

THE GEORGE WASHINGTON UNIVERSITY
GRADUATE SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT

STATEMENT OF UNDERSTANDING

Please read the following information. You must certify that you understand and agree to adhere to the policies written below by signing below and returning this form as part of the requirements to enroll in courses in the Graduate School of Education & Human Development (GSEHD). If you have questions, please direct them to the GSEHD Office of Admissions and Student Services (202-994-9283 or gsehdadm@gwu.edu) before you sign this document.

Policies and Procedures

You may find our Master's or Doctoral Student Handbook online at <http://www.gsehd.gwu.edu/Student+Handbooks>. Please review this online handbook as soon as possible. You are responsible for knowing and adhering to the policies and procedures of GSEHD.

Non-Degree Policies

Taking course work as a non-degree student at The George Washington University does not guarantee admission to a GSEHD degree program. A non-degree student must be evaluated for admission through the normal admissions process. This involves submitting a complete application packet for review to the Office of Admissions by the published deadlines.

A student may enroll in GSEHD course work in non-degree status for one semester only. To be eligible to enroll in course work beyond one semester, a student must have applied and been admitted to a degree program.

Transfer Credit Policy

Both non-degree credits earned at GW and credits earned at another institution are considered transfer credits when applied to any degree program at GSEHD. Graduate work may be approved for transfer credit provided it meets ALL of the following criteria:

- It was taken at an accredited college or university;
- It has been approved as part of the student's program of study;
- It was completed within the last five years before beginning the GW certificate, masters, education specialist, or doctoral program;
- It was passed with a grade of "B" or better; and
- It has not been used to fulfill the requirements of another degree program.

Certificate applicants are eligible to transfer up to 1/3 the number of credits to complete the certificate program. Master's applicants are eligible to transfer up to **12 credit hours** taken in non-degree status at GW or from another accredited institution once offered admission. Master's programs of 33 credits hours allow for a maximum of **9 credit hours** from another institution or from non-degree status. Education Specialist applicants may transfer up to **9 credit hours**.

With advisor approval, course work taken at another institution or in non-degree status at GW, prior to admission, may be included in the doctoral plan of study.

Residency Requirements

A master's candidate must earn at least **24 credit hours** in degree status at GSEHD. An education specialist candidate must earn at least **21 credit hours** in degree status at GSEHD. GSEHD requires that all doctoral candidates complete a minimum of **36 credit hours** as an admitted doctoral student. This does not include dissertation research hours.

Academic Requirements

You are required to register each fall and spring semester. Registration takes place through GWeb from 7am-8pm during the registration period. You are responsible for registration, knowing what classes are needed for you to complete your program, knowing what classes you registered for, and adjusting that schedule when needed. Please note that if you need to adjust your course schedule, you will be responsible for the resulting financial charges. See these policies at www.gwu.edu/~regweb.

GSEHD Student Code of Conduct

As a GSEHD student, I understand that I must maintain a high level of professional and ethical conduct with all students, clients, colleagues, GSEHD staff, and faculty at all times, throughout my studies and training in the program, and that any unprofessional or unethical conduct on my part, even if inadvertent, may result in my dismissal from the program. I understand that GSEHD has the sole discretion in determining whether my conduct warrants dismissal from the program.

I have read the information provided in this Statement of Understanding and understand that I am responsible for knowing and adhering to the policies and procedures of GSEHD.

Full Name (please print clearly)

Signature

GWid

Date

Please return to: Graduate School of Education and Human Development or FAX (202) 994-7207
Office of Admissions & Student Services
2136 G Street, NW
Washington, DC 20052