

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 2 days before picking up your approved form from the Registrar's Office.

| | | |
|----------|-----------|------------|
| Student: | | Summer of: |
| ID: | Advisor: | Fall of: |
| Phone #: | Major(s): | Spring of: |
| | Minor(s): | |

Classification: ___FR ___SO ___JR ___SR ___ Graduating Senior*

(*Final credits toward degree: **Official transcript** must be on file with the Registrar's Office by the last day of R-MC Spring term final exams to be considered for Spring Commencement.)

The above named student has permission to take work for transfer credit at:

Institution: _____ and receive credit for the following courses if approved:

| Dept. & # | Description | *** | # Hrs. | Repeat | Dept. Approval | R-MC Equiv. |
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***Check if the requested course is an on-line or distance learning course.

This approval is for a maximum of _____ semester hours of credit.

PLEASE NOTE: 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. 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 not 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 that I have read the above notice and understand its implications regarding my academic progress:

Signature of Student: _____ **Date** _____

Final Approval:

Date: _____

(Registrar 2/2009-Word)

Alana Davis, Registrar/Matt Anderson, Associate Registrar