Graduate Student Transfer Credit Request

CCAS Office of Graduate Studies
Smith Hall 118
801 22nd Street, NW
Washington, DC 20052
Email: **ccasgradserv@gwu.edu**
Phone: 202-994-6210

GW | Arts & Sciences

Please read the instructions before completing this form.

Instructions

- All requests for transfer credit must be made in the students first year of their degree program.
- Please refer to the GW Bulletin for the CCAS transfer credit policy.
- Please enter the GW equivalent course for each course that is transferring. If there is no equivalent and you are accepting the credits as electives, please enter *Elective Requirement*.
- Transfer credit requests will only be considered if an updated official transcript is on file.
- This form must be completed in full. Once completed, please email to ccasgradserv@gwu.edu.
- This form must be submitted by department; it will not be accepted from student.

Student Name _____ GWID _____

Department/Program _____ Degree _____

Institution attended _____

Dates of attendance (e.g. 02/2018 - 06/2019) _____

Did the student earn a degree?   Yes   No   If yes, degree earned _____

Field of study (at institution where credits were earned) _____

Semester Completed	Course Title & Number	Grade	GW Equivalent and Credits (i.e. BIOL 6550 3 credits) *Completed by department*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total credits _____

Student _____ Date _____

DGS Signature _____ Date _____