

The University of Mississippi, Office of General Studies
Permission To Transfer Credit Form — Instructions

Important: Once admitted to the university, a student must obtain written approval of his or her academic dean before taking courses at another institution with the intention of transferring toward a University of Mississippi degree. This form should be used by Undeclared students and students enrolled in the Bachelor of General Studies program. Students enrolled in programs under other schools at the University of Mississippi should consult their respective academic deans' offices for the appropriate form.

*** Important note for undeclared students:** We only guarantee that the courses will transfer back to UM. We do NOT guarantee that they will specifically fulfill a requirement for the major that you ultimately decide to pursue.

1. Print this form and fill it out completely. PRINT CLEARLY.
2. Submit the completed form to the Office of General Studies. It may be submitted by one of the following methods:
 - a. In person at 202 E.F. Yerby Conference Center
 - b. By email as a PDF attachment to **bgs@olemiss.edu**. If submitting the form by email, be sure to sign and date the form before scanning it.
 - c. By fax to (662) 915-5138
 - d. By postal mail sent to the following address:
Office of General Studies
202 E.F. Yerby Conference Center
P.O. Box 1848
University, MS 38677-1848
3. The form will be processed as quickly as possible from the time it is received in the Office of General Studies. 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.
4. After the form has been processed, you will be notified by email whether the form has been approved or denied.

Continued



THE UNIVERSITY of
MISSISSIPPI

Revised 02-24-2015

Permission To Transfer Credit Form

Student Name ID Number Telephone Number Email Address

Please check one: Undeclared student* Bachelor of General Studies major

College or University Attending (must be accredited)	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: _____

If requesting dual enrollment:

If requesting dual enrollment (i.e., to take the course(s) above during a semester in which you are also enrolled in courses at UM), you must clearly explain below why you cannot take the above course(s) at UM since you are going to be taking other courses here during the same semester. Students must demonstrate a need for dual enrollment in order for the Office of the Dean to approve the request.

- 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 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 sent to the UM Office of Admissions in order for my transfer course work to be applied toward my degree. *Faxed transcripts or transcripts hand-delivered by the student are not official.*

Student's Signature

Date

Revised 02-24-2015

BGS OFFICE USE ONLY	
This request has been:	_____
<input type="checkbox"/> Approved. Reason:	_____
<input type="checkbox"/> Denied. Reason:	_____
Office of General Studies Representative's Signature	_____
	Date