

**INSTRUCTIONS FOR THE  
PERMISSION TO TRANSFER CREDIT FORM**  
*The University of Mississippi – College of Liberal Arts*

IMPORTANT: This form should be used by students who are enrolled in Liberal Arts programs. Students enrolled in programs under other Schools at the University of Mississippi should consult their respective academic deans' offices for the appropriate form.

1. Print this form and fill it out completely. **PRINT NEATLY AND CLEARLY.**
2. Existing transfer agreements for courses can be found in the University's online Transfer Equivalency Database at <http://transfer.olemiss.edu/transfer-equivalencies/>. If a particular course is not listed in the online database, it does not necessarily mean that it will not transfer; it simply means that the University has not encountered that course before.
3. Students should review the Undergraduate Catalog ([catalog.olemiss.edu](http://catalog.olemiss.edu)) and the policy number ACA.AR.300.002 ([www.olemiss.edu/policies](http://www.olemiss.edu/policies))
4. Submit the completed form to Liberal Arts Student Services in the Liberal Arts Dean's Office. It may be submitted by one of the following methods:
  - a. In person at Ventress Hall 103.
  - b. By e-mail *as a PDF attachment* to [ventress@olemiss.edu](mailto:ventress@olemiss.edu). If submitting the form by e-mail, be sure to sign and date the form before scanning it.
  - c. By fax to 662-915-5053.
  - d. By postal mail sent to the following address.

*The College of Liberal Arts  
Ventress Hall 103  
P.O. Box 1848  
University, MS 38677-1848*

5. The form will be processed as quickly as possible from the time it is received in the Dean's Office. There is usually a three-day turnaround, but additional time for processing must be allowed if the form is turned in at the end of a semester or summer term or near the time of priority registration.
6. INCOMPLETE FORMS CANNOT BE PROCESSED.
7. After the form has been processed, you will be ***notified by e-mail*** whether the form has been approved or denied. A copy will also be put in the student's file in the Dean's Office. If you do not receive the e-mail, it is your responsibility to contact the Dean's Office to obtain a copy of the form from your file.

