

How to Transfer Credit from another University or from Mason's Non-degree Program

University Policy:

To be eligible for transfer credit, the credit must be graduate credit earned at another accredited university, or earned at Mason while in a non-degree status. The credit must have been earned within six years prior to first enrollment as an admitted student in the specific certificate or degree program, and a minimum grade of B (3.00) must have been earned. The credits cannot have been previously applied toward a degree at another institution or Mason; however, up to 3 credits previously applied to a degree program at another institution may be transferred into a certificate program at Mason.

Students requesting to transfer credit must submit the Graduate Transfer of Credit Request to their academic department for advisor and department chair approvals. It is also helpful for the student to provide a copy of the syllabus and any other information about the course (e.g., copies of the catalog or course description from the university website). Graduate Transfer of Credit Requests will not be approved or processed without the student's official transcript.

Once the department chair has approved and signed the Graduate Transfer of Credit Request, it will be forwarded to the Student Services Office for further review. If approved by the senior associate dean, the form will be sent to the Registrar's Office for processing.