Welcome to graduate studies in Columbian College of Arts and Sciences. We are delighted that you have chosen to pursue your graduate education at The George Washington University and we look forward to working with you to make your time here productive and rewarding.

Your faculty and your Director of Graduate Studies will help you navigate the intellectual and curricular paths available to you. We, in the Graduate Office, work closely with Departments/Programs to make sure that you are informed and mentored throughout the process. The graduate staff stands ready to answer your questions and help you succeed. Please don’t hesitate to contact us.

We look forward to meeting you and we welcome you to our scholarly community.

With best wishes,

Tara Ghoshal Wallace
Associate Dean for Graduate Studies

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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 are in your CCAS admissions letter.

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 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.
General registration opens for the Fall and Summer semester in early April, and for Spring semester in early November. If you register for the first time after the semester start date you 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 program (PsyD), and for those who plan to graduate in August). 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. 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, problems with degree completion deadline, or (for international students) student visas.

**Continuing Research and Continuous Enrollment**

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 Time frame requirement) 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 Enrolment is a 0 credit course, so there is no tuition charge, but there is a $35 registration fee. To register for CE you must complete a paper registration transaction form (RTF) which can be downloaded from the Registrar’s website, have it approved by your DGS and submit it to your CCAS coordinator.
**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. If your request is approved by the department and the Associate Dean, 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 including the library and the faculty during a LOA. No more than two semesters of LOA is 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:

- **Fall and Spring semester**
  - On or before the end of the 1st week of the semester: 90%
  - On or before the end of the 2nd week of the semester: 60%
  - On or before the end of the 3rd week of the semester: 40%
  - On or before the end of the 4th week of the semester: 25%
  - After the 4th week of the semester: 0%

- **Summer semester**
  - Within the 1st 7 calendar days of the summer session: 85%
  - After the 1st 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 add/drop period. To ensure you are not charged you must drop a course and add another course, with the same credit hours, within the same week and you should do so using the same method, either dropping or adding 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 in one credit hour for each semester spent away from the program.
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. They 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 a 3.0 or above, 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, PsyD students within five years, and PhD students within eight years. Certificate students must complete all academic requirements within a maximum of three calendar years from admission.

Students who have exceeded their CCAS program deadline must petition to remain in the program. Petitions must include a detailed timeline for completion. Requests for an extension on the completion of your degree requirements must be approved by your DGS and the Associate Dean. If your petition 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 not more than two years prior to admission to your program.
- 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, including GW courses, are not included in calculating your degree GPA.

You are not permitted to transfer course work taken outside the University while you are enrolled at GW, except under extraordinary circumstances; 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 field relevant to your doctoral field of study, you may request to transfer up to 24 credit hours of advanced standing. If you do not hold a master’s degree then you may apply to have up to 24 hours credited 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). And 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 in consortium courses. 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

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.

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.
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 of the three EAP courses you are required to take.

- EAP 6109: Academic Writing and Communication Skills (3 credits).
- 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 EAP 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 be put on academic probation or be 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.
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 (certificate, Masters or PhD), you must complete an Application for Graduation. The application can be downloaded from the Registrar's website.

Please check the website for the application deadlines as late applications will be charged a $35 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. 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 preceding Summer Fall or Spring semester. If you have fewer than 9 credits to complete the degree and will complete it during the summer following the May ceremonies, you may participate in Celebration and Commencement. 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 2015*

You may participate in the celebration and commencement ceremonies only if you complete your program in Summer 2014, Fall 2014, Spring 2015 or have fewer than 9 credits which you will complete in Summer 2015.

You may not participate if you are completing in Fall 2015.

The CCAS Celebration is normally held on the Friday morning of commencement week but is subject to change. The University commencement is held on the National Mall on the Sunday.
Courses taken to make up deficiencies are not counted toward your program requirements or your GPA. Your admissions letter will include any required deficiency courses.

**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 submission 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, 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 complete and submit to CCAS an application for graduation (see section on Graduation).

**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 complete and submit to CCAS an application for graduation (see section on Graduation).
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. 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. Most Departments require an accepted dissertation proposal before moving you to candidacy. 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.

Upon entering Candidacy, you are expected to work closely with the department and the Dissertation Committee (director/co-director, and at least 2 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 and completed 72 credits, and are within the degree deadline, you may register for 1 credit of Continual 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.
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.

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.
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 time limit for completion of all course requirements.

**Transfer of Credits**

Provisions are the same as those of Doctor of Philosophy, with the exception of the maximum number of credit hours: PsyD students may transfer a maximum of 27 hours of course work. This request should be submitted within first year in the program.

**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.
**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.