



Undergraduate Permission to Study at an Accredited Degree-Granting Korean Institution
PRIOR APPROVAL IS REQUIRED

Student's Name: _____ G#: _____
Last First

Mason Email Address: _____ Major: _____

Permission to Study at _____ in _____ / _____ South Korea
Institution City

- Please submit this form by the following dates:
 - Summer program requests: By 6pm KST of the last business day in April.
 - Winter program requests: By 6pm KST of the last business day in October
- Detailed policy information can be found on page 2 of this form.
- This form **cannot** be used for courses located outside Korea.
- Visited institution must be accredited and degree-granting. Courses must be taught in English.
- Attach catalog course description and/or syllabus from the visited institution (must be presented in English).
- Students may not study elsewhere while on academic or non-academic suspension.
- Students must meet all prerequisites for the equivalent Mason course, regardless of the (lack of) prerequisite requirements at the other institution.
- Upon course completion, official transcripts from the visited institution must be mailed directly to George Mason University, Office of the Registrar, MSN 3D1, 4400 University Drive, Fairfax, VA 22030, USA.
 - Credit cannot be transferred until an official transcript is received. Please request an official transcript in English. Translations required if transcript is not in English (see page 2 for details).
 - Students cannot graduate when receipt of official transcript is still pending.

COURSE ELSEWHERE INFORMATION				
Course Subject & Number <small>(i.e., HIST 100)</small>	Course Title	Semester	Year	Number of Credits

Student's reason for this request: _____

Student's Signature: _____ / _____
Date

MASON EQUIVALENT INFORMATION		
Course Subject & Number <small>(i.e., HIST 100)</small>	Course Title	Number of Credits

Source of Equivalency: _____
current articulation table *course review by department

***Approval for Mason Equivalency** (Required for courses NOT on the current articulation table):

____ Approved for all students (future articulation table) _____ Approved for this student only (explanation must be attached)

____ Not approved

Chair/Designee, Department of Course: _____ / _____
Date

Student's Advisor: (signature): _____ / _____
Date

GMU Korea Academic Dean (signature): _____ / _____
Date

School/college undergraduate academic affairs/student services office for the COURSE:
 (signature): _____ / _____
Date

Students enrolled in degree status at George Mason University Korea (GMU Korea) who wish to take courses at an accredited degree-granting Korean institution must obtain advance written approval.

- The Undergraduate Permission to Study at an Accredited Degree-Granting Korean Institution form can be found registrar.gmu.edu. Submission of this form does not guarantee approval.
- Catalog numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval.
- A minimum course grade must be achieved; however, grades themselves do not compute into any Mason GPA. For undergraduate courses, a minimum grade of C (2.0 on a 4.0 scale) is required.
- Undergraduate students must obtain advance written approval from the Undergraduate Academic Affairs/Student Services office of the school/college offering the course to be taken elsewhere **and** from the GMU Korea Academic Dean. The GMU Korea Academic Dean may deny the request or forward it to the Undergraduate Academic Affairs/Student Services point of contact in the school/college of the course.
- Upon course completion, students must submit to the George Mason University Office of the University Registrar an official transcript from the visited institution for all course work taken elsewhere (translated if not in English). Most Korean Universities will be able to provide an official transcript in English. If not, please use a reputable organization such as AACRAO/IES (<http://ies.aacrao.org/about/gi.php>) or WES (<http://www.wes.org/>). There are fees for this service.
- Advance approval to study elsewhere is required. Undergraduate students who enroll elsewhere without advance written permission will not receive transfer credit for course work taken at other institutions.

Special instructions for undergraduates:

- Once enrolled in degree status at GMU Korea, students may request permission to take a limited number of credits at another accredited degree-granting Korean institution. These credits count toward a student’s lifetime limit on study elsewhere credits. (This limit is determined by the student’s college/school- see below.)
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their Mason courses to request permission to study elsewhere.
- Individual colleges/schools/institutes determine restrictions on the number, type, mode of delivery, location and offering patterns of courses that can be taken at another institution. See relevant Guidelines.
- Freshmen and transfer students in their first semester at Mason are not permitted to study elsewhere.
- Courses previously attempted at Mason (including withdrawals) cannot be taken elsewhere.
- Students must meet the minimum 30-hour residency requirement at Mason.

School/College Undergraduate Academic Affairs/Student Services Points of Contact (6.26.17)

School/College	Study Elsewhere Credit Limits	Approval contact
College of Humanities and Social Sciences	8	Vita Vock: vvock@gmu.edu
School of Business	9	busreqst@gmu.edu
School for Conflict Analysis and Resolution	No published limit	Jane Walker: jwalkerq@gmu.edu
College of Science	9	ugradcos@gmu.edu
Volgenau School of Engineering	No published limit	vseugrad@gmu.edu
College of Education and Human Development	12	cehdsaa@gmu.edu
Schar School of Policy and Government	8	Ann Ludwick: aludwick@gmu.edu
College of Health and Human Services	No published limit	Whitney Gaston: wgaston@gmu.edu
College of Visual and Performing Arts	12	cvpaugrad@gmu.edu