Office of the University Registrar
(703) 993-2000
Email: mssc@gmu.edu

RESERVE GRADUATE CREDIT

For Undergraduate student use only

Reserve Graduate Credit Policy

- Reserve graduate credit courses are held in reserve to apply later toward a graduate degree.
- Permission to take a **500 or 600** level graduate course for reserve graduate credit is normally granted to Mason students who meet the following criteria:
  - Student is within 15 credits of completing undergraduate study
  - Student has completed at least 12 credits at Mason
  - Student should have at least a 3.00 cumulative GPA
  - Student has a major in the department offering the course
  - Course prerequisites have been completed
- Students cannot accumulate more than six hours of reserve graduate credit.
- Permission to take reserve graduate credit does not imply approval for admission to a graduate program.

Student Information

Name		G#	
Mason E-mail:			
Undergraduate major:		Cumulative GPA:	

Do you have previous reserve graduate credit hours? _____ If so, how many hours? _____

Requested course information:

CRN	Subject	Course #	Section #	Semester	Year

Student's signature: _____ Date: _____

Approval Required:

Is the course closed? Yes ☐ No ☐ Departmental approval is required if this form can be treated as a force add.

_____ _____
Department Approval for closed course Date

Course Instructor:		Date:	
Student's Advisor:		Date:	
Student's Academic Dean:		Date:	