

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



### Transfer Credit Approval for Current Students (Transient Approval)

Francis Marion University, Registrar's Office, P.O. Box 100547, Florence, SC, 29502

Phone: 843-661-1175/ FAX: 843-661-1177

Your Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Year course will be taken: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Circle term course will be taken: FALL SPR SUM 1 SUM 2

Complete this form and acquire the required signatures. When the form is completed, return it to the Registrar's Office.

Please read the following University policies regarding transfer and transient credit:

- You must be in good academic standing (a cumulative GPA above 2.00) to be approved to take courses at another institution.
- Only grades of C or higher are transferrable to FMU.
- Grade points do not transfer; only credit hours.
- If you have taken a course at FMU and earned any grade other than a W, the course is no longer eligible for transfer credit.
- You must complete at least 25 percent of the required semester hours for your degree in residence at FMU.
- Of the last 30 hours of credit you complete at FMU, no more than 9 hours can be taken at another institution.
- No more than 30 hours of transient credit can be used to fulfill graduation requirements at FMU.
- A maximum of 76 hours of credit can be transferred from a two-year institution. Transfer credit earned as a transient student is counted in the 76 hours. (TRANSFER + TRANSIENT must not exceed 76 hours from a two-year school.)
- No course required in the major may be taken at another institution without permission of the department.
- Seniors: if you take required courses at another institution as a transient student, FMU must receive official transcripts by the deadline for senior grades published in the course schedule for the term of graduation.

I have read and agree to the policies outlined above. I understand I must request from the institution named below an official copy of my transcript be sent to FMU. I agree to notify the Registrar's Office if I do not enroll in the courses named below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Institution Offering Course: \_\_\_\_\_

Address: \_\_\_\_\_

Subject	Course Number	Credit Hours	Course Title at Transfer Institution	Title of FMU Equivalency	FMU Credit Hours

Signature of Adviser: \_\_\_\_\_ (required for general education and electives)

Signature of Department Chair: \_\_\_\_\_ (required for courses in the major)

Signature of Registrar: \_\_\_\_\_