



TRANSFER CREDIT RE-EVALUATION APPEAL

The Office of Admissions provides credit evaluations of coursework based on official transcripts from all institutions attended prior to enrollment at Mason. University policy governs these evaluations, but students have the right to request that prior coursework be reviewed for potential credit beyond what is received in the initial evaluation. Students may use this form to request a re-evaluation of any transfer credit from the appropriate George Mason University academic department. This form may be duplicated for multiple requests.

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. Re-evaluation of coursework will be completed within 6 weeks of receipt in the Office of Admissions.

INSTRUCTIONS FOR ACADEMIC DEPARTMENTS

To provide fairness and equal treatment to students, re-evaluation of coursework applies globally to ALL future transfer of credit, unless specifically requested otherwise as detailed below. Re-evaluations must be approved by a department chair or designated department representative.

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

Name: _____ Title: _____

Approving Mason Department _____

Signature: _____ Date: _____

Email: _____ Phone: _____

NOTE FOR FACULTY: Approval of this appeal does not create a waiver. This credit will be given in place of the student's current award of credit. Requests for waivers must be submitted to the Office of the Registrar.

If you do not wish to make a global change for this course, the approval must be accompanied by a justification for awarding this credit exclusively, and a signature is required from the course dean's office.

- This equivalency is approved exclusively for the student listed above and is not to be applied globally.

Dean's Office Approval for equivalency to be applied to only the student listed above:

Name: _____ Title: _____

Signature: _____ Date: _____

**FACULTY: RETURN SIGNED FORM TO THE OFFICE OF ADMISSIONS, MS 3A4, 213 JOHNSON CENTER.
FORMS WILL NOT BE ACCEPTED DIRECTLY FROM STUDENTS.** Revised January 2009