



**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:      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.
- 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: \_\_\_\_\_



**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.*