

Reduction of Credit Hours Required for Doctoral/MFA Program

NAME: _____ **SID:** _____

MAJOR PROGRAM:

SEMESTER/YEAR FIRST ENROLLED IN PROGRAM: _____
This form is not necessary for students with master=s degrees from GMU

TOTAL REDUCTION OF CREDIT HOURS: _____

- **Transcripts showing the degree and course work must be attached.** An official transcript must be in the student's permanent file in the Registrar's Office to honor this request. Non-U.S. transcripts must be translated and evaluated according to university policy.

- Reduction of credit is given only for course work used for a Master's, Juris Doctor, or other relevant post-baccalaureate degree. Course work not used toward a degree may be considered for transfer credit if earned within six years prior to student's first enrollment as an admitted degree-seeking student in current program.

Relevant Degree _____ **Received From:** _____
Year: _____

This student has entered our degree program with previous post-baccalaureate degree in a relevant field earned at an accredited institution. As a result of these credits, we will reduce the hours required for the degree as indicated below. **Please record the reduction on the student's transcript.**

COURSE #	INSTITUTION	TERM/YEAR	CREDITS EARNED	REDUCED NUMBER of hours for degree (may also list GMU equiv)

Authorized Signature: _____ Name (Print): _____

Title: _____ Academic Unit: _____ Date: _____

Original: Registrar, MSN: 3D1
 Copy: Department
 Dean/Director
 Student

Registrar's Office: Done by _____
 Date: _____