



## Undergraduate Permission to Study at Another Regionally Accredited U.S. Institution

(Not for Registration through the Consortium of Universities of the Washington Metropolitan Area)

Student's Name: \_\_\_\_\_ G#: \_\_\_\_\_  
Last First

Mason Email Address: \_\_\_\_\_ Major: \_\_\_\_\_

Permission to Study at \_\_\_\_\_ in \_\_\_\_\_ / \_\_\_\_\_  
Institution City State

▪ **PRIOR APPROVAL IS REQUIRED.**

- This form must be submitted by the following dates:
  - August 1<sup>st</sup> – Fall Semester
  - January 2<sup>nd</sup> – Spring Semester
  - May 1<sup>st</sup> – Summer Semester
- Detailed policy information can be found on page 2 of this form.
- This form cannot be used for courses located outside the U.S. Contact the Global Education Office ([goabroad@gmu.edu](mailto:goabroad@gmu.edu)).
- Visited institution must be regionally accredited.
- Attach catalog course description and/or syllabus from the visited institution.
- Students may not study elsewhere while on academic or non-academic suspension.
- Upon course completion, official transcripts from the visited institution must be mailed directly to George Mason University, Office of the University Registrar, MSN 3D1, 4400 University Drive, Fairfax, VA 22030.
  - Credit cannot be transferred until an official transcript is received.
  - Students cannot graduate when receipt of the official transcript is still pending.

COURSE ELSEWHERE INFORMATION				
Course Subj & Number (i.e. HIST 100)	Course Title	Semester	Year	Number of Credits

Student's reason for this request: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ / \_\_\_\_\_  
Date

MASON EQUIVALENT INFORMATION		
Course Subj & Number (i.e. HIST 100)	Course Title	Number of Credits
Source of Equivalency: _____ current articulation table _____ *course review by department		
<p><b>*Approval for Mason Equivalency</b> (Required for courses <u>NOT</u> on the current articulation table):</p> <p> <input type="checkbox"/> Approved for all students (future articulation table)                        <input type="checkbox"/> Approved for this student only (explanation must be attached)  <input type="checkbox"/> Not approved                 </p>		
Chair/Designee, Department of Course: _____		/ _____ Date

**PERMISSION TO STUDY** (required for all students):  
 \_\_\_\_\_ Approval to transfer course back as accepted Mason equivalent

Student's Advisor: \_\_\_\_\_ / \_\_\_\_\_  
Date

Student's school or college undergraduate academic affairs/  
 student services office: \_\_\_\_\_ / \_\_\_\_\_  
Date

Undergraduate academic affairs/  
 student services office for course: \_\_\_\_\_ / \_\_\_\_\_  
Date

Send completed forms to ✉ [mssc@gmu.edu](mailto:mssc@gmu.edu) 1

## **Permission to Study at Another Regionally Accredited U.S. Institution**

Currently enrolled George Mason University students who wish to take courses at another regionally accredited U.S. institution must obtain advance written approval. This process permits a student to enroll elsewhere in a suitable course unavailable at Mason or through the Consortium of Universities of the Washington Metropolitan Area. Students who wish to Study Abroad must contact Mason's Global Education Office. Students wanting to pursue study through the Consortium of Universities of the Washington Metropolitan Area should contact the Registrar's Office.

- The Permission to Study at Another Regionally Accredited U.S. Institution form can be found at [registrar.gmu.edu](http://registrar.gmu.edu). Submission of this form does not guarantee approval.
- Catalog numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval.
- A minimum course grade must be achieved, however, grades themselves do not compute into any Mason GPA. For undergraduate courses, a minimum grade of C (2.0 on a 4.0 scale) is required.
- Undergraduate students must obtain advance written approval from the academic dean of the school/college offering the course to be taken elsewhere **and** from their major academic dean.
- Upon course completion, students must submit to the George Mason University Office of the University Registrar an official transcript from the visited institution for all course work taken elsewhere.
- Advance approval to study elsewhere is required. Undergraduate students who enroll elsewhere without advance written permission will not receive transfer credit for course work taken at other institutions unless they re-apply for admission to Mason as a transfer applicant and meet all priority deadlines. Re-admission is not guaranteed and transfer credit is awarded based upon course equivalencies in effect at the time of re-admission.

### **Special instructions for undergraduates:**

- Once enrolled in degree status at Mason, students may request permission to take a limited number of credits at another regionally accredited institution.
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their Mason courses to request permission to study elsewhere.
- Individual colleges/schools/institutes determine restrictions on the number, type, mode of delivery, location and offering patterns of courses that can be taken at another institution.
- Freshmen and transfer students in their first semester at Mason are not permitted to study elsewhere.
- Courses previously attempted at Mason (including withdrawals) cannot be taken elsewhere.
- Students must meet the minimum 30-hour residency requirement at Mason.