

Student ID # \_\_\_\_\_

# James Madison University

Date \_\_\_\_\_

FR \_\_\_\_\_ SOPH \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_

Office of the Registrar, MSC 3528

Transcript on file? Y \_\_\_\_\_ N \_\_\_\_\_

Harrisonburg, VA 22807

Phone (540) 568-6281

Phone # \_\_\_\_\_

Fax (540) 568-7954

Major \_\_\_\_\_

## PERMISSION TO TAKE COURSES FOR TRANSFER CREDIT

Responsibility for meeting graduation requirements rests with the student.

Will you be taking classes at James Madison University at the same time? Yes ( ) No ( )

If so, how many hours? \_\_\_\_\_ (Special permission from the academic unit head of your major is required to take an overload.)

Name \_\_\_\_\_ e-mail Address \_\_\_\_\_

Local Address \_\_\_\_\_ or JMU Box # \_\_\_\_\_

street city state zip

Home Address \_\_\_\_\_

street city state zip

Name of college you plan to attend (one college per form please) \_\_\_\_\_

Address of college \_\_\_\_\_

street city state zip

( ) Is a student in good standing at James Madison University.

( ) Is on academic probation but eligible to return. If student fails to maintain the required average, he or she will be notified at the end of this semester.

I will be completing this transfer credit during

Fall Semester ( ) Fall Quarter ( )  
Spring Semester ( ) Winter Quarter ( )  
Summer School ( ) Spring Quarter ( )

NOTE: Transfer credit will be awarded only for those courses in which the student earns a "C" (2.0 quality points) or better grade. Students will not receive transfer credit for those courses that are equivalent to courses completed at James Madison University with a passing grade. **Remember to request that your transcript be sent to the Office of the Registrar to the address above when work is completed.** This form does not automatically inform an institution to send a transcript of grades earned for transfer credit to JMU. Grades earned at other institutions will be included in calculation of the graduation grade point average for honors eligible students. Students must complete 60 semester hours at a four year institution and a minimum of 30 semester hours at JMU.

Dept./ Course Number	Course Title (attach course description)	Credit Hours	Requested JMU Equivalent	Approved Equivalent	Check Type of Credit Requested			Academic Unit Head Initials
					Gen Ed *	Major Minor	Elective	

**Study Abroad/International Credit:** For all coursework taken abroad, you must secure approval from the Office of International Programs prior to departure and before returning this form to the Office of the Registrar.

\_\_\_\_\_, date \_\_\_\_\_  
*Authorized Signature*

**\*General Education Credit:** Once enrolled in classes at JMU, students will be allowed to transfer no more than three courses for General Education credit and no more than one transferred course may be applied to any one Cluster.

\_\_\_\_\_, date \_\_\_\_\_  
*Authorized Signature*

**Final Hours or Academic Suspension:** If you are a graduating senior or on academic suspension, you must secure the approval of the dean of your major college to take course work at another institution.

\_\_\_\_\_, date \_\_\_\_\_  
*Provost/Dean*

**Major or Minor Course:** You must secure the approval of the head of the academic unit where the JMU equivalent is taught in order to apply this course toward your major or minor field of study.

\_\_\_\_\_, date \_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*College*

**Office of the Registrar:**

\_\_\_\_\_, date \_\_\_\_\_  
*Authorized Signature*