



## Reduction of Credits

DEGREE

This form should be submitted no more than one year past the admission term.  
(for full reduction policy please refer to section AP.6.5.2 in the university catalog)

Student's Name: \_\_\_\_\_ GNumber: \_\_\_\_\_

Degree Program: \_\_\_\_\_

- Students in dual degree master's programs are not eligible for a Reduction of Credits.
- A Reduction of Credit form is required for students who earned a relevant post-baccalaureate degree prior to admission to the current Master's or Doctoral program.
- Students (excluding students who received their degree from Mason) requesting a reduction of credit must supply official transcripts.
- For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English; if these documents were not supplied in the admission process.
- Reduction of Credit requests from students who are admitted provisionally are not considered until the students have fulfilled the conditions of their admission and had the provisional qualifier removed from their records.
- Credits used in reduction of credits:
  - Are not subject to time limits
  - Must have been applied to a previously earned post-baccalaureate degree
  - Must have received a minimum grade of B
- Reduction of Credit requests may not include credits that are applied to both an undergraduate and graduate degree in a joint bachelor's/master's program or in Mason's bachelor's/accelerated master's programs

### SPECIFIC REQUIREMENTS FOR MASTER'S STUDENTS

- Master's students in a 30-credit program are allowed a reduction of credit for up to 12 credits\*
- Residency requirement- A minimum of 18 credits must be taken in degree status, after admission to the degree program.
- Institutional requirement- The majority of the credits applied to the degree must be earned at Mason
- **\*Maximum Reduction** – Master's programs which require more than 30 credits may be reduced by more credits provided that the above requirements will be met. To determine maximum reduction, subtract the residency or institutional requirement (whichever is higher) from the total required for the program. Individual programs may have a more restrictive policy.

### SPECIFIC REQUIREMENTS FOR DOCTORAL CANDIDATES

- Doctoral students in a 72-credit program are allowed a reduction of credit for up to 30 credits.\*
- Unique requirement - a minimum of 42 credits must be applied only to the doctoral degree
- Institutional requirement - More than half of all credits (minimum 72) required for the degree must be earned at Mason.
- Residency requirement - More than half of all credits (minimum 72) required for the degree must be taken in doctoral degree status, after admission to the degree program.
- **\*Maximum Reduction** - Doctoral programs which require more than 72 credits may be reduced by more credits provided that the above requirements will be met. To determine maximum reduction, subtract the unique credits or residency/institutional requirement (whichever is higher) from the total required for the program. Individual programs may have a more restrictive policy.

