



Graduate Permission to Study at Another Regionally Accredited U.S. Institution

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

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 Study Abroad. Students wanting to pursue study through the Consortium of Universities of the Washington Metropolitan Area should contact the Registrar's Office.

- 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 graduate courses, a minimum grade of B (3.0 on a 4.0 scale) is required.
- 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.
- This form must be submitted to the Dean by the following dates:
 - August 1st – Fall Semester
 - January 2nd – Spring Semester
 - May 1st – Summer Semester
- This form cannot be used for courses located outside the U.S. Contact the Global Education Office (goabroad@gmu.edu).
- The visited institution must be regionally accredited.
- 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.

Student's Name: _____ G#: _____
Last First

Mason Email Address: _____ Program: _____

Permission to Study at _____ in _____ / _____
Institution City State

Semester Requested: _____ Year Requested: _____

COURSE ELSEWHERE INFORMATION			MASON EQUIVALENT INFORMATION	
Course Subj & Number <small>(i.e. HIST 600)</small>	Course Title	Number of Credits	Course Subj & Number <small>(i.e. HIST 6--)</small>	Number of Credits

Student's reason for this request: _____

Student's Signature: _____ / _____
Date

Student's Dean: _____ / _____
Date

Submit completed forms to regsite@gmu.edu