



OFFICE OF THE REGISTRAR

Fredericksburg Campus
Lee Hall 206
Phone: (540) 654-1063
Fax: (540) 654-2145

Stafford Campus
South Building 144
Phone: (540) 286-8008
Fax: (540) 286-8005

REQUEST TO STUDY AT ANOTHER U.S. INSTITUTION

Name: _____ Banner ID: _____

Telephone: _____ Email Address: _____

Mailing Address: _____
Street

City

State

Zip

Academic Advisor: _____ Officially Declared Major: _____

Request permission to study at:
College or University & Campus: _____ Term: _____

Course Number	Section	Title	Major	Distance	Dept Chair Initials*
SPA-202	01	Intermediate Spanish II (EXAMPLE)	no	no	

* If this course is for your major **or** taught via distance learning (i.e. ELI, online, video, hybrid), the UMW department chair must initial this column and list the course and credit that should be awarded.

All transfer credit is subject to the academic regulations as published in the current UMW Dictionary of Academic Regulations.

Please allow ten business days for processing. Approval will be sent by email message only.

Please confirm this application by:
UMW email address or Other email address: _____

I am a recipient of financial aid.

I am attempting to graduate at the end of the semester listed above.

I have read the above and back information and my signature below indicates my willingness to participate in and accept the obligations imposed by the form and the Dictionary of Academic Regulations.

Student Signature

Date



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REQUEST TO STUDY AT ANOTHER U.S. INSTITUTION

DEADLINES:

A student that has been given approval to study at another institution must complete the process by sending an official transcript of the graded course(s). The transfer credit will not be honored if the UMW Office of the Registrar has not received official transcripts by the following deadlines:

November 15 for spring and summer semester courses taken in the same calendar year.

April 15 for fall semester courses taken in the previous calendar year.

TRANSCRIPTS:

After completing the course(s), please request an official transcript be sent to:

Office of the Registrar
University of Mary Washington
1301 College Avenue
Fredericksburg, VA 22401-5300

IMPORTANT POLICIES:

- All courses must be taken at an accredited college or university in the U.S. and must be graded. Courses must earn a grade of "C" (2.0) or better. Courses taken on a "pass/fail" basis do not qualify for transfer credit.
- All UMW course load regulations apply to courses taken in the same semester including those taken concurrently at other institutions. Permission to overload with transfer credit must be secured in advance from the Associate Dean of Academic Services.
- This permission to study is automatically revoked when a student is suspended at the conclusion of a semester or summer session.
- Courses must be completed in the term for which permission was given. If not, students must obtain permission again for the term in which they want to take the course(s).

INSTRUCTIONS:

- If you are applying to study at a non-U.S. institution or the course will meet outside the U.S., please consult the Office of International Programs/Study Abroad in Lee Hall.
- Please read and complete all the non-shaded areas on the form. Return the form to the Office of the Registrar in Lee Hall, Room 206.
- If you plan to use the transfer credit toward requirements in your major, please have your Department Chair sign the form prior to returning it to the Office of the Registrar.
- If the course is a distance learning or an alternative delivery format course, the department chairperson of the discipline of the course must approve it prior to returning it into the Office of the Registrar.
- Approval will be sent by e-mail message only.
- **If you are attempting to graduate at the end of this semester** make sure you check the deadline that we must have the official transcript by before graduation. It's different from the usual transcript deadline.

GRADUATING SENIORS: Fifteen of the last 21 credits for the UMW degree must be earned at UMW. Furthermore, only 89 credits may transfer toward a degree.

STUDENTS TAKING FOREIGN LANGUAGE: A student may begin at any level of the language for which he/she is prepared, but must successfully complete, in order, the remaining sequence of courses through the 202 intermediate level. No course may be skipped or taken pass/fail.

CONTACT OR QUESTIONS:

Please contact the Transfer Credit Coordinator at (540) 654-2140 with any questions.