

# Undergraduate Transfer Credit Approval Form

## Instructions:

1. Please provide your student information, as well as the institution you are attending away from GW, the semester of attendance, and the course(s) you are planning to take.
2. Check GW's Academic Calendar with the outside institution's academic calendar to ensure that you will not be concurrently enrolled in both.
3. Please bring, email, or upload the form to the appropriate GW academic department for faculty approval and an equivalent GW course.
4. After receiving faculty approval, please submit the completed Transfer Credit Approval form to your school's advising office. Your advising office has final approval and will then send the form to the Office of the Registrar; the form is not accepted by our office directly from students.
5. It is the student's responsibility to ensure that an official transcript is sent from the outside institution to the Office of the Registrar following the successful completion of the course(s). We cannot finalize the course transfer without a completed approval form and official transcript.

You may request an electronic copy of your official transcript from the institution to be sent to: [transfercredit@gwu.edu](mailto:transfercredit@gwu.edu).

Hard copy paper transcripts should be sent directly from the institution to:

The George Washington University  
Office of the Registrar  
44983 Knoll Square, Suite 260  
Ashburn, VA 20147

## Policies:

1. You must have academic department approval for each course to transfer back to The George Washington University.
2. You are only allowed to transfer no more than 9 credits (or 3 courses to a maximum of 12 credits) from institutions outside of GW once you have started your studies at GW. This is a rule that applies to credits obtained from foreign institutions as well as institutions within the United States.
3. Courses must be taken for a letter grade. Transfer credit is awarded for final grades of C- or better (or the international equivalent). The grade earned does not appear on your transcript and is not included in the calculation of your GPA. Only the credits transfer to your GW academic record. 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.
4. Students cannot register concurrently at GW and another institution during the fall and spring semesters except for courses taken through the Consortium.
5. You may not be awarded transfer credit for a GW course previously completed with a passing grade (except for designated courses with specific departmental approval).
6. Post-Matriculation transfer credit will not apply toward general education requirements.

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Approval is not guaranteed; please obtain approval BEFORE registering at other institution. Domestic schools must be regionally-accredited and international schools must be recognized by the Ministry of Education.

GWID	Last Name	First Name	Major	Email Address

Name of Outside College or University	Location of Institution (City, State / Country / Online/Remote)	Semester of Attendance (ex: Summer 2023)

Institution is:  US Domestic **OR**  International

Credit taken:  Pre-Matriculation (Prior to GW) **OR**  Post-Matriculation

**Course(s):**

Subject (Ex: BIO)	Course # (Ex: 101)	Title (Ex: Intro to Biology I)

**Faculty/Department Complete:**

GW Equivalent Course	Faculty/Dept Approver (Print)	Faculty/Dept Approver Signature

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>

I have read and acknowledge GW's policies regarding transfer credit: \_\_\_\_\_ Date: \_\_\_\_\_

*Student Signature*

**Advising Office Review:** Prior Post-Matriculation Credit: \_\_\_\_ International Home Country or Study Abroad: \_\_\_\_ Fulfills a Degree Requirement: \_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_