



UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

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

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

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

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

Is this a Study Abroad Experience? Yes No

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

Transfer Course Information					Authorized Use Only			
Transfer Subject & Course Number	Course Title	Credit Hours	GenEd Credit? Y/N	Requested JMU Equivalent (optional)	Approved Equivalent	Credit Hours	Initials	Omit from Guide?

General Transfer Policies

- **All approvals must be obtained PRIOR TO ENROLLING at another institution. Courses taken without prior approval will not be guaranteed for transfer.**
- Current students will be allowed to transfer no more than 3 courses for General Education credit and no more than 1 transferred course may be applied to any one Cluster. **Approval must be secured from the General Education program.**
- 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.

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: _____
<i>* This signature must be obtained in all cases.</i>	