

Student ID # _____

Phone # _____

Office of the Registrar- JMU
738 South Mason Street MSC 3528
Harrisonburg, VA 22807
Phone (540) 568-6281
Fax (540) 568-5615
transfer_credit@jmu.edu

Date _____

Major _____

PERMISSION TO TAKE COURSES FOR TRANSFER CREDIT

To ensure that credit will transfer, this form must be completed *prior* to enrolling
Will you be taking classes at James Madison University at the same time? Yes () No ()

My name _____ e-mail Address _____

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

Is this a Study Abroad Experience? YES NO

- () I am a student in good standing at James Madison University. I will be completing this transfer credit during
- () I am on academic probation/suspension but eligible to return.
 - Fall Semester (20____) Fall Quarter (20____)
 - (If I fail to maintain the required average, I will be notified at the end of this semester.)
 - Spring Semester (20____) Winter Quarter (20____)
 - Summer School (20____) Spring Quarter (20____)

To earn a bachelor degree from JMU, all students must complete a minimum of 120 credit hours (some programs may require more). At least 50% of required hours must be earned at regionally accredited senior (four-year) institutions of higher education. At least 25% of required degree credit hours must be earned at JMU.

- Students will not receive transfer credit for courses equivalent to courses completed at James Madison University with a passing grade (D- or higher). Transfer courses may not be used to repeat/forgive courses previously taken at JMU.
- Transfer credit will be awarded by JMU **only** for courses in which the student earned a "C" (2.0 quality points) or better. This transfers as credit **only**, and will not impact a student's JMU GPA. Grades earned at other institutions will be calculated into the JMU cumulative GPA at graduation for honors eligible students who entered JMU prior to the 2015-2016 catalog year.

*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: <https://www.jmu.edu/gened/VCCSCourseEquivalents.pdf>)

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.

I have read and understand the above information: _____ date _____

Student Signature

To be completed by student

To be completed by unit head

Course Number	Course Title (attach course description and/or syllabus)	Credit Hours	Requested JMU Equivalent	Check Type of Credit Requested				Approved Equivalent	Academic Unit Head or Registrar Initials
				Gen Ed. *	Major or Minor	Elective	Degree (B.A. or B.S.)		

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.

Consortium Student

_____ date _____

Authorized Signature

Academic Probation/Suspension: If you are a student 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

_____ College

Updated: February 2018

General Education Credit: Approval is required by University Programs (Associate Vice Provost or appropriate Cluster Coordinator) in order to apply this course toward your General Education requirements for courses outside of the VCCS system.

_____ date _____

Authorized Signature

Major/Minor or Degree Credit: To apply this course toward your major, minor or a degree requirement, 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: This signature **must** be obtained in **all** cases. For pre-approved courses listed on the VCCS transfer guide, forms may be submitted directly to the Registrar. For all other courses, submit to the Registrar **after** obtaining all other relevant signatures.

_____ date _____

Authorized Signature