# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Calendar</strong></td>
<td>4</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>4</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>4</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>5</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>About the Office of Graduate Studies</strong></td>
<td>6</td>
</tr>
<tr>
<td>Requests for official statistics</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Studies Committee</td>
<td>6</td>
</tr>
<tr>
<td><strong>DGS Responsibilities</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>CourseLeaf</strong></td>
<td>9</td>
</tr>
<tr>
<td>Program Approvals</td>
<td>9</td>
</tr>
<tr>
<td>Proposing New Programs</td>
<td>9</td>
</tr>
<tr>
<td>Changes to Existing Programs</td>
<td>9</td>
</tr>
<tr>
<td>Changing the Program Name</td>
<td>9</td>
</tr>
<tr>
<td>Deactivating a Program</td>
<td>9</td>
</tr>
<tr>
<td>Course Approvals</td>
<td>10</td>
</tr>
<tr>
<td>Syllabus template</td>
<td>10</td>
</tr>
<tr>
<td>Thesis and Dissertation Courses</td>
<td>10</td>
</tr>
<tr>
<td>Course Restrictions</td>
<td>10</td>
</tr>
<tr>
<td>Bulletin Updates</td>
<td>10</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>11</td>
</tr>
<tr>
<td>Enrollment Projections</td>
<td>11</td>
</tr>
<tr>
<td>Minimum English Scores</td>
<td>11</td>
</tr>
<tr>
<td>English for Academic Purposes (EAP)</td>
<td>12</td>
</tr>
<tr>
<td>Advanced English Studies Program (AES)</td>
<td>12</td>
</tr>
<tr>
<td>Admissions Process</td>
<td>12</td>
</tr>
<tr>
<td>Deferrals</td>
<td>13</td>
</tr>
<tr>
<td>TargetX</td>
<td>13</td>
</tr>
<tr>
<td>Reports</td>
<td>14</td>
</tr>
<tr>
<td>Admission Review Committees</td>
<td>14</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>14</td>
</tr>
<tr>
<td>Rolling Admissions</td>
<td>15</td>
</tr>
<tr>
<td>Department Decision Deadlines</td>
<td>15</td>
</tr>
<tr>
<td>Doctoral programs</td>
<td>15</td>
</tr>
<tr>
<td>Master’s and Graduate Certificate programs</td>
<td>15</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Consortium Registration</td>
<td>29</td>
</tr>
<tr>
<td>Adding and Dropping courses after the start of the semester</td>
<td>30</td>
</tr>
<tr>
<td>Continuing Research (CR - CCAS 0920 (Masters) and CCAS 0940 (Doctoral))</td>
<td>30</td>
</tr>
<tr>
<td>Leave of Absence (LOA)</td>
<td>30</td>
</tr>
<tr>
<td>Students taking English for Academic Purposes (EAP)</td>
<td>31</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>31</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>31</td>
</tr>
<tr>
<td>Termination</td>
<td>31</td>
</tr>
<tr>
<td>Program Time Limits</td>
<td>32</td>
</tr>
<tr>
<td>DegreeMAP</td>
<td>32</td>
</tr>
<tr>
<td>DegreeMAP Petitions</td>
<td>32</td>
</tr>
<tr>
<td>Non-Course Requirements</td>
<td>33</td>
</tr>
<tr>
<td>DegreeMAP listserv</td>
<td>33</td>
</tr>
<tr>
<td>Electronic Thesis and Dissertation (ETD) Submissions</td>
<td>33</td>
</tr>
<tr>
<td>ETD Deadlines</td>
<td>34</td>
</tr>
<tr>
<td>Clearance for Degree Completion</td>
<td>34</td>
</tr>
<tr>
<td>Celebration and Commencement</td>
<td>34</td>
</tr>
<tr>
<td>Doctoral Hooding Ceremony</td>
<td>35</td>
</tr>
<tr>
<td>CCAS Celebration</td>
<td>35</td>
</tr>
</tbody>
</table>

**Appendix One: English Language Test Exemptions** 36

**Appendix Two: Minority-Serving Institution Partners** 38

**Appendix Three: New DGS Checklist** 39
# Academic Calendar

## Summer 2018

### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 21</td>
<td>Session I Begins (6, 8, 10 and 14-week sessions)</td>
</tr>
<tr>
<td>Monday, May 28</td>
<td>Memorial Day (no classes)</td>
</tr>
</tbody>
</table>

### July

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 30</td>
<td>6-week Session I Ends</td>
</tr>
<tr>
<td>Monday, July 2</td>
<td>Session II Begins (6-week session)</td>
</tr>
<tr>
<td>Wednesday, July 4</td>
<td>Independence Day (no classes)</td>
</tr>
<tr>
<td>Saturday, July 14</td>
<td>8-week Session I Ends</td>
</tr>
<tr>
<td>Saturday, July 28</td>
<td>10-week Session I Ends</td>
</tr>
</tbody>
</table>

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, August 11</td>
<td>6-week Session II Ends</td>
</tr>
<tr>
<td>Saturday, August 25</td>
<td>10-week Session I Ends</td>
</tr>
</tbody>
</table>

## Fall 2018

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 27</td>
<td>Fall Classes Begin</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 3</td>
<td>Labor Day (no classes)</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Oct 8-9</td>
<td>Fall Break (no classes)</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, November 21-25</td>
<td>Thanksgiving Break (no classes)</td>
</tr>
</tbody>
</table>
### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, December 10</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Tuesday, December 11</td>
<td>Make-Up/Reading Day</td>
</tr>
<tr>
<td>Wed, December 12-20</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

### Spring 2019

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 14</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, January 21</td>
<td>Martin Luther King, Jr. Day (no classes)</td>
</tr>
</tbody>
</table>

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 18</td>
<td>Presidents Day (no classes)</td>
</tr>
</tbody>
</table>

### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 11-16</td>
<td>Spring Break</td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 29</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 1</td>
<td>Designated Monday</td>
</tr>
<tr>
<td>Thursday, May 2-3</td>
<td>Make-Up/Reading Days</td>
</tr>
<tr>
<td>Monday, May 6-14</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Thursday May 16-19</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
Introduction

The Director of Graduate Studies (DGS) is the primary liaison between the academic department and the Office of Graduate Studies (OGS). Although this Handbook is written with the DGS in mind, much of it is relevant to other faculty members who serve graduate programs in official capacities, such as program directors, admission directors, thesis directors, and academic advisors.

The Handbook details OGS processes and policies as of July 2018. Policies are reviewed and updated as the need arises. The Handbook does not provide an exhaustive list of all policies; it is designed to answer common questions. Please also refer to the University Bulletin and CCAS Graduate Student Handbook for more information.

A list of frequently used forms and DGS resources is available on the CCAS DGS Shelf.

About the Office of Graduate Studies

OGS manages all graduate academic and student affairs for CCAS. This includes recruitment, admissions, fellowships, student services, and graduation clearances for the following:

- 25 Doctoral Programs, 52 Masters programs, 16 Certificates, and 33 combined degree programs;
- approximately 3,100 current students;
- approximately 7,500 applications for admission each calendar year
- approximately 2,500 fellowship letters per year

The Associate Dean for Graduate Studies leads OGS. OGS is undergoing structural changes in Summer 2018. We will now have separate Admissions/Fellowships, Recruitment and Student Services teams so you may have multiple contacts within our office.

OGS has a small recruitment team that promotes CCAS graduate programs by attending domestic and international fairs, organizing information sessions, managing communication plans, and assisting the CCAS Office of Marketing and Communications in creating print material, social media posts, et cetera.

Requests for official statistics

All requests for official statistics should be directed to the Office of Institutional Research. OGS can only provide unofficial statistics.
Graduate Studies Committee

The Committee on Graduate Studies, in consultation with the Associate Dean for Graduate Studies, shall serve as the principal body to act on, advise, and provide oversight for graduate curricular affairs in the College. More information on the charge of the committee can be found in the CCAS Bylaws.
DGS Responsibilities

The DGS is responsible for informing students of the program’s academic expectations, including standards for good academic standing, and for maintaining clear and effective communication with students. DGSs should contact students immediately if, at any point, their performance does not meet those expectations.

As the primary responsible party for graduate education in the program, the DGS:

- Maintains complete and confidential academic records on all graduate students.
- Acts as a resource for program students on University and CCAS policy; contacts OGS when policy questions arise.
- Serves as the initial advisor to all new students in the program. Advising practices vary by program after initial advising is complete.
- Advocates for continuing students and for the graduate program.
- Evaluates each student’s academic progress and standing each semester and ensures that students remain informed of degree requirements and expected milestones. Ensures that students are registered for the proper number of credits according to CCAS policies. DegreeMap is a useful tool for monitoring this.
- Serves as head of graduate recruitment, admissions and fellowship decisions - or delegates such responsibilities where appropriate.
- Nominates new and current students for fellowships as applicable. Carefully tracks the program’s available awards and funding sources.
- Forwards relevant announcements from OGS or the University to graduate students.
- Alerts students of departmental, disciplinary, and professional fellowships and research opportunities, and encourages them to apply.
- Publicizes and enforces OGS rules and regulations. Please contact OGS if you are uncertain about how to interpret a specific policy.
- Ensures that program academic requirements are explicitly communicated to students, especially on the program’s website, and updates the website promptly.
• Ensures that admission requirements are updated on the program’s website.

• Works with the OGS on cases involving student complaints and grievances, student conduct, students in difficulty, and other issues.

• Transmits to OGS requests for transfer of graduate credit, advanced standing, leaves of absence, extensions of time to degree, and probationary conditions for students in academic difficulty.

• Confirms degree requirements have been met at time of graduation.
**CourseLeaf**

Courseleaf is the online platform GW uses for course and program approvals and bulletin management. This system is managed by the Office of Academic Planning and Assessment (OAPA).

**Program Approvals**

All new programs and changes to existing programs must be made through Courseleaf. Program proposals and all required supporting documents must be completed and submitted early enough to allow for sufficient review and approval by the program or department, the school, the Associate Provost for Academic Planning and Assessment, and other pertinent departments (where applicable) prior to the requested effective semester. **Retroactive approvals will not be granted.** New programs or revisions cannot be publicized to current or prospective students until the program or revisions have been approved. The Office of Academic Planning and Assessment will make every effort to promptly review and provide feedback on completed submissions that meet the submission requirements.

**Proposing New Programs**

All submissions for new graduate programs must be approved by the Graduate Studies Committee before entering into Courseleaf. If you would like to propose a new program please reach out to the Associate Dean directly.

All new program proposals must be accompanied with a budget, business plan, admission requirements, curriculum map, course syllabi and market analysis.

**Changes to Existing Programs**

Any changes to the program curriculum must be submitted in Courseleaf before the effective semester, and preferably no later than January. Submission before January will allow the new curriculum to be published in the following Bulletin.

Any changes to the admission requirements for your program should be sent to OGS, there is no need to update CourseLeaf.

**Changing the Program Name**

Program names cannot be changed. If you wish to change the name of your program you must submit a new program proposal. When approved in Courseleaf you must submit a Deactivation proposal for the old program name.

**Deactivating a Program**

All program deactivations must be submitted in Courseleaf. Deactivating a program does not deactivate or remove course codes, this must be done separately.
**Course Approvals**

All new courses or changes to existing courses must be submitted through the [Courseleaf](https://courseleaf.com) Course Inventory Management (CIM) System.

CIM should be used for the following:
- Propose a new course
- Modify an existing course
- Modify a course description
- Reinstate a course
- Terminate an existing course
- Change a course number

OAPA provides a [comprehensive guide](https://oapa.edu/courseleaf) to using courseleaf. Please refer to this for a walkthrough of the system.

**Syllabus template**

To expedite the approval process please use the [syllabus template](https://oapa.edu/syllabus) provided by OAPA. Your syllabus must contain all required information for it to be approved.

**Thesis and Dissertation Courses**

All Thesis (6998, 6999) and Dissertation (8999) courses must have a minimum of 3 credits. Any course proposal to suggest 1 or 2 credits will be denied.

**Course Restrictions**

The course restriction *Instructor Approval Required/ Department Approval Required* should be used sparingly. You may set your course restrictions so only graduate students or students in certain programs may register online. A course that requires Instructor or Departmental approval requires the student to submit a paper registration form.

**Bulletin Updates**

All program and course submissions will be automatically updated in the Bulletin for the following academic year. All changes must be submitted before February for it to be included in the Bulletin. The university Bulletin is the official record of all program requirements including admission and curriculum information. Information in the Bulletin is linked to DegreeMap and graduation clearance.
Admissions

OGS collaborates closely with each department and program to ensure that only students who are likely to succeed are admitted. Departments set their own admission requirements, subject to the following:

- Applications must be submitted online through the University admission system, TargetX.
- Programs must select a final admissions deadline from one of OGS’s available dates. Late applications can be considered by a program on a case-by-case basis.
- Applicants must submit a statement of purpose, current resume, and at least one letter of recommendation.
- International applicants whose native language is not English must submit English proficiency scores. Some exceptions apply (see Appendix One). Scores must not be more than two years old. The most recent scores will be used in determining eligibility for admission.
- GRE scores for programs requiring the GRE must be no older than 5 years as of the time of application. The highest score in each category is used for admission purposes. More information on the GRE can be found here.
- Requests for changes to the admission requirements for a program must be made in the summer term. Requests made after the summer term will not take effect until the following academic year.

Enrollment Projections

CCAS sets annual enrollment projections for each program. You will receive a memo with your projections from OGS in December. Please consider these projections when you are reviewing applications for admission. Programs are expected to make every effort to meet projections. OGS is happy to provide you with historical yield data, so you can estimate how many students you should admit to reach your projected enrollment.

Minimum English Scores

The University sets the minimum English proficiency scores for admission. Schools and programs may set higher scores. The minimum scores are the following:

- Academic IELTS: an overall band score of 6.0 with no individual score below 5.0.
- TOEFL: 550 on paper-based or 80 on Internet-based test.
- PTE Academic: 53.

To be considered for a Graduate Assistantship, the minimum required scores are:

- Academic IELTS: an overall band score of 7.0 with no individual band score below 6.0.
- TOEFL: 600 on paper-based or 100 on Internet-based.
PTE Academic: 68.

English for Academic Purposes (EAP)

All international applicants who are required to submit English proficiency scores are required to take an English for Academic Purposes (EAP) course in their first semester. The only exception to this rule is that EAP is waived for students with a TOEFL score of 100 or higher, or an IELTS overall band score of 7.0 with no individual score below 6.0. The course that students must take (EAP 6110 or EAP 6111) is noted in their admission letter.

Students entering in Fall semester have the option to arrive on campus early and take EAP in the Summer. This is a great opportunity for students to adapt to their new environment without the pressure of a full-time workload in the Fall. The Office of Summer Sessions provides an orientation and various events throughout the city during the summer. Students also have the option of living on campus during this time.

Starting Fall 2018, the EAP Program is also offering EAP 6110 online in summer.

Advanced English Studies Program (AES)

If the program permits, applicants for Fall admission with English-language test scores that are lower than the stated minimums may qualify for the full-time Advanced English Studies Program (AES). AES is designed for academically qualified international graduate students with TOEFL scores ranging from 74-79, with no individual score below 16, or an overall IELTS of 5.5, with no individual band score below 5.0. The AES program is offered only in the Summer (second session).

The program includes:

- 8 credits: two integrated skills courses (3 credits each) and two academic skills workshops (1 credit each)
- Weekly “Casual Conversation @ GW” session and Friday workshop series to support socialization into a U.S. academic community
- The cost is approximately $9,130 for 8 credits. Summer dates for 2018 are July 2 - August 11, 2018.
- Students who successfully complete the program matriculate into a graduate program in Fall semester, including either EAP 6110 or EAP 6111.

Admissions Process

The following admissions process applies to all CCAS graduate programs.

- All applicants* must submit an application for admission through the University admissions system, TargetX. (*except for those undergraduates applying to combined or “5-year” degree programs)
Applications will not be initially reviewed by OGS until the applicant submits the application (the final step). OGS sends frequent deadline reminder emails to applicants with applications in progress, but not yet submitted. OGS will follow up with applicants on outstanding documents until and immediately following the application deadline. Once an application is complete, OGS will calculate the undergraduate GPA (OGS does not calculate graduate GPAs) and send the application to the department for review through TargetX. Faculty admission committees can log in to TargetX to view applications. Decisions are posted to OGS through the system scorecard. Decisions should be returned to OGS within the following timeframe:

- **PhD/PsyD applications**: no later than 4-6 weeks from submission (including a request for interview) and no later than March 15 (final decision)
- **Master's and Certificates**: 2-4 weeks from submission

All decisions of Deny are automatically sent to the student once the decision is entered in the scorecard. Do not enter any deny decisions after 11 p.m. EST or the applicant will not be properly notified. If you accidentally deny a student, you must reach out to your program coordinator A.S.A.P. Changing the decision in the scorecard will not reverse the Deny notice to the student.

OGS will process non-deny decisions within 5 business days. Some decisions may be delayed during busy times of the year. An email is sent to the applicant when his or her decision letter is posted.

Applicants can log in to their application portal to view their decision and admission letter. Applicants reply to the decision through the same portal.

**Under no circumstances should the department guarantee admission to any applicant.** Final decisions on admission are made by OGS. Departments may informally notify students that they are being recommended for admission.

**Deferrals**

Applicants may request to defer their application for up to one academic year, either before or after the admission decision. Deferral requests must be submitted by the applicant to askccas@gwu.edu. If you receive notice from a student that they no longer wish to attend, please forward it to askccas@gwu.edu. OGS will waive the application fee for the new application term, and contact the applicant with instructions for submitting updated documents.

Any award the student may have received is not automatically transferred to the new semester.

**TargetX**

The TargetX system is used by applicants submitting applications, by faculty reviewing applications, and by OGS sending offers of admission. All faculty and staff must attend TargetX
training before they are granted access to the system. OGS will offer various trainings from October through January. We will also provide a manual for your convenience.

Reports

TargetX is a powerful system, with ever-increasing functionality, but not everything is possible at this time. OGS provides standard admission and enrollment reports for your use, but there are limitations to how the reports are structured and what information they contain. OGS will work with you to produce the reports you need. However, please submit such requests outside the busy admissions Season (November through March) to avoid delays in processing your request.

Admission Review Committees

Each program must have an Admission Review Committee. In some programs this will be a committee of one, but you must tell your program coordinator who will be submitting admissions decisions in TargetX (Head Reviewer). You must also tell OGS who requires access to applications before we send them to you for review. New faculty and staff cannot be added after applications have been sent.

Application Deadlines

OGS reviews application deadlines each year. Currently, programs have the option to choose from the following deadlines:

**Fall**
- December 1 (Doctoral programs only)
- December 15
- January 15 (also the PhD funding deadline)
- February 1 (also the Master’s funding deadline)
- April 1
- July 1 (Graduate Certificates only)

**Spring**
- October 1
- November 1 (Graduate Certificates only)

As noted earlier, the admission requirements for each program can be changed in the Summer. Please watch for emails in late Spring regarding this. Any changes after the specified date will not take effect until the following year. Programs may accept late applications at their discretion. However, OGS will not process any new Fall applications after **August 1** or any new Spring applications after **November 1**.

OGS will work with you to determine when you would like to start receiving applications for review. At a minimum, we will do our best to send you applications no later than 2 weeks after your application deadline.
Rolling Admissions

“Rolling admissions” refers to a large application window in which students may submit their applications, with decisions released on an ongoing basis as applications are reviewed. It is important to note that CCAS has an application deadline for each program. We must have a deadline so we can successfully manage the admission funnel. Even though we do have application deadlines, departments may still consider applications up until the college deadlines above.

Department Decision Deadlines

CCAS has set deadlines by which application decisions must be returned to OGS. When reviewing your applications, follow the deadlines below.

Doctoral programs

- All applicants must be notified of their application status (Admit, Deny, or, in some programs, Interview) no later than 6 weeks after the program receives the application from OGS.
- All PhD and PsyD decisions must be entered in TargetX no later than March 15 (for Fall applications).

Master’s and Graduate Certificate programs

- All applicants must be notified of their application status (Admit, Deny, or, in some programs, Interview or waitlist) no later than 4 weeks after the program receives the application from OGS.
- All Master’s and Graduate Certificate decisions must be entered no later than 6 weeks after the program receives the application from OGS.

OGS reserves the right to make admission decisions on applications after the deadlines above have passed.

Enrollment Deadlines

Students are given the following deadlines to submit a response to their offer of admission:

Fall - June 1  
Spring - November 15

Students who are offered funding in the Fall have a response deadline of April 15. This deadline is a national deadline recommended by the Council of Graduate Schools (CGS). As a CGS member, GW follows these guidelines. OGS will not issue an enrollment or funding
response deadline that is earlier than April 15. Applicants admitted after April 1, with a funded offer will have two weeks from the date of the award letter to respond. As OGS processes over 2,500 awards per year, please submit awards in Banner Workflow as promptly as possible and understand that awards may take a few business days to be processed.

Students admitted after the deadline will have no less than 2 weeks to respond to their offer of admission. Deadlines will fall on the 1st and 15th of the month. For example, a student who is admitted on May 4 will have until June 1 to respond.

OGS does not, by default, stop admits from responding to their admission offer after the deadlines above. We are able to prevent admits to a particular program from doing so, but you must let us know in advance. Only a program that has filled to capacity should stop accepting enrollment responses. Additionally, OGS will cancel awards if they are not accepted by the deadline, as we often offer unaccepted awards to other admits.
Graduate Assistantships and Fellowships

CCAS has a graduate student support budget that covers tuition, stipends, and GA salaries. Departments may also have endowments and their own R-funds for awards (if approved by the CCAS Finance Department). Note that an award package may include one or more of these components (salary, tuition, stipend).

Types of Awards

Fellowship

A fellowship consists of a tuition award and/or stipend, typically merit-based, but sometimes offered as a recruitment incentive. Fellowships, by definition, do not require the student to provide services to GW.

Tuition Award

A tuition award is paid only to the tuition bill and is applied directly to the student’s account. Tuition awards are not taxable income to the student. Unless there is a compelling reason to combine a stipend with a tuition award covering less than full tuition, OGS strongly recommends making awards in the form of tuition, due to the tax advantages for students. Students may not combine tuition awards with employee tuition benefits, per University policy.

Stipend

A stipend is a living allowance, paid to students to support their study. Stipends do not require any work other than the student’s own academic work. Stipends are taxable income to the student and are reported to the IRS. However, stipends are not earned income, so GW does not withhold income tax from stipend payments. By April 15, students must pay income tax on stipends received in the preceding tax year. Stipend payments are issued on a monthly basis at the beginning of the month.

Graduate Assistantship (GA)

A Graduate Assistantship is a salaried position that requires the student to provide services to GW. This is taxable, earned income to the student, subject to federal, state, and FICA tax withholding, as with any paid employment. The University defines a GA as a position requiring student, classroom, or laboratory contact. Students working in a capacity that requires no student contact (such as administrative work or grading only) should be hired as hourly workers on a wage account. New international students whose native language is not English must have a TOEFL score of 100 (IELTS of 7.0) in order to be eligible to be a GA.
Graduate Research Assistantship (GRA)

A Graduate Research Assistantship is a salaried position involving research work in connection with a project that produces “generalizable knowledge”. This is taxable income, subject to federal, state, and FICA tax withholding, as with any paid employment.

Graduate Assistant Salaries

For the 2018-19 academic year CCAS GAs are paid the following rates:

- 1-5 hours per week = $940 per semester ($1880 per year, excluding summer)
- 5-10 hrs per week = $1875 per semester ($3750 per year, excluding summer)
- 10-15 hours per week = $2820 per semester ($5640 per year, excluding summer)
- 15-20 hours per week = $3750 per semester ($7,500 per year, excluding summer)

A student may not work more than 20 hours per week in all University positions, combined. A 10-hour GA, for example, may hold a second GW position that requires 10 hours or fewer per week. By contrast, a 20-hour GA or GRA may not hold any other salaried position at GW.

Graduate Teaching Assistant Program (GTAP)

The Graduate Teaching Assistant Program (GTAP) is compulsory for all students who are expected to teach or to have any student contact. This includes all GAs, including full-package GAs (sometimes called “GTAs”) and salary-only GAs. Students only need to successfully complete the GTAP certification course once. Attendance at the GTAP Orientation is required of all first-time GAs at GW. This is usually held the Wednesday before classes start in Fall and the Thursday before classes start in Spring. There is no summer GTAP orientation.

The Office of Graduate Student Assistantships and Fellowships (OGSAF) sets clear deadlines regarding GTAP enrollment. If departments are late in hiring, they will need to find a student who has already completed GTAP or go without GA support.

GAs whose first language is not English must also participate in an Oral English Proficiency Screening (OEPS) with a clinician in the Speech and Hearing Clinic. Students who fail the Oral Presentation may not have student contact and may be limited to duties with no student contact, such as grading. OGSAF will work with the student to provide a retesting option for OEPS at the end of term.

Students who do not successfully complete GTAP are prohibited from continuing as GAs.

Background Checks
Background checks are required for all first-time GAs and GRAs. Details on the background check requirement are sent to the student by University Human Resources. Students who do not successfully complete the background check are not permitted to serve as GAs or GRAs.

**Timing of Awards**

All new students must receive an award recommendation *at the time of admission*. CCAS will not offer an award to a newly admitted applicant who has already accepted the admission offer.

**PhD Funding**

Most PhD students receive full funding packages, either from CCAS or from the Office of Graduate Student Assistantships and Fellowships (OGSAF).

**Full Package**

A full Graduate Assistantship and University Fellowship (GAUF) consists of the following for the academic year:

- Up to 18 credits of tuition (fewer if a student has reached or is reaching the 72 credits required for the PhD)
- Stipend of $16,000 (more in some programs)
- Salary of $7,500

Packages are usually renewable for 4 additional years (5 total years of funding), subject to satisfactory academic performance and satisfactory performance of assigned duties. All full packages require full-time study during the academic year.

Departments are welcome to move students off CCAS packages and on to other forms of aid such as endowments or grants. Please let OGS know if you intend on doing this for any of your students. If a student moves off of a CCAS package and onto another University funding source (such as a grant or OGSAF package), this counts toward the total funding commitment made to the student at the time of admission. Funding for advanced students (in year 6 and beyond) is subject to review of satisfactory academic progress. A progress report may be required to use a CCAS package for an advanced student.

Some University packages, such as the Presidential Merit Fellowship, can be slightly different in that students receive a greater stipend or just tuition and stipend (no GA assignment). Note that students on a package without a salary component (Fellows) are not eligible for the reduced health insurance rate or the health insurance payment provided by OGSAF. This is a University policy, not a CCAS policy.
Columbian Fellowship

To help support our mission to attract highly qualified students, a new PhD package, the Columbian Fellowship, was offered in Fall 2018. This PhD package offers students full tuition, a stipend of $30,000 (in year one), and $3000 towards the cost of GW health insurance. In year two-five students will receive a stipend of $23,000, and GA salary of $7000 and $1500 towards health insurance. Students must meet minimum GPA, GRE and English language scores to qualify. More information on this package will be available in the allocation memo.

Allocation of PhD Packages

PhD package allocations to programs are reviewed on an annual basis. Programs should not assume that their level of funding will remain the same from year to year. A memo detailing the number of packages available will be sent to Chairs and DGS’s in December.

Partial Tuition Awards

If you have a PhD applicant whom you are not recommending for a full package, but who qualifies for admission, consider recommending her or him for a renewable tuition award of $15,000 or less. Such awards do not ordinarily count against a program’s package allocation. OGS will carefully review such recommendations, with no presumption of approval. OGS will never approve such an award after the applicant has accepted admission.

Funds for current PhD students

Information on the funding opportunities below can be found on our website.

Dean’s Graduate Conference Travel Grants

The Travel Grant provides reimbursement of certain expenses for students who must travel to present, exhibit, or perform at competitive academic conferences. These are offered by quarter. Travels grants are also available to Masters students but preference is given to students in terminal degree programs (PhD, PsyD and MFA). Grants are not awarded retroactively (i.e., for travel already begun or completed). Grants are competitive; please see the CCAS website for applicable deadlines and procedures.

Dean’s Graduate Instructorship (DGI)

The DGI offers PhD students the unique experience of designing and teaching their own undergraduate course. Awardees teach a one-semester course and receive the standard Graduate Assistantship salary and stipend in their respective departments. In addition, the DGI covers required tuition for the semester (up to 9 credits).

Dean’s Dissertation Completion Fellowship (DCF)
The DCF typically includes necessary tuition (usually 1 credit per semester) and stipend equivalent to the normal GA salary for one or two semesters. All applicants must be in candidacy and not exceeded the 8 year time to degree limit. This award is typically granted to students who have used their 5 years of funding and are nearing completion of their dissertation.

**Master’s and PsyD Funding**

OGS creates a funding plan every year for every master’s program (excluding TSPPPA) and PsyD. We take into account equity across programs, the nature of the various academic disciplines, enrollment goals, supply and demand, instructional needs, and so forth. Each program receives a memo from the associate dean in December explaining its funding plan for the coming academic year. Because funding levels are reviewed on an annual basis, programs should not assume their funding level will remain the same from year to year.

A student with a renewable award who remains in good standing will ordinarily be offered a renewal for their second year. **However, the only students who will receive CCAS funding for a second year are those whose initial awards specified renewability.** Students who were unfunded in the first year and funded students whose awards did not specify renewability cannot receive second-year funding from CCAS. Nor will CCAS offer awards to newly admitted applicants who have already accepted admission. Programs are welcome to offer second-year awards, and awards to committed applicants, from R-funds, endowments, or other departmental sources, without these restrictions.

If a program anticipates that it may wish to offer second-year CCAS funding to students who were unfunded in the first year, or whose first-year awards did not specify renewability, the DGS must contact the associate dean for approval as early as possible. **Under no circumstances should the student be promised an award.**

**Non-Tailoring Programs (Dean’s Awards)**

For funding purposes, CCAS master’s programs are classified as either “tailoring” or “non-tailoring”. In most master’s programs -- the non-tailoring programs -- the largest source of funding takes the form of Dean’s Awards. These are tuition awards, typically non-renewable. OGS makes the ultimate determination as to which admittees receive Dean’s Awards. These decisions are based on the following:

- Your recommendation for an award at the time of admission
- Academic merit
- Diversity of program and college

OGS determines the amounts for Dean’s Awards. They are typically tuition fellowship awards of $10,000 - $20,000 for the academic year for on-campus programs and $7,500 - $10,000 for off-campus programs. Dean’s Awards normally require full-time enrollment (9 credits), however
OGS may pro-rate an award if a student wishes to study part-time. Students must request a pro-rated award for part-time study, otherwise the award will be cancelled if the student registers for fewer than 9 credits. This applies even to programs in which students always take fewer than 9 credits in at least one semester (e.g., programs requiring fewer than 36 credits).

**Tailoring Programs**

A small minority of CCAS master’s programs - tailoring programs - are expected to exercise more control over their funding process. Tailoring programs design award packages comprising tuition awards and/or stipends and/or GA salaries, in various permutations. Tailoring programs may offer renewable awards, although renewals are deducted from the following year’s allocation.

Tailoring programs must use their budget prudently to reach enrollment targets. A tailoring program that spends in excess of its funding allocation without exceeding its enrollment target may have the excess deducted from the following year’s allocation.

**Other Awards - Strategic Global Graduate Funding Initiative (GI)**

The Strategic Global Graduate Funding Initiative (GI) award is designed to attract students from the following countries: Bangladesh, Brazil, Colombia, Ghana, India, Indonesia, Mexico, Nigeria, Pakistan, Turkey, and Vietnam. Students may receive up to $20,000 per year (up to $10,000/semester, tuition only). Awards are renewable for one additional year. These awards are limited to master’s degree programs classified as “on-campus” and those in the Corcoran School of the Arts and Design. Please see the website for eligibility details.

GI awards are jointly funded by OGSAF and CCAS. OGSAF has final decision on all GI awards. OGS anticipates that every eligible student who has submitted an application by the February 1 funding deadline will receive an award, but admissions decisions must be returned to us by March 1.

Eligibility for this award will be indicated on the application PDF in TargetX. Funds for this award do not come out of your allocation, they are also not stackable.

**Other Awards - Minority-Serving Institution (MSI) Award**

CCAS has partnered with select HBCUs (Historically Black Colleges and Universities) and HSIs (Hispanic Serving Institutions) to offer to graduates of those institutions, upon admission to GWU, tuition awards valued at approximately 40% of tuition. These awards are renewable. Current partner institutions and eligibility requirements are found in Appendix 2; please refer to the webpage for updates.
Eligibility for this award will be indicated on the application PDF in TargetX. Funds for this award do not come out of your allocation, they are also not stackable.

Other Awards - Grad2Grad

Current GW undergraduates who matriculate in GW graduate programs may be eligible for the Grad2Grad program. Eligible students receive the following:

- Application fee waiver
- GRE waiver (for most CCAS programs)
- 10% tuition reduction

Eligibility for this award will be indicated on the application PDF in TargetX. More information on the Grad2Grad program can be found here. Combined degree students are also eligible for this award and should apply through the Grad2Grad website. The Grad2Grad award is considered a tuition discount so you are able to offer other awards to these applicants.

Funding for Graduate Certificate Students

The only CCAS awards available to Graduate Certificate students are the MSI award and the Grad2Grad tuition discount (see above). Programs may use endowments or R-funds (if available and approved by the Finance Office) to fund certificate students.
Marketing and Recruitment

CCAS graduate recruitment and marketing activities are an ongoing, college-wide effort. As DGS, you play an integral role in marketing and recruitment for your program. OGS can assist you in developing a program-specific recruitment plan that may include information sessions, email blasts, personal outreach, mailings, et cetera. The recruitment team works in conjunction with the CCAS Marketing and Communications team, who develop a marketing strategy to assist with graduate recruitment. Tactics may include social media campaigns on Google, Facebook, Twitter and LinkedIn, as well as web and print advertising campaigns.

Communication Plans

OGS has developed a comprehensive communication plan for all prospective, applied, admitted, and committed applicants. Applicants are contacted primarily by emails sent through TargetX. Additionally, every program has a communication plan that highlights program-specific information. Requests for changes to program-specific emails are sent in the Summer.

If a prospect contacts you directly

If prospective students contact you directly requesting information, please copy (“cc”) gradccas@gwu.edu in your response so we can add them to our mailing list in TargetX.

Recruitment Events

OGS staff attend many domestic and international recruitment events. The recruitment season runs from early September through early December, so recruitment staff will not be in the office during this time. Typical events we attend or host include:

Graduate School Fairs

Many institutions and organizations host fairs for students to learn about attending graduate school. These include direct school fairs at universities as well as organization fairs such as Idealist, McNair Scholars, EducationUSA, and QS Connect Fairs.

Webinars/Information Sessions

OGS hosts many general webinars on subjects such as Funding your Graduate Study, Tips and Best Practices on Applying to Graduate School, as well as program-specific information sessions. These are all offered online. We currently use the GoToWebinar platform to host all webinars. Please email gradccas@gwu.edu if you would like to host a program specific webinar.
Chat Sessions

OGS also hosts graduate admission chat events. We use CareerEco, a platform that allows prospects and applicants to login and chat online with staff and current students. We host these events for prospects during the recruitment season and for admitted students in the first half of the year. We will invite programs to participate in these specific chat events for admitted students. It is a great way to reach admitted students who cannot attend an in-person event. It is also a great way for students to chat with one another.

Admitted Student Receptions

OGS hosts admitted student events in late March/early April for applicants admitted for Fall. All programs are invited to participate in the main, on-campus Admitted Students Day. It is usually a half-day event (through lunch) where we have guest speakers from Career Services, Student Engagement, and Financial Aid. If you participate, the DGS and/or other program representative(s) must be in attendance to assist with student inquiries; we do not invite admitted applicants of programs that are not participating. We have hosted this event in 2017 and 2018, with great success. Students have the option for a self-guided campus tour, and programs can offer their own department tours.

OGS has hosted smaller receptions in Los Angeles, Atlanta, New Orleans and New York. We hope to extend these events to other U.S. cities in the future.

GW hosts a number of Admitted Student Receptions internationally, including in China, South Korea and India. OGS staff have attended these events on behalf of the university and will continue to do so.

Campus Tours

Campus tours are offered by the Office of Graduate Enrollment Management every Monday, Wednesday and Friday at 12:30pm. Students can register for these tours online.

Collateral

Print Material

OGS, in conjunction with the CCAS Marketing and Communications office, has created various print materials to promote programs and events. Please let us know if you would like us to develop program specific print material.
Swag

OGS has a limited amount of swag items such as pens, drink bottles, lanyards, et cetera, for student giveaways. If you would like to request materials, please fill out our request form at go.gwu.edu/swag.

Reports

OGS will send you reports every month on all new inquiries. This is for your information only. These students have already been receiving emails from our communication plan.

If you would like more frequent reports please email gradccas@gwu.edu.

Let us know when...

- You are attending a conference or event that might attract prospective applicants. There may be opportunities to market CCAS programs.
- You are arranging a meeting with a special interest group.
- If you are attending an event and need recruitment materials, please fill out our request form (go.gwu.edu/swag) at least one week in advance.
- If you are travelling domestically or internationally. We may be hosting an event in your area and would love for you to attend.

Department/Program Website

The Communications and Marketing Office oversees web development activities across the college and is responsible for making complex changes to sites. Other CCAS offices, academic departments and programs are empowered and expected to make simple content changes to keep their sites updated. Please ensure that all degree content, requirements, funding and admission/application requirements are kept up-to-date. Information on successful placement and testimonials from graduates is also great content to have on your website.

CCAS department and program websites are all built using the GW Drupal content management system. To gain access to a site, users must attend a training session offered by GW’s Office of Online Strategy. That office also provides GW Drupal support through online tutorials and in-person and virtual office hours.

For questions, concerns or assistance with a CCAS department or program website, please email ccasweb@gwu.edu. Sending an email to this address will create a ticket within our web helpdesk system, allowing us to better serve the college.
Student Advising

The most important responsibility of a DGS, or an advisor designated by the DGS, is to advise students on their program of study. Meet with new students to plan a program of study and discuss any conditions of admission (deficiencies, GPA requirements, etc.) as soon as the term begins, if not before. Schedule regular advising sessions to track students’ academic progress. Promptly report any concerns or issues (such as a low GPA) to your OGS program coordinator.

Accessing Student Records

As DGS, you will have access to GWeb to view unofficial transcripts, and DegreeMAP to track academic progress. Access to GWeb is granted by OGS within the first 3 weeks of the semester. To gain access to these systems you must be authorized as an advisor in Banner. Please contact Faculty Personnel to be added as an advisor.

Registration

It is crucial for the DGS to properly advise students about registration procedures and requirements.

- **Degree candidates are required to register each Fall and Spring semester until graduation.**
- Students 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 registration in the Fall and Spring semester is at least 9 credits. Half-time registration is at least 4.5 credits.
- With the exception of intensive programs with a higher registration requirement, students may not register for more than 15 credits per semester except by petition.
- Students should register online whenever possible, although special circumstances require a paper form. There are two types of registration forms (see below).
- Students who have finished all coursework requirements and only need to complete Thesis, Dissertation, Comprehensive/Qualifying Exams, an incomplete from a prior semester, or an internship must still register. Some programs have specific internship registration requirements. In all other cases, the appropriate courses are (for Fall and Spring semesters): CCAS-0920 (1 credit of continuing master's/certificate research) and CCAS-0940 (1 credit of continuing doctoral research). Tuition for Continuing Research (CR) is one credit hour at the regular CCAS tuition rate for the program. Students who are completing incompletes or a thesis in Summer may register for 0-credit continuous enrollment or (if on a student visa) 0-credit continuing research.
RTF-EZ
The paper **RTF-EZ** must be taken directly to the Registrar’s Office by the student. OGS cannot accept the RTF-EZ.

The RTF-EZ is used for:
- Registration into closed courses (not to exceed classroom capacity)
- Courses that require permission of the instructor or department
- Major/level/class/degree restrictions
- Prerequisite waivers

Students may use the RTF-EZ for registrations until the 4th week of the semester (2nd week in summer) and for drops/withdrawals until the 10th week (4th week in summer).

RTF
A completed, signed **RTF** must be submitted to OGS for approval. The RTF is not accepted by the Registrar’s Office from students.

The standard RTF is used for:
- Exceptions to academic policy
- Time conflicts (check appropriate box)
- Grade mode changes (pass/fail, credit/no-credit, audit)
- Credit hour changes (for courses with variable credits -- e.g. 1-3 or 1-6 credits)
- Exceeding the maximum number of credit hours in a semester
- Repeating the same course number (different content) (check appropriate box)
- Internship courses
- Registrations beyond the 4th week of the semester (2nd week in summer) and for withdrawals beyond the 10th week (4th week in summer)
- Withdrawals (grade of “W” assigned). See the Registrar’s schedule for allowable dates by which a student must withdraw.

**Consortium Registration**

All registration for classes offered by other members of the Consortium of Universities of the Washington Metropolitan Area (“Consortium”) must be completed using the paper **consortium registration form**, which must be submitted to OGS for approval.

- Consortium registration is not guaranteed. Courses may be closed or require approval from a dean or department at the participating institution.
- Pay special attention to the section on the form that asks for an equivalent GWU course; OGS cannot approve the form if that section is blank. An equivalent GWU course must not be available in the same semester.
- Consortium registration is restricted to programs located on the main campus (Foggy Bottom/Mount Vernon), for degree candidates in good academic standing.
- Graduate students may enroll in approved courses to the extent that the total number of credit hours does not exceed nine (9) hours for a master’s program or twelve (12) hours for a doctoral program. (N.b., some programs are more restrictive.)
- Consortium courses must be taken for a letter grade (not for Credit/No Credit).
- Consortium grades are included in the cumulative degree GPA.
- Consortium courses do not count towards the transfer credit limit for students however students may not take more than 50% of transfer and consortium credit towards their degree. For example a student in a 30 credit program may transfer 7 credits from another incomplete program but can only then take a maximum of 8 consortium credits.

Adding and Dropping courses after the start of the semester

Students must pay close attention to the University's add/drop policy and refund schedule. The refund schedule is different from the academic schedule for dropping or withdrawing.

- **Beginning the first day of the semester** (not the first class meeting), students who drop credits without adding an equivalent number of credits are charged a percentage of tuition for the dropped credits (“non-refundable tuition”).
- Tuition awards do not cover non-refundable tuition charges. Even fully-funded students should expect to pay these charges out of pocket. Departments may choose to cover these charges from R-funds. Similarly, awards do not cover late fees or finance charges related to late registration change.
- Students may petition the associate dean for a waiver of non-refundable tuition charges. These petitions are rarely granted.

Continuing Research (CR - CCAS 0920 (Masters) and CCAS 0940 (Doctoral))

All students must be registered in no fewer than 3 credits each Fall and Spring semester. Students may register for 1 credit if all course requirements are completed and they have not yet completed their degree. This may occur if students are still working on a Dissertation or Thesis, are working on completing previously incomplete coursework (grade of I or IPG assigned) or are sitting Comprehensive/Qualifying Examinations. [See section on Registration for further details.]

Leave of Absence (LOA)
A Leave of Absence (LOA) should only be used when a student does not require access to university services. Therefore a LOA would not apply to a student who only needs to complete an Incomplete grade.

Students may take an LOA for no longer than two semesters (excluding Summer). Extensions may be granted for military of family/medical emergencies. If approved, the University charges a $35 LOA fee (with the exception of Military leave). Semesters on LOA do not count against maximum time to degree (see Program Time Limits). Students must apply for an LOA either before or during the applicable semester. Retroactive LOA’s will not be approved. Students denied LOA may, at the discretion of the associate dean, be offered Continuous Enrollment as an alternative. The University charges the same $35 fee, but semesters of CE count against maximum time to degree.

Students on a LOA with student loans are advised to reach out to Colonial Services to see if a LOA affects their loan repayment. Students on a LOA may not be eligible for the GW Student Health Insurance.

**Students taking English for Academic Purposes (EAP)**

Students required to take EAP must do so in the summer preceding enrollment in the graduate program or during their first semester of study. Those who fail EAP must take retake the course. Failing EAP twice may result in termination. It is strongly advised that students take no more than 9 credits, including EAP, in their first semester. If your curriculum requires 9 credits in the first semester, then your students should take EAP in the preceding summer. You may need to remind students that EAP credits do not count toward degree requirements; this should also display very clearly in the student’s DegreeMap record.

**Satisfactory Academic Progress**

*This section applies to CCAS Satisfactory Academic Progress and not the Satisfactory Academic Progress (SAP) policy that applies to students receiving federal loans.*

All graduate students must maintain a minimum cumulative degree GPA of 3.0 (some programs set a higher minimum). OGS informs programs of students who drop below this requirement each semester. Your options are the following:

- Place the student on academic probation
- Terminate the student’s degree candidacy

**Academic Probation**

Students placed on probation are required to increase their GPA to 3.0 or above by the end of that semester. Failure to reach a GPA of 3.0 will likely result in termination. Depending on the
student's circumstances and your recommendation, a second probationary semester may be approved.

Students are not permitted to take more than 9 credits during their probationary semester, nor to receive grades of I, Z, F, or W.

**Termination**

Students who demonstrate an inability to reach or maintain a degree GPA of 3.0 or are otherwise determined to not be making satisfactory progress in the program will have their degree candidacy terminated. This includes students who are unlikely to complete their degree within the normal time frame and required credit hours.

**Program Time Limits**

All CCAS graduate students must complete their program within the maximum allowed time to degree:

PhD and PsyD programs = 8 years or 16 semesters (excludes summer)
Master’s programs = 4 years or 8 semesters (excludes summer)
Graduate Certificate programs = 3 years or 6 semesters (excludes summer)

Students who will not complete their degree within this time frame must submit an extension request as soon as they expect they will not complete on time. Students should submit a detailed completion timeline with an extension request. It is not guaranteed that program extensions will be approved.

**DegreeMAP**

DegreeMAP is GW’s online advising and degree auditing system. It displays program requirements and applies them to each student’s individual academic history. The requirements in DegreeMAP are the requirements listed in the GW Bulletin for the student’s matriculation year. If a program or course requirement changes, you must change the Bulletin in order for the change to display on DegreeMAP.

DegreeMAP is accessible through GWeb. You must email the DegreeMAP office on dgrmap@gwu.edu to gain access. Students cannot be cleared to graduate until their program and course requirements are both 100% complete in DegreeMAP.

We encourage you to promote DegreeMAP to your students as an accessible and transparent way to monitor their own progress.
DegreeMAP Petitions

Since program requirements are the foundation of DegreeMAP, any deviation from the program requirements must be entered as a DegreeMAP petition (not to be confused with petitions to the associate dean). DGS’s are responsible for entering all DegreeMAP petitions, which may range from course substitutions to program requirement waivers.

Currently, there is no way to sort through petitions. so when entering petitions please begin with **CCAS Degree Program** e.g. **CCAS MA ECON**. Please be very specific with your petition, some examples are below.

**CCAS MA ECON:** Substitute ECON 6000 requirement with ECON 6555

**CCAS MS STATISTICS:** Include STAT 6222 as an elective requirement

**CCAS MPA:** Consider PPPA 6001 requirement fulfilled by prior coursework (note, waiving a course does not lower the credits required to complete the program unless transfer credit has been awarded)

Petitions may be denied by the Registrar if they are too vague. If you find you are creating many similar petitions (e.g., allowing a particular course as an elective), please update the Bulletin to include that elective permanently. Please contact your program coordinator if you would like to permanently change any DegreeMAP requirements.

Non-Course Requirements

DegreeMAP also tracks many non-course requirements, such as Passing a Comprehensive Exam or Language Proficiency Exam. You need not enter petitions to complete these requirements. Many will not be completed until the student is cleared for graduation. Please inform your program coordinator once a student has completed any of these requirements.

DegreeMAP listserv

Once granted access to DegreeMAP, you should sign up to the listserv. This listserv is only used for important information and is not used frequently. Please complete the instructions below.

- Send the following text in the body (not subject!) of an email message to listserv@hermes.gwu.edu:
  "subscribe [Name-of-the-list] [Your-First-Name] [Your-Last-Name]"
- Please note that your message cannot contain any other text, such as your signature file. Any other text is interpreted as a command, generating server errors.
Example: Prof. Joe Smith composes a new message to listserv@hermes.gwu.edu; deletes his signature block; types: subscribe DEGREEMAP Joe Smith; then sends the message.

**Electronic Thesis and Dissertation (ETD) Submissions**

The university requires all theses and dissertations to be submitted electronically (ETD) through Proquest. Students must follow all formatting guidelines before submitting their thesis/dissertation. This process is managed by GW Libraries which offer formatting and submission workshops. More information on ETDs can be found on the [Library website](#).

**ETD Deadlines**

The university requires all theses and dissertations to be submitted an approved in Proquest by the following deadlines:

- **Summer 2018**: 5pm August 15, 2018
- **Fall 2018**: 5pm December 14, 2018
- **Spring 2019**: TBD, likely to change for 2019

Students often need to make formatting changes to their submission so it is strongly recommended that all students submit at least 1 week before the deadline.

**Department/Program Handbook**

It is strongly advised that each department and/or program has its own student handbook. This handbook should advise students on all program requirements including but not limited to the following:

- Curriculum requirements
- Any prerequisite/deficiency information
- Information on sitting examinations including comprehensive/general examinations
- Dissertation defense guidelines
- Accessing departmental resources, facilities etc
- Evaluation of student progress in thesis and dissertation research
- Department spaces/lab policies
- Department listservs and events
- Contact information for the field’s research librarian and other library resources

**Clearance for Degree Completion**
OGS is responsible for clearing students for Graduation. However, before OGS can clear a student, the program must notify us that s/he has completed all degree requirements.

Students may complete their degree in Spring, Summer, or Fall semesters. Every student must apply to graduate in the semester in which they intend to complete their degree. Graduation application deadlines are listed on the Registrar’s website. After each application deadline, your OGS program coordinator will send you a Google Form with a list of your students who have applied for graduation. You must complete this form for all students who have applied to graduate, whether or not they have completed degree requirements. The form will also include any non-course requirements that need to be completed in DegreeMAP.

Students will receive a congratulatory letter from OGS when they are cleared to graduate. Students who are not cleared (“not-cleared”) must submit another graduation application in GWeb for the semester in which they will complete. They must also make sure to *register* (Continuing Research or Continuous Enrollment) for the following semester(s) until the program requirements have been completed.

**Celebration and Commencement**

The University Registrar has rules governing participation in commencement activities:

> Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current spring semester, the preceding fall semester, or the preceding summer session. Students (graduate or undergraduate) who need no more than nine (9) credit hours to complete their degree requirements may participate in the preceding May commencement ceremony if there is a reasonable expectation that they will be able to obtain the needed credits during the following summer. The maximum of nine (9) semester hours is firm and not subject to petition.

Certificate students are not eligible to participate in Commencement and Celebration.

**Doctoral Hooding Ceremony**

CCAS hosts a Doctoral Ceremony for PhD and PsyD students the Thursday evening of commencement week. Each doctoral student is required to have an advocate of their choosing. More information on the Doctoral Hooding ceremony will be sent in March.

**CCAS Celebration**

CCAS holds a Masters Celebration the Friday morning of commencement week. The DGS or designee is expected to participate in the ceremony by walking the graduates into the Smith Center and remain with them throughout the ceremony. More information will be sent in March.
Appendix One: English Language Test Exemptions

The following applicants may be considered for admission to graduate study without submitting English language test scores (e.g., IELTS, TOEFL, PTE).

1. Those who hold a degree in which the language of instruction was English, provided English is the official language of the country in which the university is located OR the institution is accredited by a U.S. regional accrediting agency (see next page for list of institutions).

2. **Citizens** of the following countries:

   - Anguilla
   - Antigua & Barbuda
   - Australia
   - Bahamas
   - Barbados
   - Belize
   - Bermuda
   - Botswana
   - British Virgin Islands
   - Cameroon*
   - Canada*
   - Cayman Islands
   - Dominica
   - Gambia
   - Ghana
   - Grenada
   - Guyana
   - Jamaica
   - Kiribati
   - Lesotho
   - Liberia
   - Malawi (added by CCAS)
   - Micronesia
   - Montserrat
   - Namibia
   - New Zealand
   - Nigeria
   - Saint Kitts and Nevis
   - Saint Lucia
   - Saint Vincent and the Grenadines
   - Seychelles
   - Sierra Leone
   - Singapore (added by CCAS)
   - South Africa (added by CCAS)
   - Trinidad and Tobago
   - Turks and Caicos Islands
   - Uganda
   - United Kingdom
   - Zimbabwe

* Applies to applicants whose post-secondary degree is from a university in which English is the language of instruction.
### International Institutions Accredited by U.S. College and University Regional Accrediting Associations*

<table>
<thead>
<tr>
<th>Country</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Bermuda</td>
<td>Bermuda College</td>
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<tr>
<td>Bulgaria</td>
<td>American University in Bulgaria</td>
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<tr>
<td>Canada</td>
<td>Athabasca University</td>
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<td>American University in Cairo</td>
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<tr>
<td>France</td>
<td>American University of Paris</td>
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<td>Greece</td>
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<td>Deree College, The American College of Greece Hellenic American University</td>
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<tr>
<td>Hungary</td>
<td>Central European University</td>
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<td>Italy</td>
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<td></td>
<td>Glion Institute of Higher Education</td>
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<td>Les Roches School of Hotel Management</td>
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<td>United Arab Emirates</td>
<td>American University of Sharjah</td>
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<td>American University in Dubai</td>
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<td>Zayed University</td>
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</tbody>
</table>

* Includes only those regionally accredited institutions in which English is the language of instruction.
Appendix Two: Minority-Serving Institution Partners

To qualify for the MSI Award from CCAS, an applicant must:

- be admitted to and matriculate in a CCAS master's degree, graduate certificate, or PsyD program (PhD applicants are not eligible for consideration); and
- expect to receive, prior to matriculation in CCAS, a bachelor's degree from an eligible minority-serving institution (see below) or already hold such a degree, awarded no earlier than 2010.

All applicants from the following minority-serving institutions are eligible, regardless of race, ethnicity, or national origin. The MSI Award is for Fall and Spring semesters only, unless the program requires Summer registration. Master's students must be enrolled full time to receive the award; graduate certificate students may be enrolled part time. The MSI is award renewable for the normal duration of the degree. This list has grown over the past several years. Please check the CCAS website for the most up-to-date listing.

2018 Eligible Institutions

Bowie State University
Dillard University
California State University, Dominguez Hills
Florida A&M University
Florida International University
Hampton University
Howard University
Jackson State University
Metropolitan University of Puerto Rico
Morehouse College
Morgan State University
Norfolk State University
North Carolina Agricultural & Technical State University
North Carolina Central University
Spelman College
Tuskegee University
University of Maryland, Eastern Shore
University of Puerto Rico, Mayaguez
University of Puerto Rico, Rio Piedras
Virginia State University
Xavier University of Louisiana
Appendix Three: New DGS Checklist

Please use this checklist to ensure all your materials are updated, you have contacted the necessary offices, and you have sufficient access to systems so you may successfully complete your DGS duties.

☐ Inform the Office of Graduate Studies when a new DGS is appointed for your program by completing this Google form.

☐ Update your department webpage.

☐ Send an email to all your current students notifying them of the change in DGS.

☐ If you do not already have Banner Access, submit a Banner Access form to the CCAS Finance Office. Contact Emprisia Lee with questions.

☐ Once you have Banner access, request access to Banner Workflow for Graduate Awards if you will be making PhD, CCAS Tailored, or Endowment award requests. Some programs may choose to have a departmental administrator serve as the initiator for Banner Workflow. This is perfectly acceptable and left to the discretion of the department. To request Banner Workflow Access, send your Banner ID (usually begins with CCO) to DIT and request either Initiator or Approver (Dept. Chair or Deputy Chair) access to the Graduate Awards System.

☐ Contact Faculty Personnel and request to be granted advisor status in Banner.

☐ Email the DegreeMAP office to request advisor access to your program. Register for the DegreeMAP listserv.

☐ Determine if / Confirm that you will serve as Head Reviewer for admissions, and contact your OGS coordinator to follow up and ensure that TargetX is updated accordingly. Please also inform OGS of any other faculty or staff who should be on your TargetX admissions committee.