



## Approval of Transfer Graduate Credit

This form must be typed. Handwritten forms are not accepted and will be returned.

Student Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student ID \_\_\_\_\_ Graduate Program \_\_\_\_\_

### Instructions

A grade of "B" or better must be earned in courses requested for transfer credit. Courses taken for pass/fail or satisfactory/unsatisfactory grades will not be accepted for transfer graduate credit. Under no circumstances will more than one-half of the total graduate credits required for completion of a program be considered for transfer/inclusion in the student's program of study. This includes any hours taken at JMU prior to acceptance. In the case of variable credit programs, the one-half maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree. Students may not transfer in more than nine credit hours from institutions other than JMU. Transfer credit applications must be approved by the student's adviser, academic unit head and the dean of The Graduate School. Exceptions to the policy may be considered on a case-by-case basis. Academic credit, including transfer credit, taken more than six years before the master's degree award date or eight years before the doctoral degree award date may not be used to satisfy degree requirements.

**Coursework taken while an undergraduate financial aid recipient at JMU will NOT be transferred to the graduate transcript if fewer than 12 undergraduate credits remain on the transcript during the term in which the course(s) requested for transfer was taken.**

The Graduate School must receive an official transcript from the previous university/college that indicates successful completion of courses. It is the student's responsibility to request the transcript be sent. Official, unopened transcripts should be sent to **James Madison University, The Graduate School, 800 South Main Street MSC 6702, Harrisonburg, VA 22807**. Those requesting permission to take final courses toward program completion at an institution other than JMU may find that graduation is delayed until the following academic term due to the time required to obtain a transcript from the other institution.

Univ./College Name	Course #	Course Title	Date Completed	Grade	Hrs.	*JMU Course Substitution #

\*Failure to indicate appropriate JMU course substitutions will result in the program name and "000" being listed on the transcript. Courses so listed will not be counted as part of 600-level course requirements.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Adviser Signature/Date \_\_\_\_\_ Program Coordinator Signature/Date \_\_\_\_\_

Graduate School Dean Signature/Date \_\_\_\_\_

Receipt of this form with original signatures and official transcripts ensures that the requested courses have been approved and will be properly recorded on the student's JMU transcript.

Copies to: Student, Registrar, Graduate School, Adviser, Program Coordinator.

Revised: 01/09