



Reduction of Credits

DEGREE

For full reduction policy please refer to section AP.6.5.2 in the university catalog

Student's Name: _____ GNumber: _____

Degree Program: _____

- Students in dual degree master's programs are not eligible for a Reduction of Credits.
- A Reduction of Credit form is required for students who earned a relevant post-baccalaureate degree prior to admission to the current Master's or Doctoral program.
- Students (excluding students who received their degree from Mason) requesting a reduction of credit 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 are strongly encouraged to provide a course-by-course evaluation by an external NACES provider (<https://www.naces.org/members>); if these documents were not supplied in the admission process.
- Reduction of Credit requests from students who are admitted provisionally are not considered until the students have fulfilled the conditions of their admission and had the provisional qualifier removed from their records.
- Credits used in reduction of credits:
 - Are not subject to time limits
 - Must have been applied to a previously earned post-baccalaureate degree
 - Must have received a minimum grade of B
- Reduction of Credit requests may not include credits that are applied to both an undergraduate and graduate degree in a joint bachelor's/master's program or in bachelor's/accelerated master's programs.

SPECIFIC REQUIREMENTS FOR MASTER'S STUDENTS

- Institutional requirement – More than half of all credits (minimum 30) required for the degree must be earned at Mason.
- ***Maximum Reduction** – Master's programs which require more than 30 credits may be reduced by more credits provided that the above requirements will be met. To determine maximum reduction, subtract the institutional requirement from the total required credits for the program. Individual programs may have a more restrictive policy.

SPECIFIC REQUIREMENTS FOR DOCTORAL CANDIDATES

- Doctoral students in a 72-credit program are allowed a reduction of credit for up to 30 credits.
- Unique requirement - a minimum of 24 credits must be applied only to the doctoral degree.
- Institutional requirement - More than half of all credits (minimum 72) required for the degree must be earned at Mason.

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Student's Name: _____ GNumber: _____

This request for Reduction of Credit is based on the following degree:

Degree Received _____ From: _____ Semester/Year: _____

| Subject and Course Number | Requirement Met (See degree evaluation) | Reduced Number of Hours |
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| | Total Number of Reduced Credits | |

Student Signature: _____ Date: _____

Department Approval: _____
 Print Signature

Dean/Director's Signature: _____ Date: _____

After completed, return this form to the Office of the University Registrar, degree@gmu.edu.