

Randolph-Macon College

Office of the Registrar
PO Box 5005, Ashland, VA 23005
registrar@rmc.edu

TRANSFER CREDIT PERMISSION FORM

INSTRUCTIONS:

Bring or email the completed form to the Registrar's Office for final approval. Please allow 2 days before picking up your approved form from the Registrar's Office. We can also email a signed copy to you if you wish.

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 to be awarded transfer credit. Grades for transfer courses must be a minimum of C- for the course and hours to be accepted by RMC. Transfer course grades are NOT calculated in the RMC GPA but ARE calculated in the major/minor GPA for graduation. Transfer courses may not be taken on a pass/fail basis.

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 RMC 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. & #	Couse Title	# Hrs.	Repeat	R-MC Equiv.

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

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/Associate Registrar Signature