



## MSPM TRANSFER CREDIT APPROVAL FORM

Name: \_\_\_\_\_

GWID: \_\_\_\_\_

GW Email: \_\_\_\_\_@gwmil.gwu.edu

### Transfer Credit Policy:

1. Students may apply to transfer up to a total of 3 credits of classes taken outside of The George Washington University to be applied toward elective requirements. If approved, credits will apply toward degree requirements and the total number of credits needed to complete the degree will be reduced commensurate with the number of transfer credits approved.
2. Equivalent coursework must be:
  - Project management or business related
  - Graduate level and credit bearing
  - Completed at a regionally accredited institution
  - Not applied to a previous degree
  - Taken within five years at the point of matriculation
  - Completed with at least a B or better
3. A copy of the equivalent graduate course syllabus is required.
4. An official transcript must be sent directly to the MS in Program Management Program, The George Washington University School of Business, 2201 G Street, NW, Fungler Hall, Suite 415, Washington, D.C. 20052 for evaluation and assignment of credit.

### Please note:

- Grades earned at another institution will not be factored into the GW GPA.
- Assignment of transfer credit is subject to evaluation by the School of Business MSPM Program. If the grade earned is below the minimum required for transferring credit, B or its equivalent, or the course is repetitious, no credit will be assigned.
- The number of credit hours transferred will be equal to the number of credits actually taken, but no more than 3 credit hours.

College/University of Attendance: \_\_\_\_\_

Semester/Term	Dept./Course #	Course Title	Credits	Grade

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_