

COLUMBIAN COLLEGE OF ARTS & SCIENCES

Office of Graduate Studies | Student Quick Guide

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

COLUMBIAN COLLEGE OF ARTS & SCIENCES

Office of Graduate Studies | Student Quick Guide

The CCAS Student Quick Guide serves as a resource for you to navigate your graduate school journey. It highlights important and critical processes for a successful student experience. For expanded information, please visit the **CCAS Office of Graduate Studies website**.

Meet the CCAS Student Services Team



Anna Marie Siegel—Associate Director

Programs: Anthropology, Art Therapy, Chinese Language and Culture, Classical Acting, all Forensic Science programs, Forensic Psychology, History, Jewish Cultural Arts, LGBT Health Policy and Practice, Psy.D.



Nicole Davidson—Doctoral Student Manager

Programs: All Ph.D. programs.



Rebecca Burns—Sr. Student Services Coordinator

Programs: American Studies, Applied Economics, Biostatistics, Criminology, English, Geography, GIS, Islamic Studies, Media and Strategic Communication, Sociology, Speech-Language Pathology, Women's, Gender, and Sexuality Studies.



Alvin Cannon—Sr. Student Services Coordinator

Programs: All Corcoran programs, Data Science, Statistics.



Kimberly Moorehead—Sr. Student Services Coordinator

Programs: Anatomical and Translational Sciences, Applied Mathematics, Bioinformatics and Molecular Biochemistry, Biological Sciences, Chemistry, Communication Management, Environmental and Green Chemistry, Human Paleobiology, LEAD, Mathematics, Organizational Sciences, Philosophy, Philosophy and Social Policy, Political Science, all TSPPPA programs.

Our Contact Information

📍 Smith Hall Suite 118 | 📞 202-994-6210

✉️ ccasgradserv@gwu.edu | 🌐 columbian.gwu.edu/graduate-students

Your Academic Support Team

The Director of Graduate Studies and your Student Services Coordinator serve as your academic support team. They are here to help you navigate your graduate student journey.

Director of Graduate Studies (DGS)

- A faculty member in your program that services as an academic advisor
- Answers questions about your program requirements and curriculum
- Enforces CCAS and GW policies
- Creates plan of study
- Assists with registration
- Submits DegreeMAP petitions
- Evaluates academic progress
- Consults with the Coordinator on academic issues
- Submits CCAS forms
- Confirms graduation clearances

Student Services Coordinator Role

- Processes restricted registration requests
- Enforces CCAS and GW policies
- Audits academic progress
- Processes CCAS and GW forms
- Processes graduation clearances

Academic Policies

All students need to become familiar with GW and CCAS academic policies by reading the **GW Bulletin**, **CCAS current student website**, and Department handbooks. Some policies are listed below.

- All CCAS graduate students are required to register continuously each Fall and Spring semester.
- Failure to register requires that a student apply for readmission.
- Summer registration is optional except for students who plan to complete their degree requirements in the summer semester.
- Students must maintain a minimum cumulative degree GPA of 3.0.
- Some programs require a higher minimum GPA. Students not maintaining minimum GPA may be placed on probation or academically dismissed.
- Consult your department academic advisor and CCAS coordinator if you have any questions

More Questions about CCAS Policies?
Review the **CCAS Graduate Student website**.

Registration Policies

Any course dropped before the first day of the semester (not the first day of your class) will be 100% refunded. Any course dropped from the first day of the semester may receive a partial refund, depending on when the course was dropped.

GW Refund Schedule

- First Week: 90%
- Second Week: 60%
- Third Week: 40%
- Fourth Week: 25%
- After Fourth Week: no refund
- Courses must be dropped by 11:59pm Sunday before the first day of classes

Special Notes: Beginning the first week of classes, students who wish to add a course(s) and drop a course(s) as an even exchange may do so without financial loss if these transaction requests are made during the same class week (by the drop date for a refund) for an equal number of credit hours. The Summer Refund schedule is different. Please visit the **Office of Registrar website** for details.

Choosing Between RTF & RTF-EZ

In most instances students will be able to register online through GWeb. In some cases, a paper registration form is required. There are two paper registration forms, the RTF and RTF-EZ.

RTFs should be used for:

- Exceptions to academic policy
- Time conflicts
- Grade mode changes (pass/fail, credit/no-credit, audit)
- Credit hour changes
- Exceeding the maximum amount of credit hours permitted to take each semester
- Internship courses
- Registrations beyond the 4th week of the semester (2nd week for summer)

Special Notes: Please ensure the Semester, Grade Mode, Time Conflict Approval, Repeat Course for Credit, Student Level, CRN, and Section Number fields are completed.

Submission: Via email to Office of Graduate Studies at ccasgradserv@gwu.edu

RTF-EZs should be used for:

- Closed courses (not to exceed the classroom capacity)
- Courses that require permission of the Instructor or Department
- Major/Level/Class/Degree restrictions
- Prerequisite waivers
- Adding a course before the 4th week of classes (2nd week for Summer)
- Withdrawing from a course before the 10th week of classes (4th week for Summer)

Submission: **Must be submitted by the student to the Registrar Office.**

Interested in Pursuing a Graduate Certificate?

Current CCAS Master's students can petition to pursue a GW Graduate Certificate concurrently. Students must receive approval from both programs as well as the CCAS of Graduate Studies office BEFORE pursuing both programs.

Examples:

- Museum Studies-Non Profit Management
- MPP/MPA-Budget and Public Finance
- Statistics-Data Science
- Geography-GIS

Special Notes: Please review the [Dual Enrollment website](#) for details

How to Handle Holds

Student Accounts Hold, No Active Address, SAO Returned Check, or SACct Bad Address

- Contact the Student Accounts Office at **(202) 994-7350** or sao@gwu.edu.

Immunization Hold

- Contact the Colonial Health Center at **(202) 994-5300** or immunreq@gwu.edu.

Official Transcript Hold

- Contact the CCAS Graduate Admissions team at askccas@gwu.edu.

At least one week prior to your registration time, and again just before, you should check to make certain that you do not have any holds on your record that will prevent registration. You can do this on **GWeb** by clicking "Student Records & Registration", "Student Records Information", "View Administrative Holds".

Frequently Asked Questions

What can I expect from the Student Services team?

The Student Services team oversees new student orientation programs, registration, student petitions, and degree clearance for graduation. Each student has an assigned student services coordinator to ensure you meet all academic standards and complete all degree requirements in a timely fashion. Additionally, they connect you with other university resources when necessary.

Where can I find information on tuition and fees?

Information on tuition and fees can be found online on the **Student Accounts website**. Students are notified by email (to your GW email account) when a new statement is available. Please note: Payment for the semester is due on the first day of the semester on the main campus, not the first day of your session or the first day of the semester for an off-campus course.

Who should I contact about academic issues and course selection?

Your initial contact for questions about academic issues and/or course selections should be your faculty advisor or Director of Graduate Studies. If you need to escalate your questions, you can contact your Student Services Coordinator at **ccasgradserv@gwu.edu**. You can also utilize the **Bulletin** and **DegreeMap** as additional resources.

I received an Immunization Form, what is this?

All students under age 26, regardless of program of study, location of study, part-time or full-time status, degree or non-degree status, must comply with the immunization requirement as set forth by the Law of the District of Columbia. It is important that you comply as soon as possible so that your registration is not hindered. You can find more information about the immunization requirement on the website of **GW Student Health**.

What textbooks do I need? Where can I purchase them?

Please check with your course instructors to determine what textbooks or other course materials you will need. You are welcome to obtain your textbooks through whatever service is most convenient for you. All textbooks will also be available at the **GW Bookstore**, which is located in Marvin Center on the Foggy Bottom Campus.

What should I do if I have an admission hold based on official transcripts?

Official transcripts are required from all colleges and universities attended whether or not a degree was earned. If you submitted an unofficial transcript for your application review and were admitted "conditionally," you will need to submit official (sealed) transcripts by the end of the first semester of enrollment. Make sure to do so as soon as possible so that your registration is not hindered. The CCAS Office of Graduate Admissions can be reached at **askccas@gwu.edu** or **202-994-6211**. All transcripts should be sent to:

**CCAS Office of Graduate Admissions
801 22nd Street NW, Suite 215
Washington DC, 20052**



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