



Undergraduate Academic Affairs  
College of Humanities and Social Sciences

**COURSE ELSEWHERE REQUEST FORM**

	OFFICE USE ONLY
--	-----------------

Name: \_\_\_\_\_

G#: \_\_\_\_\_

Address: \_\_\_\_\_

**Mason email:** \_\_\_\_\_

Official correspondence will be sent to this address.

\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Message? yes/no  
if yes, we will leave a detailed message on voice mail

Major: \_\_\_\_\_

Note that any required documentation must be provided within 30 days of receipt of your request to the Undergraduate Academic Affairs Office. **After 30 days, the request will be filed without review.**

**Please attach a Request to Take Course Elsewhere form to this form for each course requested**

Cumulative GPA \_\_\_\_\_ (Students must complete the preceding semester with a semester and cumulative GPA of at least a 2.00.)

Semester: Fall Spring Summer Year \_\_\_\_\_

Have you attempted the course or courses here at GMU previously? Yes\_\_\_ No\_\_\_ If yes, then please keep in mind that students are typically not approved to take courses elsewhere that were attempted at Mason.

Please review the course elsewhere policies on our website before submitting this request. If your request falls within those guidelines, then feel free to leave the space below blank. However, if your request does not follow the guidelines, please use the space below to explain the reasons why your request should be considered.

**Read and Sign:** I understand that requests are not effective unless approved by the Undergraduate Academic Affairs Office. I certify that the above information is accurate and not in violation of the Honor Code. Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached. I have read and will comply with the rules, regulations, requirements and academic policies of the college and university.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



## 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	
<b>*Approval for Mason Equivalency</b> (Required for courses <u>NOT</u> on the current articulation table): _____ Approved for all students (future articulation table) _____ Approved for this student only (explanation must be attached) _____ Not approved		
Chair/Designee, Department of Course:	_____ / _____ <span style="margin-left: 650px;">Date</span>	

**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 ✉ [regsite@gmu.edu](mailto:regsite@gmu.edu)

## **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.

- 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. Additionally, students requesting CHSS courses must earn at least a 2.00 GPA in the semester previous to the semester requested.
- 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.