



Registrar Information

for Students Planning to Study Abroad

RESIDENCE REQUIREMENT

A student who is a candidate for the B.A. or B.S. degree must earn at least **30 academic credits** at the University of Mary Washington as a degree-seeking student. At least **one half of the B.A./B.S. major program** requirements must be earned at UMW, unless more are required by the major department.

In addition, at least 15 of the last 21 credits of the B.A./B.S. degree program must be completed at UMW. (In other words, a B.A./B.S. student may take at another institution a maximum of 6 of the last 21 credits required for the Degree Program.) If you plan to take **less than 15 credits** at UMW after you return from an abroad, you will not meet the residency requirement, and will either need to take 15 credits or obtain a residency exception/waiver from Academic and Career Services.

DEGREE APPLICATION AND SENIOR CHECKSHEET PROCESS

Before you go abroad, please familiarize yourself with the Degree Application (Graduation Application) and Senior Checksheet (Degree Verification paperwork) process, in order to graduate on time.

- **If you are abroad during the Spring of your junior year**, you will receive an email notification to your UMW email address, with instructions on submitting a Degree Application online through myUMW. Submitting a Degree Application is the first step in the graduation process.
- **Senior Checksheets are a planning document**, designed to enable the student to determine how remaining degree requirements will be met. Senior Checksheets are created and sent to major advisors based on the term you intend to graduate. If you plan to finish your degree in the Summer or Fall terms, your senior checksheets are due in early March. If you plan to finish in the Spring term, your senior checksheets are due in Mid-September.
- **If you are abroad Fall of your senior year**, you will miss the Senior Checksheet deadline. The Degree Auditor will hold on to your Senior Checksheet until you return to campus. Upon your return to UMW, you must meet with your advisor to get the senior checksheet complete and submitted to the Registrar. It is due within the first two weeks of the Spring term.

Please confer with your advisor during advanced registration in order to ensure you understand your remaining degree requirements.

- It is highly recommended that you do not study abroad in the same term you plan on graduating as it is very possible this may delay your graduation. You may not be able to get all the classes that you need, or you may not receive your final transcript back to UMW by the deadline.

TRANSCRIPT DEADLINES FOR GRADUATION

- Summer graduation: Second week in August
- Fall graduation: Second week in January
- Spring graduation: Tuesday before Commencement

If you have further questions, please contact the Registrar's Office at 540.654.1063 or <http://academics.umw.edu/registrar/ask-a-question/>.