TRANSFER AND UPPERCLASSMEN
REQUEST FOR GENERAL EDUCATION
CLUSTER ONE COURSEWORK

Student Directions:

(If you are still under the direction of a Freshman Advisor, please use a Cluster One Deferral Form)

1. Complete sections I, II, III and IV of the form below.
2. Bring the completed form to the Office of University Studies, Maury Hall, room 110.
3. The deadline for submission of the form is **Friday, March 2, 2012**. Requests submitted after that date will be placed on a wait list.
4. You will be notified via email whether your request has been approved or denied after the March 2nd deadline.
5. Questions? Contact Dr. Amato, Associate Dean of University Studies via email at amatohk@jmu.edu.

I. Name _____ **STUDENT ID#**_____

Last **First** **M.I.**

Major_____ **Email**_____

Major Advisor_____ **Adviser's Email**_____

II. Reason for Request:

III. Complete the sections below relating to Cluster One coursework.

List the Cluster One courses you have completed and for which you are currently registered. Indicate the course title (e.g., *G*WRTC 103, *G*COM 121) and the semester in which you were/are enrolled in the course.

_____

Course Title **Semester**

_____

Course Title **Semester**

What Cluster One course(s) do you wish to enroll into for the upcoming semester?

_____

_____

IV. If my request is approved, I understand that I must inform Dr. Amato via email if I drop the course, take the course during summer session or at another institution.

_____ _____

Your signature **Date**

For Office of University Studies Use Only

Request Approved:_____ **Request Denied:**_____ **Notification Date**:_____

_____ _____

Associate Dean of University Studies **Date**

Pre-registered Course(s) **Date Processed**

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