

**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://www.olemiss.edu/transferequiv>. 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. 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. 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*

4. The form will be processed as quickly as possible from the time it is received in the Dean's Office. There is usually a two-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.
5. **INCOMPLETE FORMS CANNOT BE PROCESSED.**
6. 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.

PERMISSION TO TRANSFER CREDIT FORM

The University of Mississippi – College of Liberal Arts

Student Name (PRINT)	Student ID Number	Telephone Number	E-mail Address
College or University Attending <i>(must be accredited)</i>	Transfer Course Number	UM Equivalent Number	Semester/Year in which you plan to take the course

Reason for Request: _____

Anticipated Date of Graduation: Fall Spring Summer Year: _____

Write your initials in the box to the left of each statement below to indicate that you have read and understand each policy.

- The College of Liberal Arts adheres strictly to University policy regarding courses taken by a University of Mississippi student at another institution. Written permission must be granted by the dean **prior to enrolling** in courses at another institution. Unapproved transfer courses will not be accepted. Under cases of **extreme and unavoidable emergency** where progress toward graduation is at risk, a student may petition the dean for **pre-approval** of dual enrollment credits. I will not receive UM transfer credit for any courses taken from another institution while concurrently enrolled at UM. *Students who wish to petition the dean for pre-approval of dual enrollment credits must attach a letter to Liberal Arts Student Services to explain the request in detail.*
- I am in good standing and I understand that any course work taken at another institution during academic suspension or academic dismissal will not be applicable to a degree at The University of Mississippi. Furthermore, I understand that if I am placed on academic suspension or dismissal after this form has been processed that my permission will be automatically revoked.
- I am aware that no more than half of the course work submitted for my degree may be from a community or junior college.
- I realize that no more than six (6) of my last twenty-one (21) credit hours may be taken from another institution.
- I understand that it is my responsibility to have an official transcript (faxed transcripts or transcripts hand-delivered by the student are not official) sent to the UM Office of Admissions in order for my transfer course work to be applied toward my degree.
- I understand that the University of Mississippi's Forgiveness Policy cannot be used in conjunction with transfer credit.
- I understand that this form is valid only for courses explicitly listed on this form and that any changes made to the courses on this form must be approved by the Dean's Office.

_____ _____
Student's Signature **Date**

DO NOT WRITE BELOW THIS LINE—DEAN OFFICE USE ONLY

Major: _____ Campus: Oxford Desoto Tupelo Other

Academic Standing: Good Standing Acad. Probation Acad. Suspension Acad. Dismissal

Classification: Fr. Soph. Jr. Sr./Uncl.: Deg. App. Filed? Yes No

Dual Enrollment: Not Requested Requested, but Denied Requested, and Allowed

This request has been: APPROVED DENIED **Remarks:** _____

_____ _____
Dean's Signature **Date**