



J. SARGEANT REYNOLDS COMMUNITY COLLEGE

Request to take Course(s) at another Institution

The student listed below has permission to take course(es) at your institution during the following enrollment period:

FALL SEMESTER (Aug-Dec) 20 SPRING SEMESTER (Jan-May) 20 SUMMER SESSION (May-July) 20

Student's SSN: EmpID:

Last Name First Name MI Jr., 2nd

Institution where course(s) are to be taken:

Table with 2 main columns: Course(es) at other Institution and JSRCC Equivalent Course(es). Each column has sub-columns for Subject, Course #, Course Title, and Course Credits.

- This form must be completed prior to enrollment in the course(s). Students who register without prior approval risk denial of course transfer.
Transfer credit(s) will be awarded only for the approved course(s) in which the student earns a grade of 'C' or higher.
A student's GPA is based only on work completed at JSRCC.
Students are strongly discouraged from repeating course(s) at another institution. The grade at the other institution will not replace the grade at JSRCC.
Students must request an official transcript to be sent to the address below.

SIGNATURE OF STUDENT: DATE:

Plan:

Recommended by Program Head: Print Name

Registrar Signature: Date: Required for approval

JSRCC-Central Admissions & Records
P.O. Box 85622
Richmond, VA 23285-5622
Telephone: (804) 523-5029 Fax: (804) 371-3650