

### **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 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. 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.

### **Deadlines for internal transfers (students may not submit a request prior to their 2nd semester at GW):**

- For fall semester transfer:
  - February 15 (for students who have completed transfer prerequisites)
  - May 31 (for students enrolled in transfer prerequisite courses in the current semester)
- For spring semester transfer: October 15

Once processed, transfers are effective at the start of the following semester; transfers are only accepted for Fall or Spring semesters.

### **Limited-enrollment majors:**

- **CCAS:** Communication, English and Creative Writing, Interior Architecture and Design, Journalism and Mass Communication, Political Communication
- **GWSB:** BS in Finance
- **GWSPH:** Public Health

### **Prerequisites for internal transfers:**

*Prerequisite criteria to transfer to chosen college/school must be met before the request is submitted.*

### **Elliott School of International Affairs:**

- Complete 24 semester hours in residence at GW with a minimum cumulative GPA of 3.0
- Complete four of the following five courses: ECON 1011, ECON 1012, HIST 1011, PSC 1001, and PSC 1003 (in lieu of IAFF 1005)
- Complete or waive the first year of a modern foreign language (for waiver, student must have taken language 1002, 1003, 1004, 2005, or 2006; or submit documentation showing score from language placement exam that would place them in language 1003 or higher)

### **School of Business:**

Students who wish to transfer from another GW school/college to GWSB must have completed UW 1020 and at least two of the following courses at GW and earned a grade of B- or higher in these courses:

- MATH 1051, 1252, 1231, 1232
- ECON 1011, 1012
- STAT 1051, 1053, 1111, 2112, 2118
- ACCY 2001, 2002

### **School of Engineering and Applied Science:**

- A minimum grade of B- in, or AP credit for, MATH 1220 and 1221 or MATH 1231
- A minimum grade of B- in, or AP credit for, CHEM 1111, BISC 1111 or BISC 1115 & 1125, BISC 1112 or BISC 1116 & 1126, PHYS 1021, or PHYS 1025

### **Milken Institute School of Public Health**

- Students who wish to transfer to the Public Health program should visit <http://publichealth.gwu.edu/programs/public-health-bs>

\*\* 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. \*\*

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**THE GEORGE  
WASHINGTON  
UNIVERSITY**

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WASHINGTON, DC

# Undergraduate Internal Transfer

Name: \_\_\_\_\_ GWid: \_\_\_\_\_

GW email address: \_\_\_\_\_

I am currently enrolled in:

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

I would like to transfer to:

- Columbian College of Arts and Sciences
- School of Engineering and Applied Science
- School of Business
- Elliott School of International Affairs
- Milken Institute School of Public Health, Dept of Exercise & Nutrition Sciences

Effective Term: (choose one)  Fall  Spring 20\_\_\_\_

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.

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Student Signature

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Date

Signed forms may be emailed to [registration@gwu.edu](mailto:registration@gwu.edu), faxed to (202) 994-3445, or submitted in person at Colonial Central.