



Course Substitution Request

Guidelines

A student who wishes to satisfy a School of Business requirement with a course that has not been pre-approved for the School of Business curriculum (e.g., a GW "special topics" course or a course taken at another institution *) must submit a **Course Substitution Request**. Clearly state your request, attach supporting documentation as required below, and obtain required signatures.

- Once received by the GWSB Advising Office, course substitution requests take **five to ten business days** to process. Requests that require consultation with other offices (academic departments, etc.) may take longer. Students are notified of the final decision via e-mail.
- * Transfer Courses: If the course has not already been applied to your GW academic record, it will not be considered for a substitution. Course substitution requests involving transfer courses must be evaluated by the appropriate department for transferability and equivalency before a course substitution request will be considered.
- Students should not assume that course substitution requests will be approved. *Until a student receives written confirmation that a substitution has been approved, the student should continue to consider or explore alternative options. Students are advised to have an alternative plan in case the substitution is denied.*
- Requests for exceptions to University and School curriculum on the basis of **not knowing the requirements will not be considered**. *Students can access important curriculum information through the GW Bulletin, the School of Business website, or by contacting their academic advisors.*
- The University Writing Program (<http://www.gwu.edu/~uwp>) reviews all requests relating to UW 1020 and Writing in the Disciplines (WID) courses. Relevant requests must be submitted to the University Writing Program directly.

Supporting Documentation

- Course Description and/or Syllabus.
 - If the syllabus is not written in English (i.e., if the course was taken abroad), a partial translation - including the course description and weekly topics - must also be submitted. A course substitution request will not be reviewed without this supporting documentation.

Signatures

- Faculty support, if requested or required by the School of Business, will be considered, but does not solely determine the outcome of the request. Contact information is located at this link: <http://business.gwu.edu/current-students/the-advising-center/forms/>
- Submit form and supporting documentation to the GWSB Advising Office in Duques 456.

Faculty Signatures are Required for	Faculty Signatures are Required for Core Courses in BAcy, BBA, BS		
	Course	Department	Location
• BAcy Major Courses	ACCY 2001 & 2002	Accountancy	Funger 601
• BBA Concentration Requirements	BADM 2001W	SMPP <u>and</u> University Writing	Funger 615
• BS Finance Major Requirements	BADM 2003W	Management <u>and</u> University Writing	Funger 313
• Minor Requirements	BADM 2101	Management	Funger 313
	BADM 2201	International Business	Funger 401
Faculty Signatures are <u>Not</u> Required for	BADM 2301	Information Systems and Technology Management	Funger 515
• General Education Requirements	BADM 3101	Management	Funger 313
• Liberal Arts Requirements	BADM 3102	SMPP	Funger 615
• Electives	BADM 3103	Management	Funger 313
	BADM 3401	Marketing	Funger 301
	BADM 3501	Finance	Funger 501
	BADM 3601	Decision Sciences	Funger 415
	BADM 4101	SMPP	Funger 615
	BADM 4801	SMPP	Funger 615



Business

Course Substitution Request

Student Name: _____ GWID: G
Last Name First Name

GW Email: _____ @gwmail.gwu.edu Phone: () _____

GWSB Advisor: _____ Level: ☐ FR ☐ SO ☐ JR ☐ SR

Current Degree: ☐ BAcy ☐ BBA ☐ BS Current Concentration(s)/Major(s): _____

Semester and Year You Entered GWSB (Check One): ☐ Fall ☐ Spring 20 Entering Student Status: (Check One) ☐ Freshman ☐ Transfer Student

Course I wish to complete or have completed: _____
Department Course Number Title (e.g., GW 2340 History of GW)

Taken At: _____ During: _____
University/College/Study Abroad Provider Fall / Spring / Summer and Year

For use towards the following requirement: _____
Department Course Number Title (e.g., GW 2340 History of GW)

Reason(s) for Request:

Explain why this substitution should be considered. Please use complete sentences and use a separate sheet if additional space is needed.

Student Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE - FOR UNIVERSITY OFFICIAL USE ONLY

Department/Faculty

Signature and Date _____ Recommendation: ☐ Approve ☐ Deny

Name & Department

(Please Print) _____ Extension: _____

Comments:

Academic Advisor

Signature and Date _____ Recommendation: ☐ Approve ☐ Deny

Comments:

Executive Director/ Associate Dean

Signature and Date _____ ☐ Approve ☐ Deny

Comments: