CCAS Directors of Graduate Study Handbook

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**Program of Studies**

The DGS should meet with students to plan a program of study and to discuss any conditions of admission (deficiencies, GPA requirements, etc.) as soon as the term begins. The DGS should also schedule regular advising sessions to track students’ academic progress. Any issues (such as a low GPA) should be reported to CCAS.

**Transcripts**

- As DGS, you have access to your student’s unofficial transcripts through the faculty menu in GWeb. Access is granted by the CCAS Office of Graduate Studies within the first few weeks of each semester. You may also use DegreeMAP to view a student’s record and their outstanding degree requirements.

**Petitions**

- All petitions for exceptions to CCAS policies must be submitted through the Program Coordinator. The petition form can be found on the DGS website.
- The Coordinator will compile all the relevant documents and submit the petition to the Associate Dean.
- The Coordinator will email the student and the DGS once a decision has been made.
- Petitions requesting exceptions to academic policies for review by the Associate Dean are different than petitions submitted through DegreeMAP (see section on DegreeMAP).

**Registration**

It is crucial that students be properly advised about registration procedures and requirements.

- Degree candidates are required to register each fall and spring semester until graduation. They cannot register for fewer than 3 credits unless they have fewer than 3 credits required to complete their degree.
- Summer registration is required if the student intends to graduate in the summer session (see section on Graduation).
- Full-time students register for 9 credits per semester.
- Students may not register for more than 15 credits per semester without the prior approval of the Associate Dean, through a petition.
- Most students will register online.
  - If a class requires departmental approval, the student should complete an RTF-EZ and bring the form to the Registrar in Colonial Central.
    - The Office of Graduate Studies cannot accept the RTF-EZ.
• If there is a time conflict, or the student is seeking a credit-hour or grade-mode change, a regular RTF should be completed and submitted to the Office of Graduate Studies.

• All consortium registration must be completed using the paper consortium registration form.
  o Registration through the consortium is only permitted for on-campus degree candidates.
  o Courses offered off-campus cannot be taken through the consortium.

• Students should be aware of the University’s add/drop policy and refund schedule. The refund schedule is different from the academic schedule for dropping or withdrawing.
  o Beginning the first day of the semester, students who drop credits without adding an equivalent number of credits will be charged a percentage of the tuition cost for the dropped credits (called “non-refundable tuition”).
  o Students who have been charged non-refundable tuition and who wish to have these charges removed must petition the Associate Dean. There is no guarantee that this request will be approved.
    ▪ This includes fully funded PhD students. Their tuition fellowship does not cover non-refundable tuition charges.

• Students who have met the credit requirement for their program but are still completing non-course requirements (such as comprehensive exams or a thesis/dissertation) must register for one credit of Continuing Research (CCAS 0920 for Master’s students, CCAS 0940 for Doctoral students).

Continuing Research (CR) vs. Continuous Enrollment (CE)

• Continuing Research (CCAS 0920 and CCAS 0940) is intended for students who have completed the credit requirement for their degree but are still completing other non-course requirements. CR carries a one-credit tuition charge and does not count toward credits required for the degree.

• Continuous Enrollment is zero credits and in most cases is only available for students completing their degree requirements in the summer. Students completing their degree requirements within the first three weeks of the semester may also be permitted to register for CE. CE carries a $35 registration fee, but no tuition charge.
  o Students must contact their CCAS Coordinator to register for CE, as registration cannot be done online.

PhD Students

• Fully-funded PhD students must register based on the registration requirements outlined in their award letter.
  o This will usually be 9 credits per semester, unless the student has fewer than 9 credits remaining in their degree.
  o Failure to register properly will result in the student’s tuition fellowship not being applied to their student account.
• Once a student has earned 72 credits, their tuition fellowship will only cover two credits per academic year. They must register for one credit of Continuing Research (CCAS 0940) each semester.
• Late registration fees, late payment fees, non-refundable tuition, and other fees are not covered by a student’s tuition award.

Concurrent Enrollment in Multiple Programs

• Students enrolled in a CCAS degree or certificate program may not enroll concurrently in another GW program (in CCAS or another GW school) unless it is an approved dual degree program listed in the Bulletin or the student receives the approval of the Associate Dean.
• Students seeking to enroll in a second program that is not an approved dual degree must petition the Associate Dean for approval PRIOR to enrolling or registering for any courses.
• After matriculating at GW, students may not concurrently register at another institution without the Associate Dean’s prior approval, through a petition.

Academic Standing

• Students in most programs must maintain a minimum cumulative GPA of 3.0 in their degree coursework throughout their program. Some programs require a higher minimum cumulative GPA.
  • Deficiency coursework, English for Academic Purposes (EAP), Applied English Study (AES) courses, and transfer credit do not count towards the cumulative degree GPA.
• At the end of each semester, the Office of Graduate Studies will contact you if any students in your program have fallen below the minimum GPA requirement. You will be asked for your recommendation regarding their status.
• Students who fall below a 3.0 may be placed on academic probation for the following semester, or terminated from the program.
  • Students placed on probation will have this noted on their transcripts.
• Students will be notified of their standing by the Office of Graduate Studies.
  • No change to the student’s academic standing is official until it has been communicated to the student by the Office of Graduate Studies.

Termination

• At your request, a student’s degree candidacy may be terminated for certain academic reasons or misconduct. If you wish to terminate a student, please complete the Termination form and submit it to your Program Coordinator. The form is available on the DGS website.
• Student may be terminated for receiving a grade of F, failure to maintain the required GPA, failure to make satisfactory academic progress, failing comprehensive/general exams on the second attempt, or failing to meet the conditions of admission.
• Students who are terminated will not have this noted on their transcripts.

Advancement to Candidacy

• It is the responsibility of the DGS to submit an Advancement to Candidacy form to CCAS once a PhD student has met all of the pre-candidacy requirements (i.e., exams, dissertation proposal). The form is available on the DGS website.
• A student must have at least 48 credits of coursework in order to advance to candidacy.
  o Dissertation research (8999), English for Academic Purposes (EAP), Applied English Study (AES) courses, and the GA Certification Course (UNIV 0250) do not count towards this 48 credits.
• Upon advancing to candidacy, a student becomes eligible for the Master of Philosophy (MPhil) degree (only in departments that offer the MPhil).
  o The MPhil is not automatically conferred upon advancing. The student must apply to receive the MPhil.
  o Students interested in receiving the MPhil must contact CCAS prior to the published graduation application deadlines.
• After advancing to candidacy, students are permitted to register for three credits per semester and still be certified as full-time (see section on Certifications).
  o However, if they are receiving a tuition award they must register based on the requirements outlined in their award letter.

Transfer Credit

• The department must submit a transfer credit request to CCAS within a student’s first year in the program.
  o This is especially important for funded PhD students, as the credits covered by their tuition award will be affected by any transfer credit.
• Master’s students can transfer up to ¼ of the credits required for the degree. All of the following conditions must apply.
  o Credits must be from an accredited institution.
  o Credits must have been earned no more than 5 years from the matriculation date.
  o Credits must not have been applied to the completion of another program.
  o The student must have received a grade of B or better.
• Doctoral students with a Master’s degree in a related field may request up to 30 credits of Advanced Standing. There are no limits on the age of the degree or the grades earned.
Doctoral students without a Master’s degree may transfer up to 30 credits provided all of the conditions above are met.

- The Transfer Credit Request form can be found on the DGS website.

### Leave of Absence

- Students seeking a Leave of Absence must submit a petition.
- Leaves are normally granted for medical or family reasons that make the student temporarily unable to continue in the program.
  - Leave may be granted for other reasons at the discretion of the Associate Dean.
- The Leave of Absence period is not included in the time allowed to complete the program.
- A Leave of Absence does not automatically include an extension on Incomplete grades.
  - Students should include this extension request in their request for a Leave.
- While on a Leave of Absence, students lose access to most university services, including physical and electronic library services.
- Students with loans should also be advised to check with their loan provider regarding how a Leave affects their status.
- International students who wish to take a Leave of Absence must leave the country, unless they have medical documentation which has been approved by the International Services Office (ISO).
- A Leave of Absence may affect a student’s eligibility for the student health insurance program.
  - Students requesting a Leave should notify CCAS if they participate in the student health insurance program.

### Graduation Clearances

- Students apply for graduation through GWeb. CCAS will send a list of students who have applied to the DGS after the application deadline.
  - Students who miss the deadline will need to use the paper application, available on the Registrar’s website, and will be charged a $35 late fee.
- The DGS must submit graduation clearance forms for all students who have applied for graduation in a given semester, including those who will not be graduating.
- Clearance forms are due to the Office of Graduate Studies no later than the following dates:
  - Fall graduation: January 15
  - Spring graduation: April 1 doctoral, May 15 all others
  - Summer graduation: August 15
- Late forms may cause a delay in the student’s degree conferral.
- The above deadlines are also the deadlines by which students must complete all degree requirements in order to graduate in a given semester.
**DegreeMAP**
- All Master’s and Graduate Certificate programs are live in DegreeMAP.
- Access to DegreeMAP is through the Faculty Menu in GWeb.
  - Any faculty advisor can request access to DegreeMAP by sending their GWID to dgrmap@gwu.edu.
- The Registrar has mandated that a student’s DegreeMAP record must be complete, with both the Requirements and Credits at 100%, in order for the student to be cleared for graduation.
- The DGS is responsible for reviewing the DegreeMAP record of a student who has applied for graduation to ensure completion. The DGS must submit DegreeMAP petitions should the record be inaccurate.
  - Departments are strongly encouraged to also use DegreeMAP as an advising tool, submitting petitions as necessary throughout a student’s time in the program, rather than waiting until the student has applied for graduation.

**Theses and Dissertations**
- All Master’s theses and Doctoral dissertations must be uploaded to ProQuest through the link on the Electronic Thesis and Dissertation (ETD) website: library.gwu.edu/etd
  - The submission deadlines are the same as the clearance deadlines listed above.
- Students submitting a thesis or dissertation must also submit a completed ETD Approval Form to their Program Coordinator in the Office of Graduate Studies.

**Full-Time/Half-Time Certification Requests**
- Full-time status is 9-15 credits per semester. Half-time is 5-8 credits.
  - Students registered for the appropriate number of credits will automatically have their status reflected in the system.
- In some circumstances, students are eligible to be certified as full- or half-time without being enrolled in the required number of credit hours. Students may request certification for the following reasons:
  - Thesis/dissertation research
  - Cooperative education
  - Preparing for comprehensive/general exam
  - Required internship/externship/practicum
- Students may only request certification once for the reason of preparing for their comprehensive/general exam.
- Students generally request certification for loan, health insurance, or visa purposes.
- It is the student’s responsibility to initiate the certification process.
  - Students can find the form on the Registrar’s website. International students should use the forms on the ISO website.
- The form must be signed by the DGS and then submitted to the student’s Program Coordinator in the Office of Graduate Studies.
- Students working more than 20 hours per week cannot be certified as full-time.
- CCAS cannot accept forms for students who are not registered for the semester in which they are seeking certification.

**International Students on F-1 or J-1 Visas**

- The DGS should refer all students to the International Services Office (ISO) for information regarding their visa status.
- Students on F-1 or J-1 visas must register each fall and spring semester for 9 credits (full time).
  - An international student who drops below full-time without prior permission from their department, CCAS, and ISO will be considered out of status.
- International students who wish to take a Leave of Absence must leave the country, unless they have medical documentation which has been approved by ISO.
- ISO Forms:
  - Request for a Reduced Course Load -- This form is used by Master’s students requesting permission to register for fewer than 9 credits.
    - The reasons for completing this form are academic difficulties, final term of study, or a medical condition.
    - Financial difficulties or the unavailability of particular courses are not valid reasons for failing to enroll full time.
  - Full-Time Certificate Request -- This form is used to request full-time certification during a required internship or practicum, during preparation for the comprehensive exam, or while engaging in thesis or dissertation research.

**Arbitrary and Capricious Evaluation**

- A student who wishes to register a formal Complaint of Arbitrary or Capricious Academic Evaluation must first read and understand the policy.
- After reviewing the policy, they must then discuss the matter with the faculty member in question. They should then meet with the DGS and the department Chair.
- Only after taking these steps can a student file the grievance form with the Associate Dean.

**DGS Website:** [https://columbian.gwu.edu/dgs-shelf](https://columbian.gwu.edu/dgs-shelf)

- The DGS website houses all CCAS forms, as well as forms for use within departments.
  - Forms designated, “Department of...,” are meant to be used internally for the department’s records and do not need to be submitted to the Office of Graduate Studies.
  - Forms that need to be submitted to the Office of Graduate Studies have space for signatures of both the DGS and the Associate Dean.
    - These forms should be submitted by the DGS to the appropriate Program...
Coordinator in the Office of Graduate Studies.

- CCAS forms are occasionally updated and the updated forms will be added to the website. At this time, the DGS should replace any downloaded forms with the new ones to ensure they are submitting the correct forms.
- The website also includes resources for the DGS, including training manuals and policy guidelines.
- The website address should not be shared with students.