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/](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 fulfill 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/](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)

Revised 12/08/2021