TO TRANSFER CREDIT FROM ANOTHER INSTITUTION FOR UNDERGRADUATE STUDENTS

Procedures:

1. Complete this Permission form, including explanation of why prior permission was not requested.
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. If not already done, send an official transcript of the coursework taken to: Office of the University Registrar, PO Box 8795, Williamsburg, VA 23187-8795.
4. Complete the Petition to the Committee on Degrees: Policy Waiver Request for approval of retroactive transfer credit.

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 Courses From _____ For the Summer/ Winter/ Fall/ Spring Year _____

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

Since I did not seek permission prior to completing this course, William and Mary reserves the right to deny transfer credit.

The policies pertaining to the transferring of credits from another institution include:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> William & Mary may deny transfer credit that has not been pre-approved. | <input checked="" type="checkbox"/> Transfer courses do not factor into my GPA. | <input checked="" type="checkbox"/> I will not receive credit for a course already completed. |
| <input checked="" type="checkbox"/> Only courses <u>with a grade of C (2.0) or better</u> will transfer. | <input checked="" type="checkbox"/> Credits completed post matriculation transfer as elective credit unless petitioned through the Committee on Degrees | <input checked="" type="checkbox"/> 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 term 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).

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	Online ✓	Major/Minor Req	GER/COLL/Proficiency	Pre-Requisite	Transfer Course	Credit Hours

Maximum/Minimum transfer credit approved for this term (if applicable): _____

Reason(s) why I did not complete a "Permission to Transfer Credit from Another Institution" form before enrolling in and completing above courses:

Student's Signature _____ Date _____

University Registrar's Office Approval _____ Date _____ **APPROVED DENIED**

Dean of Student's Office Approval (Fall/Spring) _____ Date _____ **APPROVED DENIED**