

# School/College Study Elsewhere Guidelines

## GMU Korea

- Students must obtain prior written approval to Study Elsewhere.
- Freshmen and transfer students in their first semester at Mason are not permitted to study elsewhere.
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their Mason courses to request permission to study elsewhere.
- Courses previously attempted at Mason (including withdrawals) cannot be taken elsewhere.
- Written permission from the department offering the course is needed to transfer courses back to Mason.
- Courses elsewhere that have been pre-approved by the Dean must be taken for a grade and be passed with a grade of C or higher to be transferred back to Mason. Although credit for the course will be transferred, the grade for the course will not.

## College of Humanities and Social Sciences (CHSS)

Student must be prepared for success as measured by prior term and cumulative GPA. This is evidenced by a student having a preceding semester and cumulative GPA at or above 2.00.

Students with 60 or more hours of transfer coursework are not permitted to take additional coursework in CHSS disciplines at another institution. A student may seek permission for additional hours beyond these limits in very limited circumstances that will be determined by the Dean.

Students should keep in mind that courses requested outside of his or her college or school will need additional approval from the college or school that offers the equivalent course at Mason. Each school or college has different policies regarding course elsewhere requests, and we encourage students to consult their advisor for help in planning appropriate course schedules.

## School of Business

Students are permitted to take courses elsewhere under **unusual circumstances**—these circumstances do not include scheduling, graduating early or commuting convenience, or financial (lower cost) reasons. Students may request to take a maximum of 9 credit hours elsewhere.

- If a course is offered at GMU Korea or Mason Fairfax, permission will NOT be granted to take this course elsewhere. Students may request to take elsewhere general elective courses or courses that are not being offered at the campus in which they are studying.
- Students may not return to the community college to finish a sequence of courses.
- Permission cannot be granted based on convenience, early graduation, or expense.
- Courses that are attempted at a two-year institution may not be used to fulfill upper-level requirements (ex: 100-200 level courses will not count for 300-500 upper level courses).
- Any course to transfer to fulfill major (21 credits of major course work) or graduate-level course requirements must be attempted at an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB).

## School for Conflict Analysis and Resolution

Transfer students who have already transferred 60 or more credit hours are expected to plan all remaining courses in residence. Core conflict (CONF) courses required for the major must be completed at a Mason institution.