



PETITION TO TRANSFER CREDITS FROM ANOTHER INSTITUTION

Instructions:

1. When entering the course information, please use the course titles and numbers as they appear at the institution you plan to attend. The *Recommendation of GW Department* and *GW Equivalent* columns must be completed by the appropriate GW Department.
2. Please take this form to the appropriate GW Department along with the course description and/or syllabus from the institution you plan to attend.
3. Return this form to Phillips 107 for CCAS Approval.

Student Information:

Name (last, first, middle)

Gwid

GW E-mail Address @gmail.gwu.edu

College/University You Plan to Attend

Semester of Planned Attendance

Course Information:

Course Information:				To be completed by the Department(s)	
Department	Course Number	Credit Hours	Course Title	Recommendation of GW Department	GW Equivalent
				<input type="checkbox"/> Grant <input type="checkbox"/> Deny Signature:	
				<input type="checkbox"/> Grant <input type="checkbox"/> Deny Signature:	
				<input type="checkbox"/> Grant <input type="checkbox"/> Deny Signature:	
				<input type="checkbox"/> Grant <input type="checkbox"/> Deny Signature:	
				<input type="checkbox"/> Grant <input type="checkbox"/> Deny Signature:	

CCAS Approval

Date

Important Policies:

1. Courses must be completed with a letter grade of C- or better to transfer.
2. Official transcripts with the final grade must be sent directly from the other institution to the GW Undergraduate Admissions Office for posting.
3. Grade(s) earned at other institutions will not be included on your GW transcript or in computing your GW GPA.
4. There are limits on transferring credits as part of your final 60 hours towards a degree at GW. Forty-five of the final 60 hours must be in residence, as well as nine of the final 15 hours. To apply for modification of these rules requires a petition to the Associate Dean.
5. For students who entered GW in Fall 2007 or later – no more than nine semester hours can be transferred from colleges or universities after matriculation and no transfer courses from two-year institutions are allowed after a student has earned 60 hours.