

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) 568-7954

Date _____
 Non-JMU transcript at JMU? Yes No
 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.)

My name _____ e-mail Address _____

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

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

Address of college _____ street _____ city _____ state _____ zip _____

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

*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 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: You must secure the approval from University Studies (Associate Dean or appropriate Cluster Coordinator) in order to apply this course toward your General Education Requirements.

_____ 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