The Office for Study Abroad has created an online Course Approval Transfer Credit System (CATS) to help facilitate transferring courses from abroad back to GW. Students will submit courses to be reviewed through the CATS system.

Please note: To access the CATS system, you must be using (1) an on-campus internet connection or (2) you may download GW’s easy-to-use Virtual Private Network (VPN) onto your PC or Mac: [https://it.gwu.edu/vpn](https://it.gwu.edu/vpn)

To begin reviewing courses, please log on to the CATS homepage with the following personal information:

**Log In:**

**Website:** go.gwu.edu/CATS

**User Name:** EAD\YOUR NETID

*example: EAD\gwashington*

**Password:** YOUR PASSWORD

*(Your regular NetID Password)*

**Course Approval Process Overview**

Students will request course credit equivalencies throughout the study abroad process. Please note that if the semester listed is the current semester the student may be awaiting information on this course to complete registration during an add/drop period abroad. In this case, it would be greatly appreciated if the request could be addressed at your earliest convenience.

Please also note that the student may have requested a specific equivalent in the “comments” section. This does not mean that you are obligated to approve the course as such. It is up to the department’s discretion to approve a course or not based solely on the course information presented.

Please review the attached materials or use the link the student has provided to determine the GW course equivalent.

*Tip: To Open an Attachment in a new window. If you are using Windows, hold Ctrl Key and press the link. If you are using Mac, then hold the Command key and press the link.*
Accessing Course Approval:

You can access courses for approval in one of two ways:

1. Via Email:
   - An automatic email is sent to the designated study abroad course approval contact when a student indicates a course to be reviewed within that department.
   - Follow the directions and links within the email to review that specific course.

2. Via CATS Homepage (go.gwu.edu/CATS)
   - You can also review all course equivalence requests via your CATS homepage by logging into the CATS system and choosing “Course Approvals.”
There are two types of course designations:

1. **Exact equivalent** – a specific course listed in the GW Bulletin (bulletin.gwu.edu) (e.g. BADM 2301 or FA 2900). An exact equivalent directly substitutes for taking that course at GW.

2. **Variable topics** – a course that may not align with a specific GW equivalent subject and number, but the content of the course falls within your department.
   
   a. XXXX 1099 or XXXX 3099: Special Topics - Courses labeled DEPT 1099 (ex. SMPA 1099) are *lower-level* “Special Topics” courses. Courses labeled DEPT 3099 (ex. MGT 3099) are *upper-level* Special Topics courses.
   
   b. XXXX 4900: Special Topics - Courses labeled XXXX 4900 are upper-level courses, typically applied within majors/concentrations.

*NOTE: You may designate multiple GW equivalents by entering multiple course numbers and adding instructions on transferring the credit within the comments section.*

Once you have reviewed the information, you have two options:

1. **Approve the request** – if approved, please:
   
   a. Check “Approve Request;”
   
   b. Select a “Length of Approval” from the dropdown menu; you have the option of approving for this student only, approving for 3 years or approving for 5 years. If you choose to approve for 3 or 5 years, the course will go onto our “Pre-Approved Courses” list and any other students requesting this same equivalency will not require your review/approval for the specified time period.
   
   c. Enter the course number using the GW department abbreviation and GW course number (e.g. BADM 2301).
   
   d. Include any comments as necessary (not mandatory). PLEASE NOTE THAT THESE COMMENTS ARE VISIBLE TO THE STUDENT.

2. **Reject/Request More Information**
a. Check “Reject/Request More Information”

Provide any explanation or request in the comments section. You can request for further information (like a detailed syllabus or course work) to determine the equivalency.

3. If you do not feel like you are the correct department to assign the equivalency for this request you should:

   a. Select this option and send a comment to the student to indicate that s/he should submit the request to a different department. You may also list a more suitable department in that message to the student.

Please review the course approval request and submit a response within 5 business days of receiving this notification. If you have any questions regarding the process, please contact the Office for Study Abroad by e-mail (studyabr@gwu.edu) or call 202 994-1649 to speak the Manager of Advising Services for the Office for Study Abroad.

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studyabroad.gwu.edu/transferring-credit

go.gwu.edu/CATS