



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: _____

Course(es) at other Institution				JSRCC Equivalent Course(es)			
Subject	Course #	Course Title	Course Credits	Subject	Course #	CourseTitle	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