George Mason University

Office of the Registrar
10900 University Blvd MSN 4F1
Manassas VA 20110
FAX REQUEST TO (703) 993-8378

Request for Copy of Non-Credit Record

Your **Non-Credit Record** is a separate document from the Official Transcript of any credit courses you may have completed at GMU. If you need a copy of your **Official Transcript**, call (703) 993-2429 for instructions.

Financial obligations (holds) to the University must be cleared before requests can be honored. Your Record may not be faxed. **PLEASE NOTE:** We cannot produce a Record with incomplete student information. For the integrity and security of your own Record, **ALL FIELDS MUST BE COMPLETED BELOW.** Incomplete requests will be returned to you. George Mason University began issuing non-credit records in 2001; therefore, some students with course work taken prior to 2001 may have an incomplete record.

Name _____
First Middle Last

Current Address _____
Street City State Zip

Former/Maiden name (if used at GMU) _____

Student ID # (usually your Social Security Number) _____ Date of Birth: ___/___/_____

Day Phone Number (___) _____ Email address _____

Last attended GMU _____ Program _____

STUDENT'S SIGNATURE _____ Date _____
All requests require an original signature of the student. **REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.**

Request # 1	**Request # 2**
Number of Copies _____ Send to:	Number of Copies _____ Send to:

Notes regarding the Non-Credit Record

Appearance: The Non-Credit Record looks different from the Official (Credit) Transcript. It is printed on plain white paper, but bears the signature of the Registrar and the seal of the University.

Marks: Some non-credit programs do not evaluate student work; students who participate in these programs are usually assigned a mark of "S" (Satisfactory). Those programs that evaluate student work assign marks that look different from grades given in credit courses (see sidebar). These marks **do not** calculate quality points or grade point averages.

CEUs/Contact Hours: Contact hours are reflected on the Non-Credit Record, and used to calculate CEU's using the standard 10:1 ratio (10 contact hours = 1 CEU). Your professional agency may use a different ratio.

Non-Credit Marks

S Satisfactory
U Unsatisfactory

SA Satisfactory (A-level)
SB Satisfactory (B-level)
SC Satisfactory (C-level)
SD Satisfactory (D-level)
UD Unsatisfactory (D-level)
UF Unsatisfactory (Failing)

W Withdrew voluntarily

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