

# Undergraduate Transfer Credit Approval Form

Transfer approval is not guaranteed; approval should be obtained BEFORE registering at the other institution.  
Schools must be regionally accredited in order for credit to transfer.

GWID	LAST NAME	FIRST NAME	MAJOR	EMAIL ADDRESS

**This credit is:**  Pre-Matriculation at GW  Post-Matriculation at GW

**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	TITLE	GW EQUIVALENT (FOR GW DEPT. USE)	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. Credit hours taken at institutions following a quarter or trimester calendar will be converted to semester credit hours (i.e. 3 quarter hours = 2 semester hours); students are responsible for knowing whether their school follows a quarter/trimester or semester calendar
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 or 3 courses may be transferred after enrollment at GW
5. An official transcript must be sent to the Registrar upon completion of the coursework:  
Office of the Registrar, 44983 Knoll Square, Suite 390, Ashburn, VA 20147 or [transfercredit@gwu.edu](mailto:transfercredit@gwu.edu)

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: \_\_\_\_\_

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

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