PETITION FOR TRANSFER OF CREDITS FORM

This form is required in order to receive credit for courses taken at an accredited institution abroad.

TRANSFER OF CREDIT REQUIREMENTS

George Mason University (Mason) will consider transfer credit earned at higher education institutions outside of the U.S. that are fully recognized by the host country's Ministry of Education, provided such credits have been earned through university level coursework, the credits and earned grades are documented on an official transcript (in English or accompanied by an official English translation), and the credits have been approved via the Petition for Transfer of Credits process.

Undergraduate Students

Equivalent grades of "C" (2.00 grade points) or higher must be earned. Credits from a course where a "C-" (1.7 grade points) or below is earned cannot be transferred back to Mason. A higher grade for credits used toward a major may be required.

Graduate Students

Equivalent grades of "B" (3.00 grade points) or higher must be earned. Credits from a course where a "B-" (2.7 grade points) or below is earned cannot be transferred back to Mason.

THE PETITION FORM

Your Mason Study Abroad Program Officer will select the ZREG registration code appropriate for you. These codes will appear as a placeholder on your Mason transcript until you submit your official transcript at the end of your program. Students spending a full year abroad must complete separate petition forms for the fall and spring semesters.

Submission Deadline

The form must be submitted 30 days before your departure and, at the latest, before the Mason "Add" deadline of any semester. This process will ensure proper registration, financial aid payments (if applicable), and transfer of study abroad credits. A copy of your completed form will be housed in your Mason Abroad Document Center.

Course Approval

It is recommended you seek approval for both a fullset of primary courses and a fullset of alternate courses (in the event you are unable to enroll in any of your primary courses). Ensure your primary courses add up to the number of credits you intend to take abroad. When submitting a course to the appropriate department for approval, include the course description or syllabus from the host institution. Students should identify the Mason equivalent course for which they are seeking credit before meeting with the department advisor. This is done by reviewing the Mason course catalog and comparing the host university course descriptions to Mason course descriptions. Departments will either approve the course with the name of a Mason equivalent or grant elective credit if the course does not have an exact Mason equivalent (e.g., COMM 3--). To be approved, the Mason equivalent course must be active in the Mason catalog during the semester the student took the course at the host institution abroad.

Mason Equivalent

While looking at course equivalents remember the following:

- All course catalog requirements apply.
- Students may not repeat a course that cannot be repeated for credit.
- Students may not earn additional credit for classes that are considered equivalent to courses they have already taken (e.g., SPAN 110 is equivalent to SPAN 101 and 102).
- Students cannot receive transfer credit for a course for which the required prerequisites have not been met.
- The "Number (#) of Credit Hours" must correspond to the number of credit hours as listed in the Mason catalog.

TRANSCRIPTS

It is the responsibility of the student to ensure that an official transcript from abroad is sent to Mason Study Abroad upon completion of the study abroad program. Only transcripts in English are accepted by the Registrar's Office.

No letter grades from transfer credit appear on your Mason transcript. Your Mason GPA is not affected. These credits are counted in your attempted hours and can affect academic standing. In place of a grade for each transfer credit course on your Mason transcript, there will be a “T” indicating that the course was taken for transfer credit.
PETITION FOR TRANSFER OF CREDITS FOR STUDY ABROAD

FOR MASON STUDENTS ONLY

For Office Use Only

☐ ZREG101 (waives Mason tuition)  ☐ ZREG121 (charges Mason tuition)
☐ Initial Petition  ☐ Amendment

STUDENT INFORMATION

G#: __________________________ Name: __________________________

Last  First  M.I.

Permanent Address: __________________________

Street  City  State  Zip

Cell Phone Number: __________________________  Home Phone Number: __________________________

Mason E-mail Address: __________________________

ACADEMIC INFORMATION

Your classification (circle one): SO  JR  SR  GR  Is this your last semester at Mason? ☐ Yes  ☐ No

Major: __________________________  Minor (if applicable): __________________________

Mason NON-Degree students are not eligible for transfer credit.

Who is your Academic Advisor? __________________________________________

Total number of credits earned, including transfer credit: ________________  Cumulative GPA: ________________

Find earned hours and GPA on your Patriot Web Transcript

Are you currently on academic probation or warning? ☐ Yes  ☐ No

Have you ever been on academic probation or warning? ☐ Yes  ☐ No

If yes, when? __________________________________________

STUDY ABROAD SITE AND DATE INFORMATION

University: __________________________

City and Country of Study Abroad Location: __________________________

Institution to Issue Transcript: __________________________

If different from university listed above.

Program Dates From: ___________ To: ___________

Semester and Year Abroad (e.g. Fall 2016): __________________________

Semester and Year Returning to Mason (e.g. Spring 2017): __________________________

FINANCIAL AID INFORMATION

Are you currently eligible for Financial Aid? ☐ Yes  ☐ No

Do you plan to use Financial Aid for this program? ☐ Yes  ☐ No

If you answered yes to either question, contact the Financial Aid Office immediately.
# COURSE(S) REQUESTED

<table>
<thead>
<tr>
<th>Primary (P) or Alternate (A) Course</th>
<th>Host Course Title &amp; Number Include English translation, if necessary.</th>
<th>Mason Equivalent (Subject/Number) See Course Approval section on the instructions page regarding departmental elective credit (e.g., COMM 3– ).</th>
<th># of credits (US)</th>
<th>Mason Departmental Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE P</td>
<td>SAMPLE MDST 330 Global Media</td>
<td>SAMPLE COMM 396</td>
<td>SAMPLE 3</td>
<td>Communication Dept. Representative’s Signature</td>
</tr>
</tbody>
</table>

Students should get approval for a full set of courses they intend to take abroad (primary) as well as a secondary set of courses as a back-up (alternate) should the primary courses not be available.

Do you plan to take online courses at Mason while studying abroad?  □ Yes  □ No
If yes, complete the table below (Note: 6 online credits maximum; ONLY 100% online courses are allowed)

<table>
<thead>
<tr>
<th>Online Course 1 (e.g., ENG 101)</th>
<th># of Credits</th>
<th>Online Course 2 (e.g., ENG 101)</th>
<th># of Credits</th>
</tr>
</thead>
</table>

For Office Use Only

Total Primary Credit Hours: ________
- There is an additional tuition charge for students enrolling in more than 16 credits.
- Enrollment in more than 18 credits requires an overload course approval from your dean.

By signing below, I certify that I understand the following:
- My petition for transfer of credits form will not be processed until I have completed the Mason Study Abroad online application and paid the appropriate administrative fee.
- I must earn at least the equivalent of a “C” (Undergraduate) or “B” (Graduate) in my courses in order for credit to transfer back to Mason.
- If I decide NOT to go on the study abroad program I must notify Mason Study Abroad and Mason’s Office of the University Registrar immediately.
- It is MY responsibility to request that an official transcript from my study abroad institution be sent to Mason Study Abroad within one semester after completion of the term abroad. An official translation is required if the transcript is not issued in English.
- Studying abroad in the final semester of my senior year could delay my graduation.
- Failure to follow the steps mentioned above may jeopardize my ability to be registered for study abroad.

Student Signature: __________________________ Date: ____________

MASSON DEPARTMENTAL APPROVAL – GET SIGNATURES IN ORDER LISTED

<table>
<thead>
<tr>
<th>Major Advisor:</th>
<th>Date: ____________</th>
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<tbody>
<tr>
<td>(Minor Advisor can sign here if all courses will apply to the minor)</td>
<td></td>
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<table>
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<tr>
<th>Program Officer:</th>
<th>Date: ____________</th>
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<tr>
<td>Printed Name</td>
<td>Signature</td>
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<thead>
<tr>
<th>Associate/Assistant Dean of College:</th>
<th>Date: ____________</th>
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