TRANSFER CREDIT PERMISSION FORM

Office of the Registrar Randolph-Macon College PO Box 5005, Ashland, VA 23005 (804) 752-7227

INSTRUCTIONS:

- 1. After filling out this form, take it and the course description to the chair of the department for approval.
- 2. Bring the completed form to the Registrar's Office for final approval.
- 3. Please allow 3 days before picking up your approved form from the Registrar's Office.

lame:			ID:				
Major(s)/Minor(s):			Student Classification:				
dvisor:			Term in which course(s) will be completed:				
nstitution at w	hich course(s) will be completed:						
Course Number	Course Title	# Hrs.	Repeat ?	R-MC Equivalent	Approval		
It is the student's responsibility to request that an official transcript be sent to the Randolph-Macon Registrar's Office upon completion of this course work in order to be awarded transfer credit. For graduating seniors, the official transcript must be on file with the Registrar's Office by the last day of R-MC's spring term exam period to be considered for fulfillment of degree requirements. Grades for transfer courses must be a minimum of C- in order for the course and hours to be accepted by R-MC. Transfer course grades do <u>not</u> calculate in the R-MC GPA, but are subject to review for those students who may be eligible for Latin honors at graduation and are calculated into the major/minor GPA for graduation. Transfer courses may not be taken on a pass/fail basis.							
I certify to progress	that I have read the above notice.	e and u	nderstar	nd its implic	ations regarding my academic		
Student S	Student Signature				 Date		
Final Approval:							
Alana R I	Davis Registrar			 Da [,]			
mana N. I	Alana R. Davis, Registrar				Date		