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

For specific instructions on obtaining pre- or post-approval for transfer credits, go to:
www.wm.edu/offices/revescenter/studyabroad/students/onceacceptedwhileabroad/coursecredit/index.php

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### SECTION 1: COMPLETED BY STUDENT AND SUBMITTED TO RELEVANT DEPARTMENT HEAD/LIAISON (AS LISTED ON THE BACK OF THIS FORM)

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th>PROGRAM INFORMATION</th>
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<tbody>
<tr>
<td>930 #</td>
<td>Program Name</td>
</tr>
<tr>
<td>First Name</td>
<td>Term Abroad</td>
</tr>
<tr>
<td>Last Name</td>
<td>Host University</td>
</tr>
<tr>
<td>Major/Minor</td>
<td>City, Country</td>
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<tr>
<td>W&amp;M Email</td>
<td>Program Dates</td>
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<tr>
<td>@EMAIL.WM.EDU</td>
<td>MM/DD/YYYY TO MM/DD/YYYY</td>
</tr>
</tbody>
</table>

**NOTE:** 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 2 weeks to review coursework.

Department chairs (or their designees) must approve each course by designating W&M equivalent course number and signing their name. To seek course approval, you must submit this form, detailed course descriptions or syllabi, and current degree evaluation to the designated faculty member listed on the back. Course titles MUST be written in English, even if taught in a foreign language.

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 studyabroad.wm.edu by the designated deadline, pay the corresponding fee, receive a “C” or higher, and submit an official (sealed) transcript from your coursework abroad to the Global Education Office.

**VERY IMPORTANT:** (1) If the program for which you are applying is **NOT** listed by name in the registration/application portal at http://studyabroad.wm.edu and you have to select the “Other Program” category, complete the online Eligibility form before seeking pre-approval. This is to ensure that your program is eligible for credit transfer according to W&M requirements which include that credits be awarded by an accredited or degree-granting institution. (2) If you are petitioning to have your coursework count towards GER 4 or 5, please note that the Committee on Degrees reserves the rights to change the W&M equivalent course number as a condition of its approval.

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### 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>DEPARTMENT HEAD/LIAISON (SEE PAGE 2) FILLS OUT THESE COLUMNS</th>
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</thead>
<tbody>
<tr>
<td>Host Institution Course Number</td>
<td>Host Institution Course Title</td>
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<tr>
<td></td>
<td>W&amp;M Equivalent Course Number</td>
</tr>
<tr>
<td></td>
<td>W&amp;M Department Chair/Liaison PRINTED NAME</td>
</tr>
<tr>
<td></td>
<td>W&amp;M Department Chair SIGNATURE</td>
</tr>
</tbody>
</table>

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SWEM 169

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MORE INFORMATION: WWW.WM.EDU/STUDYABROAD/TRANSFERCREDIT

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 Tyler Hall 426B.

** 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.