The Graduate Admissions Petition allows students to update or change their program status at GW, or transfer credits completed prior to enrolling in their current degree program.

Petitions should be signed by the student and submitted directly to the Office of Recruitment and Admissions. The admissions staff will circulate your petition for necessary signatures. All petitions require final approval by an Assistant Director of Admission and the Executive Director of Student Affairs. Petitions are processed at the close of each semester. Admissions Petitions are due by the following deadlines for each effective semester:

- **Fall – July 1**
- **Spring – November 1**
- **Summer – April 1**

Please review the following requirements and policies before submitting your petition.

**Change Your Program**
This may include changing your concentration or track, or adding/dropping a certificate

**Requirements**
- Attach a statement, similar to the Statement of Purpose for your application, detailing your rationale for the change of program

**Approval**
- Request must be reviewed and approved by the department overseeing the new program

**Transfer Non-Degree Credits Completed at GW**

**Requirements**
- List all courses, including semester, you wish to transfer to your current degree program

**Policies**
- Grade must be a B or better
- The course must be graduate level
- The course must have been completed in the last three (3) years
- The course may not have counted toward any other degree program

**Approval**
- Request must be reviewed and approved by the Executive Director of Student Affairs
- Students may transfer a maximum of four (4) credits to a certificate program or twelve (12) credits to a degree program

**Transfer Credits to GW Completed at Another University PRIOR to Enrolling at GW**

Note: Credit completed AFTER enrolling at GW requires a Graduate Records Petition

**Requirements**
- A separate petition must be submitted for each course you wish to transfer
- A syllabus and official transcript must be submitted for each course. If the course is included in your SOPHAS verified coursework, no transcript is required.
- Indicate which GW course you believe your credits are equivalent to

**Policies**
- Grade must be a B or better
- The course must have been completed in the last three (3) years
- The course may not have counted toward any other degree program
- Students may transfer a maximum of four (4) credits to a certificate program or twelve (12) credits to a degree program

**Approval**
- Request must be approved by your advisor AND the instructor of the equivalent GW course

**Readmission**

**Requirements**
- Attach a statement detailing your reason for leaving your degree program, your intention to return, your desired semester to re-enroll, and any other information related to your request

**Policies**
- If more than one (1) year has elapsed since completing your last course, your coursework must be audited by your department
- If readmitted, you will be subject to all current requirements of your degree program

**Approval**
- Requests for readmission must be reviewed and approved by your original department

Send your questions or signed petitions to askSPHSS@gwu.edu
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**Petition Request:**

- □ Change Degree or Certificate (select one)
  - □ Concentration/Track
  - □ Add/Drop Certificate
  - □ Other

- □ Transfer Non-Degree Credits Completed at GW

- □ Transfer Credits to GW completed at another university PRIOR to enrolling at GW

  *Credits completed AFTER enrolling at GW require a Graduate Records Petition*

- □ Readmission

**Instructions:**

- Please attach a separate sheet of paper with a statement detailing a rationale for the change, similar to a Statement of Purpose.

- Attach a separate sheet of paper listing all courses, with semester, to transfer.

  Grade earned must be a B or better for each course. Credits must be completed within the past three years, must be graduate level, and may not have been used to satisfy requirements for a prior degree.

  Please refer to transfer credit limits listed on the Graduate Admissions Petition Instructions and Policies sheet.

- A petition and syllabus for each course is required. If the course is reflected on your SOPHAS application, no additional transcript is needed.

  Grade earned must be a B or better for each course. Credits must be completed within the past three years, must be graduate level, and may not be used to satisfy requirements for a prior degree.

  Please refer to transfer credit limits listed on the Graduate Admissions Petition Instructions and Policies sheet.

- Please attach a separate sheet of paper with a statement detailing your reason for leaving SPHHS, your desired readmit semester, and any other information relating to your request for readmission.

  Requests must be made at least one month prior to the semester you wish to matriculate.

**For Admissions Use Only**

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**Action:**

- □ Request Approved & Processed
- □ Request Approved with Conditions
- □ Request Denied
- □ Student Notified
- □ Advisor Notified
- □ Effective Semester _________

**Notes:**