

GRADUATE STUDENT

Handbook

Columbian College
of Arts & Sciences

THE GEORGE WASHINGTON UNIVERSITY

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Your main CCAS contacts



Your faculty advisor

Each graduate program has a Director of Graduate Studies (DGS) who will be your main point of contact regarding your program. The DGS will assist you in navigating through your graduate program.

You must meet with your DGS before registering for courses to ensure you are informed on exactly what courses you need to take and what is required to complete your graduate program. Your DGS's contact details can be found on the [CCAS Graduate Student website](#).

You should also discuss the possibility of transferring any graduate credit with your advisor and submit the necessary paperwork to the Graduate Dean's office.

Program of studies

You should meet with your Director of Graduate Studies in the first semester in order to draw up a Program of Studies. This should be a detailed statement of your degree program and the dates by which each requirement should be completed. It should include a list of all courses that you will take each semester and a list of non-course requirements that you must complete, with dates by which you intend to complete them. You should keep a copy of your Program of Studies and consult it regularly as you progress through the program. The program of studies may be modified, with approval of your DGS, during your time in the program.

Your CCAS program coordinator

Each CCAS graduate program has an assigned program coordinator who is your main point of contact within the Graduate Dean's office. Your coordinator can assist you with administrative requirements. Please note your CCAS coordinator cannot perform any academic advising. Please check the [Graduate website](#) for a current list of program coordinators and DGS's.

Your GW email address

All email communication from your CCAS Coordinator will be sent to your GW email address. As a student, your email address ends in "@gmail.gwu.edu" but you will still receive mail addressed to "@gwu.edu". However, if you are a GW employee, or at any point you become a GW employee (including as a Graduate Assistant) you will also have an email address that ends in "@email.gwu.edu." If you are both a student and an employee, email sent to "@gwu.edu" can only be forwarded to one of the two accounts. You will either need to check both accounts regularly, or contact the Division of Information Technology to ensure that email sent to "@gwu.edu" forwards to the correct account (although you should still check your second account to make sure you do not miss any important information).



Registration

General registration opens for the Fall and Summer semester in late March or early April, and for Spring semester in early November. All initial registration made starting the first day of the semester will be charged a late registration fee. All registration dates can be found on the [Registrar's website](#).

All CCAS graduate students are required to register continuously each fall and spring semester until the completion of their program. Registration during the summer is optional except for students in the Professional Psychology (PsyD) program, and for those who plan to complete their degree requirements in the summer semester. Failure to register requires that a student apply for readmission. Readmission is not guaranteed.

Work load

You must register for at least 3 credits per semester, unless you have completed all of your coursework or are on an approved leave of absence. The credit hours required for half-time and full-time status are below:

Minimum: 3 credits per semester

Maximum: 15 credits per semester. More than 15 credits require approval from your DGS and the Associate Dean.

Part-time: 3-4 credits per semester

Half-time: 5-8 credits per semester

Full-time: 9-12 credits per semester

Students who work more than 20 hours a week should not register for more than 6 credits.

Failure to register for the minimum number of courses may lead to problems with student loans, with your degree completion deadline, or (for international students) with your student visa.

Full-Time/Part-Time Certification Request

There may be times when you are permitted to register for fewer credits than normally required and still be considered a full-time or half-time student for loan or other purposes. This is done using the Full-Time/Half-Time Certification Request form available on the [Registrar's website](#). This form needs to be signed by your DGS before being submitted to your CCAS Coordinator. The only acceptable reasons for requesting certification are thesis/dissertation research, cooperative education, preparing for comprehensive/general examination, and required internship/externship/practicum. If you are a Pre-Candidacy PhD student, CCAS will certify you for one semester only, while you are preparing for the General Examination (please see Doctor of Philosophy section). In order to be certified again, you will need to advance to Candidacy. Once in Candidacy, you may register for 3 credits per semester until you reach 72 and still be certified as full-time.

International students must remain as full-time students for visa purposes. You should complete the Full-Time Certification Request form or the Reduced Course Load form, depending on your situation, available on the [International Services Office website](#).

Continuing Research (CR) and Continuous Enrollment (CE)

If you have completed all of your required course work, all special departmental requirements, and all thesis/dissertation research registration requirements and are within the deadline to complete your program (see the Timeframe section of this handbook) you may register for one credit of Continuing Research (CR) each semester until the completion of your degree. You may need to register for CR because you are sitting your comprehensive examinations or completing your thesis or dissertation.

Continuing Research is listed in the [Schedule of Classes](#) under Columbian College as CCAS 0940 for doctoral students and CCAS 0920 for Master's.

If you are completing your program in the Summer semester you may register for Continuous Enrollment (CE). Continuous Enrollment is a 0 credit course, so there is no tuition charge, but there is a \$35 registration fee. To register for CE you must contact your CCAS coordinator.

There is a special section of Continuous Enrollment designed for international students completing their degree requirements in the summer. While it is still zero credits, in order to comply with visa regulations the title of the course is Continuing Research. This is different from the 1 credit Continuing Research course (CCAS 0920/0940) mentioned above, and you will need to contact your CCAS coordinator in order to register.

Leave of absence

If you have a medical or family emergency, you may request a Leave of Absence (LOA) by submitting a petition form to your department. Your request must be approved by both your department and the Associate Dean; if it is approved the CCAS Graduate Dean's Office will inform you and submit the required registration paper work to the Office of the Registrar. You will not have access to University facilities or resources, including the library and the faculty, during a LOA. No more than two semesters of LOA are allowed over the total period of enrollment in the program. Exceptions are made for military service. A LOA will only be approved for family and medical emergencies, and not for reasons such as increased work commitments and overseas travel.

You are not required to pay any tuition for a LOA, but there is a registration fee of \$35.

Dropping and adding courses

If you drop a course or withdraw from your program before the beginning of the semester, you will get a full refund, including all tuition and related fees. If you drop or withdraw after the start of the semester, the following financial penalties apply:

<i>Fall and Spring semester</i>	What you will be refunded
On or before the end of the 1 st week of the semester	90%
On or before the end of the 2 nd week of the semester	60%
On or before the end of the 3 rd week of the semester	40%
On or before the end of the 4 th week of the semester	25%
After the 4 th week of the semester	0%

<i>Summer semester</i>	What you will be refunded
Within the 1 st 7 calendar days of the summer session	85%
After the 1 st 7 calendar days of the summer session	0%
Late Registration fee	\$80

Off-campus courses and courses that do not follow the traditional semester may have a different refund schedule.

You may make adjustments to your registration by dropping and adding an equal number of credit hours, without penalty, during the first four weeks of the semester. To ensure you are not charged you must drop a course and add an equivalent credit hour course within the same week, and you should do so using the same method, either online or on paper.

You may continue to adjust your schedule within the first 4 weeks of the semester. If you drop a course after the 4th week you will receive a grade of W (Withdrawn). You may not drop any classes after the 8th week.

Withdrawing from your program

If you find it necessary to withdraw completely from the University you must notify the CCAS Graduate Office in writing. If you want to resume your degree at a later date, you will be required to reapply for admission. If you wish to resume your degree within 2 years of leaving the program, you may be required to back register for one credit hour for each semester spent away from the program.

Academic Standing



All CCAS graduate students are required to maintain a cumulative degree/certificate GPA of at least 3.0 (B). Some programs require a higher cumulative GPA. Please refer to the [Graduate Bulletin](#) for the minimum GPA requirement for your program. Deficiency and pre-requisite coursework (if required) are not included in calculating your cumulative degree GPA even though they may appear on your graduate transcript. These courses also do not count towards the credits required for your graduate degree/certificate.

Maintaining satisfactory academic standing is separate from the [Financial Aid](#) office's satisfactory academic progress policy (SAP). SAP is required for all students who receive a federal loan. The SAP policy refers to your ability to access federal loans only and should not be confused with the academic policy.

Probation and Termination

If you do not meet the minimum cumulative GPA required by your program, you may be put on academic probation or terminated from the program. While on probation you may be limited as to the number of credits you may take and you may no longer be able to receive any failing or incomplete grades. You will be informed by the Graduate Dean's office of what conditions have been attached to your probationary period.

Your cumulative degree/certificate GPA will be reviewed after your probationary period. If you have not met the conditions of your probation and increased your GPA to at least a 3.0, you may be terminated from your program. If you do meet the requirements of your probation, you may be reinstated to good academic standing or remain on extended probation depending on your individual circumstance and registration.

Your GW transcript indicates your academic standing for the Fall and Spring semesters. If you maintain the minimum required GPA, your transcript will indicate *Good Standing*. If you are placed on probation, your standing will change to *Probation*. If you are terminated, no standing will appear on your transcript.

Timeframe

All Master's students must complete all degree requirements within four years (8 semesters, not including summers), PsyD students within five years (10 semesters, not including summers), and PhD students within eight years (16 semester, not including summers). Certificate students must complete all academic requirements within a maximum of three calendar years from admission.

Students who have exceeded their CCAS program time limit must request an extension in order to remain in the program. Requests for an extension on the completion of your degree requirements must include a detailed timeline for completion and must be approved by your DGS and the Associate Dean. If your extension request is not approved, your degree candidacy will be terminated.

Transferring Credit



A maximum of one-quarter of the credit hours of graduate course work required for a degree may be approved for transfer to a graduate program in Columbian College. These credits may come from enrollment in non-degree coursework at GW, or from another degree-granting school of GW, or another accredited college or university. For a transfer of credit to be approved, all of the following conditions must be met:

- Must be graduate-level work from an accredited institution.
- Must have a grade of B or better.
- Must have been taken no more than five years prior to admission (see exception for PhD students below).
- Must not have been applied to the completion of requirements for another degree (see exception for PhD students below).
- Must have approval from your Department.
- An official transcript showing completion of the course work must be on file in the CCAS Graduate Student Services Office before the request can be considered.

Requests for transfer credit must be submitted in writing and approved by your DGS and the Associate Dean during your first year in the program.

Grades from transfer credit are not included in calculating your degree GPA.

You are not permitted to transfer course work taken outside the University while enrolled at GW, except under extraordinary circumstance; permission must be sought from your DGS and Associate Dean in advance of registering for the course.

Ph.D. students

If you hold a master's degree in a related field, you may request to transfer up to 30 credit hours, called Advanced Standing, and the two-year time limit does not apply. If you do not hold a master's degree then you may apply to have up to 30 credit transferred as long as all of the conditions above are met.

Consortium Courses

GW is part of the Washington Metropolitan Area Consortium of Universities which allows you the opportunity to enroll at other member institutions for courses that are not available at GW.

Participation in this program is open only to students who are located at the Foggy-Bottom or Mt Vernon campuses (with the exception of Museum Studies students). You must be in good academic standing in order to participate. With prior approval, up to 9 credits toward a master's degree and 12 credits towards a Ph.D./Psy.D. may be taken through the consortium. In all cases, at least one-half of the hours counting toward your degree must be taken at within CCAS.

Access to Consortium courses is not guaranteed as priority is given to students enrolled at the home institutions. Please visit the [Registrar's website](#) for more information on Consortium courses.



Transferring Programs/ Dual Enrollment

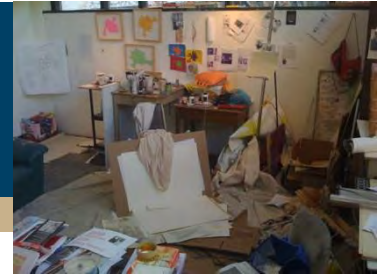
Transferring Programs

If you are contemplating a transfer to another school or program you must consult with your current Director of Graduate Studies as well as with the Director of Graduate Studies in the program to which you are considering transferring. Transfers to another program within the Columbian College of Arts and Sciences require a petition to the Associate Dean signed by both Departments. Transfers to programs within another school in the University require a formal graduate application to that particular GW school. Current Master's students who wish to apply for a PhD must do so through the regular graduate application for admission.

Dual Enrollment

You are not permitted to be registered in two programs simultaneously, whether the program is within or outside of GW, unless the program is an approved Combined, Dual or Joint degree program or if you have your DGS and Associate Dean's prior approval. If you are interested in registering in a second program you must complete a new Graduate application form for admission and request the Associate Dean's approval by completing the petition form.

International Students



English for academic purposes

International students who have a TOEFL score below 100 or an IELTS scores below a 7.0 (with no individual band score below a 6.0) are required to satisfactorily complete an English for Academic Purposes (EAP) course in the first semester. Your admission letter will indicate which EAP course you are required to take.

EAP 6110: Academic Writing and Research I (3 credits).

EAP 6111: Academic Writing and Research II (3 credits).

You will take a short exam in the first class of the semester to ensure you are in the correct EAP course. You may need to change EAP courses if the results of your exam indicate another course is better suited for you.

The EAP course credits do not count towards your degree credit requirements or your degree GPA. If you do not successfully complete the EAP course, you may be required to take the course again, or you may be put on academic probation or terminated from your degree program.

For additional information on the content of each course please visit the [EAP website](#).

Student health insurance

It is mandatory for all GW international students on an F-1 or J-1 visa to have adequate health insurance while registered as a GW student. Consequently all international students are automatically enrolled in the University Student Health plan. You may choose to opt-out of the GW plan if you already have an adequate health insurance policy that meets the University's minimum requirements. To opt-out of the GW plan, you must submit an online waiver before the following dates:

Fall – September 30

Spring – January 31

Please visit the [student health website](#) for more information on the GW health insurance plan, minimum coverage requirements and how to opt-out.



Graduation

You must have a cumulative degree GPA of at least 3.0 (greater for some programs) to complete your degree. If you are intending on completing your program (Master's, PhD, or PsyD), you must apply to graduate through the Student Records menu in GWeb. Certificate students must complete the Application for Certificate Completion, which can be downloaded from the Registrar's website and submitted to your CCAS coordinator.

Application deadlines can be found on the [Registrar's website](#). If you do not apply by the published deadlines, you will need to use a paper application form, and you will be charged a \$35 late fee. You must submit an application to graduate in order to have your degree conferred.

You must be registered in the semester in which you are intending to graduate. If you are graduating in the summer, you may be eligible for Continuous Enrollment (please see the section on Registration in this handbook). Degrees are conferred in January, May, and August, although only the May graduation is marked in a commencement ceremony.

If you do not graduate during your intended graduating semester you must register and reapply for graduation for the following semester or summer session.

Participating in CCAS Celebration and University Commencement

The CCAS celebration and university commencement is held in mid-May. To be eligible to participate you must have applied to graduate in the Spring semester, or the preceding Summer or Fall semesters. Master's students who have 9 or fewer credits required for the degree, and will be completing these credits in the summer following the May ceremonies, may participate in Celebration and Commencement. PhD students completing the degree in the summer may only attend the ceremonies in the May following their graduation (please see section on Doctoral Hooding). Certificate students are not eligible to participate in the celebration or commencement; individual Certificate programs often hold their own Celebrations.

For example:

Graduation in May 2016

You may participate in the celebration and commencement ceremonies only if you complete your program in Summer 2015, Fall 2015, Spring 2016 or are a Master's student with no more than 9 credits left which you will complete in Summer 2016.

You may not participate if you are completing in Fall 2016.

The CCAS Celebration is normally held on the Friday morning of commencement weekend but is subject to change. The University commencement is held on the National Mall on the Sunday of commencement weekend.

Doctoral Hooding

CCAS PhD and PsyD graduates are honored at the university-wide Doctoral Hooding Ceremony, usually held on the Thursday evening of commencement weekend in May. Doctoral students finishing in summer are not permitted to “walk through” the ceremony in the May preceding their graduation. In order to qualify for Spring graduation and attend any of the ceremonies, you must submit your approved dissertation to the Electronic Theses and Dissertations (ETD) website by April 1, along with all of the supporting paperwork (please see the Final Examination section of this handbook).

Clinical Psychology PhD

Students in the Clinical Psychology PhD program who have finished all requirements with the exception of their internship may participate in the Spring Doctoral Hooding Ceremony. You must defend your dissertation and complete revisions by the April 1 deadline, and your internship must be complete by August 15. If you have not defended your dissertation by April 1, or your internship will not be complete by August 15, you are not permitted to attend the Spring ceremonies.

Professional Psychology PsyD

Students in the PsyD program who have finished all requirements with the exception of their internship may participate in the Spring Doctoral Hooding Ceremony. Your Major Area Paper (MAP) must be complete and submitted by the April 1 deadline, and your internship must be complete by August 15. If you have not completed your MAP, or your internship will not be complete by August 15, you are not permitted to attend the Spring ceremonies.

Master's Degree



Master's Comprehensive Examination

Many programs require a Master's Comprehensive Examination. Examinations are held on dates fixed by the departments. If you fail to pass the Master's Comprehensive Examination you may, with the approval of the department, repeat the examination at the next scheduled examination date. If your department does not approve a 2nd attempt, your degree candidacy will be terminated. If you fail a second time, no further opportunity to take the examination is permitted, and your degree candidacy is terminated.

Thesis

The main purposes of a master's thesis are to demonstrate your ability to make independent use of information and training and to furnish objective evidence of constructive powers in a chosen field. Normally you must register for 6 credit hours of thesis research. Registration for thesis research entitles you to the advice and direction of the member of the faculty under whom the thesis is to be written. The thesis subject must be approved by the faculty members who will direct the thesis. All theses must be submitted electronically and meet the formatting and other requirements set forth on the [Electronic Theses and Dissertations \(ETD\) website](#). You will be assigned grades of IPG for Thesis Research until your thesis is approved and submitted. Once complete, your thesis is assigned a grade of CR (credit); no letter grade is given for your thesis. All theses must have a director and a reader. If your director is outside GW and has been approved by your department, you must have a GW faculty member serve as co-director.

Master of Philosophy (MPhil)

Upon recommendation of the department and approval of the CCAS Graduate Office, the degree of Master of Philosophy (MPhil) may be awarded to students who have successfully completed all requirements for the Doctor of Philosophy degree up to and including the General Examination.

The MPhil degree is not automatically conferred upon being advanced to candidacy. If you are interested in receiving the MPhil degree you must apply through GWeb (see section on Graduation). Prior to applying, you will need to contact your CCAS coordinator so that your record can be updated.

Master of Psychology (MPsy)

Upon recommendation of the department and approval of the CCAS Graduate Office, the degree of Master of Psychology (MPsy) may be awarded to students who have successfully completed 53 credits in the PsyD program and all other requirements established by the Department.

The MPsy degree is not automatically conferred upon completion of 53 credits. If you are interested in receiving the MPsy degree you must apply through GWeb (see section on Graduation). Prior to applying, you will need to contact your CCAS coordinator so that your record can be updated.



Doctor of Philosophy (Ph.D.)

The Doctor of Philosophy degree requires satisfactory completion of a minimum of 72 semester hours of approved graduate course work (including Dissertation Research). The program is divided into two units:

- **Pre-Candidacy** consists of course work, special departmental requirements, and the General Examination;
- **Candidacy** includes the research, writing, and oral defense of the dissertation, known as the Final Examination.

A minimum of 48, but no more than 60, of the 72 hours must be taken in Pre-Candidacy in preparation for the General Examination. The remainder of the 72 hours is taken in Candidacy as Dissertation Research credits, which must be taken in multiples of three. CCAS requires students to take a minimum of 12 Dissertation Research credits; exceptions to this require the approval of the Associate Dean. The number of semester hours required for any part of the total program is assigned by the department and may exceed the minimum required by CCAS. Many departments have special departmental requirements in addition to those listed here.

General Examination

The Ph.D. General Examination is designed and administered by the department and consists of several examinations, some written and some oral, that cover the whole range of the student's program of study.

If you fail any part of the General Examination you may, with the approval of the department, repeat the examination at the next scheduled examination date. If this is not approved, your degree candidacy will be terminated. If you fail the examination for a second time, or you do not perform at the level required by the department, no further opportunity is permitted and your degree candidacy is terminated.

Dissertation

Following the completion of all Pre-Candidacy requirements, the department will review the whole range of your academic performance with an eye to determining the likelihood that you will succeed at producing an acceptable Ph.D. dissertation. If your department decides that there is a good chance of success at this final, and most difficult, stage, and once a dissertation committee has been established, your department will recommend that you be advanced to Candidacy. Most departments require an approved dissertation proposal before they will recommend that you be advanced.

Upon entering Candidacy, you are expected to work closely with the department and the Dissertation Research Committee. The research committee consists of your director/co-director and two readers. The director or co-director must be a member of the department/program in which you are pursuing a Ph.D. You will register for Dissertation Research credits while working on the dissertation, and until the required 72 credits are completed. If you are still working on your dissertation, have completed 72 credits, and are within the degree deadline, you may register for 1 credit of Continuing Research (CCAS 0940) until you have completed the Ph.D.

When the dissertation is complete and approved by the Dissertation Research Committee the student takes the Final Examination or Defense.

Information and deadlines on the electronic submission of post-defense, final approved dissertations can be found on the [Electronic Thesis and Dissertation \(ETD\) website](#).

The dissertation must be written, defended, and accepted (and all course-work completed) within eight years of you entering the Ph.D. program. If the dissertation is not accepted within this period, and you are granted an extension on completing the degree, you may be required to repeat the entire General Examination. If your extension request is not approved your candidacy may be terminated due to lack of satisfactory progress. In special circumstances, the Associate Dean may approve a semester's extension, in which case you may be required to register for up to six hours of Reading and Research for Audit.

Human Research Requirements

If you are planning to conduct research at GW using human subjects, which will yield generalizable knowledge in the form of a journal article, poster presentation, Master's thesis, or doctoral dissertation, you must obtain Institutional Review Board (IRB) approval before collecting data. Once you have defended your proposal to your committee, you can initiate the process by:

- Downloading and completing the Non-Medical Submission checklist and Non-Medical Submission form. These items can be obtained from the [Office of Human Research website](#).
- Preparing a submission packet. You can refer to the submission checklist in order to decipher what you will need to turn in.

If you have any questions about this process, you may contact the Office of Human Research at any time by calling (202) 994-2715.

Failure to obtain IRB approval will result in the following:

- You will not be allowed to collect data until you obtain IRB approval.
- You will not be allowed to use the data collected for the intended research purposes. You may be asked to re-register for the thesis/dissertation research credits and start the data collection phase over again.
- You will not be allowed to use the data collected for future research, i.e., you will not be able to use the information to publish or as the base for a future study.
- If the study is funded, you will not have access to the funds.

Final Examination

The Final Examination or Defense is designed, scheduled, and administered by your department. It is an oral examination conducted by the Final Examination Committee, which consists of your Dissertation Committee (director and two readers at a minimum) and two other examiners, at least one of whom must be from outside your department or outside GW. Your current or prospective immediate supervisor of employment is not permitted to be an examiner.

Once you have successfully completed the Final Examination and the Committee has verified that any required revisions to the dissertation have been made, you must submit the following:

- your dissertation through the [Electronic Thesis and Dissertation \(ETD\) website](#);
- the completed ETD Approval Form;
- the Survey of Earned Doctorates.

These materials must be submitted by the deadline dates posted on the ETD website for the semester in which you are graduating. If you do not submit the required materials by the deadline, CCAS will not be able to clear you for graduation. You will then need to register for the next semester and reapply for graduation.

Formatting guidelines are noted on the ETD site. The guidelines are designed to produce documents that are uniform in style, but they also allow for the particular requirements of various disciplines.

The certification page in the dissertation should only include the core research committee (director/co-director and two readers). Please use academic titles only (you can find this information in the University Bulletin). Do not use titles such as Dr., PhD, or MD.

Dissertations will first be sent to the Gelman Library for approval. Once approved by Gelman, the dissertation will be forwarded to CCAS for a final check. You may receive instructions from Gelman or CCAS to make changes and upload a revised edition of their work. The student will be notified by email once the dissertation has been approved and forwarded to ProQuest/UMI. Requested changes must be submitted in a timely manner in order for CCAS to clear you for graduation.

You must pay ProQuest/UMI fee directly on line. The amount charged will depend on the publishing option chosen by you. GW recommends students choose the Open Access option in the interest of making their scholarship as accessible as possible.

Accepted dissertations and any accompanying illustrations become the property of the University. The University is to be given credit for material used in the publication of any portion of a dissertation, whether as a direct quotation or as an adaptation.

Doctor of Psychology (Psy.D.)



The program leading to the degree of Doctor of Psychology requires the satisfactory completion of a minimum of 83 credit hours of approved graduate course work. A maximum of 12 credit hours may be taken in courses offered by the other affiliated members of the Consortium of Universities. Doctor of Psychology degree candidates have an overall five-year (10 semester) time limit for completion of all course requirements.

Transfer of Credits

Provisions are the same as those of Doctor of Philosophy. This request should be submitted within the first year in the program.

Major Area Paper

All PsyD students must complete a Major Area Paper (MAP). Submission of the MAP is handled internally within the Professional Psychology program, and papers are not submitted to the ETD website at this time.

If you complete your MAP prior to the start of the semester in which you will begin your internship, you will be permitted to register for a special section of the zero credit Continuous Enrollment course for the duration of your internship. If your MAP is not complete by the start of the semester in which you begin your internship, you are required to register for 1 credit of Continuing Research (CR). Your registration cannot be changed in the middle of a semester, so if you complete your MAP after the semester has started you must stay registered for CR. However, you may register for the zero credit course in subsequent semesters.

Your MAP must be complete by April 1 in order for you to walk in the Spring Doctoral Hooding Ceremony and other graduation ceremonies (please see the Doctoral Hooding section). If your MAP is not complete by April 1, you will be invited to attend the Hooding Ceremony in the following year.

The General Examination

You are required to complete the General Examination no later than the beginning of the final semester of the program. If you fail to pass any part of the General Examination you may, with the approval of the program, repeat the examination at the next scheduled examination date. If you are not approved to retake the general examination, your degree candidacy will be terminated. If you fail a second time, no further opportunity to take the examination is permitted and your degree candidacy will be terminated.

Rights & Responsibilities/Academic Integrity

Student Rights and Responsibilities

The University's Statement of Student Rights and Responsibilities is available from the Dean of Students Office. This statement includes the Code of Student Conduct which defines student behavior that is considered to be disruptive to the academic enterprise and life within the campus community. The Code also details the procedures by which the University takes disciplinary action against students who violate the provisions of the Code.

Student Grade Appeals are handled through the Columbian College of Arts and Sciences Arbitrary or Capricious Academic Evaluation procedures.

Academic Integrity

The University community, in order to fulfill its purposes, must establish and maintain guidelines of academic behavior. All members of the community are expected to exhibit honesty and competence in their academic work. Incoming students have a special responsibility to acquaint themselves with, and make use of, all proper procedures of doing research, writing papers, and taking examinations.

Members of the community will be presumed to be familiar with the proper academic procedures and held responsible for applying them. Deliberate failure to act in accordance with such procedures will be considered academic dishonesty. Acts of academic dishonesty are a legal, moral, and intellectual offense against the community and will be prosecuted through the proper university channels.

Copies of the University Code of Academic Integrity can be obtained from the following offices: all department chairs, all academic deans, the Registrar, and the Vice President for Academic Affairs or on line.

OFFICE OF GRADUATE STUDIES
Columbian College of Arts and Sciences

801 22nd Street, NW
Suite 107
Washington DC, 20052



THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC