DEPARTMENT OF ENVIRONMENTAL SCIENCE AND POLICY

David King Hall room 3005

4400 University Drive, MSN: 5F2, Fairfax, Virginia 22030

Phone: 703-993-1043; Web: esp.gmu.edu

**GRADUATE TRANSFER OF CREDIT WORKSHEET FOR ESP**

Please complete this worksheet before you fill out the Dynamic Forms Graduate Student Transfer of Credit form (link is near the bottom of the list here: <https://registrar.gmu.edu/forms/graduate/>. Send this worksheet with a copy of your transcript(s) to ESP Grad Office (espgrad@gmu.edu) for review and approval before you fill out the Dynamic Form! Contact the ESP Graduate Program Director if you have any questions.

**For full transfer of credits policy please refer to section** [**AP.6.5.2**](https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-2) **in the university catalog**

* Students in dual degree master’s programs are not eligible for a Reduction of Credits.
* A Transfer of Credit form is required for students who earned a relevant post-baccalaureate degree prior to admission to the current Master’s or Doctoral program.
* Students (excluding students who received their degree from Mason) requesting a transfer of credit must supply official transcripts.
* For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English. Students are strongly encouraged to provide a course-by-course evaluation by an external NACES provider [(https://www.naces.org/members)](https://www.naces.org/members); if these documents were not supplied in the admission process.
* Transfer of Credit requests from students who are admitted provisionally are not considered until the students have fulfilled the conditions of their admission and had the provisional qualifier removed from their records.
* Credits used in reduction of credits:
	+ Must have been earned within 10 years prior to Mason degree enrollment
	+ Must have been applied to a previously earned post-baccalaureate degree
	+ Must have received a minimum grade of B- or higher
* Reduction of Credit requests may not include credits that are applied to both an undergraduate and graduate degree in a joint bachelor’s/master’s program or in bachelor’s/accelerated master’s programs.

# SPECIFIC REQUIREMENTS FOR MASTER’S STUDENTS

* Institutional requirement – More than half of all credits (minimum 30) required for the degree must be earned at Mason.

# SPECIFIC REQUIREMENTS FOR DOCTORAL CANDIDATES

* Doctoral students in a 72-credit program are allowed a reduction of credit for up to 30 credits.
* Unique requirement - a minimum of 24 credits must be applied only to the doctoral degree.
* Institutional requirement - More than half of all credits (minimum 72) required for the degree must be earned at Mason. (This includes EVPP 998 and 999 credits)

This request for reduction of credit is based on the following degree:

# Degree Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_

# Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Complete this table using your transcript to determine which graduate courses you wish to use to reduce the number of credits taken for your MS or PhD by transferring them. Fill in the selected courses from your transcript in the first column with course number AND title. Then conduct a catalog search, https;//catalog.gmu.edu, for courses that are “Mason equivalent” using one or more keywords from your course and list the most appropriate course number AND title here from any department. If you cannot find one, enter “?.” Add the grade you made in the Pre-Mason course and number of credit hours.

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| **Pre-Mason Course Number and Title** | **Mason Course Equivalent Number and Title** | **Grade** | **Credit****Hours** |
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|  | **Total Number of Credits to Transfer for Reduction in Credits** |  |  |