

# Undergraduate Transfer Credit Approval Form

Transfer approval is not guaranteed; approval should be obtained BEFORE registering at the other institution

GWID	LAST NAME	FIRST NAME	EMAIL ADDRESS

**Instructions:**

1. Enter the course information as it appears in the university catalog/bulletin at the other institution (U.S. institutions only; please see Study Abroad for international institutions)
2. Bring a course description and/or syllabus to the appropriate GW department to secure transfer approval for a GW equivalent
3. Return the completed and approved form with course description and/or syllabus to your Advising Office; students should **not** submit this form to the Registrar's Office
4. If this coursework is part of your final 15 credit hours, discuss with your Academic Advisor whether it is permitted under your school's residency requirement

OTHER COLLEGE/UNIVERSITY YOU PLAN TO ATTEND	CITY, STATE OF COLLEGE/UNIVERSITY (OR SPECIFY CAMPUS)	SEMESTER/YEAR OF ATTENDANCE

SUBJECT	COURSE NUMBER	CREDITS	TITLE	GW EQUIVALENT <i>(FOR GW DEPT USE)</i>	DEPT APPROVAL NAME (PRINT)	DEPT APPROVAL SIGNATURE

**Transfer Credit Policies:**

1. Courses must be taken for a letter grade; a minimum grade of C- must be earned in order to transfer credit
2. Only credit hours transfer, grades do not transfer and do not count towards your GPA; you will receive the number of credits that appear on the other institution's transcript (i.e., 4 credits there earns 4 GW credits), but credit hours taken at institutions following a quarter or trimester calendar will be converted to semester credit hours
3. You may not be awarded transfer credit for a GW course previously completed with a passing grade (except for designated courses with specific department approval)
4. No more than 9 credit hours may be transferred after enrollment at GW, and no credit hours may be transferred from two-year institutions once a student has 60 earned credit hours (including transfer work, AP credit, etc.)
5. An official transcript must be sent to the Office of the Registrar upon completion of the coursework: 44983 Knoll Square, Enterprise Hall, Suite 390, Ashburn, VA 20147

For additional policies that may apply to your school or program, please refer to the Office of the Registrar website: <http://registrar.gwu.edu/transfer-credit>

AUTHORIZED SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ASSOCIATE DEAN SIGNATURE (IF APPLICABLE): \_\_\_\_\_

DATE: \_\_\_\_\_

<p><b>Advising Office Review:</b>          Total earned hours?          Any post-matric. TR credits?          If Int'l, Home Country or Study Abroad?          Does this fulfill a degree req? Y or N</p>
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