

## **SUMMER/SEMESTER ELSEWHERE FORM**

Used when a student wishes to complete courses at another accredited institution. This course **MUST** be completed prior to taking the course(s). If approval is not obtained prior to taking the course(s) could result in the credits not transferring back to GW. A grade of C is required for courses completed while studying abroad and a grade of C- when completing courses at a domestic institution.

### **PROCESS:**

- Discuss with your Advisor if the course(s) can be taken away from GW and if the desired institution is appropriate
- Printout the course description(s) from the selected institutions' Website
- Have an appropriate full-time professor or the department chair review the course description and determine if it is equivalent to the GW course
- Receive the professors' or department chairs' signature

**NOTE:** Do not start the course(s) until you have received notification of approval from your Advisor

Submit **TWO (2)** copies of this form to The GWSB Advising Center, Duquès Hall, Suite #456.

**\*WHEN COMPLETED, MAKE 2 COPIES FOR THE ADVISING CENTER\***

# Summer/Semester Elsewhere Form

THE GEORGE WASHINGTON UNIVERSITY  
SCHOOL OF BUSINESS

Section 1	Last Name	First Name
	GWID	E-mail
	Home Phone	Work Phone
	Academic Advisor	Credit Hours Completed
	Permanent Address	
City, State and Zip		

Section 2	Visiting Institution Name	Highest Degree Offered	ADVISOR USE ONLY	
	City, State and Zip	Is this institution on a Quarter Hour System?	YES	NO
		Will the residency requirement be met?	YES	NO

Section 2	Visiting School Dept.	Visiting Course Number	Visiting School Course Title	Visit. Sch. Cr/Hrs	GW Cr/Hrs	GW Equivalent Course	GW Department Approval	GW Faculty Name	GW Faculty Signature	ADVISOR USE ONLY
										Requirement
							Deny ( ) Grant ( )			
							Deny ( ) Grant ( )			
							Deny ( ) Grant ( )			
							Deny ( ) Grant ( )			
							Deny ( ) Grant ( )			

Section 3	Student Signature	Date
	Advisor Signature	Date
	Director Signature*	Date

\* After you have accumulated 75 cr/hrs, coursework taken elsewhere must be completed at an approved 4-year institution.  
 \* Only coursework completed with a grade of C- or better will be eligible to transfer to GW.  
 \* Study Abroad courses transfer with C grade or better.

\*Director of The Advising Center

**SEE BACK FOR IMPORTANT GW POLICIES AND PROCEDURES.**

## **SUMMER/SEMESTER ELSEWHERE FORM (SSEF) INSTRUCTIONS:**

1. Determine what BBA/BACCY requirement(s) you would like to fulfill at another institution. Verify that the course and institution conform to the rules (5-9) listed below. Search for a course at the visiting institution that is similar to a course that would fulfill the requirement at GW. Obtain a course description or syllabus for that course. (Hint: course descriptions are usually listed in a school's Bulletin. Most schools' Bulletins are available online.)
2. Complete the Summer/Semester Elsewhere Form (SSEF). Blank SSEF forms can be obtained at the Advising Center, 2201 G Street, Duquès Hall, Suite #456.
3. Take the SSEF and the course description or syllabus to the GW department that offers the course. Have the department chair or a professor who teaches the course review the course description or syllabus. Obtain his/her name and signature on the SSEF.
4. Pick up the signed SSEF from the department and return it to The Advising Center, Duquès Hall, Suite #456 for final approval.
5. After you have successfully completed the course, you should have an official transcript sent to GW's Office of Admissions, 2121 Eye St., NW, Washington, DC 20052. Official transcripts can usually be requested through the Registrar's Office of a college or university. You may also have the transcript mailed directly to you; if you do so, you should deliver it to the Advising Center sealed in its original envelope.

## **IMPORTANT NOTICE FOR STUDENTS TAKING COURSES ELSEWHERE:**

1. All coursework must be approved PRIOR to enrollment at another institution.
2. Only coursework completed with a grade of C- or better will be assigned transfer credit.
3. Grades earned at another institution will not be averaged into your GW GPA. Grades for courses taken through the CONSORTIUM are reflected on your GW transcript and will be calculated into your GW GPA.
4. If you are taking a course at a CONSORTIUM school (see bulletin or consortium form), you may only use this form if you are a resident of the state in which the school is located. If you are not a resident of that state, you must use the CONSORTIUM REGISTRATION FORM.
5. Only freshman and sophomore year requirements may be completed at a two-year institution (community college).
6. After you have accumulated 75 credit hours, all of your remaining coursework MUST be completed at a four-year institution.
7. All junior and senior year requirements must be completed at a four-year institution.
8. A minimum of 27 credit hours of Business or Accountancy must be completed at GW as a student in the School of Business.
9. Your final 30 credit hours must be completed at GW. If you would like to request an exception to these rules, you must submit a petition to the Director of the Advising Center.
10. BADM 197: Strategic Management MUST be completed at GW.