



TRANSFER CREDIT RE-EVALUATION FORM

Transfer Credit Re-evaluation Form Guidelines

- ***All re-evaluation requests must be accompanied by a course syllabus***
- Re-evaluation requests should be submitted to the Office of the Registrar in person on the 5th floor of the Student Success Center *or* via the postal or email address above.

Do submit this form if:

- Your course is listed in the guide as equivalent to a OOO elective course.

Do NOT submit this form if:

- Your course is currently listed in the guide as something other than a OOO elective and you have received credit for it (please see your advisor to request a Course Directive/Waiver).
- You are a current JMU student seeking approval to complete a course outside of JMU (see the Undergraduate Transfer Credit Approval Form)

Student Name: _____ Student ID #: _____

JMU Email: _____@dukes.jmu.edu

Transfer Institution: _____

Transfer Course: _____ Transfer Course Credits: _____

Transfer Course Title: _____

Term and Year Taken: _____

Current JMU Equivalent: _____ Requested JMU Equivalent: _____

Reason for re-evaluation request:

Office Use Only

Approved - New JMU Equivalent: _____

Denied

Date: _____ *Initials:* _____