

PRIOR PERMISSION FOR SEAS STUDENTS TO REGISTER FOR COURSES OUTSIDE OF GW & THE CONSORTIUM OF UNIVERSITIES

School of Engineering & Applied Science
The George Washington University

This form DOES NOT APPLY for study at institutions in the Consortium of Universities of the Washington Metropolitan Area: American University, Catholic University of America, Gallaudet University, George Mason University, Georgetown University, Howard University, Marymount University, Trinity College, University of the District of Columbia, University of Maryland-College Park. Registration for courses at Consortium Universities must be completed through the GW Office of the Registrar.

Permission to study outside of GW **must be obtained in advance** of taking courses outside of GW. Prior permission may be given for the following reasons:

- Course is not offered at GW or Consortium Universities this semester, and is required to continue to study.
- Student will be located outside the Washington Metropolitan Area and wishes to continue studies.
- Student wishes to continue studies during the summer.
- Course or instructor is of prestigious caliber.

NAME: _____ GWid: _____ E-MAIL: _____
 LAST First MI

Local Address: _____ Telephone: _____
 Number & Street City State ZIP

College or University You Wish to Attend: _____ City: _____ State: _____

Undergraduate Student _____ or Graduate Student _____ Does this institution use semester credit hours? Yes No (circle one)

Dates of Requested Course(s): _____
 Semester Year Date Course(s) Start(s)

Course Department	Course No.	Credit Hours	GW Equivalent Course	Permission [§] of SEAS Course Director (initials)	Reason for Request

[§] Required for SEAS courses only. See the Department or the University Bulletin for the name of the Course Director.

PRIOR PERMISSION FORM, *continued*

Note for Undergraduate students matriculating at GW in Fall 2007 and later:

- 9 credit hours or fewer can be transferred from U.S. 2-year and 4-year colleges and universities after matriculation;
- No transfer of credit from 2-year institutions is allowed after the student has earned 60 credit hours toward a SEAS degree.

Note for Undergraduate students matriculating at GW before Fall 2007:

- 6 courses or fewer can be transferred after matriculation. Of these, a maximum of 3 courses may be equivalent to SEAS courses.

Note for Graduate students:

- A graduate SEAS student may take a maximum of 2 courses outside of GW that count toward completion of the degree program.

- I understand that all work is subject to qualitative and quantitative evaluation, and only work completed with the grade of “B-” or better (for graduate students) or “C-” or better (for undergraduate students) will be considered for transfer. I also agree to have a transcript of this work mailed to the SEAS Office of Student Services, Advising, and Records (Tompkins Hall – 104) at The George Washington University (20052).
- I have attached a course description of each of the courses in which I wish to enroll.
- I understand that the approvals required below must be obtained before I begin the course(s).

Student: Printed Name: _____
 Signature & Date: _____

<u>Verification by SEAS Records Evaluator:</u>	a) The student will have accumulated 60 credit hours toward the degree by the end of the current semester: ____ YES ____ NO	b) At this time, the student has _____ (#) credit hours which have been transferred from 2-year and 4-year institutions.
Printed Name of SEAS Records Evaluator:		
Signature & Date:		

Printed Name of Faculty Advisor or Department Chair: _____

Signature & Date: _____

Approve / Disapprove (*circle one*) Associate Dean’s Signature & Date: _____