XFER

REQUEST FOR PERMISSION TO STUDY ELSEWHERE

Name: _____ Daytime Phone: _____ G#: _____
Last First

Email Address: _____ 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 academic suspension or on non-academic 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: _____

Course Title	Mason Equivalent	Source of Equivalency
_____	_____	☐ current articulation table
Course Prefix and Number	**# of Credits at Institution**	* ☐ 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: _____

_____

_____

_____

Registrar's Office Use: (Fax 703-993-4668)

ZREG entered _____ By_____

Credit/Degree Entered _____ By _____

FL Waiver Entered _____ By _____

Copy to Admissions: ☐