

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

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

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

**Office of the Registrar- JMU**  
170 Bluestone Drive, MSC 3528  
Harrisonburg, VA 22807  
Phone (540) 568-6281  
Fax (540) 568-5615

Date \_\_\_\_\_

Non-JMU transcript at JMU? Yes No

Major \_\_\_\_\_

### PERMISSION TO TAKE COURSES FOR TRANSFER CREDIT

*(It is the student's responsibility to meet all graduation requirements.)*

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.)

My name \_\_\_\_\_ e-mail Address \_\_\_\_\_

Mail my copy to: \_\_\_\_\_ or JMU Box # \_\_\_\_\_  
street city state zip

Name of college I plan to attend or have attended (one college per form please) \_\_\_\_\_

Address of college \_\_\_\_\_  
street city state zip

- |                                                                                                                                                                                         |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I am a student in good standing at James Madison University.                                                                                                   | I will be completing this transfer credit during                                                                     |
| <input type="checkbox"/> I am on academic probation/suspension but eligible to return.<br>(If I fail to maintain the required average, I will be notified at the end of this semester.) | Fall Semester ( ) Fall Quarter ( )<br>Spring Semester ( ) Winter Quarter ( )<br>Summer School ( ) Spring Quarter ( ) |

To ensure that credit will transfer, this form must be completed prior to enrolling. Students will not receive transfer credit for those courses that are equivalent to courses completed at James Madison University with a passing grade. Transfer courses may not be used to repeat/forgive courses previously taken at JMU.

\*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. (See website link: <http://www.jmu.edu/gened/jmustudents.shtml>)

**Students are responsible for having their transcripts sent to JMU's Office of the Registrar at the address above when work is completed. Contact the transferring institution's Registrar's office for appropriate forms. Transfer credit will be awarded by JMU only for those courses in which the student earned a "C" (2.0 quality points) or better. Grades earned at other institutions will be calculated into the JMU 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 to receive a degree from JMU.

I have read and understand the above information: \_\_\_\_\_ date \_\_\_\_\_  
*Student Signature*

#### To be completed by student

#### To be completed by unit head

Dept./ Course Number	Course Title (attach course description)	Credit Hours	Requested JMU Equivalent	Check Type of Credit Requested			Approved Equivalent	Academic Unit Head or Registrar 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 and submit this form to the Office of the Registrar prior to departure.

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

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

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

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

**General Education Credit:** Approval is required by University Studies (Associate Dean or appropriate Cluster Coordinator) in order to apply this course toward your General Education Requirements for courses not approved and listed on the JMU/VCCS transfer Web site.

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

**Major or Minor Course:** To apply this course toward your major or minor, approval by the academic unit head where the JMU equivalent is taught is required, unless the course is listed on the JMU/VCCS transfer Web site. For COB courses please visit the COB transfer credit Web site.

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

**Office of the Registrar:**

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