



UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

Name: _____ **Student ID #:** _____

JMU Email: _____ @dukes.jmu.edu **Major:** _____

Transfer Institution: _____ **Institution City, State:** _____

Term Course(s) were Taken: Fall Spring Winter Summer **Year Course(s) were taken:** _____

This is a Study Abroad Experience (if yes, please attach course descriptions or syllabi for review): Yes No

I am on Academic Probation/Suspension (if yes, please note that transfer credit affects [academic standing](#)): Yes No

I am taking a leave of absence and plan to transfer this credit upon returning to JMU: Yes No

My course is listed as a "miss" or a "maybe" in the [Transfer Credit Equivalency Guide](#): Yes No

STOP – If you answered "No" to all four statements above, do not fill out this form. Please submit an [Intent to Transfer Credit Form](#).

Transfer Course Information					Authorized Use Only			
Transfer Course <i>Example: ENG 112</i>	Transfer Course Title <i>Example: College Composition</i>	Credits	Fulfills GenEd?	Requested JMU Course <i>Example: WRTC 103</i>	Approved JMU Equivalent Course	Credit Hours	Initials	Omit from Guide?

General Transfer Policies

- **Approval must be obtained PRIOR TO ENROLLING at another institution.**
- Students will not receive credit for courses they have already completed at JMU with a passing grade (D- or higher).
- Transfer credit will only be awarded for courses in which the student has earned a grade of "C" or better at a [regionally accredited institution](#).
- Students on Academic Probation/Suspension must secure approval from the Dean of their College.
- Students completing coursework abroad must secure approval from the Center for Global Engagement.
- To earn a bachelor degree, all students must complete a minimum of 120 credit hours. At least 50% of required hours must be earned at regionally accredited four-year institutions. At least 25% of required degree credit hours must be earned at JMU.

General Education Policies

- Current JMU students may transfer in a total of three general education courses with each being from a different area.
- Current JMU students **cannot use transfer credit** to satisfy the following GenEd areas due to their distinct qualities:
 - Madison Foundations, Critical Thinking (BUS 160, HIST 150, SMAD 150, ISAT 160, PHIL 120, PHIL 150)
 - American and Global Perspectives, The American Experience (HIST 225, JUST 225 and POSC 225)
 - Sociocultural and Wellness, Wellness (HTH 100, KIN 100)
- Current students may not transfer in one course in a two-course sequence (e.g. WRTC 103 = must have both ENG 111 and 112).
- Discontinued students (e.g., suspension, leave of absence, medical withdrawal) are exempt from the above General Education restrictions while away from JMU.

By signing below, I verify I've read and agree to the policies listed above. I understand that lack of adherence to policies may result in rejection of credit:

Student Signature: _____

SIGN HERE

Authorized Use Only

General Education Signature: _____

Date: _____

Center for Global Engagement Signature: _____

Date: _____

Dean Signature for Probation/Suspension: _____

Date: _____

*Office of the Registrar Signature: _____

Date: _____

**This signature must be obtained in all cases.*