

Transfer Credit Re-Evaluation Appeal

The Office of Admissions provides transfer credit evaluations with input from academic faculty and members of the GMU Core Committee. The Office of Admissions makes the final determination of the award of transfer credit consistent with University policy.

Name _____ Date _____

GMU email _____ G Number _____

Instructions for Students: You are responsible for attaching course syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Equivalencies cannot be made for courses taken at multiple institutions that do not share a course catalog. In these cases, you may appeal for a course waiver through the Registrar.

Please note: Transfer courses must hold 2/3 of the GMU-equivalent course's credit hours in semester hours. (Ex. A 1-credit lab cannot transfer in as a 2-credit GMU lab course).

Name of Transfer Institution: _____

Semester system ☐

Quarter System ☐

Primary Transfer Course Prefix and Number _____ Credit hours: _____

Title _____ Term/Year Taken: _____

If your request is for 2 or more transfer courses to fulfill a GMU course, list the additional transfer course(s) below:

2nd Transfer Course Prefix & Number _____ Credit hours _____

Title _____ Term/Year Taken: _____

3rd Transfer Course Prefix & Number _____ Credit hours _____

Title _____ Term/Year Taken: _____

Primary Requested GMU Course Prefix and Number _____ Credit hours _____

Title _____

If your request is for more than 1 GMU courses, list the additional GMU course(s) below:

2nd GMU Course Prefix and Number _____ Credit hours _____

Title _____

3rd GMU Course Prefix & Number _____ Credit hours _____

Title _____

STUDENT STOP HERE. Send form and supporting documentation to the GMU academic department for the GMU course requested. (Ex. If you are an IT major and request HIST 121, send the form to the History department). Find the department email here: [Colleges and Schools | George Mason University Catalog](#)

Instructions for Academic Departments:

Transfer credit appeals will be applied **globally to all students** with a grade of C or better. Transfer courses must also **meet all core requirements** attributed to the GMU-designated equivalent. If you would like this change to affect the individual student only, please submit the Substitution Waiver Form to the Office of the Registrar. Re-evaluations must be approved by a department chair or the designated department representative as listed with the Office of Admissions Credit Evaluation Team.

Note to Approvers: Verify accuracy of course equivalency

- Level of coursework (use L### or U### for courses transferring in at a different level)
- Credit hours (hours from host institution must equal credit hours at Mason with quarter system courses transferring in at two-thirds equivalency). Add elective credit if necessary.
- Check if the transfer course meets all GMU Core Requirements attributed to the GMU course.

If the academic department does not approve the student's appeal, the department is responsible for communicating the decision to the student.

IF GMU Course meets a Core Requirement, complete below:

☐ The transfer course(s) satisfies all the GMU Core Requirements attributed to the equivalent(s).

☐ The transfer course(s) satisfies some of the GMU Core Requirements attributed to the equivalent(s). *

Explain: _____

☐ The transfer course(s) do **not** satisfy any of the GMU Core Requirements attributed to the equivalent(s). *

***Transfer courses cannot be equivalent if they do not satisfy all the attributed GMU Core Foundation and Exploration Requirements. The student may appeal for a course waiver, if appropriate.**

Departmental Equivalency Recommendation:

☐ I approve this equivalency globally**.

☐ I do **not** approve the equivalency.

**Individual equivalencies should be made using the Office of the Registrar's Substitution/Waiver Form.

Approver Name: _____

Signature: _____

Date: _____

Email: _____

(Approver send both pages to credeval@gmu.edu)

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