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 ( )

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. If I fail to maintain the required average, I will be notified
(If I fail to maintain the required average, I will be notified) 
at the end of this semester.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title (attach course description and/or syllabus)</th>
<th>Credit Hours</th>
<th>Requested JMU Equivalent</th>
<th>Check Type of Credit Requested</th>
<th>To be completed by unit head</th>
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<tbody>
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<td></td>
<td></td>
<td>Gen Ed. * Major or Minor</td>
<td>Degree (B.A. or B.S.)</td>
<td>Approved Equivalent</td>
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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

Authorized Signature ________________ date ____________

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.

Provost/Dean ________________ date ____________

College

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.

Authorized Signature ________________ date ____________

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.

Authorized Signature ________________ date ____________

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.

Authorized Signature ________________ date ____________

Updated: February 2018