George Mason University

Office of the Registrar 10900 University Blvd MSN 4F1 Manassas VA 20110

FAX REQUEST TO (703) 993-8378

Request for Copy of Non-Credit Record

Your **Non-Credit Record** is a <u>separate document</u> from the Official Transcript of any credit courses you may have completed at GMU. If you need a copy of your **Official Transcript**, call (703) 993-2441 for instructions.

Financial obligations (holds) to the University must be cleared before requests can be honored. Your Record may <u>not</u> be faxed. **PLEASE NOTE:** We cannot produce a Record with incomplete student information. For the integrity and security of your own Record, **ALL FIELDS MUST BE COMPLETED BELOW. SUBMIT THIS REQUEST WITH A VALID PHOTO I.D.** Incomplete requests will be returned to you. George Mason University began issuing non-credit records in 2001; therefore, some students with course work taken prior to 2001 may have an incomplete record.

Nar	me			
	ne First	Middle	Last	
Cur	rent Address		City	State Zip
	mer/Maiden name (if used at G			Oldic Zip
Student ID # (if known)			Date of Birth:/_	
Day Phone Number ()			Email address	
Last attended GMU			Program	
STL	JDENTS SIGNATURE		Da	ite
All red	quests require an original signature of the	student. REQUESTS WITHOU	UT A SIGNATURE WILL <u>NO</u> T	BE PROCESSED.
	Request # 1		Request # 2	
	Number of Copies	Nι	umber of Copies	
	Send to:	Se	end to:	
=	Notes regarding the Non-Credit Record		Non-Credit Marks	
	Appearance: The Non-Credit Record looks different from the Official (Credit) Transcript. It is printed on secured paper and bears the signature of the Registrar and the seal of the University.			S Satisfactory U Unsatisfactory
	Marks: Some non-credit programs do not evaluate student work; students who participate in these programs are usually assigned a mark of "S" (Satisfactory). Those programs that evaluate student work assign marks that look different from grades given in credit courses (see sidebar). These marks do not calculate quality points or grade point averages. CEUs/Contact Hours: Contact hours are reflected on the Non-Credit Record, and used to calculate CEU's using the standard 10:1 ratio (10 contact hours = 1 CEU). Your professional agency may use a different ratio.			nt SB Satisfactory (B-level)
				e UF Unsatisfactory (Failing)