



UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

Students should check the [Transfer Credit Equivalency Guide](#) for current equivalencies before filling out this form.

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

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

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

Term (choose one): Fall Spring Winter Summer **Year:** _____

This is a Study Abroad Experience: Yes No

I am on Academic Probation/Suspension: Yes No

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

Transfer Course Information					Authorized Use Only			
Transfer Subject & Course Number	Course Title	Credit Hours	GenEd ? Y/N	Requested JMU Equivalent	Approved Equivalent	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 courses may not be used to repeat/forgive courses previously taken at JMU.
- Transfer credit will only be awarded for courses in which the student has earned a grade of "C" or better.
- 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.
- Students are responsible for sending transcripts to JMU's Office of the Registrar at the address/email above.
- 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 students are expected to complete JMU's General Education program at JMU.
- Current students may not transfer in more than three courses in General Education (and only one per cluster).
- Current students may not transfer in credit for the following courses and areas due to their distinct qualities:
 - Cluster One, Critical Thinking (BUS 160, HIST 150, SMAD 150, ISAT 160, PHIL 120, PHIL 150)
 - Cluster Four, The American Experience (HIST 225, JUST 225 and POSC 225)
 - Cluster Five, Wellness (HTH 100, KIN 100)
 - Current students may not transfer in one course in a two-course sequence that equates to a single JMU course (e.g. WRTC 103 = both ENG 111 and 112).
- Discontinued or non-current students (e.g., suspension, leave of absence, medical withdrawal) are exempt from the above restrictions while away from JMU, but should still submit an Approval Form. DISC status will be verified during the approval process.

I, the student, have read and understand the above policies: _____ **Date:** _____

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.*