



## TRANSFER CREDIT RE-EVALUATION FORM

### Transfer Credit Re-evaluation Form Guidelines

- All re-evaluation requests must be accompanied by a course syllabus. Forms received without one will be denied.
- Requests should be submitted to the Office of the Registrar using the contact information above.

### **Do submit this form if:**

- Your course is posted on your Transfer Credit Report as equivalent to a OOO elective course.

### **Do NOT submit this form if:**

- Your course is listed on your Transfer Credit Report as "No Rule"
- Your course is currently listed in the guide as something other than a OOO elective and you have received credit for it (please see your advisor to request a Course Directive/Waiver).
- You are a current JMU student seeking approval to complete a course outside of JMU (see the purple section [on the website](#) for more information.)

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

JMU Email: \_\_\_\_\_@dukes.jmu.edu

Transfer Institution: \_\_\_\_\_

Transfer Course: \_\_\_\_\_ Transfer Course Credits: \_\_\_\_\_

Transfer Course Title: \_\_\_\_\_

Term and Year Taken: \_\_\_\_\_

Current JMU Equivalent: \_\_\_\_\_ Requested JMU Equivalent: \_\_\_\_\_

Reason for re-evaluation request:

*Office Use Only*

Approved - New JMU Equivalent: \_\_\_\_\_

Denied

Record Updated?

Date: \_\_\_\_\_ Initials: \_\_\_\_\_