

Student ID # \_\_\_\_\_

Phone # \_\_\_\_\_

**JMU Office of the Registrar**  
738 South Mason Street MSC 3528  
Harrisonburg, VA 22807  
Phone (540) 568-6281  
Fax (540) 568-5615  
transfer\_credit@jmu.edu

Date \_\_\_\_\_

Major \_\_\_\_\_

**PERMISSION TO TAKE COURSES FOR TRANSFER CREDIT**  
*To ensure that credit will transfer, please complete this form prior to enrolling.*

Student Name: \_\_\_\_\_ JMU e-mail Address: \_\_\_\_\_

Name of college I plan to attend or have attended (one college per form) \_\_\_\_\_

**Is this a Study Abroad Experience? YES  NO**

- ( ) I am a student in good standing at James Madison University.
- ( ) I am on academic probation/suspension but eligible to return.  
(If I fail to maintain the required average, I will be notified at the end of the term.)

I will be completing this transfer credit during:

Fall Semester (20\_\_\_\_) Fall Quarter (20\_\_\_\_)  
 Spring Semester (20\_\_\_\_) Winter Quarter (20\_\_\_\_)  
 Summer School (20\_\_\_\_) Spring Quarter (20\_\_\_\_)

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 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. Visit [www.jmu.edu/gened](http://www.jmu.edu/gened) for more information.

Students are responsible for having their transcripts sent to JMU's Office of the Registrar at the address/email above when work is completed. Contact the transferring institution's Registrar's office for more information.

I have read and understand the above information: \_\_\_\_\_ date \_\_\_\_\_  
*Student Signature*

**To be completed by student**

**To be completed by approver**

Transfer Course Number (ex. ENG 112)	Course Title (attach course description and/or syllabus if outside of VCCS)	Credit Hours	Requested JMU Equivalent (ex. WRTC 103)	Check Type of Credit Requested				Approved Equivalent	Approver or Registrar Initials
				Gen Ed. *	Major or Minor	Elective	Degree (B.A. B.S.)		

**Study Abroad/International Credit:** For all coursework taken abroad, you must secure approval from the Center for Global Engagement and submit this form to the Office of the Registrar prior to departure.

**Consortium Student**

\_\_\_\_\_ date \_\_\_\_\_  
*Authorized Signature*

**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.

\_\_\_\_\_ date \_\_\_\_\_  
*Provost/Dean*

\_\_\_\_\_ 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.

\_\_\_\_\_ date \_\_\_\_\_  
*Authorized Signature*

**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.

\_\_\_\_\_ date \_\_\_\_\_  
*Authorized Signature*

**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.

\_\_\_\_\_ date \_\_\_\_\_  
*Authorized Signature*