

CONSORTIUM POLICIES AND PROCEDURES

Please read all of the following information carefully as it may affect students' eligibility to take courses through the Consortium. It is important to note that the Cross-Registration function of the Consortium is a privilege, not a right.

Student Eligibility

Only main campus students in good standing (academically and financially) with the university may take courses through the Consortium. Students must be currently registered in a degree-seeking program. Law students are ineligible to enroll in Consortium courses with the exception of students enrolled in the LL.M. program. Those students should contact the Law School Records Office for further information.

Full-time undergraduate students may enroll in a maximum of six credit hours per semester through the Consortium (summer is considered one semester regardless of session). They may not exceed twenty-one credit hours per degree program.

Part-time undergraduate students may enroll in a maximum of six credit hours per academic year through the Consortium. They may not exceed twenty-one credit hours per degree program.

Graduate students may enroll in approved courses through the Consortium provided that Master's students do not exceed nine credits and Doctoral students do not exceed twelve for a degree program.

Students matriculated in two or more Consortium institutions are ineligible to participate in cross-registration among these institutions, either outgoing or incoming.

Registration Policies and Restrictions

All registration requests must be received by the Office of the Registrar @ Colonial Central no later than the last day for GW students to add/drop courses (check the Office of the Registrar's website), not the visited institution's registration schedule. It is the responsibility of the student to obtain academic permissions far in advance and to ensure that it reaches the Office of the Registrar @ Colonial Central in a timely manner. No exceptions will be made to this policy.

Graduate students may register for courses for undergraduate credit; however, GW can only award graduate credit for courses that are considered to be at the graduate level by the visited institution.

Undergraduate students may enroll in graduate-level courses with the approval of their Dean's Office and the faculty member at the visited institution.

Courses of study ineligible for Consortium Registration include: Off-campus courses, Independent Study, Study Abroad, Canon Law, Dentistry, Medicine, Nursing, Physical Education, and Vocational Theology.

The course requested may not be offered at GW in the same semester. The goal of the Consortium is to allow students to have academic options they would not have at their home institutions in a given semester. Scheduling reasons (including time/work conflicts) will not be considered as a reason to take a course through the Consortium if the course is offered at GW in the same semester.

Students requesting to drop or withdraw from Consortium courses must obtain approval from their Department Chair/Advisor and their Dean's Office. Please use the Consortium Drop form located on the Office of the Registrar's website. Registration transactions after the semester begins will be subject to the main campus refund schedule located on the Office of the Registrar's website. Academic penalties will be assessed for Consortium courses withdrawn after the fourth week of classes.

Consortium registrations will not be processed until the General Registration period just prior to the start of classes. This applies to both GW students going elsewhere and students visiting GW. Students should check the Academic Calendar of the institution they are attending for a general idea of when to expect official registration confirmation from the visited institution.

Courses taken at the University of Maryland, College Park during the winter session will be applied to the spring semester record at GW.

Courses taken at Consortium institutions must be taken through the Consortium Cross-Registration process. No courses taken at any Consortium institutions will transfer to GW unless taken prior to matriculation. The only exception to this policy is a course taken over the summer semester. A GW student may take courses at a Consortium institution during the summer semester without going through the Cross-Registration process and transfer the credit to GW, provided they can demonstrate permanent residency in Virginia, Maryland, or the District of Columbia. The course will be considered "transfer" credit and will not factor into the student's Grade Point Average regardless of the grade earned. No status changes from transfer to Consortium Registration (and vice-versa) will be allowed after registration for the course is completed.

Grading Information

Courses may only be taken for a letter grade. They may not be taken on an Audit, Pass/No Pass, or Credit/No Credit basis. Grade reporting for Consortium Courses may be delayed depending on the administrative processes of the home or visited institution.

Courses will factor into the grade point average and will be considered "resident credit". For example: an "A" earned in a three credit course at American University will count as a three credit "A" earned at GW. The course will appear on your transcript and will also contain a designation as to where you took the course and the course title.

Students are generally discouraged from taking courses through the Consortium during their final semester as grade reporting delays may affect their graduation status.

Consortium Procedures

1. Use one form for each visited institution. Copy exact and complete course information (department, course number, section, title, and number of credit hours) from the visited institution's Schedule of Classes. Be sure to indicate the level of credit as published (undergraduate or graduate).
2. Obtain academic approvals in the order indicated on the form. The last column of the course information section must be completed by a Departmental Official for the form to be approved. Bring the Consortium Registration Form to your Dean's Office.
3. Deliver the completed form to the Consortium Coordinator in the Registrar's Office @ Colonial Central.
4. If your registration is approved by the Consortium Coordinator, you will receive an email indicating that you must pick up your Consortium Registration Card. Before attending the first class, return to the Registrar's Office @ Colonial Central for your Consortium Registration Card. Present, but do not relinquish, this card to the instructor at the institution you are visiting in order to confirm your enrollment.
5. Students may obtain library privileges at the library of the institution they are visiting by contacting the circulation desk at the library to determine policies for Consortium Borrowers. The University of Maryland has established additional requirements pertaining to its participation in Consortium programs. Students who take courses at the University of Maryland are required to register with the UM Consortium Coordinator if they wish to use the library.

Tuition and Fees

You pay the GW tuition rate for courses taken under the Consortium arrangement through the regular procedure, based on the current semester's rate. Any applicable course fees listed in the visited institution's schedule of classes are paid directly to and collected by the visited institution.

Questions?

We have extensive FAQs for Consortium Registration on our website at: http://www.gwu.edu/~regweb/web-content/registration/consortium_reg.html. If you have additional questions, please do not hesitate to contact us at any time!

The George Washington University
Office of the Registrar @
Colonial Central
800 21st Street, NW
Marvin Center Ground Floor
Washington, DC 20052
(202) 994-4900
regweb@gwu.edu

CONSORTIUM REGISTRATION FORM

Name: _____ GWID: _____
(Last, First, MI)

Semester/Year: _____ Phone: _____

Level: Undergraduate: _____ Freshman _____ Sophomore _____ Junior _____ Senior
 Graduate: _____ Masters _____ Doctoral

School: _____ Major: _____ Email: _____

Do you expect to graduate at the end of this term? ___ Yes ___ No

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Consortium Institution:

- | | |
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| _____ American University
_____ Catholic University
_____ Corcoran College of Art and Design
_____ Gallaudet University
_____ George Mason University
_____ Georgetown University
_____ UMD—College Park | _____ Howard University
_____ National Defense Intelligence College
_____ Marymount University
_____ Southeastern University
_____ Trinity (Washington) University
_____ University of the District of Columbia |
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Course Information:

Dept	Crse #	Sect #	Hrs	Course Title	Credit Level	GWU Equiv ¹
					UG	
					Grad	
					UG	
					Grad	
					UG	
					Grad	

¹This information is required. Students may be required to present a detailed course description for each course in order to secure departmental recommendation.

I agree to abide by all Consortium Regulations as outlined in the Consortium Policies and Procedures Document.

Student's Signature: _____ Date: _____

Chair/Advisor's Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

REGISTRAR'S USE ONLY:

Student Eligible?	Y	N	Max. Consortium Hours Met?	Y	N
Course Equivalent?	Y	N	Final Approval:	_____	
Course:	_____		CRN:	_____	