External Transfers from Academic Institutions Outside of GW

Advising

Faculty Advisors:
Email your respective department and explain that you are a transfer student looking to be assigned a Faculty Advisor. CC' your Professional Advisor.

Departments
Civil - cee@gwu.edu
Computer Science - cs@gwu.edu
Biomedical, Electrical and Computer - ece@gwu.edu
Mechanical & Aerospace - maeng@gwu.edu
Systems & Applied Science please e-mail Professor Mazzuchi at mazzu@gwu.edu

Professional Advisors: Tompkins 104
Hetal Patel - hbp1012@email.gwu.edu
Biomedical Engineering, Computer Engineering, Computer Science, Electrical Engineering

Myles Robinson - mdrobinson@email.gwu.edu
Applied Science, Civil & Environmental Engineering, Mechanical Engineering, Systems Engineering

Course Planning

Transferred Courses
1. Look at the curriculum/program for your major and start comparing the classes you have taken at your previous institution(s) and match them up to the GW course equivalents based on similar course descriptions.

Civil Curriculum: http://www.cee.seas.gwu.edu/undergraduate/current/programsdegrees.html
Computer Science: http://www.cs.gwu.edu/academics/undergraduate_programs
Biomedical, Electrical & Computer - http://www.seas.gwu.edu/department-electrical-computer-engineering

Course descriptions can be found in the GW Bulletin
http://www.gwu.edu/~bulletin/ugrad/dept_list.html

Forms
http://www.seas.gwu.edu/forms

2. After finding the course equivalents, fill out the Transfer Credit Assignment Worksheet. Send this form along with the course descriptions and official transcripts from your previous institution to your Faculty Advisor.

3. Based upon your curriculum and the transfer credits you have received, start planning out a schedule for the upcoming semester. The schedule of classes can be found here: http://my.gwu.edu/mod/pws/. Fill out an Undergraduate Advising Form with the classes you intend to take for the upcoming semester.

4. Send this form to your Faculty Advisor for approval. This form, course descriptions and official transcripts should then be sent to your Professional Advisor.

5. Another form you might find useful, but is not necessary is the Curriculum Update Form. Discuss with your Faculty or Professional Advisor which curriculum year will work best for you.

6. This next step has very little involvement from SEAS. If you have taken a Freshmen English class, such as an introductory college level English class, NOT a creative writing or Shakespeare Literature class, then you can petition to waive University Writing at GW. The exception form and more information on who qualifies for petition can be found here http://www.gwu.edu/~uwp/new/exemptions.html. Once you are approved, bring the form to your Professional Advisor.