The Graduate School

Graduate Transfer Credit Request

Student Name: _____ JMU Email: _____@dukes.jmu.edu

Student ID: _____ Program of Study: _____ Concentration: _____

Instructions:

This form must be typed. Handwritten forms are not accepted and will be returned. Please complete this form, print it out, and obtain the necessary signatures. Transfer credit applications must be approved by the student's adviser, Program Director and the Dean of The Graduate School. For courses taken at JMU, no transcript is needed. For courses completed at other institutions, The Graduate School must receive an official transcript from the previous university/college that indicates successful completion of courses. It is the student's responsibility to request the transcript be sent. Official, unopened transcripts should be sent to **James Madison University, The Graduate School, 100 E. Grace Street, MSC 6702, Harrisonburg, VA 22807** or electronically to **gradtranscripts@jmu.edu**. Note that graduation from JMU may be delayed until a later term if required transcripts are not received before the end of the student's final semester.

Rules:

Only graduate courses may be applied to a graduate program. 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. 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. Academic credit, 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 degree requirements. Coursework 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 were taken.

Univ./College Name	Course #	Course Title	Date Completed	Grade	Hrs.	*JMU Course Substitution #

*Failure to indicate appropriate JMU course substitutions will result in the program name and "000" being listed on the transcript. Courses so listed will not be counted as part of 600-level course requirements.

_____ _____ _____ _____

Student Signature Date Advisor Signature Date

_____ _____ _____ _____

Program Director Signature Date Graduate Student Services Date

Completed forms may be submitted to The Graduate School Offices (Holland Yates Hall, MSC 6702) or emailed to gradstudentservices@jmu.edu.