

POLICY CLARIFICATION REGARDING STUDY ABROAD AND INTERNATIONAL STUDY

GW distinguishes between Study Abroad and all other forms of study away from campus that may contribute to a GW degree. Study Abroad programs are GW programs either run directly by GW or through university agreements with other schools or educational providers. These programs have rules for transferring credit that are different from other forms of study away from campus either in the United States or in a foreign country. Other forms of study away include everything from winter or summer break programs in foreign countries to courses taken at universities throughout the United States.

STUDY ABROAD

Study Abroad programs are GW programs either run directly by GW or through university agreements with other schools or educational providers. They have the following characteristics:

- For undergraduates, (1) admission to the program is via student's application to the Office for Study Abroad or the dean's office and is made through GW Passport; (2) program is part of the Office for Study Abroad approved programs list, accessed through GW Passport.
- For graduate students, the program is pre-approved via student's application through the dean's office and GW Passport.
- ***For all students, Study Abroad program costs are billed through GW and appear on the student's individual account.***

These Study Abroad credits often can be pre-approved through GW CATS (Course Approval Transfer System). Undergraduate students generally earn 15 credits per semester or 30 credits for an academic year through GW Study Abroad programs. Under special circumstances, students may transfer up to 18 credits per semester to a maximum of 36 credits total. Students should check with their Study Abroad Advisor to determine the actual amount of credits for their studies.

GW's Office for Study Abroad maintains advising staff for undergraduate students wishing to study abroad in the programs approved by GW Office for Study Abroad. Study Abroad advisors do not substitute for the student's academic advisor. For a student to successfully identify, apply for, and earn credit toward a GW undergraduate degree, both types of advisors are needed.

Depending on their school, graduate students planning to study abroad should contact their graduate advisor or faculty members within their departments or work directly with designated dean's office personnel.

The GW Passport and GW CATS systems are reserved for students participating in approved GW Study Abroad programs, unless a specific exception has been granted.

OTHER FORMS OF STUDY AWAY

Other forms of study away from GW that may contribute to a degree include the following:

- Summer or temporary study at a university within the US
- Summer or temporary study in another country through direct student enrollment at a foreign university or through direct student enrollment with an educational provider.
- All study in any location and of any duration that is not billed through GW and not shown on the student's individual account

These programs are NOT Study Abroad.

If earning non-GW credit is anticipated as a result of participation in such courses or programs, and if the student wishes to apply that credit to a GW degree, the credit must be pre-approved by the relevant faculty and school-based advisors and the Office of the Registrar. Academic advisors will provide the first point of contact, but students are responsible for exploring program options independently. Study Abroad advisors cannot advise students with respect to such programs. Procedures for transferring credit from another university can be found on the Office of the Registrar's website.

There are limits to non-GW modes of study:

- All domestic transfer credit must have been taken at a regionally-accredited institution. International transfer credit must have been taken at an institution recognized by the country's Ministry of Education.
- **A limit of 9 credits (or 3 courses to a maximum of 12 credits total) is allowed for all such programs toward any undergraduate degree at GW.**

Further information can be found on the Office of the [Registrar's website](#).