

Transfer Credit Policy

Purposes

- Adjust policy regarding transfer credit from other institutions to accommodate programs requiring a wide range of credit hours (12-credit hour certificate programs through 60-credit hour degree programs).
- Increase ability of students to use prior coursework completed at JMU towards completion of a graduate program.
- Continue to permit programs to be the primary decision makers with respect to their policies and decisions regarding individual students.
- Clarify language
- Continue to conform to SACSCOC policies.

Proposal

All text remains the same, except change:

Under no circumstances will more than one-half of the total graduate credits required for completion of a program be considered for transfer/inclusion in the student's program of study. This includes any hours taken at JMU prior to acceptance. In the case of variable credit programs, the one-half maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree. Students may not transfer in more than 9 credit hours from institutions other than JMU.

Transfer credit applications must be approved by the student's adviser, graduate program director, and the dean of The Graduate School. Exceptions to the policy may be considered on a case-by-case basis.

To:

Students may not transfer in more than one-third of the required credit hours from institutions other than JMU. No more than two-thirds of the total graduate credits required for completion of a program may be taken prior to admission to the program. The maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree.

Transfer credit applications must be approved by the student's adviser, graduate program director, and the dean of The Graduate School.

Proposal in Context of Current Policy:

Students who wish to receive graduate credit for courses taken prior to entering a JMU graduate program must submit requests to their adviser during the first semester of enrollment. The Approval of Transfer Credit form is available online at <http://www.jmu.edu/grad/current-students/graduate-forms.shtml>.

A grade of “B” or better must be earned in courses requested for transfer credit. Courses taken for pass/fail or satisfactory/unsatisfactory grades will not be accepted for transfer graduate credit. An official transcript showing the credits approved for transfer must be forwarded to The Graduate School.

Students may not transfer in more than one-third of the required credit hours from institutions other than JMU. No more than two-thirds of the total graduate credits required for completion of a program may be taken prior to admission to the program. The maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree.

Transfer credit applications must be approved by the student’s adviser, graduate program director, and the dean of The Graduate School.

Course work taken while an undergraduate financial aid recipient at JMU will not be transferred to the graduate transcript if fewer than 12 undergraduate credits remain on the transcript during the term in which the course(s) requested for transfer was taken.

It is the student’s responsibility to furnish evidence that any course presented for transfer of credit is applicable to a comparable degree at the accredited institution where the course was taken. If the necessary information is not on the official transcript, it must be obtained in writing from the appropriate dean of the institution where the course work was earned. In all cases, courses considered for transfer of credit must be applicable to a comparable degree at JMU. Courses that are not intended by the institution offering them to be part of a degree program, such as extension and in-service courses, are not acceptable for transfer to JMU.

Credits earned to complete a previous graduate degree may not be applied to a second graduate program at JMU at the same degree level. However, previously earned graduate credit earned as a part of a master’s degree program from an accredited institution may be counted toward the degree requirements of a higher-level degree, such as the Master of Fine Arts, Educational Specialist and doctoral degrees if the earned master’s degree is not a requirement of admission. When a master’s degree is required for admission to a degree program, credits from the original degree program may not be used to meet the degree requirements of the new program.

Academic work, including transfer credit, taken more than six years before the master’s degree award date or eight years before the doctoral degree award date may not be used to satisfy the degree requirements. No transfer credit will be approved while a student is in provisional status.

Students must familiarize themselves with their specific program requirements as discussed in the academic sections of the Graduate Catalog. Individual programs will have detailed information relative to the acceptance of credit hours toward their degrees.

Students who wish to take a course at another university after enrollment at JMU need to review the policy on taking a course at another university after enrollment.