

Graduate Transfer of Credit Guide

The Graduate Transfer of Credit form is used to apply credits from a graduate level course **earned at an external institution in degree seeking or non-degree status, earned at George Mason while in graduate non-degree status, or earned at George Mason while in undergraduate status.**

BAM students should **not** use this form for their Reserve Graduate and Advanced Standing credit. Instead, they should submit the Bachelor's/Accelerated Master's Transition Form, which can be found [here](#).

Mason courses that are already displayed in the student's graduate level transcript and in the students graduate degree audit do **not** require this form. In accordance with AP.6.5.2, applicable course credits previously earned at Mason in a graduate degree-seeking student status will be shared automatically with subsequent Mason graduate programs.

If you need to adjust a course placement in the student's degree audit, please use the Substitution/Waiver form to request a degree audit exception.

Transfer of Credit Requirements:

- The credit must be from a graduate level course earned at another accredited university, earned at another institution in degree-seeking or non-degree seeking status and recommended for graduate credit by the American Council on Education, earned at Mason while in graduate non-degree status, or earned in a former Bachelor/Accelerated Masters (BAM) program at Mason.
- Credit must be earned within ten years prior to first enrollment as a degree-seeking student in the Mason program.
- A minimum grade of B- (2.67) must have been earned.
- Graduate credits may not count towards more than two earned Mason degrees and/or certificates.
- A maximum of 12 non-degree credits may count towards a degree or certificate program. A maximum of 12 graduate credits may count towards both an undergraduate degree and a graduate degree or certificate.
- Courses graded 'pass/fail' or 'satisfactory/no credit' are acceptable if the grade is pass or satisfactory. Courses that follow another non-standard grading format will be evaluated on a case-by-case basis. Extension and in-service courses that are not intended by the institution offering the courses to be applied to a degree program are not eligible for transfer credit.
- The number of transferred credits earned at another institution cannot exceed one credit less than half of the maximum number of credits required by the doctoral or master's degree or certificate program.
- Students must meet the institutional credits requirement and any applicable unique credits requirement. The transfer of credits must be completed prior to the student applying for graduation.
- Local academic units may have more restrictive policies and requirements.
- All students transferring credits must enroll in at least one credit after admission to the certificate or degree program.

APPROVAL ROUTING

Any staff/faculty member with access to the controlled forms on the OUR forms page can initiate the transfer of credit request on behalf of the student. It is recommended that the form be initiated by the Program Chair/Director, as that will reduce the required review steps in the workflow.

1. Form Submission
2. Student
3. Program Chair/Director (if required)
4. School/College Dean (if required)
5. OUR Processing

Each signature in the approval routing for this form has the opportunity to **approve** or **return for revision**.

If approved, click “Next” to sign and submit the form. Once required signatures are obtained, the form will be routed to OUR for processing. The student will be notified once the form has been processed.

If not approved or revision is needed, click on “Return for Revision”. The user will be prompted to enter a rollback comment and can then return the form to any of the previous approvers for revision.

If the OUR determines that revision is required, they will return the form to the form initiator for review. If the form is revised it will be resubmitted through the entire workflow.

When the OUR successfully processes the form, the form initiator and student will receive a confirmation email.

HOW TO SUBMIT THE FORM

Are you the Program Approver?

- ☐ Yes
☐ No

Student First Name:	<input type="text"/>	Degree:	<input type="text"/>
Student Last Name:	<input type="text"/>	College/School:	<input type="text"/>
Student G Number:	<input type="text"/>	Program:	<input type="text"/>
Student Email:	<input type="text"/>	Admit Term:	<input type="text"/>

☐ Credit Earned at Mason

☐ Credit Earned at Another Institution

1. Indicate whether you are the program approver (Program Chair/Director). If you toggle no, you will be prompted to enter the email for the Program Chair/Director approver.
2. Enter the student information.
3. You must select *Credit Earned at Mason* and/or *Credit Earned at Another Institution*. Once these are selected you will see form fields populated below.
4. Enter the course information in the required fields:

Credit Earned at Another Institution

This section should only be used for credit earned at an outside institution.

CREDITS EARNED AT ANOTHER INSTITUTION

Grades will not count in Mason GPA.

An official transcript must be on file for any request for credits from another institution.

Please note: Mason operates on a semester system. Credits earned at institutions using a quarter system should be multiplied by .667 to determine the number of credits to be transferred.

Term & Year (e.g. Spring 2024)	Institution/Location	Course SUBJ ###	Course Title	Grade Earned	Credits	Mason Course Equivalent (e.g. MBA 702)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please --"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please --"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please --"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please --"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please --"/>	<input type="text"/>	<input type="text"/>

Credit Earned at George Mason as a Graduate Non-Degree Student

This section should only be used for credit earned at George Mason while in non-degree status.

- ☒ Credit Earned at George Mason
- ☐ Credit Earned at Another Institution
- ☒ Credit Earned in Non-Degree Status
- ☐ Credit Earned in Undergraduate Status

CREDIT EARNED AT GEORGE MASON

As a **GRADUATE NON-DEGREE** student:

Grades for graduate level courses taken while in non-degree status at George Mason will count in George Mason Graduate GPA.

Term & Year (e.g. Spring 2024)	Course SUBJ ###	Course Title	Grade Earned	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>

Credit Earned at George Mason as an Undergraduate Student

This section should only be used for credit earned at George Mason while in undergraduate status. BAM students should **not** use this form, they should use the Bachelor's/Accelerated Master's Transition form.

- ☒ **Credit Earned at George Mason** ☐ **Credit Earned at Another Institution**
- ☐ **Credit Earned in Non-Degree Status**
- ☒ **Credit Earned in Undergraduate Status**

CREDIT EARNED AT GEORGE MASON

As an **UNDERGRADUATE** student:

Grades for graduate level courses taken at George Mason while in undergraduate student status, with the exception of previously approved Reserve Graduate Credit, will not count in the George Mason Graduate GPA.

BAM students should use the Bachelor's/Accelerated Master's Transition form that can be found at registrar.gmu.edu/forms/. BAM students should **not** use this form for their Reserve Graduate or Advanced Standing Credit.

George Mason courses that are already displaying in the student's graduate level transcript and in the students graduate degree audit do **not** require this form. If you need to adjust a course placement in the student's degree audit, please use the Substitution/Waiver form to request a degree audit exception.

Term & Year (e.g. Spring 2024)	Course SUBJ ###	Course Title	Grade Earned	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Please Sel <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Please Sel <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Please Sel <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Please Sel <input type="text"/>	<input type="text"/>

- If you are submitting the form and are **not** the Program Chair/Director, please double check the Program Approver's Email that you entered in the form and then click the Submit Form button to start the workflow. You will be prompted for your electronic signature.
- If you are submitting the form and **are** the Program Chair/Director, you will need to complete the program review section of the form. If you toggle "Yes" to indicate that there are courses listed in the form older than 10 years, the College/School Dean Review signature populate below as an additional approval step. If you toggle "no", you will see that the only required signature after submission is the student confirmation.

- * ☐ No ☐ Yes **Are any of the above listed courses older than 10 years?**

- * ☐ **I have confirmed credits are relevant and applicable to the student's degree program requirements.**

* ☐ **I have confirmed the listed transfer credits will not violate any requirement of [Transfer of Credits policy AP.6.5.2](#) including the institutional and unique credit requirements, and the minimum grade requirement of B- or higher (or any applicable stricter academic program requirement).**

* ☐ **I have reviewed the student's transcript showing these course credits and have confirmed with the student that they will submit their official transcript to George Mason showing these course credits, if they have not done so already.**

Comments (optional)

*

(click to sign)

 Program Signature _____ Date _____

NOTIFICATIONS

After submitting the form, you will see this confirmation screen in your browser:



Success! Your form has been submitted.

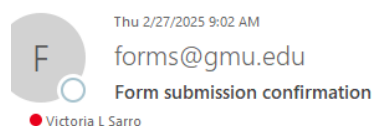
-Once the form has been reviewed by the student, it will be sent to the Program (if you're not the approver), College/School (if required) and processed by the Registrar's Office, the student will receive a final email.

-If your College/School has additional questions, you and/or the student will receive an email.

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

You will also receive a confirmation email like this:



This is an e-mail confirmation of receipt of your Graduate Transfer of Credit recently submitted.

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.

APPROVALS

Student Review

The student reviewer will receive an email notification in their George Mason inbox. They should use the link provided to complete their section of the form:

notify@ngwebsolutions.com
to me ▾

9:01 AM (7 minutes ago)

☆ 😊 ↩



A Graduate Transfer of Credit has been submitted on your behalf. Use the link below to review the form and confirm the information is accurate. If you require changes, return the form to your department indicating the specific changes.

[Click here to complete your section of the form.](#)

STUDENT CONFIRMATION

Please carefully review this form.

- If any information needs to be updated, click Return for Revision to roll the form back to the initiator.
- If the information is correct, sign and submit the form to move it forward for review and processing.

Students must supply official transcripts.

For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English. Students should provide a course-by-course evaluation by an external [NACES provider](#); if these documents were not supplied in the admission process.

* ☐ I have already provided official transcripts showing these courses to [George Mason University](#).

When the student opens the form, they should review the information for accuracy. In this Student Confirmation section, the student will need to confirm that official transcripts have been submitted to George Mason University. The OUR will verify the official transcripts when the form is processed.

Program Review

If the Program Chair/Director and College/Dean approvers are required, then they will receive a notification email and should use the links provided to complete their sections. The Program Chair/Director notification email will be sent to the email entered in the form here:

Are you the Program Approver?

- * ☐ Yes
☒ No

Program Approver's Email

*

The Program Chair/Director will need to complete this section:

* ☐ No **Are any of the above listed courses older than 10 years?**
☐ Yes

* ☐ **I have confirmed credits are relevant and applicable to the student's degree program requirements.**

* ☐

I have confirmed the listed transfer credits will not violate any requirement of [Transfer of Credits policy AP.6.5.2](#) including the institutional and unique credit requirements, and the minimum grade requirement of B- or higher (or any applicable stricter academic program requirement).

* ☐

I have reviewed the student's transcript showing these course credits and have confirmed with the student that they will submit their official transcript to George Mason showing these course credits, if they have not done so already.

Comments (optional)

*

(click to sign)

Program Signature

Date

College/School Review

The Program Reviewer will indicate whether the form needs College/School Dean approval. If required, the College/School Dean approver notification will be routed automatically to the email on file for these approvers. The approver should use the link provided to access the form, review the content, and approve or return for revision.

Note: If you need to update the approver information for your College/School, please contact the OUR at regwf@gmu.edu.