POST-MATRICULATION CREDIT REQUEST FORM

YOU MUST MEET THESE ELIGIBILITY REQUIREMENTS FOR CREDIT TRANSFER

1. You may not exceed 12 credits of post-matriculation coursework.
2. You may not request post-matriculation credits after you have earned 90 credits toward your RMU degree.
3. RMU will not transfer in any credits unless this form is fully approved BEFORE you begin the course at the other institution.
4. No retakes: You may not take a course at another institution and replace a RMU course for which you have a letter grade, including a W.

INSTRUCTIONS:

1. Visit Solution Central in Nicholson or email the Office of the Registrar (registrar@rmu.edu) to verify eligibility.
2. If eligible, enter the course information as it appears in the university catalog/bulletin at the other institution.
3. Provide a course description and/or syllabus to the appropriate RMU Department Head to secure transfer approval for a RMU equivalent course.
4. If you are an international student this form MUST be taken to the Center for Global Engagement for approval.
5. After obtaining the Department Head signature(s), present this form to the Dean of YOUR major for approval.
6. Once all required signatures have been obtained, please forward to the Registrar's Office either in person or email to registrar@rmu.edu BEFORE registering at the other institution.

RMU ID	Last Name	First Name	Major	RMU Email Address
R				

Name of Other Institution	City, State of Institution (or specify campus)	Semester/Year of Planned Attendance

Other Institution Course Information		RMU Course Equivalent Information		
Course Number	Course Title	RMU Course Number	RMU Course Title	Department Head Signature

I understand that approval, if granted, is contingent upon completion of the current semester with a GPA of 2.0 or higher. It is also my responsibility to request an official transcript to be electronically sent to the Office of the Registrar (registrar@rmu.edu) by the host institution within one month of coursework completion. Transcripts opened and sent by the student will not be accepted.

_____ _____

Student Signature Date Center for Global Engagement Signature (if required). Date

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Dean Signature Date