



TRANSFER CREDIT RE-EVALUATION APPEAL

The Office of Admissions provides transfer credit evaluations based upon official transcripts from all institutions attended prior to enrollment at Mason. The Office of Admissions makes the final determination of the award of transfer credit consistent with University policy. Transfer credit evaluations will not be adjusted after the first academic year of enrollment at Mason.

Name: _____ Date: _____ Gnumber: _____

Mason email: _____

INSTRUCTIONS FOR STUDENTS

You are responsible for attaching catalog course descriptions and syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Submit completed forms to the Mason academic department that offers the coursework from which you wish to receive credit. A maximum of two courses may be combined to equate to one specific Mason course and one elective.

TRANSFER INSTITUTION: _____

TR COURSE PREFIX, NUMBER, TITLE, CREDIT: _____

TR COURSE PREFIX, NUMBER, TITLE, CREDIT: _____

REQUESTED MASON EQUIVALENT COURSE & CREDIT _____

NOTE: INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED. FORMS SUBMITTED AFTER FIRST YEAR OF ENROLLMENT WILL NOT BE PROCESSED.

INSTRUCTIONS FOR ACADEMIC DEPARTMENTS

Transfer credit appeals apply globally to all students. Re-evaluations must be approved by a department chair or designated department representative. If the academic department does not approve the student appeal, the department is responsible for communicating the decision to the student.

- I approve this equivalency. I do not approve the equivalency

Name: _____ Title: _____

Approving Mason Department _____

Signature: _____ Date: _____

Email: _____ Phone: _____

RETURN SIGNED FORM TO THE OFFICE OF ADMISSIONS, MS 3A4. FORMS WILL NOT BE ACCEPTED DIRECTLY FROM STUDENTS.