



NEW MEXICO MILITARY INSTITUTE

OFFICE OF THE REGISTRAR

(575) 624-8070/8072/8071 | registrar@nmmi.edu | Fax: 575-624-8073

Transfer Course Permission Form

Cadet Number: 000 _____ Cadet Name: (Last, First, MI): _____

Transfer Institution Name: _____

City, State Transfer Institution: _____

Course Type: On-Campus On-line Other: _____

When are you taking course(s)? _____

Course Purpose: Graduation Req./Total Hours Athletic Eligibility GPA/Failed Grade/Advancement

(Syllabus or course description must be attached for each course)

Transfer Course #	Transfer Course Title	Transfer Credits	NMMI Course #	NMMI Course Title	NMMI Credits
Ex: ENGL1131	Comp I	3.0	ENGL 1113	Freshman Comp I	3.0

By my signature below I certify that I understand the NMMI transfer policy as outlined below:

- I must have an official transcript mailed or sent electronically via (Scrip-Safe or Parchment) from the college with final grades and credits in order to transfer the approved courses and faxed transcripts are NOT acceptable.
- The final grade of "C" or better is required for transfer to NMMI and the grade will be posted to my NMMI transcript as "TR" which will not affect my NMMI GPA unless the course is replacing an "F" grade earned at NMMI.
- I must have the Registrar's approval prior to enrollment in the courses to insure transferability as identified on this form. NOTE: You may not take a course at another institution during Fall/Spring terms (see [catalog](#) for rare exceptions)
- I must verify with the transfer institution if they require a formal transit letter or transcript and make arrangements with the Registrar to complete the action.

Cadet Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Registrar Action: The course(s) listed above are approved disapproved

Registrar Initials: _____ Date: _____ Comments: _____