

INTERNAL TRANSFER POLICY

Students are admitted to a home school at the time of their admission to the university. Those who wish to change their home school must submit an internal transfer request to the University Registrar. A university-wide graduation requirement is that students must be registered in the college/school in which their primary major is housed. Some schools may require that certain prerequisite courses have been taken and/or that minimum grades have been earned before the transfer is processed. Transfer into a college/school does not guarantee placement in a limited-enrollment major and students will be transferred into an undeclared major. Requests to transfer schools will not be accepted prior to the second semester of the student's enrollment at GW nor until all prerequisites for internal transfer have been met. Students are encouraged to meet with an academic advisor in both their current college or school and the college or school they are requesting to transfer into prior to submitting an internal transfer request.

Blackout periods for internal transfers:

Requests for transfer will not be processed during the months of April and November. Requests received during blackout periods will be processed at the beginning of the following month. Once processed, transfers are effective at the start of the following semester.

Limited-enrollment majors:

CCAS: Communication, Journalism and Mass Communication, Political Communication

PREREQUISITES FOR INTERNAL TRANSFER

Prerequisites for internal transfer to chosen college/school must be met before the request is submitted.

Elliott School of International Affairs

Students must have completed:

- 24 semester hours in residence at GW with a minimum cumulative GPA of 3.0
- Four of the following five courses: ECON 1011, ECON 1012, HIST 1011, PSC 1001, PSC 1003 (in lieu of IAFF 1005)
- One year of a modern foreign language completed through coursework or documentation of exam scores showing placement beyond the first year of a foreign language.
- AP or transfer credit will be accepted in place of the above courses.

Milken Institute School of Public Health

Students requesting transfer into the Exercise Science or Nutrition Science majors must have earned a GPA of 2.5 or higher. Students requesting transfer into the Public Health or Health Data Science majors must have earned a GPA of 2.75 or higher.

School of Business

Students must have completed UW 1020 and earned a grade of B- or higher at GW in at least two of the following courses:

- ACCY 2001, 2002
- APSC 3115
- DNSC 1001, 2001
- ECON 1011, 1012, HONR 2043, 2044
- MATH 1051, 1221, 1231, 1232, 1252
- STAT 1111, 1051, 1053, 2112, 2118

School of Engineering and Applied Science

Students must have completed the following math and science course requirements with a grade of B- or higher:

- Math requirement MATH 1220 + 1221, or MATH 1231
- Science requirement *Complete either the Biology, Chemistry, or Physics option*
 - Biology: BISC 1111, 1112, 1115 + 1125, or 1116 + 1126
 - Chemistry: CHEM 1111
 - Physics: PHYS 1021 or 1025
- AP credit may be accepted in lieu of the above courses.

** Students who do not meet the prerequisite criteria can petition for exceptions to the office of undergraduate programs at the school to which they would like to transfer. **

Undergraduate Internal Transfer

Name: _____ GWID: _____

GW Email Address: _____

I am currently enrolled in:

- Columbian College of Arts and Sciences
- Elliott School of International Affairs
- Milken Institute School of Public Health
- School of Business
- School of Engineering and Applied Science

I would like to transfer to:

- Columbian College of Arts and Sciences
- Elliott School of International Affairs
- Milken Institute School of Public Health
- School of Business
- School of Engineering and Applied Science

I understand that I must have successfully completed the appropriate prerequisites, if applicable, and that admission to another school/college does not guarantee placement in a limited-enrollment major. I am not registered in my first semester at GW.

Student Signature

Date

Signed forms may be emailed to regdata@gwu.edu or submitted in person at the Student Services Hub.