THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Office of the Registrar

Undergraduate Transfer Credit Approval Form

Transfer approval is not guaranteed; approval should be obtained BEFORE registering at the other institution.
Domestic schools must be regionally-accredited and international schools must be recognized by the country's 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 ☐ International

* Credit taken: ☐ Pre-Matriculation (Prior to GW) ☐ 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
CHEM 3165		

Transfer Credit Policies:

1. Courses must be taken for a standard letter grade; a minimum grade of C- (or numerical or international equivalent) must be earned in order to transfer credit; we do not transfer S, P, or CR grades
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 credits or 3 courses (to a maximum of 12 credits total) may be transferred after enrollment at GW.
5. **An official transcript must be sent to the Registrar upon completion of coursework**: Office of the Registrar, 44983 Knoll Square, Suite 260, Ashburn, VA 20147 or 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

---

Advising Office Review: Prior Post-Matriculation Credit: ____ International Home Country or Study Abroad ____ Fulfills a Degree Requirement? ____

*Required fields

Advisor Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Office of the Registrar

Undergraduate Transfer Credit Approval Form

Instructions:

1. Please fill out the 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. Please bring, email, or upload the form to the appropriate GW academic department for faculty approval and an equivalent GW course
3. 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.
4. 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 your 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

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

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

Policies:

You must have academic department approval for each course to transfer back to George Washington University.

You are only allowed to transfer nine credits or three courses (up 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.

Courses must be taken for a letter grade. Transfer credit is awarded for final grades of C- or better (or 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.

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).