Approval of Transfer Credit/Waiver Form for Certificate Programs

Student name:
Student ID:
Certificate 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 for transfer graduate credit. 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 nine credit hours from institutions other than JMU. Transfer credit applications must be approved by the student's adviser, academic unit head and Outreach & Engagement. Exceptions to the policy may be considered on a case-by-case basis.

Course waivers should be used on an infrequent basis, and must include documentation of how previous coursework/experiences meet the requirements of the certificate program.

Outreach and Engagement 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, Outreach & Engagement, 127 W. Bruce St. MSC 6906, Harrisonburg, VA 22807. Those requesting permission to take final courses toward program completion at an institution other than JMU may find that graduation is delayed until the following academic term due to the time required to obtain a transcript from the other institution.

Univ/College Name	Course #	Course Title	Date Completed	Grade	Hours	JMU Course Substitution/Waiver

Justification (for waiver):

Required Signatures:

Student: Date:

Program Director: Date:

PCE: Date:

Receipt of this form with original signatures and official transcripts ensures that the requested courses have been approved and will be properly recorded on the student's JMU transcript. Copies to: Registrar, Outreach & Engagement, Advisor, Program Coordinator.