

Request to Take Course Elsewhere:

This form is used to obtain PRIOR permission to take a course at another institution that will count toward a GMU degree. The approval must be obtained prior to beginning the course.

Black text is completed by the student

Green Text is completed by the advisor

Blue Text is completed by the graduate coordinator (Terrence Lyons or Julie Shedd)

Red Text is completed by the Director (Sara Cobb) or Associate Director (Kevin Avruch)

GMU REQUEST TO TAKE COURSE ELSEWHERE

Name: <u>Jones Larry G</u> <small>Last First</small>		Phone: <u>703-123-5678</u>
Address: <u>32 Sunny view Ln</u>		E-Mail: <u>ljones@gmu.edu</u>
<u>Happy</u> <small>City</small>	<u>VA</u> <small>State</small>	<u>20000</u> <small>Zip</small>
Student ID#: <u>G-34960000</u>		
Circle One: FR SOPH JR SR <u>Master's</u> Doctoral		Major: <u>CONF</u> Date Submitted: <u>8-1-06</u>

General Instructions/Information:

- A satisfactory grade must be earned for a course to be accepted for transfer credit (see catalog for definition of satisfactory.)
- Graduate students may transfer back only graduate level courses. (See catalog for other requirements for graduate transfer.)
- Catalog course description and/or syllabus from the visited institution must accompany this form through the pre-approval process.
- Students may not study elsewhere while on first or second suspension.
- **NVCC Courses** must have at least a semi-equivalent (not "n/a") on the institutional articulation table for credit to be transferred. Equivalencies will default to those listed on the table. (Exceptions require Course Substitution Form.)
- Students must make arrangements with the visited institution (including Northern Virginia Community College) to have an official transcript **mailed** directly to the **GMU Registrar's Office, Records Section, MSN 3D1, 4400 University Drive, Fairfax, VA 22030** immediately after the course work is completed. Credit cannot be transferred until an official transcript is received. Failure to send official documentation within one semester of that in which the course was taken could delay a student's pending graduation.

Institution where course will be taken <u>EMU</u>		City/State: <u>Harrisonburg, VA</u>
** If location of course is outside the U.S., you must see the Center for Global Education for a Petition to Study Abroad**		
Semester: (circle) Fall Spring <u>Summer</u>	Year: <u>2006</u>	Total Credits to be Attempted: <u>3</u>
<u>CO 520: Conflict Transformation</u>	GMU Equivalent - faculty use only <u>CONF 695</u>	Source of Equivalency
	<input type="checkbox"/> articulation table	<input checked="" type="checkbox"/> course review
	<input type="checkbox"/> articulation table	<input type="checkbox"/> course review
	<input type="checkbox"/> articulation table	<input type="checkbox"/> course review
A lower division or Community College course may be transferred to meet a 300-400 level GMU course requirement, but will not count toward the 45-hour upper division University requirement.		
Student's reason for request: <u>course is not available at Mason, and is a good match with student research goals</u>		

Recommendation/Approval Signatures

Adviser: Happy T Help (Print last name) Help Date: 8-1-06
 Chair or Designee (if required): Julie Shedd / Terrence Lyons (Print last name) Shedd / Lyons Dept: ICAR
 School/College approval: Sara Cobb / Kevin Avruch Date: 8-1-06 Coll/Sch/Inst: ICAR

Stipulations/Comments: _____

Registrar's Office Use:	
ZREG entered _____	By _____
Date Entered _____	By _____