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INTRODUCTION

Civil Engineering is, perhaps, one of the most diverse branches of engineering. It includes professionals who are involved with the planning, analysis and design of bridges, buildings, dams, highways, water and wastewater treatment facilities, hydroelectric power plants, tunnels, embankments, and other systems, which constitute the infrastructure of modern civilization. It would be difficult to visualize modern society without the contribution of civil engineers.

Before the middle of the eighteenth century, most engineers were primarily engaged in military engineering exercises. During the past two centuries, the civil engineering profession has rapidly expanded to various branches of specialization. Today’s civil engineer must have the scientific and mathematical expertise to design a wide variety of structures and systems, while at the same time possess the knowledge to assess the economic and environmental impacts of those structures on society.

The Civil and Environmental Engineering program at George Washington University is designed to create those qualities in a civil engineering graduate. The curriculum is demanding on the mathematical prowess of a student. It includes the challenges and excitement of engineering design through design courses and design projects, such as the steel bridge, concrete canoe, future truck and solar car projects. The humanities and social sciences courses provide an understanding of the economic and societal impacts of human activities. They are designed to help the students learn their responsibilities and broaden their outlook. Our goal is to provide a comprehensive education in order to produce civil engineering graduates who can embark on professional careers, and/or pursue graduate studies to further their knowledge.

CE Program History

The Civil and Environmental Engineering (CEE) Department was first established as a standalone department within the School of Engineering and Applied Science (SEAS) at The George Washington University (GW) in June of 1999. Prior to this date, it was part of a combined Civil, Mechanical & Environmental Engineering Department. Since then the CE Program at GW has become a broad and exciting discipline. The CEE Department is committed to expand its teaching and research laboratories in the new Science and Engineering Hall that will be completed by spring 2014. In addition to the current experimental facilities, the Department will have several new research facilities including a state-of-the-art structural engineering laboratory.
MISSION

The mission of the Civil Engineering Program is to educate and train leaders and professionals, advance research, and serve society. The mission of the Department of Civil and Environmental Engineering can be found at the following link http://www.cee.seas.gwu.edu/about/mission.html. In pursuit of this mission, the Department:

- Educates undergraduate students in a rigorous curriculum in civil and environmental engineering,
- Sustains high quality graduate programs in key areas of the profession,
- Advances and disseminates knowledge through fundamental and applied research,
- Contributes to the local, national, and global communities through innovation, service, and expert advice.

PROGRAM EDUCATIONAL OBJECTIVES

These Program Educational objectives may be found here: http://www.cee.seas.gwu.edu/undergraduate/current/education.html. The graduates of the Civil Environmental Program are expected to achieve one or more of the following Program Educational Objectives within a few years of their graduation:

- Practice in civil and environmental engineering or a closely related area,
- Continue to develop professionally by pursuing graduate and professional studies and/or professional development opportunities, including those required to pursue and maintain professional registration,
- Complement their engineering knowledge, problem-solving, and communication skills in others professions, such as law, medicine, business, education, or public policy.
STUDENT OUTCOMES

Student Outcomes are listed in Table 1 and may be found in the CEE website at http://www.cee.seas.gwu.edu/undergraduate/current/education.html. The ABET/EAC Criterion 3 Student Outcomes were adopted by the CE Program. These Student Outcomes have been reviewed last during a special section of the CEE faculty meeting of March 8, 2013 and no change was deemed necessary.

Table 1: ABET and CE Program Student Outcomes (a) through (k)

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>OUTCOME DEFINITION</th>
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<tbody>
<tr>
<td>(a)</td>
<td>an ability to apply knowledge of mathematics, science, and engineering</td>
</tr>
<tr>
<td>(b)</td>
<td>an ability to design and conduct experiments, as well as to analyze and interpret data</td>
</tr>
<tr>
<td>(c)</td>
<td>an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability</td>
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<tr>
<td>(d)</td>
<td>an ability to function on multidisciplinary teams</td>
</tr>
<tr>
<td>(e)</td>
<td>an ability to identify, formulate, and solve engineering problems</td>
</tr>
<tr>
<td>(f)</td>
<td>an understanding of professional and ethical responsibility</td>
</tr>
<tr>
<td>(g)</td>
<td>an ability to communicate effectively</td>
</tr>
<tr>
<td>(h)</td>
<td>the broad education necessary to understand the impact of engineering solutions in a global and societal context</td>
</tr>
<tr>
<td>(i)</td>
<td>a recognition of the need for, and an ability to engage in life-long learning</td>
</tr>
<tr>
<td>(j)</td>
<td>a knowledge of contemporary issues</td>
</tr>
<tr>
<td>(k)</td>
<td>an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice</td>
</tr>
</tbody>
</table>

The Civil Engineering Program curriculum includes introduction to applied mathematics and physical sciences through the study of calculus, differential equations, probability and statistics, calculus-based physics, and general chemistry. Moreover the curriculum provides the students with strong foundation in a minimum of four (4) recognized areas of Civil Engineering. The students will also gain the ability to conduct laboratory experiments and to critically analyze and interpret data in more than one of the recognized major Civil Engineering areas. The students are also prepared to gain experience in Civil Engineering design by means of design experiences integrated throughout the professional component of the curriculum. Moreover, the curriculum is designed to provide an understanding of professional issues such as: procurement of work, bidding versus quality-based selection processes, the manner in which the design professionals and the construction professionals interact to construct a project, the importance of professional licensure and continuing education, and/or other professional practice issues. By the time of graduation, undergraduate students are expected to acquire the Student Outcomes listed in Table 1. Except for some curriculum adjustments the CE Student Outcomes have remained the same as that in 2009 when the CE Program was last reviewed by ABET.
The undergraduate curriculum provides students with a number of options for their program of study. The mainstream Civil Engineering curriculum consists of 132 credit hours as outlined in the following page. Three other programs of study are available: (a) Environmental Engineering option in Civil Engineering (133 credit hours), (b) Transportation option in Civil Engineering (132 credit hours), and (c) Sustainability Option (135 credit hours).

Table 2 summarizes all degrees and curricular options offered within the CE Program. As listed, the Department offers a Bachelor of Science Degree in Civil Engineering, Four-Year basic degree. This is the only degree offered at the undergraduate level by the Department. This single degree is offered with a basic curriculum as well as three other curricular options: Environmental Engineering, Transportation Engineering, and Sustainability.

<table>
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<th>DEGREE TITLE AND CURRICULAR OPTIONS (1)</th>
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<td>▪ Bachelor of Science (Civil Engineering) [B.S.], Option in Environmental Engineering (1) ............................................................. 133</td>
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<td>▪ Bachelor of Science (Civil Engineering) [B.S.], Option in Transportation Engineering (2) ........................................................... 132</td>
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<td>▪ Bachelor of Science (Civil Engineering) [B.S.], Option in Sustainability (1) .............................................................................................................................. 135</td>
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<td><strong>Five-Year Dual Degrees:</strong></td>
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<td>▪ Bachelor of Science (Civil Engineering) and Bachelor of Arts (Physics) [B.S./B.A.] ................................................................. 159</td>
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<tr>
<td>▪ Bachelor/Master of Science (Civil Engineering) [B.S./M.S.], in Structural Engineering ................................................................. 159 (2)</td>
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<tr>
<td>▪ Bachelor/Master of Science (Civil Engineering) [B.S./M.S.], in Environmental Engineering ................................................................. 160 (3)</td>
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</table>

(1) The curricular options, shown in italics, are not part of the degree title and do not appear on the diploma
(2) Approved by the CEE Faculty in Spring 2006 (effective Fall 2006)
(3) Approved by the CEE Faculty in Spring 2007 (effective Fall 2007)

The student can select the elective courses upon consultation with his/her advisor. The curriculum is designed to provide students with the necessary prerequisites before taking the core level civil engineering courses. Deviation from the suggested schedule is not recommended, and should be considered only after careful consultation with the advisor.
Undergraduate Programs & Degrees

The Department of Civil and Environmental Engineering at GW offers a Bachelor of Science degree in Civil Engineering with three different options as indicated in the following section. The CE Program is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. The Civil Engineering curriculum has been designed to provide the students in the first two years with a solid foundation in mathematics, physics, chemistry, and computer programming. This core is equivalent to those in majority of other undergraduate programs offered by the School of Engineering and Applied Science (SEAS). It provides students with the flexibility for transferring to other engineering disciplines during the first two years of their studies at GW. The same applies for student planning to transfer from other SEAS undergraduate programs into the CE Program.

The third and fourth years narrow the focus to the technical and professional aspects of Civil Engineering. During these years, students are introduced to five areas of civil and environmental engineering, i.e. structural engineering including engineering materials, environmental engineering, geotechnical engineering, transportation engineering, and water resources engineering. In addition to the basic Civil Engineering curriculum, students majoring in Civil Engineering may also elect one of several options offered by the Department. Table 3 through Table 6 outlines the Curriculum structure of Civil Engineering and the three options of study offered within the CEE department.

The next sections outline the curriculum structure for the CE Program and the three options offered in the Department.

Curriculum Prerequisite Structure

A flow chart representation of the curriculum for the options currently outlined in the CE Program are listed as follows:

- Figure 1: Curriculum Prerequisite Structure: Basic-Level Curriculum
- Figure 2: Curriculum Prerequisite Structure: Environmental Engineering Option
- Figure 3: Curriculum Prerequisite Structure: Transportation Engineering Option
- Figure 4: Curriculum Prerequisite Structure: Sustainability Option

As shown in these figures, all students are required to successfully complete five courses in mathematics: calculus (3 courses), differential equations, and probability and statistics. All students must also complete two courses in physics (Phys 1021-General Physics I and Phys 1022-General Physics II), which are calculus-based and include a laboratory component. One course in chemistry (Chem 1111-General Chemistry I) with a passing grade is also required and the course must include a laboratory component. One additional course in chemistry (Chem 1112-General Chemistry II) is also required for students who follow the Environmental Option. This course with a passing grade must also include a laboratory component.

The CE Program offers students four discipline-related laboratory courses. All these laboratory courses require the students to prepare laboratory reports that include critical analysis and interpretation of the experimental results obtained throughout the course. Laboratory safety is stressed in all engineering laboratory courses and all the experiments are performed under direct
supervision of CEE faculty and/or staff. Description for each of these laboratories is as follows: (1) The materials engineering laboratory (CE 3111) introduces the students to the basic techniques of measuring and visualizing the mechanical properties of engineering materials, as well as extensive laboratory experiments, data reduction, and analysis. (2) The geotechnical engineering laboratory (CE 4411) provides the students with hands-on experience in measuring and interpreting the physical and engineering properties of soils. (3) The hydraulics laboratory (CE 3611) allows the students to observe and verify the theoretical principles learned in fluid mechanics and hydraulics courses. (4) The environmental engineering laboratory (CE 3521) provides the students with hands-on experience in the measurement of physical, chemical and biological parameters of water and wastewater.

The engineering design courses are integrated in the required coursework throughout the curriculum. The student’s exposure to design begins with the Engineering Orientation (SEAS 1001) and Introduction to Civil and Environmental Engineering (CE 1010) in freshman year. The curriculum continues with five other engineering science courses with design content which are: Introduction to the Mechanics of Solids (CE 2220), Introduction to Transportation Engineering (CE 2710), Hydraulics (CE 3610), Introduction to Geotechnical Engineering (CE 4410), and Environmental Engineering I: Water Resources and Water Quality (CE 3520).

Finally, the CE Program is enriched with six discipline-related design courses which are: Reinforced Concrete Structures (CE 3310), Metal Structures (CE 4320), Geotechnical Engineering (CE 6403), Environmental Engineering II: Water Supply and Pollution Control (CE 4530), and Highway Safety Analysis and Design (CE 3720). The CE Program design content is emphasized in the capstone design course Design and Cost Analysis of Civil Engineering Structures (CE 4340).

The professional practice and ethical responsibility are integrated in the specific design courses such as: Reinforced Concrete Structures (CE 3310), Environmental Engineering I: Water Resources and Water Quality (CE 3520), Highway Safety Analysis and Design (CE 3720), Metal Structures (CE 4320), Environmental Engineering II: Water Supply and Pollution Control (CE 4530), Geotechnical Engineering (CE 6403), and the capstone design course (CE 4340). Moreover all students are required to take a course on contracts and specification (CE 4330), which is designed to specifically address the legal and ethical aspects of engineering contracts and specifications. The freshman engineering orientation courses, SEAS 1001 and CE 1010, also provides an introduction to professional and ethical responsibilities of an engineer.

**Design Experience for Engineering Practice**

The design experience for the Civil Engineering students is provided in several stages. In the first stage, students become familiar with the basics of engineering design through the “Introduction to Engineering” courses, SEAS 1001 and CE 1010. In the second stage, elements of Civil Engineering design are introduced in the second semester of the junior year and the first semester of senior year. Courses on metal structures, reinforced concrete structures, hydraulics, water resources and water quality, water supply and pollution control, and geotechnical engineering provide the students with a strong background to comprehend the integration of analysis and design for Civil Engineering systems. The last semester provides a more focused design experience for the students. Courses on foundation design, design and cost analysis of
Civil Engineering structures (the capstone design course), and the design elective course provide focused design experiences.

The following courses provide the design experience component for the Civil Engineering students: SEAS 1001, CE 1010, CE 4330 Contracts and Specifications, CE 4320 Metal, Structures, CE 3310 Reinforced Concrete Structures, CE 3520 Environmental Engineering I: Water Resources and Water Quality, CE 4340 Design and Cost Analysis of Civil Engineering Structures, CE 4530 Environmental Engineering II: Water Supply and Pollution Control, and CE 6403 Geotechnical Engineering, and a design elective to be taken in the senior year.

The design elective in Civil Engineering and its options are to be taken from the group: CE 6301-Design of Reinforced Concrete; CE 6302-Prestressed Concrete Structure; CE 6310-Advanced Reinforced Concrete; CE 6311-Bridge Design; CE 6320-Design of Metal Structures; CE 6321-Advanced Metal Structures; CE 6403-Geotechnical Engineering; CE 6404-Geotech Earthquake Engineering; CE 6405-Rock Engineering; CE 6501-Environmental Chemistry; CE 6502-Advanced Sanitary Engineering Design; CE 6504-Water/Wastewater Treatment Process; CE 6509-Intro to Hazardous Wastes; CE 6603-Design of Dams; CE 6706-Pavement & Runway Design; and CE 6721-Traffic Engineering & Highway Safety.

The capstone design course Design and Cost Analysis of Civil Engineering Structures (CE 4340) is taken in the last semester and provides the student with an overall understanding of the Civil Engineering design process. In this class the students are required to develop and complete a Civil Engineering project. The project involves the essential phases of a realistic project ranging from project definition and functional design to the analysis of various design options and presentation of the project proposal to the client. Technical challenges, economics, environmental, political, and legal issues as well as the issues related to maintenance and operation must be considered in the design proposals. Students work in teams of 3 to 4 members. In the past five years, a highly experienced professional engineer has co-taught the capstone design course along with a CEE full-time faculty who is also a registered professional engineer with several years of practice in industry.
# Table 3: Basic-Level Curriculum Bachelor of Science in Civil Engineering

**GEORGE WASHINGTON UNIVERSITY (GWU)**  
**SCHOOL OF ENGINEERING and APPLIED SCIENCE (SEAS)**  
**DEPARTMENT OF CIVIL and ENVIRONMENTAL ENGINEERING (CEE)**

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## Engineering Electives:
Note: For complete list of Engineering Electives please vise the CEE website.

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<td>3</td>
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<td>3</td>
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Table 4: Curriculum Environmental Engineering Option

GEORGE WASHINGTON UNIVERSITY (GWU)
SCHOOL OF ENGINEERING and APPLIED SCIENCE (SEAS)
DEPARTMENT OF CIVIL and ENVIRONMENTAL ENGINEERING (CEE)

<table>
<thead>
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<th>Environmental Engr. Option in Civil Engineering (B.Sc.)</th>
<th>Total Credits Hrs. = 133</th>
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<tbody>
<tr>
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<tbody>
<tr>
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<td>Grade</td>
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<td>MAE 3126 (126)</td>
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Electives:
- Note: For complete list of Engineering Electives please vise the CEE website.
Table 5: Curriculum Transportation Engineering Option

GEORGE WASHINGTON UNIVERSITY (GWU)
SCHOOL OF ENGINEERING and APPLIED SCIENCE (SEAS)
DEPARTMENT OF CIVIL and ENVIRONMENTAL ENGINEERING (CEE)
2012-2013

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### Table 6: Curriculum Sustainability Option

**GEORGE WASHINGTON UNIVERSITY (GWU)**

**SCHOOL OF ENGINEERING and APPLIED SCIENCE (SEAS)**

**DEPARTMENT OF CIVIL and ENVIRONMENTAL ENGINEERING (CEE)**

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#### 2012-2013

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<td>H/SS 1</td>
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<td>Math 1231 (31)</td>
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#### 2013-2014

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<td>ApSc 2113 (113)</td>
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<tr>
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<td>H/SS 3</td>
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<td>Math 2233 (33)</td>
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#### 2014-2015

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<td>3</td>
<td>CE 3730 ***</td>
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#### 2015-2016

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Figure 1: Curriculum Prerequisite Structure: Basic-Level Curriculum
Figure 2: Curriculum Prerequisite Structure: Environmental Engineering Option
Figure 3: Curriculum Prerequisite Structure: Transportation Engineering Option
Figure 4: Curriculum Prerequisite Structure: Sustainability Option
**Humanities and Social Sciences Electives**

With the assistance of his/her faculty advisor, each student is required to prepare a program of elective courses in the humanities and social sciences. A form for electives in humanities and social sciences (see section on Forms) has to be completed, approved by the advisor, and returned to the Student Records Office in Tompkins Hall. The student’s H/SS program must include a minimum of 18 semester hours, of which at least 9 hours (3 courses) must be in the humanities and at least 9 hours (3 courses) must be in the social sciences. Furthermore, to give both depth and breadth to the program, each of the two 3-course groups must include 2 courses in one major subject area, and one course in a different subject area. A list of acceptable electives in the humanities and social sciences is provided after the curriculum sheets.

When a foreign language is taken as part of the humanities requirement, the following rules apply:

1. The foreign language studied must not be a native language of the student, unless the courses taken are literature courses;

2. If the student has studied the language previously, he or she must first take a placement test given by the language department concerned and enroll in a course recommended by that department; and

3. The student may use at most two foreign language courses to satisfy SEAS’ humanities requirements. If two courses are used, they must be in the same foreign language.
# Menu of Electives # in the Humanities & Social Sciences (H/SS)

## HUMANITIES
- **American Studies:** AmCv 145, 175-176, 192
- **Art History (Not Fine Arts):** All courses
- **Classics:** All courses except Clas 63
- **East Asian Languages and Literatures:** All courses
- **English (NOT Expository Writing; NOT Creative Writing):** All courses
- **English and American Literature:** All courses
- **English as a Foreign Language:** EFL 61, 62
- **Germanic Languages and Literatures:** All courses
- **History:** All courses (including WSTU 140)
- **Honors**
  - **Humanities:** All courses
  - **Journalism:** Jour 101, SMPA 50
  - **Music Theory, History, and Literature:** Mus 3, 4, 7, 8, 101-102*, 103*-104*, 109, 110, 121, 125
  - **Philosophy:** All courses except Phil 45
  - **Religion:** All courses
  - **Romance Languages and Literatures:** All courses
  - **Special Education:** Sped 187, 188
  - **Speech and Hearing:** SPHR 72
  - **Theatre and Dance:** TrDa 45, 46, 140*, 145-146, 191*
- **University Professors:** Phil 772, Phil 771, HCS/Phil 775, Rel 770, Rel 771, Rel 772, Rel 773, Rel 775

## SOCIAL SCIENCES
- **American Studies:** AmCv 50, 71-72, 165, 167, 186
- **Anthropology:** Anth 2, 4, 150-159, 161-163, 165, 170-173, 174*, 175, 176*, 177, 178, 179*, 181*, 182-186, 190-192, 197, 198, 200
- **Economics:** All courses except Econ 123, 160
- **Electronic Media:** EMDa 30, 100, 180, 188
- **Exercise Science:** 125
- **Geography and Regional Science:** Geog 1, 2, 3, 110, 120, 127, 133-135, 141, 143, 144, 145*, 146*, 151, 154*, 161*, 164*
- **Health Sciences:** HSCI 101, 103
- **Honors**
- **Human Services:** HMSR 171, 172, 177
- **International Affairs:** IAff 90-93, 152
- **Naval Science:** 126, 160
- **Peace Studies:** PSTD 10
- **Political Communication:** PCM 100, 128, 140
- **Political Science:** All courses
- **Psychology:** All courses
- **Public Health:** PUBH 110, 111, 112, 114
- **Sociology (Not Human Services or Legal Assistant Program):** All courses except Soc 192, 195*
- **Tourism Studies:** TSTD 104, 193
- **University Professors:** Iaff/PSc 770, Iaff/PSc 772
- **Women's Studies:** WSTU 1, 2, 120, 125

---

# To expedite Secondary Field of Studies, advisors could permit 3 courses in a desired department to meet secondary field requirements.

$ History may often be counted as a social science at the advisor's suggestion.

* Newly added courses.

** Honors courses maybe counted in the Humanities or Social Science, depending on the course focus.

---

*File: HUM     Revised: 11/01/2000*
A. REGISTRATION AND PROGRAM ADJUSTMENTS

Four-Year Students
Freshman students are admitted through a centralized admission process at GW. This process is conducted and evaluated by the University Admissions Office. The following link http://undergraduate.admissions.gwu.edu/ provides the essential information about the University Admission Office and the admission process.

Applicants may apply online using the GW Online Application or by submitting a Common Application. GW office for Undergraduate Admissions maintains an up-to-date website containing all admission rules and forms at the following link: http://undergraduate.admissions.gwu.edu/how-apply.

The GW Online Application may be found at https://gwapplication.gwu.edu/login/login.cfm and consists of two parts. The short Part I is for biographical and school information and must be completed before accessing Part II. Part II is more extensive and includes essays as well as payment information. In order to begin the application one must create a GW Admissions Activity Center account. Once the application is submitted, applicants can track the status of their application through the Activity Center.

GW also accepts the Common Application and it may be found at the following link https://www.commonapp.org/CommonApp/default.aspx.

Students are admitted to the School of Engineering and Applied Science (SEAS) through the centralized admission system at GW. Upon admission to SEAS, incoming freshmen self-select a specific department and program, in this case the Civil and Environmental Engineering Department and the B.S. Civil Engineering Program. The SEAS Undergraduate Student Services Office maintains the undergraduate student records. The Office of the Associate Dean for Academic Affairs in SEAS informs each department of the number of students admitted to each program. CEE faculty members may be asked to participate in a SEAS wide effort to contact a few admitted students who have specific questions about the CE Program and to provide additional information that may help the admitted student make his/her final decision in selecting the program. CEE faculty also participates in open house programs that are intended to introduce potential students to the educational opportunities at GW.

Admitted freshmen take a common first year as “Engineering Unmatriculated” or “Departmental Unmatriculated” students and choose their program of study (matriculate) after the second or third semester. In the common first year, students should successfully complete English, calculus, chemistry, physics, and introductory engineering and computer science courses before enrolling in an academic department (matriculation). Typically, first-year students also enroll in a couple of humanities and social sciences electives.

The incoming freshman class is advised by the undergraduate advisors in four to five different sessions that are part of a University-wide effort known as Colonial Inauguration (CI) which is held prior to the beginning of the fall semester. Each student is assigned an academic advisor who will be available throughout the program of study for academic consultation. The CEE Department currently has designated five faculty members (Professors Eskandarian, Badie,
Silva, Hamder and Li) as advisors to the undergraduate students. Two additional faculty members (Professors Roddis and Farhadi) will join the list of academic advisors in fall 2013. More details related to advising are discussed in Section D. Advising and Career Guidance.

**Five-Year Students**
The Department of Civil and Environmental Engineering (CEE) at GW offers a Five-Year dual degree program for the Bachelor of Science and Master of Science degrees in civil engineering. This degree program can be found in the GW Undergraduate Bulletin, listed under School of Engineering and Applied Science, Special Programs, Five-Year Programs.

The following link provides the required information for the Five-Year programs [http://www.cee.seas.gwu.edu/undergraduate/current/bs_ms_ce.html](http://www.cee.seas.gwu.edu/undergraduate/current/bs_ms_ce.html). The Five-Year program differs from the standard Bachelor of Science degree program in civil engineering in the following ways:

- One required graduate course is added to the standard bachelor's curriculum in the eighth semester. (see [http://www.gwu.edu/~bulletin/grad/seas.html](http://www.gwu.edu/~bulletin/grad/seas.html) Master of Science Degree Program, Department of Civil and Environmental Engineering, Representative Areas of Focus Leading to the Master of Science for a list of required courses)

- In the ninth and tenth semesters, the student takes the remaining two required graduate courses plus six 3-credit graduate level electives chosen with approval of the advisor.

The process and requirements for applying to the Five-Year dual degree program for the Bachelor of Science and Master of Science degrees in civil engineering are as follows:

- CE Program students of junior standing consult with their academic advisors to apply for the CE Program.

- The undergraduate advisor recommends the correct graduate courses to the student for senior restricted electives.

- The student applies through the normal GW CEE MS application process during the student's 7th semester.

- Students must have a 3.0 GPA at the end of the eighth semester to be able to continue into the ninth semester.

- The B.S. will be awarded to those who do not have this GPA but who otherwise meet SEAS requirements for graduation with a Bachelor's degree.

- All requirements for M.S. students in SEAS are in effect during the fifth year, or graduate portion, of the CE Program.
The Registration Process
Every semester, prior to registration, the student must meet with his/her advisor to discuss his/her schedule of classes. The student then fills out an Undergraduate Advising Form (see section on Forms) which has to be approved by the advisor. The student has to deliver the approved form to the Student Records Office in Tompkins Hall. This office will remove the student’s academic advising hold, after which the student can register by telephone at 202-994-5000 or on the web at www.gweb.gwu.edu.

Academic Work Load
A full time undergraduate student who is not on probation may register for a maximum of 21 credit hours. Students on probation may not register for more than 12 credit hours. A student employed for more than 24 hours per week, may take no more than 10 credit hours. In exceptional cases, these limits may be exceeded with the advisor’s permission.

Adding Courses
Courses may be added with the permission of the student’s advisor during the first 2 weeks of a Fall or Spring semester. A Registration Transaction form (see section on Forms) must be completed and signed by the student and the advisor, and delivered to the Student Records Office in Tompkins Hall. Starting the third week of the semester, permission is required from the course instructor and the Associate Dean for Academic Affairs.

Dropping Courses
Courses may be dropped with the permission of the student’s advisor during the first 4 weeks of a Fall or Spring semester. A Registration Transaction Form (see section on Forms) must be completed and signed by the student and the advisor, and delivered to the Student Records Office in Tompkins Hall. A dropped course will not appear on the student’s GW record or transcript.

Note: The drop period extends through the 28th day of the semester only; starting on the 29th day of the semester, the only adjustment permitted to a program of study is a withdrawal.

Withdrawal from Courses/Auditing Courses
Students may change to an audit without academic penalty during the first 9 weeks of a Fall or Spring semester. Starting with the 5th week and ending on the 9th week, students may withdraw from courses without academic penalty. The procedure for dropping courses is followed, except that the Registration Transaction Form must show a withdrawal from the course(s). The student’s GW record and transcript will show a grade of W (Authorized Withdrawal) for the course, and the course will not count in the student’s GPA or other computations.

Late Withdrawal
In case of unusual circumstances, a student desiring to withdraw from a course after the above stated deadline should first present documented evidence of extenuating circumstances to the Department Chair and Associate Dean for Academic Affairs for permission to begin the withdrawal process with a Late Withdrawal Form (see section on Forms).
**Incompletes**

A student can request a grade of *Incomplete* (I) from an instructor, if he/she is unable to complete the work of the course for reasons beyond the student’s control. The incomplete is not intended for use in a course where a student is fearful of a failing grade. Students who are not doing well should withdraw from the course. Once an instructor and a student have agreed upon the requirements and time frame for completing the incomplete, it is documented in the form titled *Request for an Incomplete Grade* (see section on Forms). The form is signed by the instructor and the student indicating agreement. An incomplete that is not removed after one calendar year or at the time of graduation of the student, whichever comes first, is automatically changed to an IF. When the I is changed to a letter grade, the grade of I followed by the letter grade (e.g. IB) will appear on the student’s record. More details about the incomplete grade is provided in the Bulletin for Undergraduate Programs.

**Transfer Students and Transfer Courses**

To be considered for admission, undergraduate students from other institutions should submit the application and required credentials by April 1 for fall admission and October 1 for spring admission.

A transfer applicant should be in good standing as to scholarship and conduct at all postsecondary institutions previously attended. An applicant who has attended one or more institutions of higher education must request each registrar to mail directly to the Office of Undergraduate Admissions a transcript of his or her record, even if credits were not earned or if advanced standing is not desired. In addition, applicants must have their high school record and College Board SAT or ACT test scores sent to the Office of Undergraduate Admissions directly from the high school and testing agency.

**Transfer of Credits for Transfer Students**

GW's residence requirement limits the amount of transfer credit that can be applied toward a degree. Students must complete at least 60 of the total number of credit hours required for their degree at or through the University; GW credits earned through GW study abroad, GW satellite campuses, GW distance education courses, and Consortium courses are treated as in residence. Students who are subsequently admitted through a GW school or college to earn a second bachelor's degree must complete at least 90 of the total credits required for the two degrees at or through the University.

Provided there is no duplication involved, either through course work or examination, credit may be granted for work successfully completed at other institutions of higher learning. Assignment of transfer credit will depend on the grade earned; the appropriateness of the courses completed elsewhere, the standing of the institution at which the previous work was completed, and the regulations of the GW school in which the credit is to be applied toward a degree.

Credit may be accepted provisionally or may require validation by examination or completion of higher-level courses in the same sequence. Transfer credits will not be assigned for course work completed in vocational/technical programs (e.g., secretarial studies) or sub-freshman-level remedial work. Each GW school reserves the right to refuse credit for transfer in whole or in
part. Only a grade of C(-) in a course is acceptable for transfer, and the course must satisfy the required curriculum description. Credits earned with a grade of D cannot be transferred.

Transfer students should complete a Transfer of Credit worksheet, available in the SEAS Office of Undergraduate Student Services, Advising, and Records and present the worksheet to the faculty advisor for approval.

**Transfer of Credits for GW Students**
Application for transfer to another school must be made to the appropriate admitting office on the form provided by the office concerned. Students transferring within the University are advised to study carefully the requirements listed below under Graduation Requirements and to note that unless otherwise specified, in all undergraduate divisions, 30 credit hours, including at least 12 credit hours in the major field, must be completed while registered in the school from which the degree is sought. Upon transfer the student should consult the dean concerned and understand clearly the requirements that must be fulfilled. A maximum of 45 credit hours earned through the Office of Non-Degree Students may be applied toward a bachelor's degree in the degree-granting schools of the University.

**Advising and Career Guidance**
The School of Engineering and Applied Science has a “hybrid” student advising process, where students have both a professional advisor and a faculty advisor. SEAS currently has two full-time Professional advisors in the Undergraduate student records and services office. The objective of our advising process is to provide non-academic advising support and freshmen advising by Professional advisors which can consequently enable faculty advisors to focus on advising in the profession and mentoring of students. During the second semester of their freshmen year, each freshmen is assigned a faculty advisor in the Department in which they intend to major. The faculty advisor provides both curriculum advice, including degree requirements, and technical mentoring.

**Office of Undergraduate Student Services, Advising and Records**
The office of Undergraduate Student Services, Advising and Records, which reports to the Associate Dean for Undergraduate Programs, plays a central role in the life of SEAS students, including: the inquiries of prospective students, support for registration in freshmen year, various retention programs; maintenance of all undergraduate academic records and forms; evaluation of scholarship requirements at the end of each semester; probation and suspension, and the preparation of student files for evaluation by the Associate Dean for graduation purposes. The staff consists of the Director, two professional advisors, and two Graduate assistants (graduate students) -- a Dean’s fellow who serves as the point of contact for engineering students studying abroad and a retention assistant who focuses on retention programming including providing mandatory tutoring and coordinating the school’s tutoring program.

The Director has worked at GW in this and related capacities for over 25 years. He maintains close working relationships with faculty in SEAS, staff in other university offices, and with academic partners in the community. He and his staff participate in the academic advising retreats each year, and engage in ongoing dialogues with the leadership in various student services offices at the university. Further, his office staff coordinates the SEAS Peer Advising
Network (SEASPAN), a peer mentoring program which was established in 2002. SEASPAN has enjoyed success by recruiting and training outstanding students to serve as mentors to first-year students as they transition into living at a university in a different city. The principle behind this peer mentoring program is that first-year students will related particularly well to outstanding continuing students and are supported by the student community as they acclimatize to chance in virtually every aspect of their life. Initiating this relationship prior to the incoming student’s arrival adds to their sense of connectedness with SEAS and the field of engineering.

A peer mentor, assigned to a freshman, serves as a role model in the areas of academic achievement and co-curricular involvement to help freshmen successfully adjust to the university and to the demands of an engineering curriculum. Peer mentors are instrumental in creating an environment where students are challenged to succeed. With support from the Dean’s office, SEASPAN organizes a New Student Getaway at the start of each fall semester for incoming freshmen. This retreat like event helps incoming freshmen connect to their mentors, faculty, and get an early orientation to the engineering school and to the university.

SEAS now offers, with the Office of Student Housing, the option to its students of housing in “living and learning communities” for freshmen, sophomores, juniors and seniors. The goal of these communities is to serve as a retention tool and increase engagement in Engineering.

SEAS Career Services Office
The SEAS Career Services Office, headed by a Director of SEAS Career Services, provides SEAS undergraduate and graduate students with support in finding summer internships, part-time jobs during the fall and spring semesters, and full-time jobs after graduation. The primary function of this office is to identify and communicate Engineering and Information Technology opportunities to SEAS students. Its goal is to work in conjunction with the GW Career Center to not only identify internship opportunities, but to help organize various career development events including for example a career fair, career panel, and resume critique sessions.

Professional Advisors
Incoming freshmen are assigned a professional advisor, based on their intended major, and this professional advisor will be available to meet with them during their entire program at the university. Professional advisors work with freshmen to ensure a smooth and productive transition to college. This includes helping with course advising, registration, arranging the freshmen getaway/retreat, and engaging under-classmen in the SEAS student community.

Main Role of a Professional Advisor
The main role of the professional advisor is as follows:

- Works with faculty, and students, to develop and implement various programs targeted at increasing our retention and student success rate, and providing improved student support services including tutoring services, counseling, helping with time management, career counseling, and monitoring the progress of students who may be struggling in their academics.

- Serves as the primary advisor for freshmen; identifies the educational and career options, and majors, appropriate for each freshman and assists with the analysis of each option, including
possible outcomes and their implications. Acts as primary liaison, identifies current and potential needs or problem areas (e.g., study skills, tutoring, non-academic issues) and connects to appropriate campus resources. Meets at least monthly with all students on probationary status to improve performance; refers students to Counseling Center, Dean of Students office, or other appropriate offices as needed. Oversees SEAS tutoring services, which are coordinated by a graduate student assistant, and refers students to such services as needed.

- Works closely with faculty, students, departments, Associate Deans, and Director of UG records, and student organizations and offices to coordinate undergraduate student activities. Includes coordination with SEASpan (the SEAS peer mentoring program).

- Maintains student records using DegreeMap, institute confidentiality procedures, and prepares reports as needed by the Associate Dean and/or Director of undergraduate student records; determines eligibility and satisfactory progress toward degree. Based on SEAS regulations, recommends and refers probation, suspensions, Dean’s Honor lists, Dean’s commendation lists and other awards to Associate Dean.

**Faculty Advisors**
Each undergraduate student in the CE Program is assigned a full time faculty member as an academic advisor. This is generally done in the first semester of student enrollment in SEAS. Assignment of the advisor is done by the Department Chair, Prof. Manzari. It is his responsibility to ensure that the distribution of advisees among regular faculty is balanced so that each faculty member has a reasonable advising load relative to his or her other duties. Students may request a change in their academic advisor. Students must meet with their advisor prior to each semester registration. Students are blocked from registration until an advisor indicates that the student has consulted with the advisor. Thus undergraduate students are not allowed to sign up for any class without advisor consultation. Students are required to obtain academic advisor approval in order to add or drop a course or to take a course outside of the University.

The communication with students concerning their advisors include maintaining an accurate list of students and advisors in the DegreeMap record system, and posting a list of students and advisors names on the CEE department bulletin board.

Some undergraduate students in SEAS choose to remain without a declared major department and program at the beginning of their studies, usually for one or two semesters during their freshman year. These undeclared students are advised by the SEAS Dean’s Office, as specified by the Associate Dean of Academic Affairs. An undeclared SEAS student in good academic standing may enter the Civil Engineering Program. At the time of entry, one of the CEE faculty advisors is assigned as the student’s academic advisor. The advisor reviews the student’s record to ensure curricular requirements are meet. The advisor will be available throughout the student’s program of study for academic consultation.

The CEE Department regularly updates its advising manual for the undergraduate students. This manual includes pertinent information about the curriculum, the faculty, the process of registration, the regulations for taking a course outside of the University, humanities and social science electives, and transfer of credit; so that students can be active participants in their own
degree planning. Curriculum sheets and lists of acceptable courses for fulfilling the humanities and social science electives are also distributed at Colonial Inauguration (http://ci.gwu.edu/), maintained on the SEAS web pages, the CEE Undergraduate Manual, published in the University Bulletin which may be found at the following link: (http://www.cee.seas.gwu.edu/undergraduate/current/index.html).

Additionally, advisors are available at the SEAS freshmen weekend Gateway, early in the fall term. Their presence works to ensure that new students can readily identify their advisors and engage in a dialogue.

Advisors from all SEAS programs meet regularly during the semester with the Assistant Dean for Undergraduate Recruitment and Retention and with the staff of SEAS Undergraduate Services Office. The meetings provide an opportunity to ensure that all regulations are reviewed and potential needs for new approaches are discussed. A faculty member in the discipline in which the student is studying provides academic guidance. Departments (or Programs) select faculty advisors who are dedicated and committed to this discipline-specific advising process.

Main Role of a Faculty Advisor:
The main role of the faculty advisor is as follows:

➢ Advises the student on curriculum options, and approves the students’ program of study each semester. This includes checking for curriculum degree requirements and pre-requisites, and advising on technical electives. Advising includes oversight to ensure the student fulfills the curricular requirements and fulfills the academic standards consistent with accreditation.

➢ Meets with students at least once every semester to approve their registration advising form; students who do not get their advising form approved by the faculty advisor cannot register for courses.

➢ Provide career mentoring and technical advice in their field of study when applicable, including advice on technical electives and relevant courses. The faculty advisor also provides the student with information about undergraduate research, internship opportunities, employment after graduation, and career opportunities.

➢ Approves any petitions from students related to their program of study. Examples include declaration of minors, humanities and social science electives, graduation pre-clearance and graduation clearance.

Uses DegreeMap and other online advising material to assess students’ progress when advising them.
B. SPECIAL OPTIONS

Minor and Secondary Fields of Study
Undergraduate students in good academic standing may apply for a secondary field of study or a minor within SEAS (School of Engineering and Applied Science), or in schools outside of SEAS. The inclusion of a minor or secondary field of study expands the knowledge base of the student, and prepares them for the first stage of a career or for advanced study. Interested students should review the plan with their advisor, and then complete an application form. The title of the minor or secondary field is entered on the students’ transcripts following satisfactory completion of all requirements. Different programs have different requirements, which include the completion of credit hours ranging from 12 to 21, beyond the prerequisites.

Study Abroad
Students can elect to study abroad for one or more semesters at an institution of higher education of their choice, or with which GW has an agreement or understanding. Students wishing to study abroad must consult with their academic advisor, the Associate Dean for Academic Affairs, and the GW Study Abroad Office. A student will need to make adequate preparation at least one semester prior to the intended departure time in order to finalize his/her academic plans. Detailed course descriptions of the foreign institution must be provided, and the GW equivalencies will be determined by the student’s advisor. This is recorded in a form and signed by the student, the advisor, and the Dean. After the student returns to GW from the foreign institution, his/her transcripts have to be presented from the foreign institution, and the course credits will be officially transferred in a form signed by the advisor.

Work in Lieu of Courses
With the exception of advanced placement (AP) and Study Abroad Programs approved by the CE Program, the department does not award credit for life experiences, military experience or dual enrollment with high schools.
SEAS has study abroad programs in Ireland (University College, Dublin) and Korea (University of Korea), and students can work with their advisors to create programs at other universities abroad. The SEAS study abroad program is located at the following link:
http://www.seas.gwu.edu/seasundergraduate/prospectivestudents/studyabroadmore.html

Advanced Standing and Advanced Placement
Advanced placement or waiver of a requirement will be granted on the basis of scores on the SAT subject tests as follows: a score of at least 650 waives Hist 1310-11; scores of at least 690 in French or Spanish and of at least 630 in German or Latin waive a Two-Year language proficiency requirement. Advanced standing (academic credit) is not assigned on the basis of SAT or ACT results.

Credit by AP Tests
Assuming there is no duplication, a maximum of 24 credit hours may be assigned upon admission to the University for any combination of the following except as noted below. An incoming student may also be granted advanced placement in a sequence of courses or waiver of a course requirement on the basis of additional college-level course work taken before matriculation, but this will not affect the number of hours needed for the degree.
Credit by Examination
Registered SEAS students may take examinations in some academic departments for waiver of or credit for a specific course upon approval of the appropriate Department Chair; before the test is administered, the student must have demonstrated sufficient preparation to warrant being given the test. An examination for credit is not allowed if an examination for waiver has been successfully completed.

College Board Advanced Placement (AP) Tests
On the basis of a score report sent to the Office of Admissions from the Educational Testing Service at the student's request, undergraduate credit may be awarded for Advanced Placement Tests. Refer to the GW Undergraduate Admissions website for the AP credit assignment chart. Students should arrange for the examinations through the secondary school attended or with the College Board, Advanced Placement Tests, at www.collegeboard.com.

International Baccalaureate
GW awards 6 to 8 credit hours for Higher-level scores of 6 and above with the exception of English language. Students who have passed English A1 with a grade of 6 or 7 will receive 3 credit hours for Literature. No credit will be assigned for English A2 or English B or for subsidiary-level examination scores.

Makeup of Credit for Waived Courses:
Waiver of a required course requires approval of the student's faculty advisor and Department Chair. If a course required by the SEAS curriculum is waived, the corresponding credit hours must be earned by satisfactory completion of a university-level academic course, either technical or nontechnical, approved by the student's faculty advisor. Only if the substituted course would normally be considered part of the student's curriculum will the grade earned be used in determining grade-point average, Dean's List, probation, and suspension.

Graduation Requirements
The graduation requirements for the Bachelor of Science Degree in Civil Engineering were previously shown in Table 1 (see page 7). This table also listed the degree requirements for the four curricular options available in the Department, e.g. Environmental Engineering, Transportation Engineering, and Sustainability.

Degrees are conferred in January, May, and August. To be eligible for graduation a student must have met the admission requirements of SEAS; completed satisfactorily the scholarship, curriculum, residence, and other requirements for the degree; filed an application for graduation by the published deadline date; and be free from all indebtedness to the University. Enrollment is required for the semester or summer at the close of which the degree is to be conferred, and all degree requirements must be completed by the last day of final examinations for that semester or summer session. Students who pursue a double major across two schools must complete the primary major in their own school in order to graduate. A second major may supplement the primary major but may not substitute for it.

Graduation Clearance Procedures
The SEAS Undergraduate Student Services Office prepares a graduation audit in the term prior to the student's potential graduation. An audit meeting between the graduating student and the
Professional Advisor identifies the remaining requirements needed for graduation and provides the student with a list for review with the academic advisor. This advising meeting also serves as a time to insure that all required forms and notices have been submitted.

Once the student completes the semester in which he/she has applied for graduation, the staff in the Student Services Office prepares a clearance sheet for review by the academic advisor. The clearance is signed by the academic advisor, the Department Chair, and the SEAS Associate Dean for Academic Affairs before being forwarded to the registrar for diploma issuance.

**Course Substitution, Waiver, and Petition**

A student may meet the Civil Engineering Program curricular criteria by having taken a course that is closely related to but not exactly that specified in the curriculum. Under this circumstance, the student files a Course Substitution Form with the advisor. The form documents the one-for-one course substitution and the justifying reason. The advisor checks whether the substitution actually satisfies the curricular criteria before signoff. The Department Chair then checks the substitution again before signoff.

Under unusual circumstances, a student may meet the Civil Engineering Program curricular criteria while having a specific course waived. An example would be a student who had placed out of the initial Math course, Math 1231, then obtained satisfactory grades in the following math sequence of Math 1232 and Math 2233. This would be an appropriate use of the Undergraduate Waiver Form. If a course required by the student’s SEAS curriculum is waived, corresponding semester hours of credit must be earned by satisfactory completion of a university-level academic course, either technical or non-technical, approved by the student’s academic advisor. Waivers are infrequently used in the Civil Engineering Program. The waiver form documents the waiver and the justifying reason. The advisor checks whether the waiver actually satisfies the curricular criteria before signoff. The Department Chair then checks the waiver again before signoff.

Infrequently, a student will have a valid exception that is more complicated than a one-for-one course substitution. An example would be two courses taken, each of which satisfies part of a curricular requirement and together satisfy the entire curricular requirement. The mechanism to allow this is the “Petition for Exception to Stated Academic Policies”. Thorough documentation must be provided by the student demonstrating that the curricular requirement is fully satisfied. The advisor checks whether the requirement is fully satisfied before signoff. The Department Chair then checks the requirement again before signoff. Final approval of the Petition is done by the SEAS Associate Dean for Academic Affairs.
SAMPLE FORMS

Below is a list of links to the various undergraduate advising forms that SEAS students may need:

- Application for Concentration in General Business
- Application for Dual Degree
- Undergraduate Program of Electives for BA in Computer Science Form
- Complete Withdrawal Form
- Computer Science BA Technical Elective Form
- Computer Science BS Technical Elective Form
- Continuous Enrollment/Leave of Absence Form
- Course Substitution Form
- Declaration of Minor Form
- Declaration of Second Major Form
- Declaration of Secondary Field
- ECE Technical Elective Form
- Exit Survey
- Graduation Pre-Clearance Form
- Graduation Recommendation Form
- Humanities and Social Science Electives Form
- Late Graduation Petition Form
- Late Withdrawal Form
- Major/Advisor/Curriculum Update Form
- Petition for Exceptions to Academic Policies
- Prior Permission Form (Prior Permission for SEAS Students to Register for Courses Outside of GW and the Consortium of Universities)
- The Family Educational Rights and Privacy Act (FERPA) Form. Note: A student can submit a FERPA Waiver directly to the Registrar’s Office in Marvin Center. However, parents may receive access to a student’s record if they submit their most recent income tax return form, showing the student as a dependent, along with Certification of Financial Dependency.
- Registration Transaction Form (RTF). Note: RTF should be submitted to Tompkins 101.
- RTF-EZ. Note: RTF-EZ should be submitted to Registrar’s Office in Marvin Center.
- Transfer Credit Worksheet
- Undergraduate Advising Form
- UW 1020 and WID Program Exception Request. Note: Transfer students who are considering applying for a UW 1020 Waiver should check here for requirements
- Waiver Form
School of Engineering and Applied Science
Application for Concentration in General Business (for B.A. Majors in SEAS)

- Students must apply after their first semester as a freshman and have a cumulative GPA of 3.00 or above. At most 10 students will be admitted per calendar year.
- All courses are required for completion of the concentration with a minimum 2.00 GPA in concentration courses. There are some restrictions on courses transferred in.*
- Students are responsible for meeting any course prerequisites as outlined by The George Washington University Bulletin before being admitted to any of the required courses.
- Submit this Application to Tompkins Hall, Room 104.

### Course Requirements

<table>
<thead>
<tr>
<th>CLASS</th>
<th>NAME</th>
<th>PREREQUISITES</th>
<th>SEMESTER COMPLETED/ GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Principles of Economics (Microeconomics)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics (Macroeconomics)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>PSYC 1001</td>
<td>Introduction to Psychology (In lieu of BADM 001)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>ACCY 2001</td>
<td>Introductory Financial Accounting</td>
<td>Sophomore Standing</td>
<td></td>
</tr>
<tr>
<td>ACCY 2002</td>
<td>Introductory Managerial Accounting</td>
<td>Accy 200I</td>
<td></td>
</tr>
<tr>
<td>BADM 2101</td>
<td>Management, Organizations, and Society (1.5 Credits)</td>
<td>Sophomore Standing</td>
<td></td>
</tr>
<tr>
<td>BADM 2301</td>
<td>Management Information Systems Technology</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>BADM 3401</td>
<td>Basic Marketing Management</td>
<td>ECON 101, STAT 105I, or APSC 3115</td>
<td></td>
</tr>
<tr>
<td>BADM 3501</td>
<td>Financial Management and Markets</td>
<td>Accy 200I, ECON 102, MATH 1232, STAT 105I or 1233, or APSC 3115</td>
<td></td>
</tr>
<tr>
<td>BADM 3601</td>
<td>Operations Management</td>
<td>STAT 105I or APSC 2115</td>
<td></td>
</tr>
<tr>
<td>BADM 3101</td>
<td>Human Resource Management</td>
<td>ECON 101</td>
<td></td>
</tr>
<tr>
<td>BADM 2201</td>
<td>International Financial Environment (1.5 Credits)</td>
<td>ECON 101</td>
<td></td>
</tr>
<tr>
<td>BADM 302</td>
<td>Business and Government Relations</td>
<td>Senior Standing</td>
<td></td>
</tr>
<tr>
<td>BADM 4801</td>
<td>Strategy Formulation and Implementation</td>
<td>Senior Standing</td>
<td></td>
</tr>
</tbody>
</table>

Total Business Concentration: 38 Credit Hours (30 of which are GWSB courses)

Advisor signature, and date: ____________________________  Print Name: ______________________
Student signature and date: ____________________________
Application Approved/Not Approved: Associate Dean's Signature and date: ______________________

*Restrictions: Transfer of 3000 - 4000-Level Courses will only be accepted from 4-year colleges. BADM 4801 must be taken at GW.
Application for Double Degrees

Name: _________________________________________________________

GWID: G __ __ __ __ __ __ __ __ E-mail: ______________@gwmail.gwu.edu

Home school: __________________________

First Degree: BA BS BFA Major: ______________________ (Circle One)

Second Degree: BA BS BFA Major: ______________________ (Circle One)

Requirements for Application:
- Completion of no more than 90 credit hours (total) at the time of application
- Submission of a semester-by-semester academic plan at the time of application
- Minimum GPA of 3.3 at time of application

Requirements for Double Degrees:
- Completion of the General Curriculum of each school, if applicable, and major requirements
- Completion of at least 30 credit hours beyond the requirements for the primary degree (for a total of at least 150 credit hours)
- Cumulative GPA of 3.3 at the time of the completion of degrees
- Completion of at least 90 credits in residence at GW by the completion of both degrees

Dean's Signature (home school): ________________________________

Dean's Signature (second degree school, if applicable): _________________

The School of Business and the School of Public Health and Health Services do not have agreements with the other schools regarding pursuing another major. As such, students in the School of Business or the School of Public Health and Health Services may not pursue a second major or second degree in another school. Conversely, students in other schools may not pursue a second major or second degree in the School of Business or the School of Public Health and Health Services.

The George Washington University
School of Engineering and Applied Science
Undergraduate Program of Electives for Bachelor of Arts in Computer Science

Student name: ________________________________  GWID#: ______________________

Social and Behavioral Sciences

Course #1: ______________________________________________________________
Course #2: ______________________________________________________________

Humanities

Course #1: ______________________________________________________________
Course #2: ______________________________________________________________
Course #3: ______________________________________________________________
Course #4: ______________________________________________________________

Language and Cultural Electives

Course #1: ______________________________________________________________
Course #2: ______________________________________________________________

Creative Arts Electives

Course #1: ______________________________________________________________

Student Signature: ________________________________  Date: _______________
Advisor Approval: ________________________________  Date: _______________
Department Chair Approval: ________________________  Date: _______________

Note: Technical and Non-Technical Track Electives must be approved by your faculty advisor and filed via the Computer Science Technical Elective form [http://www.seas.gwu.edu/seasundergraduate/currentstudents/advisingforms.html](http://www.seas.gwu.edu/seasundergraduate/currentstudents/advisingforms.html). Additional information on acceptable electives can be found here: [http://www.cs.gwu.edu/academics/undergraduate_programs/ba/elective#CS](http://www.cs.gwu.edu/academics/undergraduate_programs/ba/elective#CS)
COMPLETE WITHDRAWAL FORM

Information:

Name

Semester/Year

GWId

Withdraw:

To drop or withdraw from some of your courses, complete the Registration Transaction Form. If you are withdrawing from all of your courses this semester, follow these steps:

1. Fill out the Complete Withdrawal Form
   a. All requests for complete withdrawals through the end of the eighth week of classes should be sent to the Office of the Registrar.
   b. To withdraw from all classes without academic penalty after the eighth week of classes, students must petition their Dean and receive written permission. The Complete Withdrawal Form and petition should be sent to the Dean of the school or college in which you are enrolled.

2. If you withdraw during the first four weeks of classes and you plan to return to GW to complete your degree or program, you should register for a Leave of Absence for the semester in which you are completely withdrawing in order to maintain your active student status. Students must contact their Dean to request and have approval granted for a leave of absence for current and subsequent semesters.

3. Complete the Tell us why you are leaving form online
   a. For Undergraduates: www.gwu.edu/ugradexit
   b. For Graduate Students: www.gwu.edu/gradexit

4. To ensure that your withdrawal is complete, make sure that you contact all offices that need to be informed of your leaving. The following is a partial list of offices that you may need to contact: Student Financial Assistance, Student Accounts, GW Housing, International Services Office, and Veteran Services. Failure to do so may result in you incurring additional expenses.

5. Update your permanent address in GWab at http://banweb.gwu.edu.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept Abbrev</th>
<th>Course #</th>
<th>Section</th>
<th>Credits hrs</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Signature and Date:

Student Signature

Date

Dean’s Signature (Required after 8th week)

Date

Effective Date (affects refund rates)

Date
B.A. Computer Science Program:  
Technical Track Declaration Form

As a student in the BA program, you must complete a *technical track* as part of your degree requirements. For this track, you need to declare your choice of topic area, and have your selections approved by your advisor by signing this form. Note:

- Suggested tracks are listed on the Computer Science website and are available with the advisors. See: http://www.CSCI.gwu.edu/academics/undergraduate_programs/technical
- It is important that you treat this as your commitment to taking the courses – this form is what will be checked at the time of graduation.
- You may also design individual tracks in consultation with your advisor.
- Keep in mind that you can take a graduate course that fits a track, in consultation with your advisor. Remember that you can count two graduate courses taken while an undergrad towards the 5-year BA/MS degree.

Student Name: ______________________________    GWID#_____________________  

**Technical Track Area:** __________________________________________________________

Course: #1: ________________________________________________________

Course #2: ________________________________________________________

Course #3: ________________________________________________________

Other Courses in area (if applicable): ____________________________________________

Student Signature:________________________________________ Date:____________

Advisor Approval:________________________________________Date:____________
Sample Technical Tracks

TECHNICAL TRACKS

- **Computer Security and Information Assurance (CSIA):**
  - To satisfy this track, you must take the following four courses: CSCI 4331, CSCI 4531, CSCI 4532, CSCI 4541. (These courses may be substituted by more advanced courses in the corresponding subject with prior approval from your advisor.)

- **Computer Graphics and Digital Media**
  - Take these five courses: CSCI 4551, CS4552, CSCI 4552. Choose a second major or secondary fields related to digital media.

- **Systems Track**
  - Choose at least three courses from: CSCI 4415, CSCI 4417, CSCI 4418, CSCI 4431/CS6431, CSCI 6234, CSCI 6231, CSCI 6232, CSCI 6235, CSCI 6442, CSCI 6443, CSCI 6451

- **Software Engineering**
  - Choose at least three courses from CSCI 4561, CSCI 4235, CSCI 6235, CSCI 6234, CSCI 6231, CSCI 6232, CSCI 6233, CSCI 6561

- **Theory and Foundations**
  - Choose at least three courses from: CSCI 4331, CSCI 4341, CSCI 4511, CSCI 4314, CSCI 6212, CSCI 6312, CSCI 2351, CSCI 4572, CSCI 6341, CSCI 6311.

- **Research**
  - Either: (1) Take one graduate course and complete 6 credits of CSCI research with a faculty advisor; or (2) Take two related graduate courses and complete 3 credits of CSCI research with a faculty advisor. See the FAQ about the research track.

**NOTE:** for each of the above tracks, special topics courses (these are usually designated as CSCI-3907 or CSCI-60297) may also count – check with your advisor.
B.S. Computer Science Program: Technical and Non-Technical Track Declaration Form

As a student in the BS curriculum, you must complete both a technical track and a non-technical track as part of your degree requirements. For both tracks, you need to declare your choice of topic area, one for the technical track and one for the non-technical track, and have your selections approved by your advisor — the reason for this form. Note:

- Suggested tracks are listed on the Computer Science website and are available with the advisors. See:
- It is important that you treat this as your commitment to taking the courses — this form is what will be checked at the time of graduation.
- You may also design individual tracks in consultation with your advisor.
- Keep in mind that you can take a graduate course that fits a track, in consultation with your advisor. Remember that you can count two graduate courses taken while an undergrad towards the 5-year BS/MS degree.
- Premedical students: for the technical track, you can choose any existing technical track. But your non-technical track must be the specified premedical non-technical track.

Student Name: ________________________  GWID#: ________________________

**Technical Track Area:**

Course: #1: ____________________________
Course: #2: ____________________________
Course: #3: ____________________________
Course: #4: ____________________________
Other Courses in area (if applicable): ____________________________

**Non-technical Track Area:**

Course #1: ____________________________
Course #2: ____________________________
Course #3: ____________________________
Course #4: ____________________________
Other courses in area (if applicable): ____________________________

Student Signature: ____________________  Date: _____________
Advisor Approval: ____________________  Date: _____________

Revised: 6/1/09
Continuous Enrollment / Leave of Absence Form

INSTRUCTIONS:
1. Complete all requests for information in the white box below
2. Attach completed Registration Transaction Form (RTF)
3. Attach all supporting documentation (e.g., Doctor's letter, Military Orders, etc.)
4. Have your Faculty Advisor complete the 'Faculty Advisor Section'
5. Submit this form w/ attachments to the SEAS Associate Dean’s Office—Tompkins Hall, Room 101

EXPLANATION OF TERMS:
Continuous Enrollment—Applies only to students having completed all requirements for graduation and awaiting graduation at the end of the semester. This status also applies to students on Cooperative Education Work Assignment and taking no classes. No telephone registration is permitted.

Leave of Absence—Applies to students temporarily transferred out of the area (e.g. short-time military or business transfer to another location) and students hospitalized or under physician’s care for a medical problem which prevents study (documentation is required). Leave of Absence registration may be initiated via telephone through your department.

ADDITIONAL NOTES:
Course Registration Number (CRN), Department Code, Course Number, Section Number & Credit Hour information for Continuous Enrollment and Leave of Absence can be obtained from your department office, the SEAS Undergraduate Records & Advising Office (Tompkins-104), or the SEAS Associate Dean’s Office (Tompkins-101)

The registration category Continuous Research applies to graduate students who have satisfactorily completed all credit hour requirements for their programs, but need more time in residence to complete research, prepare Dissertation/Thesis, or prepare for and take the Doctoral Qualifying Examination. One credit hour of Continuous Research must be taken each fall and spring semester until ALL requirements are complete. Continuous Research registration may be initiated via telephone through your department. This form does not apply to requests for Continuous Research.

Student Name: ____________________________  GWID: ____________________________
(please print clearly)   (Last)   (First)

Semester: ____________________________  Major: ____________________________  Dept.: ____________________________

Level (circle one): Graduate  Undergraduate

Status Requested (circle one): Continuous Enrollment  Leave of Absence

Reason(s) for Request (If additional space is needed, use the back of this form):

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Student Signature: ____________________________  Date: ____________________________

Faculty Advisor Name (please print clearly): ____________________________  Date: ____________________________

Faculty Advisor Signature (signature constitutes advisor approval): ____________________________
The George Washington University
School of Engineering and Applied Science

Undergraduate
Course Substitution Form

Student Name: ___________________________ ID: ___________________________
Major: ___________________________ Advisor Name: ___________________________
Email Address: ___________________________ Phone: ___________________________

Required Course: ___________________________ Substitute Course: ___________________________
Required Course: ___________________________ Substitute Course: ___________________________
Required Course: ___________________________ Substitute Course: ___________________________
Required Course: ___________________________ Substitute Course: ___________________________
Required Course: ___________________________ Substitute Course: ___________________________

Reasons for Substitution:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Advisor Signature: ___________________________ Date: ___________________________
Department Chair Signature: ___________________________ Date: ___________________________

Return to Tompkins 104

Revised 11/03
The George Washington University
School of Engineering and Applied Science

Declaration of Minor
In SEAS

Student Name __________________________ ID: __________________________
Email __________________________ Phone __________________________
Current SEAS Major __________________________
Minor __________________________
Action Requested Add [ ] Drop [ ]

Course Plan

Student Signature __________________________ Date __________________________
SEAS Advisor Signature __________________________ Date __________________________
Minor Advisor Signature __________________________ Date __________________________

Return to Tompkins 104

Revised 12/05
The George Washington University
School of Engineering and Applied Science

Declaration of 2\textsuperscript{nd} Major

CCAS    ESIA    SEAS

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID:</th>
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<tbody>
<tr>
<td>Local Address</td>
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<tr>
<td>Email</td>
<td></td>
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<tr>
<td>Phone</td>
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<thead>
<tr>
<th>Current SEAS Major</th>
<th>B.A. / B.S. (please circle)</th>
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</thead>
<tbody>
<tr>
<td>Second Major</td>
<td>B.A. / B.S. (please circle)</td>
</tr>
</tbody>
</table>

Action Requested

- [ ] Add
- [ ] Drop

Course Plan

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
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</table>

Student Signature __________________________ Date ____________

SEAS Advisor Signature ____________________ Date ____________

2\textsuperscript{nd} Major Advisor Signature ____________________ Date ____________

Return to Tompkins 104

Revised 11/03
The George Washington University
School of Engineering and Applied Science

Declaration of Secondary Field

☐ CCAS ☐ ESIA ☐ GWSB ☐ SPHHS ☐ SMHS ☐ NSC (Naval Science)

Student Name: ____________________________ ID: ___________________

Email: ____________________________ Phone: ___________________

Current SEAS Major: ____________________________

Secondary Field of Study: ____________________________

Action Requested: ☐ Add ☐ Drop

Course Plan:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Student Signature: ____________________________ Date: ____________

SEAS Advisor Signature: ____________________________ Date: ____________

Secondary Field Advisor Signature: ____________________________ Date: ____________

Return to Tompkins 104

Revised 3/7/12
Department of Electrical and Computer Engineering
Technical Elective Worksheet

Name: ________________________________

ID # ________________________________

Major: ______________________________

Option: (If Applicable) ______________________________

Approved Technical Electives

(the number of required technical electives varies by degree program, refer to curriculum sheets for further information.)

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________

5. ________________________________

6. ________________________________

Student Signature: ______________________________ Date: ________________

Advisor
Signature: ______________________________ Date: ________________

Technical Electives must be chosen with the approval of the advisor from advanced undergraduate, or graduate, courses in engineering, computer science, mathematics, physical sciences or biological sciences. Biomedical Engineering students should select at least two engineering courses as technical electives.

Revised 10/12/11
SCHOOL OF ENGINEERING AND APPLIED SCIENCE
EXIT SURVEY

First & Last Name (Optional): __________

GWID (Optional):______________________ Your First at GW __________________ Current Semester ____________

Semester at GW (Fall/Spring/Summer 20XX):________________________

Current Major in SEAS
1. Undeclared
2. Biomedical Engineering (BME)
3. Systems Engineering (EMSE)
4. Computer Engineering (ECE)
5. Computer Science (BA or BS)
6. Electrical Engineering (ECE)
7. Mechanical & Aerospace Engineering (MAE)
8. Civil & Environmental Engineering (CEE)
9. Applied Science & Technology

“I am leaving now SEAS to…”
1. Transfer to GW Columbian School of Arts & Sciences
2. Transfer to GW School of Business
3. Transfer to Elliott School of International Affairs
4. Transfer to GW School of Public Health & Health Services
5. Transfer to GW School of Nursing
6. Transfer to another college/university. Which one?
7. Find or start a job.
8. Join the military.
9. Take a break.

What will your new major be? ____________________________

Did you attend SEAS New Student Getaway as a freshman? Yes No

What was your score on Math Placement Test? Circle one:
1. 45 or above on placement test OR 560 or above on Math SAT II
2. 75 or above on placement test OR 770 or above on Math SAT II
3. A 4 or a 5 on the AB Advanced Placement Test (or AB subscore on the BC test)

Which math course did you take during your first semester at GW?
1. MATH 1220 – Pre-Calculus
2. MATH 1231 – Calculus I
3. MATH 1232 – Calculus II
4. MATH 2233 – Multivariable Calculus
5. Other (Please specify)

Why are you leaving SEAS?
1. I am dissatisfied with my experience at GW
2. I am dissatisfied with my experience in SEAS
3. I am dissatisfied with my faculty advisor
4. I am dissatisfied with my professional advisor
5. The engineering curriculum is too difficult for me
6. I have financial difficulties
7. I am dissatisfied with how professors teach classes
8. I felt that I have better opportunities elsewhere than here
9. I thought that I would like engineering at first, but now I think that engineering is not what I thought it would be
10. I am not as interested in the subjects of math, science, and engineering as I once thought I was

Additional comments, suggestions, other reasons (e.g. homesickness, medical, health, family, work-related, military duty, personal reasons). Please explain.

RETURN TO TOMPKINS HALL 104
THANK YOU!
The George Washington University  
School of Engineering and Applied Science  
Graduation Pre-Clearance Form

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
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<tbody>
<tr>
<td>Degree</td>
<td>ID</td>
</tr>
<tr>
<td>2nd Degree</td>
<td>Major</td>
</tr>
<tr>
<td>Secondary Field of Study</td>
<td>Secondary Field of Study</td>
</tr>
<tr>
<td>Admit Date</td>
<td>Curriculum Year</td>
</tr>
<tr>
<td>Advisor</td>
<td>Transfer Student? Yes   No</td>
</tr>
<tr>
<td>Department</td>
<td>Anticipated Graduation</td>
</tr>
</tbody>
</table>

**GPA Requirements**

| Current SEAS Cumulative GPA | GPA requirement 2.0 |
| Current SEAS Technical GPA | GPA requirement 2.2 |

**Outstanding Required Courses**

<p>| |</p>
<table>
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**Humanities / Social Science Electives**

Course Plan: Humanities  
Social Sciences  
Signed HSS form on file?  Yes   No

**Outstanding File Materials or Forms?**

| TCA Worksheets & Transcripts | Yes   No |
| Substitution Forms           | Yes   No |
| Course Waiver Forms          | Yes   No |

**Outstanding Incomplete Grades?**  Yes   No

Student _______________________________ Date ________________
Academic Advisor ___________________ Date ________________
Student Records _____________________ Date ________________
SCHOOL OF ENGINEERING AND APPLIED SCIENCE
UNDERGRADUATE GRADUATION RECOMMENDATION

Applicant Name: ____________________________ Date: ____________________

ID: ____________________________ Advisor: _______________________________

Degree: Bachelor of Arts / Bachelor of Science

Major: ___________________

Total Curriculum Hours Required: ___________________

Total Credit Hours Attempted: ___________________

Hours Failed: ___________________

Hours Outstanding: ___________________

Total Credit Hours Fulfilled: ___________________

GWU Hours: ___________________

Transfer Hours: ___________________

Waived Hours: ___________________

Cumulative GPA: ___________________

Technical GPA: ___________________

Date of Curriculum Sheet: ___________________

Pre-Clearance Interview? Yes___ No____

H/SS form on file? Yes___ No___ N/A____

Transfer Credit Assignment form on file? Yes___ No___ N/A____

Prior Permission form on file? Yes___ No___ N/A____

Graduation Date: Spring_____Summer_____Fall_____

OFFICIAL RECOMMENDATION

Signature: ____________________________ Date: ____________________

Graduation Evaluator: ____________________________

Academic Advisor: ____________________________

Department Chair: ____________________________

Associate Dean: ____________________________
The George Washington University
School of Engineering and Applied Science

Undergraduate Program of Electives in Humanities and Social Sciences

Student name: ___________________________ GWID#: ___________________________

The undergraduate program of electives in Humanities and Social Sciences must constitute 6 courses, EQUALLY SPLIT BETWEEN HUMANITIES AND SOCIAL SCIENCES. It is also required that the humanities program consist of 3 courses and the social science program of 3 courses, each including 2 courses in a major subject area (i.e. departmental designation) and 1 course in a different subject area. Courses must be selected from the approved list on the back of this form. Special rules pertain to foreign language courses.

**Humanities**

Major Area: ___________________________

Course #1: ___________________________
Course #2: ___________________________

Secondary Area: ___________________________

Course: ___________________________

**Social Sciences**

Major Area: ___________________________

Course #1: ___________________________
Course #2: ___________________________

Secondary Area: ___________________________

Course: ___________________________

Student Signature: ___________________________ Date: ___________________________

Advisor Approval: ___________________________ Date: ___________________________

Department Chair Approval: ___________________________ Date: ___________________________
Menu of Electives
In the
Humanities and Social Sciences (H/SS)

HUMANITIES

American Studies: AMST 2530, 2520-2521
Art History: (not Fine Arts): All Courses
Classics: All Courses except CLAS 2104
East Asian Languages and Literatures: All Courses
English (not Expository Writing, not Creative Writing): All Courses
English and American Literature: All Courses
English for Academic Purposes: EAP 1015
Germanic Languages and Literatures: All Courses
History: All Courses (including WSTU 3353, NSC 1051, NSC 2180)
Honors: HONR 2053, 2054
Humanities: All Courses
Media and Public Affairs: (note: some courses have a prerequisite of SMPA 2110, and or are given priority to Journalism majors): SMPA 1050, 2110, 3230, 3286, 3244, 3243, 3245, 3246
Music Theory, History, and Literature: MUS 1103, 1104, 1107, 1108, 2101-2102, 2109, 2110, 2111, 2121
Philosophy: All Courses (including NSC 4176 equivalent to PHIL 2135) except PHIL 3045, 3121
Religion: All Courses
Romance Languages and Literatures: All Courses
Slavic Languages and Literatures: All Courses
Speech and Hearing: SPHR 1072, 1081, 1082
Theatre and Dance: TRDA 1015, 1025, 3245-3246, 2101
University Professors: PHIL 0772, HCS 0778, REL 0770-0773, REL 0775

SOCIAL SCIENCES

American Studies: AMST 2020, 2490, 2532, 3324, 3350
Anthropology: ANTH 1002, 1004, 2008, 3501-3509, 3513, 3522, 3532, 3601-3603, 3701-3705, 3707-3709, 3801-3804, 3806, 3813, 3814
Economics: All Courses except ECON 2160, 3123
Geography and Regional Science: GEOG 1001, 1002, 1003, 2110, 2120, 2127, 2133, 2134, 2141, 2144, 2145, 2146, 2151, 3143, 3154, 3161, 3164
Health Sciences: HSCI 2101, 2103
Health and Wellness: HLWL 1109
Honors: HONR 1016, 2047-2048
Human Services: HUMSR 2171, 2172, 2177
International Affairs: IAPP 2090-2093
Mechanical Engineering: MAE 2170 (History and Impact of the US Patent System)
Media and Public Affairs: SMPA 2102, 2173, 3428, 3470, 3471, 3472, 3474, 3476
Naval Science: NSC 2126, 2160 (History*)
Peace Studies: PSTD 1010
Political Science: All Courses
Psychology: All Courses
Sociology: (not Human Services or Legal Assistant Program): All Courses except SOC 3195, 4192
Sustainability: SUST 1001
Tourism Studies: TSTD 3001
University Professors: PSC 0770, 0772
Women’s Studies: WTSU 1020, 2120, 2125

1 History may often be counted as a social science at the advisor’s suggestion.
# To expedite Secondary Fields of Study, advisors may permit 3 courses in a desired department to meet secondary field requirements.
() denotes classes no longer in the bulletin or that have not been assigned a new 4-digit course number (as of revised date)

Revised 07/01/2013
Late Graduation Application Petition Form

Student Name:_________________________ ID#:_________________________

The student has submitted a late graduation application due to the following reasons:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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Student Signature:____________________ Date:____________________

Department Chair
Signature:____________________ Date:____________________

Approved □

Disapproved □

Return to Tompkins Room 104

Revised 3/03
GW School of Engineering & Applied Science
LATE WITHDRAWAL FORM

INSTRUCTIONS: This form is to be used by a student who wishes to withdraw from one or more courses after the withdrawal period has ended (i.e., after Week 9 of a Fall or Spring Semester). This form must have the following signatures in this explicit order: (1) Course Instructor; (2) Faculty Advisor; (3) Department Chair; (4) Office of International Services (for those with F-1 & J-1 Visa status); (5) University Counseling Center Director (for mental health withdrawal); (6) Associate Dean. A completed Registration Transaction Form (RTF) must be attached, unless this is a “complete withdrawal” (withdrawal from all courses).

LATE WITHDRAWAL MAY NORMALLY BE GRANTED ONLY UNDER BOTH OF THE FOLLOWING CONDITIONS:
A. Exceptional circumstances, such as a certified medical absence or forced absence caused by work-related requirements.
B. Grades must be no lower than “C-” for graduate students or “D-” for undergraduate students, as of the date of the request.

STUDENT’S NAME: ________________________________  GW ID: __________
SEMESTER & YEAR: ________________________________  TELEPHONE: ________
Are you an INTERNATIONAL STUDENT with “F” or “J” immigration status? ( ) YES // ( ) NO

ALL COURSES FOR WHICH YOU ARE REGISTERED THIS SEMESTER:

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<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
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</thead>
</table>

Is this a TOTAL WITHDRAWAL? ( ) YES // ( ) NO If “yes,” attach the GW “Complete Withdrawal Form.”

COURSES from which you are requesting withdrawal, and INSTRUCTOR’S VERIFICATION:

<table>
<thead>
<tr>
<th>Department Abbreviation, Course Number, &amp; Section</th>
<th>Recommendation &amp; Signature of Instructor</th>
<th>Grade to Date</th>
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<tbody>
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</tbody>
</table>

REASON FOR WITHDRAWAL: You must attach verification, such as a note from your doctor, employer, etc. All supporting documents must be on official letterhead of the referring physician, hospital, or employer, and must be verifiable. Falsifying signatures or documents will result in disciplinary action.

UNIVERSITY COUNSELING CENTER CONFIRMATION for mental health withdrawal. Signature here serves as authorization from the University Counseling Center to the Associate Dean.

PRINTED NAMES & SIGNATURES:

<table>
<thead>
<tr>
<th>STUDENT:</th>
<th>DATE:</th>
</tr>
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<tbody>
<tr>
<td>FACULTY ADVISOR:</td>
<td>DATE:</td>
</tr>
<tr>
<td>DEPARTMENT CHAIR:</td>
<td>DATE:</td>
</tr>
<tr>
<td>ISO (if applicable):</td>
<td>DATE:</td>
</tr>
<tr>
<td>ASSOCIATE DEAN: Approved / Disapproved</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

Version November 20, 2006
MAJOR / CONCENTRATION / ADVISOR / CURRICULUM YEAR UPDATE

Student Name: 
GWID: 
Email Address: 

Current:
Current Major: 
Effective Year of Current Curriculum (yyyy-yyyy): 
Signature of Current Advisor: 
Print Current Advisor Name: 
Date: 

New:
New Major: 
Concentration: 
Effective Year of New Curriculum (yyyy-yyyy): 
Effective Semester: 
Signature of New Advisor: 
Print New Advisor Name: 
Date: 

Professional Advisor: 
Student Signature: 

Return to Tompkins Hall, Room 104
Revised: 6/8/11
Petition for Exception to Stated Academic Policies

INSTRUCTIONS:
1. Complete all requests for information in the white box below.
2. Attach completed University and/or SEAS form(s) needed for the requested action.
3. Attach all supporting documentation (e.g., letters, emails, etc.)
4. Have your Faculty Advisor complete the "Faculty Advisor Section".
5. Submit this form with attachments to the SEAS Associate Dean's Office—Tomkins Hall, Room 101.

PETITIONS CAN ONLY BE MADE FOR THE FOLLOWING REASONS:
A. ADMINISTRATIVE REASONS (e.g., administrative errors related to registration, billing, or financial aid)
B. PERSONAL REASONS (e.g., mental or physical health problems, family issues)
C. ACADEMIC REASONS (e.g., delays or errors caused by academic advisor, curriculum changes)

Student Name:_________________________ GWID:__________
(please print clearly) (Last) (First)

Semester:_________ Major:_________ Dept.:_________

Level (circle one): Graduate Undergraduate

EXCEPTION/ACTION REQUESTED:

__________________________

REASON CODE (A, B, or C from list above): __________

EXPLANATION (If additional space is needed, use the back of this form):

__________________________

Student Signature:_________ Date:_________

THIS SECTION IS TO BE COMPLETED BY THE FACULTY ADVISOR

Faculty Advisor Decision (circle one): Approve Disapprove

Faculty Advisor Signature:_________ Date:_________

THIS SECTION IS TO BE COMPLETED BY THE ASSOCIATE DEAN

Associate Dean Decision (circle one): Approve Disapprove

Associate Dean Signature:_________ Date:_________
# PRIOR PERMISSION FOR SEAS STUDENTS TO REGISTER FOR COURSES OUTSIDE OF GW &
# THE CONSORTIUM OF UNIVERSITIES

School of Engineering & Applied Science
The George Washington University

This form **DOES NOT APPLY** for study at institutions in the Consortium of Universities of the Washington Metropolitan Area: American University, Catholic University of America, Gallaudet University, George Mason University, Georgetown University, Howard University, Marymount University, Trinity College, University of the District of Columbia, University of Maryland-College Park. Registration for courses at Consortium Universities must be completed through the GW Office of the Registrar.

Permission to study outside of GW **must** be obtained in advance of taking courses outside of GW. Prior permission may be given for the following reasons:
- Course is not offered at GW or Consortium Universities this semester, and is required to continue to study.
- Student will be located outside the Washington Metropolitan Area and wishes to continue studies.
- Student wishes to continue studies during the summer.
- Course or instructor is of prestigious caliber.

**FULL NAME:** ___________________________ **GWID:** ___________________________

**EMAIL:** ___________________________ **Phone:** ___________________________

**Local Address:**
- **Number & Street:** ___________________________ **City:** ___________________________ **State:** ___________________________ **ZIP:** ___________________________

- **Institution:** ___________________________ **City:** ___________________________ **State:** ___________________________ **ZIP:** ___________________________

**Undergraduate OR Graduate (circle one)**

**Dates of Requested Course(s):** ______________ (Semester, Year)

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Credit Hours</th>
<th>GW Equivalent</th>
<th>Course Director Approval</th>
<th>Reason for Request</th>
</tr>
</thead>
<tbody>
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</table>

**Note:**
- 9 credit hours or fewer can be transferred from U.S. 2-year and 4-year institutions after matriculation.
- No transfer of credit from 2-year institutions is allowed after the student has earned 60 credit hours toward a SEAS degree.
- A graduate SEAS student may take a maximum of 2 courses outside of GW that count toward completion of the degree program.

☐ I understand that all work is subject to qualitative and quantitative evaluation, and only work completed with the grade of "B-" or better (for graduate students) or "C-" or better (for undergraduate students) will be considered for transfer. I also agree to have a transcript of this work mailed to the SEAS Undergraduate Office (Tompkins Hall – 104).

☐ I have attached a course description of each of the courses in which I wish to enroll.

☐ I understand that the approvals required below must be obtained before I begin the course(s).

**Student Signature & Date:** ______________

<table>
<thead>
<tr>
<th>Verification by SEAS Records Evaluators:</th>
<th>a) The student will have accumulated 60 credit hours toward the degree by the end of the current semester: ___ YES ___ NO</th>
<th>b) At this time, the student has ____ (#) credit hours which have been transferred from 2-year and 4-year institutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Name:</strong> ___________________________</td>
<td><strong>Signature &amp; Date:</strong> ___________________________</td>
<td><strong>Faculty Advisor or Department Chair Printed Name, Signature, Date:</strong> ___________________________</td>
</tr>
</tbody>
</table>

**Approve / Disapprove (circle one) Associate Dean’s Signature & Date:** ___________________________
# Student Consent for Release of Information to Parents/Third Parties

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, seeks to guarantee both a student's right of access to records and the confidentiality of student information. Institutions may not disclose information contained in education records without the student's written consent except under certain conditions. A student's record may be released to parents only if one of the following conditions has been met: 1. Through the written consent of the student; or 2. By submission of evidence that the parents declared the student as a dependent on their most recent Federal Income Tax form, as defined by the Internal Revenue Code of 1986, Section 152.

## Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name or Initial</th>
<th>GWId</th>
</tr>
</thead>
</table>

## Student Consent*

Please check the appropriate box(es)

I hereby authorize the following changes regarding third party access:

<table>
<thead>
<tr>
<th>Third Party</th>
<th>Relationship</th>
</tr>
</thead>
</table>

## Record Type

- **Financial Records**
  - Financial Assistance, Student Accounts, etc.
  - **Grant Access**
  - **Revoke Access**

- **GWWorld Account**
  - Colonial Cash, Account Management, etc.
  - **Grant Access**
  - **Revoke Access**

- **All Other Education Records**
  - **Grant Access**
  - **Revoke Access**

*Photo ID is required when submitting this consent form. If you are mailing, faxing, or emailing the form, please include a legible copy of your government issued photo ID or GWWorld card.*

### Staff Use

<table>
<thead>
<tr>
<th>ID Confirmed</th>
<th>Date</th>
</tr>
</thead>
</table>
REGISTRATION TRANSACTION FORM

WHO CAN USE FORM RTF-EZ? You can use this form if:
- the request is for the current term or a future term;
- the request to add or drop a course is being made;
- the request is for a course that is not one which could be performed through GWeb.

Dean's Office approval is not required for the requested action unless:
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer;
- if withdrawing from a course, it is before the end of the 8th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

TERM

☐ Spring
☐ Summer
☐ Fall

GWID

Name

LAST
FIRST
MI

REGISTER/ADD
A student is not guaranteed enrollment in any course until the request is approved and processed by the Office of the Registrar. Confirmation of enrollment may be viewed through GWeb.

CRN SUBJ CRSE SEC COURSE TITLE INSTRUCTOR/DEPT Approval

DROP/WITHDRAW
Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

CRN SUBJ CRSE SEC COURSE TITLE

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

Student Signature

Registrar’s Use Only

THE GEORGE WASHINGTON UNIVERSITY
The George Washington University
School of Engineering and Applied Science

Undergraduate Transfer Credit Assignment Worksheet

Student Name: __________________________ ID#: __________________________
Advisor: __________________________ Major: __________________________

Name of Institution: __________________________
(Please use separate form for each institution)

Dates Attended: __________________________
Semester Entered GW: __________________________
Semester System: __________________________ Quarter System: __________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course title at Previous institution</th>
<th>GW Equivalent course (e.g. Rel 101)</th>
<th>Number of credit hours assigned</th>
</tr>
</thead>
<tbody>
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</table>

Number of Hours Transferred: __________________________

Advisor Signature: __________________________ Date: __________________________

Department Chair Signature: __________________________ Date: __________________________

For students matriculating in fall 2007 and after (1) No more than 9 credit hours (total) can be transferred from US colleges and universities after matriculation. (2) No transfer credit from two-year institutions is allowed after the student has earned 60 credit hours at GW toward a degree.

Return to Tompkins 104
**Undergraduate Advising Form**

**General Information**

Student Instructions: Please enter all required information, obtain your assigned academic advisor's signature, and return this form to Tompkins Hall, Room 104. SEAS will then remove the academic advising hold, and you may then register by telephone or via GWEB.

CAUTION: This form will not be processed without your assigned academic advisor's signature! It is NOT a registration transaction form. You still need to register by telephone at 202-994-5000 or on the web at http://my.gwu.edu.

<table>
<thead>
<tr>
<th>Student Information</th>
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</thead>
<tbody>
<tr>
<td>Name (Last, First, Middle):</td>
</tr>
<tr>
<td>GWID #:</td>
</tr>
<tr>
<td>Current Address:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
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<tr>
<td>City:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Degree (BS/BA BS):</td>
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<tr>
<td>Major(s):</td>
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<tr>
<td>Minor(s):</td>
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<tr>
<td>Concentration:</td>
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<tr>
<td>Curriculum Year:</td>
</tr>
<tr>
<td>Anticipated Graduation: May-05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year (yyyy):</td>
</tr>
<tr>
<td>Spring</td>
</tr>
<tr>
<td>Summer</td>
</tr>
<tr>
<td>Fall</td>
</tr>
<tr>
<td>Please check appropriate box(s) that apply.</td>
</tr>
<tr>
<td>New Freshman</td>
</tr>
<tr>
<td>Continuing Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Course Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>The academic advisor should ensure that the student has taken the necessary prerequisites for these courses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept</th>
<th>Course No.</th>
<th>Section</th>
<th>Cr/Hrs</th>
<th>Requirement*</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
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</table>

*Enter the curriculum requirement fulfilled by this course. (e.g. Required, Humanities Elective, Technical Elective) Choose approved elective courses that fulfill the requirements of your specific curriculum. The list of approved course can be found at your department or the SEAS Undergraduate Records Office in Tompkins Hall, 114.

Advisor Signature: ___________________________ PRINT LAST NAME: ___________________________ Date: ___________________________

Student Signature: ___________________________ Date: ___________________________
University Writing Program
Exception Request Form

☐ UW1020  ☐ WID  ☐ Other

Please refer to the Instruction Sheet for directions on how to complete this form. You must submit this form & all requested attachments to gwwwp@gwu.edu or the UWP office, Ames Hall, 207, Mount Vernon Campus.

Date

Full Name

GWid

Street

Email

City, State, Zip

School within GW

First Term Attended at GW

Name of Academic Advisor: __________________________

Email of Academic Advisor: __________________________

Please explain your basis for this exception request (attach separate sheet, if needed):

Comments of UWP Administrator:

Action Taken: ☐ Approved  ☐ Denied

UWP Administrator Signature: __________________________

________________________ Title: ________________________ Date: __________________
The George Washington University
School of Engineering and Applied Science

Undergraduate Waiver Form

Student Name: ___________________________ GWID: ___________________________
Major: ___________________________ Advisor Name: ___________________________
Email Address: ___________________________ Phone: ___________________________

Course: ___________________________
Reason: ___________________________
Course to be used to fulfill credit hours*: ___________________________

Course: ___________________________
Reason: ___________________________
Course to be used to fulfill credit hours*: ___________________________

*If a course required by the student’s SEAS curriculum is waived, corresponding semester hours of credit must be earned by satisfactory completion of a university-level course not used for other requirements and approved by the student's Faculty Advisor.

Advisor Signature: ___________________________ Date: ___________________________
Department Chair Signature: ___________________________ Date: ___________________________

Bring signed form to Tompkins 104

Revised 04/2011