

# REQUEST TO TAKE COURSE ELSEWHERE

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ G#: \_\_\_\_\_  
 Last First  
 Circle One: FR SO JR SR Master's Doctoral Major: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- **Not for courses located outside the U.S. See the Center for Global Education for a Petition to Study Abroad.**
- Visited institution must be regionally accredited.
- A minimum grade of C must be earned for an undergraduate course to be accepted for transfer credit.
- Graduate courses must meet all catalog requirements for transfer, including a minimum grade of B.
- Catalog course description and/or syllabus from the visited institution must accompany this form through the pre-approval process.
- **A lower division or Community College course may be transferred to meet a 300 – 400 level Mason course content requirement, but will not count toward the 45-hour upper division University requirement.**
- Students may not study elsewhere while on first or second suspension.
- Students must make arrangements with the visited institution (*including Northern Virginia Community College*) to have an official transcript **mailed** directly to the **George Mason University Registrar's Office, Records Section, MSN 3D1, 4400 University Drive, Fairfax, VA 22030** immediately after the course work is completed. Credit cannot be transferred until an official transcript is received. Non-receipt of official transcripts within six weeks of the conferral date will delay a student's pending graduation.

Institution where course will be taken \_\_\_\_\_ City/State: \_\_\_\_\_

Semester: (circle) Fall Spring Summer Year: \_\_\_\_\_

| <u>Course Title</u>             | <u>Mason Equivalent</u>            | <u>Source of Equivalency</u>                           |
|---------------------------------|------------------------------------|--|
| _____                           | _____                              | <input type="checkbox"/> current articulation table    |
| <u>Course Prefix and Number</u> | <u># of Credits at Institution</u> | * <input type="checkbox"/> course review by department |
| _____                           | _____                              | *For courses not on the articulation table             |

Total Credits this request: \_\_\_\_\_ Total Study Elsewhere credits this Semester: \_\_\_\_\_

Student's reason for request:

**FOR CREDIT TRANSFER BACK TO MASON**

Approval to transfer course back as accepted Mason equivalent

**NOT FOR CREDIT TRANSFER BACK TO MASON**

Approval to Study Elsewhere to complete Associate's Degree at a Virginia Community College

Please note:

1. The Associate's Degree must be completed and posted to the Mason record **BEFORE** students accumulate 90 hours at Mason, inclusive of transfer credit.
2. Students are required to submit Study Elsewhere permission forms for each semester of study.

Approval to complete Mason Foreign Language requirement

\* **Approval for Mason Equivalency:**

Chair or Designee, Dept. of Course \_\_\_\_\_ Date: \_\_\_\_\_  
 (only for courses **NOT** on the current articulation table)

- Approved for all students (future articulation table)
- Approved for this student only
- Not approved

**Approval to Study** (required for all students):

Student's Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved
- Not approved

Student's Dean: \_\_\_\_\_ Date: \_\_\_\_\_

|   |  |
|---|--|
| Stipulations/Comments: _____<br>_____<br>_____<br>_____ | Registrar's Office Use: (Fax 703-993-4668) |
|   | ZREG entered _____ By _____                |
|   | Credit/Degree Entered _____ By _____       |
|   | FL Waiver Entered _____ By _____           |
| Copy to Admissions: <input type="checkbox"/>            |  |