The University of Mississippi
SCHOOL OF APPLIED SCIENCES

Transfer Request Form Instructions

1. Print this form and fill it out completely.
2. Attach a copy of the course description from the catalog of the other institution you plan to attend (course descriptions can be obtained from the web site of most institutions) unless the course is from a Mississippi community college.
3. Turn in both this form and the course description to the Dean’s Office of the School of Applied Sciences in the George Street House. The mailing address is listed below for students who are not in Oxford.
4. The form will be processed as quickly as possible from the time it is received in the Dean’s Office. Additional time for processing must be allowed if the form is turned in at the end of a semester or summer term.
5. The signed form will be mailed to you at the address you list on the form, indicating whether or not the courses are approved.

The School of Applied Sciences The George Street House P.O. Box 1848 University, MS 38677-1848 (662) 915-7901

For Graduating Students:

It is your responsibility if you have chosen to take your final course(s) from another school to make sure that an official transcript has been received by the deadline for your semester of graduation (below).

Semester of Graduation Deadline for Receipt of Transcripts

Spring June 10th
Summer August 29th
Fall January 8th

It is not enough just to request the transcript. You also need to follow up on it to make sure UM has received it. If UM has not received an official transcript by the deadlines listed above, you will not graduate until the next semester.
The University of Mississippi
SCHOOL OF APPLIED SCIENCES
TRANSFER REQUEST FORM

_____________________________/_____________________/___________________/________________
Student’s Name                       ID Number                  Telephone         # E-mail address

Major_____________________________________________

*A copy of this form indicating whether or not the courses have been approved will be returned to you for your records at the address listed above.

<table>
<thead>
<tr>
<th>College or University Attending</th>
<th>Transfer Course Number</th>
<th>UM Equivalent Number</th>
<th>Semester/Year in which you plan to take the course</th>
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Transfer and dual enrollment: The School of Applied Sciences adheres strictly to University policy regarding courses taken by a University of Mississippi student at another institution (page 128, 2005-2006 catalog). 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 have read the above statement and understand that I will not receive UM transfer credit for any courses taken from another institution while concurrently enrolled at UM.*
- I am in good standing and I understand that any course work taken at another institution during suspension or dismissal will not be applicable to a degree at The University of Mississippi.
- I am aware that no more than half of the course work submitted for my degree (62 credit hours) may be from a community 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 the Registrar in order for my transfer course work to be applied toward my degree.

___________________________________________________________/_________________________________
Student’s Signature   Date

*If you feel that your situation warrants that you be permitted to be dually enrolled, you must fill out the appeal on the back side (or second page if obtained from web) of this form.
APPEAL FOR DUAL ENROLLMENT

Please check the reason for your request:

☐ You are a Tupelo or Southaven student and your UM campus does not offer the course(s)
☐ Course not offered at UM and you must take it in the upcoming semester (attach verification from your academic advisor)
☐ You will be completing your required internship/practicum out of Oxford and the class is not being offered by UM online or through correspondence
☐ Other (complete a detailed explanation below)

_________________________________________________________________________________
_________________________________________________________________________________
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Office Use Only

☐ Approval granted for this request.

☐ Approval denied for this request.

Reason:_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

______________________________________________________________/________________________
Dean’s Signature          Date