

# 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:**

<https://www.wm.edu/offices/revescenter/geo/studyabroad/coursecredit/departmentalandprogramrequirements/>

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

STUDENT	INFORMATION	PROGRAM	INFORMATION
<b>930 #</b>		PROGRAM NAME	
FIRST NAME		TERM ABROAD	
LAST NAME		HOST UNIVERSITY	
MAJOR/MINOR		CITY, COUNTRY	
W&M EMAIL		PROGRAM DATES	<div> <div> <div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>MM/DD/YYYY</div> </div> <div>TO</div> <div> <div> <div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>MM/DD/YYYY</div> </div>

@EMAIL.WM.EDU

**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 courses 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 to the Global Education Office (GEO) at the Reves Center via [GEO'S Digital Inbox](#) or [wmabroad@wm.edu](mailto:wmabroad@wm.edu). Before you receive transfer credit for any coursework taken abroad, you must register at [studyabroad.wm.edu](http://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:** If the program for which you are applying is NOT listed in the registration/application portal (<http://studyabroad.wm.edu>) and you have to select the "Other Study Abroad 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.

**COLL 300** credit is *automatic* for approved courses upon transfer (which requires a "C" equivalent or better grade *and* W&M receipt of official transcript, in addition to pre- or post-approval via this form!), no special permission, approval, or process is needed for COLL 300 credit.

### SECTION 2: STUDY ABROAD COURSE SELECTION (YOU DON'T HAVE TO TAKE EVERY CLASS YOU SUBMIT APPROVAL FOR)

STUDENT FILLS OUT THESE COLUMNS		DEPARTMENT HEAD/LIAISON (SEE PAGE 2) FILLS OUT THESE COLUMNS		
Host Institution Course Number	Host Institution Course Title	W&M Equivalent Course Number	W&M Department Chair/Liaison PRINTED NAME	W&M Department Chair SIGNATURE

**Africana Studies**  
Artisia Green  
avgreen@wm.edu

**American Studies**  
Leisa Meyer  
ldmeyer@wm.edu

**Anthropology**  
Jonathan Glasser  
jglasser@wm.edu

**Art History**  
Cristina Stancioiu  
cstancioiu@wm.edu

**Art (Studio)**  
Mike Jabbur  
msjabbur@wm.edu

**Asian & Pacific Islander Studies**  
Deenesh Sohoni  
dssoho@wm.edu

**Asian & Middle East Studies**  
Anne Rasmussen  
akrasm@wm.edu

**Biology**  
Paul Heideman  
pdheid@wm.edu

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

**Chemistry**  
Elizabeth Harbron  
ejharb@wm.edu

**Classical Studies**  
Georgia Irby  
glirby@wm.edu

**Computer Science**  
Peter Kemper  
kemper@cs.wm.edu

**Economics**  
Carl Moody  
cemood@wm.edu

**Education (School of Educ.)**  
Dorothy Osbourne  
dsosbo@wm.edu

**English**  
Erin Minear  
ekmine@wm.edu

**Environmental Science/Policy**  
James Kaste  
jmkaste@wm.edu

**European Studies**  
Giulia Pacini  
gxpaci@wm.edu

**Film Studies**  
Jennifer Taylor  
jltay1@wm.edu

**Gender, Sexuality, & Women's Studies**  
Elizabeth Losh  
emlosh@wm.edu

**Geology**  
Rowan Lockwood  
rxlock@wm.edu

**Global Studies**  
Francis Tanglao Aguas  
fjtang@wm.edu

**Government**  
Phil Roessler  
proessler@wm.edu

**History**  
Fabricio Prado  
fpprado@wm.edu

**Interdisciplinary Studies**  
Teresa Longo  
tvlong@wm.edu

**International Relations**  
Katherine Rahman  
kirahm@wm.edu

**Kinesiology/Health Sciences**  
Ray McCoy  
rwmcco@wm.edu

**Latin American Studies (LAS)**  
Monika Gosin  
mngosin@wm.edu

**Linguistics**  
Anya Lunden  
sllund@wm.edu

**Mathematics**  
Ryan Vinroot  
crvinroot@wm.edu

**Medieval/Renaissance Studies**  
Alexander Angelov  
aangelov@wm.edu

**Modern Languages**  
Blanca Tyler  
bmtyle@wm.edu

**Languages not taught at W&M**  
Janice Zeman  
jlzema@wm.edu

**Music**  
Jamie Bartlett  
jcbart@wm.edu

**Neuroscience**  
Cathy Forestell  
caforestell@wm.edu

**Philosophy**  
Tim Costelloe  
tmcost@wm.edu

**Physics**  
Josh Erlich  
erlich@wm.edu

**Psychology**  
Cathy Forestell  
caforestell@wm.edu

**Public Policy**  
Elaine McBeth  
esmcbe@wm.edu

**Religious Studies**  
Michael Daise  
madais@wm.edu

**Russian & Post Soviet Studies**  
Elena Prokhorova  
evprok@wm.edu

**Sociology**  
Debra Eck  
daeckx@wm.edu

**Theatre, Speech, & Dance**  
Laurie Wolf  
ljwolf@wm.edu

## MORE INFORMATION: [WWW.WM.EDU/STUDYABROAD/TRANSFERCREDIT](http://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 department 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.