

GRADUATE TRANSFER OF CREDIT REQUEST

Purpose: To transfer courses taken at another university or courses taken at Mason in non-degree status into a students' Mason record

Instructions: The student meets with their academic advisor to complete this form and approval. The program sends the form to the CEHD Office of Academic and Student Affairs (OASA) for the Associate Dean for Teaching and Academic Affairs (Dr. Ellen Rodgers) approval. OASA sends the form to the Registrar's Office where the transfer is recorded on the student's transcript.

Notes: All courses, to be transferred from another institution, must be accompanied by an official transcript (sealed) from that institution.

The course must have been taken within six (6) years prior to initial program admittance.

Graduate students must earn at least a B in the course they are requesting to transfer into their Mason degree program.



GRADUATE TRANSFER OF CREDIT REQUEST

**Return this completed form to your
Graduate Department for approval.**

Student's Name: _____ Date: _____

G#: _____ Degree or Certificate Program: _____

Student's Day Phone: _____ Student's E-mail: _____

TRANSFER OF CREDIT REQUIREMENTS:

- The credit must be graduate credit earned at another accredited university, earned at another institution and recommended for graduate credit in the American Council on Education guidebook, or earned at Mason while in non-degree status.
- The credit must have been earned within six years prior to first enrollment as an admitted student in the specific certificate or degree program.
- A minimum grade of B (3.00) must have been earned.
- The course must be applicable toward a degree at the institution offering the course. Extension and in-service courses that are not intended by the institution offering the courses to be applied to a degree program are not eligible for transfer credit to Mason.
- The credits cannot have been previously applied toward a degree at another institution or Mason; however, up to 3 credits previously applied to a degree program at another institution may be transferred into a certificate program at Mason.

CREDITS EARNED AT MASON THROUGH NON-DEGREE STUDIES

Course Number & Title	Semester & Year	Grade Earned	Credits Earned

CREDITS EARNED AT ANOTHER INSTITUTION

A sealed official transcript must accompany this request. Please note: Mason operates on a semester system. Credits earned at institutions using a quarter system should be multiplied by .667 to determine the number of credits to be transferred.

Institution/Location	Course Title & Number	Semester & Year	Grade Earned	Credits Earned	Mason Course Equivalent

Total Number of Credits to be transferred into current degree program: _____

Course Departmental approval (Only required for courses outside the student's program) _____ Date _____

Graduate Program Chair/Director _____ Date _____

Student's Dean _____ Date _____

Registrar's Office Use: Date _____ By _____
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