

Transfer Credit Re-Evaluation Appeal

The Office of Admissions provides transfer credit evaluations based upon **official transcripts from all institutions attended prior to enrollment at Mason**. The Office of Admissions makes the final determination of the award of transfer credit consistent with University policy.

Name _____ Date _____

Mason email _____ GNumber _____

Instructions for Students:

You are responsible for attaching catalog course descriptions and syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Submit completed forms to the Mason academic department that offers the coursework from which you wish to receive credit. A maximum of two courses may be combined to equate to one specific Mason course and one elective. Mason's course catalog can be found here: <https://catalog.gmu.edu/courses/>

Please note: **credit hours from the host institution must equal credit hours into Mason** (Quarter system courses transfer in at two-thirds credit.)

Transfer Institution _____

Transfer Course Prefix and Number _____ Credit hours: _____

Transfer Course Title _____

Semester system

Quarter System

If your request is for 2 transfer courses to fulfil 1 Mason course, list the 2nd transfer course below:

Transfer Institution (if different) _____

2nd Transfer Course Prefix & Number _____ Credit hours _____

2nd Transfer Course Title _____

Requested Mason Course Prefix and Number _____ Credit hours _____

Mason Course Title _____

If your request is for 1 transfer course to fulfill 2 Mason courses*, list the 2nd Mason course below:

2nd Mason Course Prefix and Number _____ Credit hours _____

2nd Mason Course Title* _____

*2nd course may NOT be an elective

Student stop here and send all to the Mason dept email address for the requested course.
<https://atoz.gmu.edu/>

Instructions for Academic Departments:

Transfer credit appeals will be applied globally to all students. If you would like this change to affect the individual student only, please submit the Substitution Waiver Form to the Office of the Registrar. Re-evaluations must be approved by a department chair or the designated department representative as listed with the Office of Admissions' Credit Evaluation Team.

Note to Approvers: Verify accuracy of course equivalency

- Level of coursework (use L### or U### for courses transferring in at a different level)
- Credit hours (hours from host institution must equal credit hours at Mason with quarter system courses transferring in at two-thirds equivalency).

If the academic department does not approve the student appeal, the department is responsible for communicating the decision to the student.

I approve this equivalency globally.

I do not approve the equivalency.

Approver Name: _____

Approving Mason Department: _____

Signature: _____

Date: _____

Email: _____

(Approver send both pages to credeval@gmu.edu)