



Approval of Transfer Graduate Credit

This form is used to request that courses be applied to a student's current graduate program. It can be used to request transfer credit from another institution. This form can also be used to request that courses completed at JMU prior to admission to a graduate program be applied to a student's current program.

Student Name _____ JMU Email _____

Mailing Address _____

City _____ State _____ Zip _____

Student ID _____ Graduate Program _____

Instructions

This form must be typed. Handwritten forms are not accepted and will be returned. Please complete this form, print it out, and obtain the necessary signatures. Transfer credit applications must be approved by the student's adviser, Program Director and the Dean of The Graduate School. For courses taken at JMU, no transcript is needed. For courses completed at other institutions, 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**. Note that graduation from JMU may be delayed until a later term if required transcripts are not received before the end of the student's final semester.

Rules

Only graduate courses may be applied to a graduate program. 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. Students may not transfer more than nine credit hours from institutions other than JMU. Under no circumstances will more than one-half of the total graduate credits required for completion of a program be considered for transfer to a student's program of study. This includes any hours taken at JMU prior to acceptance. In the case of variable credit programs, the maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree. 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 were taken.

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 Director Signature/Date _____

Degree Audit Specialist 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.