



Office of the University Registrar  
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## RESERVE GRADUATE CREDIT

For Undergraduate student use only

### Reserve Graduate Credit Policy

- Reserve graduate credit courses are held in reserve to apply later toward a graduate degree.
- Permission to take a **500 or 600** level graduate course for reserve graduate credit is normally granted to Mason students who meet the following criteria:
  - Student is within 15 credits of completing undergraduate study
  - Student has completed at least 12 credits at Mason
  - Student should have at least a 3.00 cumulative GPA
  - Student has a major in the department offering the course
  - Course prerequisites have been completed
- Students cannot accumulate more than six hours of reserve graduate credit.
- Permission to take reserve graduate credit does not imply approval for admission to a graduate program.

### Student Information

Name \_\_\_\_\_

G# \_\_\_\_\_

Mason E-mail \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_

Undergraduate major: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Do you have previous reserve graduate credit hours? \_\_\_\_\_

If so, how many hours? \_\_\_\_\_

Requested course information:

CRN	Subject	Course #	Section #	Semester	Year

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Approval Required:

Is the course closed? Yes or No

Departmental approval is required if this form can be treated as a force add.

\_\_\_\_\_  
 Department Approval for closed course

\_\_\_\_\_  
 Date

Course Instructor: \_\_\_\_\_

\_\_\_\_\_  
 Date

Student's Advisor: \_\_\_\_\_

\_\_\_\_\_  
 Date

Student's Academic Dean: \_\_\_\_\_

\_\_\_\_\_  
 Date

Registrar's Office: \_\_\_\_\_/\_\_\_\_\_