



Transfer Credit Request Form

A maximum of 6 credits of graduate coursework may be approved for application to the School of Business from a regionally accredited college or university that meets the following criteria:

- Business related
- Not have been applied to the completion of requirements for another degree
- Graduate level and credit bearing
- Completed within the three years prior to matriculation
- Received a grade of B or better

Please note:

- Students should refer to their specific program to determine application towards their degree requirements.
- The number of credit hours applied will equal the number of credits listed on the transcript and must conform to federal guidelines for required contact hours. Graduate Programs reserves the right to reduce the number of credits accepted based on these federal guidelines.
- If approved, the total number of credits needs to complete the degree will be reduced commensurate with the number of transfer credits approved.

Transfer credit specific:

- A copy of the graduate course syllabus is required for all transfer credit.
- An official transcript must be sent directly to the Graduate Programs Office for evaluation and assignment of credit. Send to:
The George Washington University School of Business
2201 G Street, NW, Duques Hall, Suite 550
Washington, DC 20052
- Grades earned at another institution will not be factored into the GW GPA.



Transfer Credit Request Form

Student Name _____ **GWID** G
First Name Last Name

GW Email _____ @gmail.gwu.edu

Degree _____ **Certificate Program** _____

Course Name _____ **Course Number** _____

Semester/Term _____ **Year** _____ **Credits** _____ **Grade** _____

Please explain how the course above fulfills the requirement(s) for general elective credit:

Syllabus Attached (required)

Please sign and return this form to your academic advisor.

Student Signature _____ **Date** _____

DO NOT WRITE BELOW THIS LINE - FOR UNIVERSITY OFFICIAL USE ONLY

Program Signature
Signature and Date _____

Approve Deny

Authorized Signature
Signature and Date _____

Approve Deny

Comments: