

**JACKSON STATE UNIVERSITY
COLLEGE OF BUSINESS**

**REQUEST TO TRANSFER COURSES FROM ANOTHER INSTITUTION
WHILE ENROLLED IN AN ACADEMIC PROGRAM AT JACKSON STATE UNIVERSITY**

Notice to the Student

The last 30 semester hours of the program of study must be completed at JSU. After earning 64 hours, only courses from an accredited senior college/university may be transferred. Only grades of "C" or better may be transferred; earned grades are not used to compute JSU, College of Business, or major grade point averages.

Student _____ J-Number _____

Major _____ Classification _____

Hours Earned _____ JSU Hours Earned _____ Transfer Hours _____

Institutional GPA _____ Hours Remaining in Program _____

I request permission to complete the following course(s) at _____
Name of Institution

as a transient student during the _____ Semester / Summer Term.

JSU Course the Applicant is Requesting to take at Another Institution		Equivalent Course the Student Proposes to take at Another Institution	
Course Prefix/Number	Course Title	Course Prefix/Number	Course Title

Rationale. Please state clearly your rationale for the substitution request. Attach copies of catalog descriptions, transcripts, and any other documentation to support your request. **YOUR FORM WILL NOT BE PROCESS WITHOUT PROPER DOCUMENTATION TO SUPPORT YOUR RATIONALE.**

Student Signature _____ Date _____

Recommendation and Approval Status:

ADVISOR _____ Date _____ Recommended Not Recommended

DEPARTMENT CHAIR _____ Date _____ Recommended Not Recommended

COLLEGE DEAN _____ Date _____ Approved Not Approved