

## **CAS Transfer Credit Policy and Procedures**

When the Dean's office receives a request to approve transfer credit we look to see if the request is in line with GMU Academic Policies as stated in the catalog. If the request does not conform to the policies listed in the catalog for the individual program, we assume the graduate coordinator has decided to allow the student and exception to that program's policies. As long as the exception meets GMU standards, the Dean will approve it.

Credit will be transferred to a student's graduate record from Extended Studies or another institution if:

1. The student is not in provisional status. (If a student was admitted provisionally, the qualifier has to be removed before the credits can be transferred.)
  2. If the credits are not earned at GMU, the institution is accredited. Further, the institution must have a graduate program itself in which the credits taken could be applied.
  3. The credits were not earned more than six years prior to the student's first semester registered after admission to their degree program.
  4. The faculty advisor and graduate coordinator have approved the request.
  5. The student must have earned a "B" or better in course.
  6. The credits may not have been used towards another degree.
  7. The course is relevant to the degree program.
  8. The number of credits that are transferred will permit the student to meet the following graduation requirements:
    - a. The student must have 18 credits while in degree status in their graduate program.
    - b. The majority of credits required for the student's degree program must be earned at George Mason University.
- Use the College of Arts and Sciences Graduate Transfer of Credit Request form.

Notes:

Credits earned while taking course work through a consortium university are considered GMU credit, not transfer credit. A student must be in degree status to take consortium courses.

The number of credits earned for a course cannot be split. If a course is listed as three credits, three credits must be transferred.