Study Elsewhere and Consortium
Students & Reviewers

Guide for undergraduate and graduate students and reviewers to submit a request for study elsewhere, consortium, and CLEP tests to bring to George Mason University. Students will receive an email once they submit the form. After receiving the required approvals and the Office of the University Registrar has processed the request, the student will receive an email that their request has been processed. Please take note of any follow up email from the college/school for required next steps or pre/post-requisites.

1. Click on the type of request and read through the policy and deadlines associated.

Learn about eligibility, deadlines, and more information by clicking the below headings:

▸ University Consortium

▸ Permission to Study at Another Regionally Accredited U.S. Institution (Study Elsewhere)

▸ College-Level Examination Program (CLEP)

2. Confirm the following by checking the boxes.
   * ☐ I am in good standing and free of academic and registration restricting holds .
   * ☐ I acknowledge that I have read the above **eligibility** and **deadlines** associated with this request.

3. Select which institution or request from the drop down menu.

Where do you want to study?
* [⌄]

CLEP Post-Matriculation (link)

Somewhere Else = Permission to Study at Another Regionally Accredited U.S. Institution

Consortium =
- **American University**
- **Catholic University**
- **Gallaudet University**
- **George Washington University**
- **Georgetown University**
- **Howard University**
- **Marymount University**
- **Montgomery College**
- **National Defense University**
- **Natl. Intelligence University**
- **Prince George's Comm. College**
- **Trinity University**
- **Uniformed Services Univ. of the Health Sci**
- **University of DC**
- **UMD - College Park**
- **UMD - Global Campus**

Quick Links: Study Elsewhere Guide   Consortium   CLEP Post-Matriculation Guide

Questions or concerns, contact regwf@gmu.edu

1.   Fill out your student information and Term and Year you're requesting to take the course.

Level *[⌄]   **Major/Program** *[   ]

Class *[⌄]

Term & Year
*[⌄]   *[   ]

2.   **Undergraduate Students:** Enter your Advisor's email address. If you do not know, please contact your department.

Advisor Email

*[   ]

Unsure? Use the Advisor Locator

      Graduate Students: Select your college/school to send the form to your Academic Affairs Office.

College/School *[-- Choose --   ⌄]

3.   Write the full name of the institution and its location.

Visiting Institution   **City**   **State**

*[   ]   *[   ]   *[   ]

4.   Provide the reason for requesting to study elsewhere. If your college/school requires a longer explanation or a separate form, you may upload a PDF or DOCX.

Reason for this request
*[   ]
If applicable * [✎ Attach File]

5.   Provide course information from the Visiting Institution. **Only 1 course per form**. You may add a lab or recitation by clicking the ☐ to reveal a 2nd row.

Visiting Institution Course Information
To add a lab/recitation associated with this course, please check the left box below.

Subject   **Course#**   **# Credits** **Course Title**   **Course Level**
(e.g. **HIST** 100) (e.g. HIST **100**)

*[   ]   *[   ]   *[   ] *[   ]   *[⌄]

☐

6.   Enter the Mason equivalent for the proposed course. If the Mason equivalent has a corresponding lab, you may add it by clicking the ☐ to reveal a 2nd row.

Proposed Mason Equivalent

Subject (e.g. HIST 100)	Course# (e.g. HIST 100)	# Credits	Course Title
*	*	*	*

☐

7. Indicate where the Proposed Mason Equivalent has been approved.
Select YES if the equivalency is listed in the **Transfer Credit Matrix**.
If the proposed course is not in the Transfer Credit Matrix, you must receive approval from the proposed course's department before filling out the form.

Source * [No ▾] Is this equivalency in the **Transfer Credit Matrix** or a **Credit by Exam**?

*This step must be taken before you submit the form. If you have not received approval from the George Mason Course Department, please leave this form and contact them directly. Discuss with your Advisor if you need assistance with this process.

* ☐ **Course has been reviewed and equivalency approved by department.**

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
- If approved, enter the Mason Equivalent course information and its Source of Equivalency.

Approved Mason Equivalent

Subject & Course# (e.g. HIST 100)	Title	# Credits
*	*	*

☐

(If no course is equivalent, you can assign an elective course. e.g. ENGH 2--)

- If the equivalency is not in the Transfer Credit Matrix, the student must have received approval from the Proposed Course Department. You are required to enter the approver's information on the form.

Source of Equivalency   ☐ Current transfer matrix or Credit by Exam

☑ The student has received approval by the Proposed Course Department

Who approved the equivalency?
Department * [   ]
Full Name * [   ]   Email * [   ]

- Select the student's primary college/school from the drop down list. Pay attention to the level (UG or GR) and select the correct one for the student's level.

Student's College/School * [-- Choose -- ▾]

*

Program Approval _____ **Date** _____

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
  If approved, continue with the steps.
- If the student is an undergraduate (UG), the form requires approval from the Course Dean.
  Based on the approved equivalency, select the Course's corresponding College/School.

Equivalent Course's College/School
* -- Choose --

- If signing with your college/school's generic email, please enter your full name in the provided space.

Approver's Full Name
*Required when using generic account

*

Dean Approval _____ **Date** _____

Reviewer: Undergraduate only – Course Dean

- If signing with your college/school's generic email, please enter your full name in the provided space.

Approver's Full Name
*Required when using generic account

*

Course Dean Approval
UG only   **Date** _____

CLEP POST-MATRICULATION

1.	Fill out your student information and Term and Year you're requesting to take the course.

Level * [⌄]	**Major/Program** * [ ]
Class * [⌄]

Term & Year
* [⌄] * [   ]

2.	Enter your Advisor's email address. If you do not know, please contact your department.

Advisor Email
* [   ]

Unsure? Use the Advisor Locator

3.	Provide the reason for requesting to bring in the CLEP Examination. If your college/school requires a longer explanation or a separate form, you may upload a PDF or DOCX.

Reason for this request
* [   ]
If applicable * [🖇 Attach File]

4.	Enter the name of the CLEP Exam and the score you earned. You may add an additional CLEP Exam only if the Mason equivalent is from the same college/school, by checking the □. Otherwise, only 1 CLEP Exam per form.

Visiting Institution Course Information

To add additional courses, check the left box below.

CLEP Examination (e.g. College Algebra)	**Score**
* [ ]	* [ ]

[ ]

5.	Enter the Mason equivalent for the proposed course. If the Mason equivalent has a corresponding lab, you may add it by clicking the □ to reveal a 2nd row.

Proposed Mason Equivalent

Subject	**Course#**	**# Credits**	**Course Title**
(e.g. HIST 100)	(e.g. HIST 100)
* [ ]	* [ ]	* [ ]	* [ ]

[ ]

6.	Indicate where the Proposed Mason Equivalent has been approved.
	Select YES if this equivalency in the **Credit by Exam** list from the Office of Admissions.
	If the proposed course is not in the Credit by Exam page, you must receive approval from the proposed course's department before filling out the form.

Source *[No ⌄]* Is this equivalency in the **Transfer Credit Matrix** or a **Credit by Exam**?

This step must be taken before you submit the form. If you have not received approval from the George Mason Course Department, please leave this form and contact them directly. Discuss with your Advisor if you need assistance with this process.

* ☐ **Course has been reviewed and equivalency approved by department.**

7. Acknowledge you have sent the CLEP score to George Mason University.
   I acknowledge I have sent the CLEP scores to George Mason University (CLEP school code is 5827). This is required in order for this form to be processed. If this CLEP score has not been received, this request will be returned.

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
- If approved, enter the Mason Equivalent course information and its Source of Equivalency.

Approved Mason Equivalent

Subject & Course# (e.g. HIST 100)	Title	# Credits
* [ ]	* [ ]	* [ ]

☐

(If no course is equivalent, you can assign an elective course. e.g. ENGH 2--)

- If the equivalency is not in the Transfer Credit Matrix, the student must have received approval from the Proposed Course Department. You are required to enter the approver's information on the form.

Source of Equivalency   ☐ Current transfer matrix or Credit by Exam

☑ The student has received approval by the Proposed Course Department

Who approved the equivalency?
Department * [   ]

Full Name * [   ]   Email * [   ]

- Select the student's primary college/school from the drop down list. Pay attention to the level (UG or GR) and select the correct one for the student's level.

Student's College/School * [-- Choose --   ⌄]

*

_____   _____
Program Approval   Date

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
  If approved, continue with the steps.
- If the student is an undergraduate (UG), the form requires approval from the Course Dean.
  Based on the approved equivalency, select the Course's corresponding College/School.

Equivalent Course's College/School
* -- Choose --

- If signing with your college/school's generic email, please enter your full name in the provided space.

Approver's Full Name
*Required when using generic account

*

_____   _____
Dean Approval   Date

- If signing with your college/school's generic email, please enter your full name in the provided space.

Approver's Full Name
*Required when using generic account

*

_____   _____
Course Dean Approval   Date
UG only

1.   Fill out your student information and Term and Year you're requesting to take the course.

Level   *[⌄]   **Major/Program** *[   ]
Class   *[⌄]

Term & Year
        *[⌄]   *[   ]

2.   Enter your Advisor's email address. If you do not know, please contact your department.

Advisor Email
        *[   ]

Unsure? Use the Advisor Locator

3.   Provide the reason for requesting to study elsewhere. If your college/school requires a longer explanation or a
        separate form, you may upload a PDF or DOCX.

Reason for this request
        *[   ]
If applicable *[✎ Attach File]

4.   Answer the following questions:

Do you expect to graduate   * ○ No
at the end of the term?   ○ Yes

Special Services Required?   * ○ No
                                                      ○ Yes

5.   Provide course information from the Visiting Institution. You may add a lab or recitation by clicking the ☐ to reveal
        a 2ⁿᵈ row.

Visiting Institution Course Information
To add additional courses, check the left box below.

Subject (e.g. HIST 100)	**Course#** (e.g. HIST 100)	**Section#**	**# Credits**	**Course Title**	**Course Level**
*[ ]	*[ ]	*[ ]	*[ ]	*[ ]	*[⌄]

☐

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
- If approved, enter the Mason Equivalent course information.

> The above student is requesting permission to take a course through the Washington Consortium of Universities.
>
> If approved, these courses will appear on the George Mason University transcript. This course will be considered resident credit and the grade will factor into the GPA. By approving this registration, you are approving application of this course toward the student's degree program.
>
> You must determine if this course has a Mason equivalent or if it should be assigned elective credit.

Approved Mason Equivalent

Subject & Course#
(e.g. HIST 100)

Title

 # Credits

☐

(If no course is equivalent, you can assign an elective course. e.g. ENGH 2--)

- Select the student's primary college/school from the drop down list. Pay attention to the level (UG or GR) and select the correct one for the student's level.

Student's College/School * -- Choose -- ▾

* (click to sign)

Program Approval   Date

- Review the form and ensure all of the information is accurate. Refer to Rejecting or Sending for Revision guide if you need to reject or return to the student for revision.
  If approved, continue with the steps.

- If signing with your college/school's generic email, please enter your full name in the provided space.

Approver's Full Name
*Required when using generic account

*

Dean Approval   Date