Frequently Asked Questions (FAQs)

Who should I contact about....?

I need “Dean’s Signature” or “Dean’s Approval” on a form, how can I obtain this signature?
What happens if I miss the online registration period?
What should I do if I want to drop a course after the semester has already begun?
Where can I find more information about grading and academic standing requirements?
Can I apply credits earned at another institution or in another degree program at GW towards my current degree requirements?
When might I request a Leave of Absence (LOA)?
When might I register for Continuous Enrollment (CE)?
What does it mean to “break enrollment”? What happens if I break enrollment?
What is the Half-Time / Full-Time Certification Request Form and when might I need to use it?
When will I sit for my comprehensive examination? How do I apply to sit for the exam?
What do I need to do to graduate and receive my certificate or diploma? How soon will my certificate or diploma arrive?
Where can I find more information about GW and GSEHD policies?

Who should I contact about....?

Academic issues and course selection: Please contact your faculty advisor, whose name and contact info can be found on your offer of admission and/or on your Official Program Plan. Off-campus and distance students should also ask their faculty advisor if there is a program support coordinator who can assist them with academic issues and/or program-specific questions.

Administrative issues: Please contact your Advanced Degree Program Coordinator, whose name and contact info can be found on the website of the Office of Student Services:
http://gsehd.gwu.edu/student-services

The Office of Student Services is located in a townhouse at 2136 G St NW, Washington, DC. Please feel free to stop by and see us in person!

Tuition rates: The tuition schedule can be found online: http://colonialcentral.gwu.edu/sao/ tuition/

Funding options: An overview of available funding is provided by the Office of Admissions on their “Scholarship” page: http://gsehd.gwu.edu/scholarships

I need “Dean’s Signature” or “Dean’s Approval” on a form, how can I obtain this signature?
Please send all forms requiring “Dean’s Signature” or “Dean’s Approval” to your Advanced Degree Program Coordinator. We will assist you in obtaining the necessary signature.
What happens if I miss the online registration period?
Online registration via GWeb closes at the end of the regular registration period. If you need to register after this time, and you have instructor permission to do so, you may register by submitting a Registration Transaction Form (RTF). RTFs can be found on the Office of Student Services website. You can fax or email the completed RTF to your Advanced Degree Program Coordinator. An $80 fee is assessed for all late initial registrations.

Additional information can be found in your Student Handbook.

What should I do if I want to drop a course after the semester has already begun?
The registration schedule available on the Registrar’s website outlines the different registration periods and when you can drop courses via GWeb or only via Registration Transaction Form. Refunds for courses dropped after the start of the semester follow the on-campus and off-campus refund schedules, which can be found on the Registrar’s website. If you have any questions after reviewing these schedules, please contact your Advanced Degree Program Coordinator.

After a certain point each semester you will need permission from the Senior Associate Dean to withdraw from a course. In such case, you must submit a written request to withdraw from a course to your Advanced Degree Program Coordinator, who will then bring to the Senior Associate Dean for review.

Additional information can be found in your Student Handbook.

Where can I find more information about grading and academic standing requirements?
Important information about grading and academic standing requirements can be found in the GW Bulletin.

Can I apply credits earned at another institution or in another degree program at GW towards my current degree requirements?
Credits applied towards another completed degree program cannot be transferred into your current program. If you have credits that were not applied towards another degree, and were taken within the past five years, you may be eligible to transfer credit toward your GSEHD program. Please see your advisor to discuss this option further.

If your advisor approves of the transfer credit, you will need to complete a Program Plan Change Form (available on the Office of Student Services website) and submit it to our office along with an official transcript (if applicable).

Note: Specific conditions regarding credit earned at another institution apply to doctoral students. For more information please see the Doctoral Student Specific FAQs on our website.

Additional information can be found in your Student Handbook.

When might I request a Leave of Absence (LOA)?
University policy requires students to maintain enrollment each fall and spring semester while in degree
status. If you are unable to enroll one semester, you may request a Leave of Absence. If the request is approved, you should register for UNIV 0992, the administrative designation for Leave of Absence. You can take a maximum of two semesters of Leave of Absence while in your degree program. Contact your Advanced Degree Program Coordinator for registration procedures. UNIV 0992 carries a $35 fee and is subject to the late registration fee.

Note: Specific conditions regarding Leave of Absence apply to doctoral students. For more information please see the Doctoral Student Specific FAQs on our website.

Additional information can be found in your Student Handbook.

When might I register for Continuous Enrollment (CE)?
University policy requires students to maintain enrollment each fall and spring semester while in degree status. Students who are engaged in completing program requirements (e.g., preparing for the comprehensive exam or finishing an “Incomplete”), but are not currently enrolled in coursework, may be eligible to enroll in Continuous Enrollment. This request must be approved by your faculty advisor. If the request is approved, you should register for UNIV 0982, the administrative designation for Continuous Enrollment. You can take a maximum of two semesters of Continuous Enrollment while in your degree program. Contact your Advanced Degree Program Coordinator for registration procedures. UNIV 0982 carries a $35 fee and is subject to the late registration fee.

Note: Specific conditions regarding Continuous Enrollment apply to doctoral students. For more information please see the Doctoral Student Specific FAQs on our website.

Additional information can be found in your Student Handbook.

What does it mean to “break enrollment”? What happens if I break enrollment?
University policy requires students to maintain enrollment each fall and spring semester while in degree status. As a result “broken enrollment” is defined as failing to enroll for a single fall or spring semester. If you break enrollment you will cease to be considered an active student and will be required to re-apply for admission if you wish to resume your studies. If you must re-apply for admission, please keep in mind that you will be held to the admissions standards in place at the time you submit your new application.

Additional information can be found in your Student Handbook.

What is the Half-Time / Full-Time Certification Request Form and when might I need to use it?
Student loan agencies often require students to enroll in half- or full-time study to remain in deferment status. Full-time status is defined at GW as at least 9 credits per semester (6 in the summer) and half-time status is defined as at least 4.5 credits per semester (3 in the summer).

Under certain circumstances students may be certified as half- or full-time while registered for less than the required number of credits. The Half-time/Full-time Certification Request Form is used to request certification as a half- or full-time student. This form, as well as instructions on eligibility, can be downloaded from the Registrar’s website: http://registrar.gwu.edu/certifications.
The form must first be approved by your faculty advisor and then submitted to your Advanced Degree Program Coordinator. Final approval for certification rests with the Registrar’s Office.

Note: This form is not to be used by international students on F or J visas. Please contact ISO for the correct form. Forms are found on the ISO web site at http://internationalservices.gwu.edu/.

Note: Specific conditions regarding half- or full-time certification apply to doctoral students. For more information please see the Doctoral Student Specific FAQs on our website.

Additional information can be found in your Student Handbook.

**When will I sit for my comprehensive examination? How do I apply to sit for the exam?**

Master’s and certificate students: you may apply to sit for the comprehensive examination if you have completed all of your coursework or you are in your last semester of coursework. Doctoral students: you are eligible to sit for the exam when you have completed all of your content coursework besides 8998 and a Level B Research Methods course. The Office of Student Services does not accept late applications for the comprehensive examination so please be sure to take note of the application deadlines. The application deadlines are the same every year and are as follows:

- Fall – October 1st
- Spring – February 15th
- Summer – June 1st

The application to sit for the comprehensive examination is online.

On-campus comprehensive exams are administered by the Office of Student Life and are held in December, April and July. Off-campus and distance students should contact their programs for specific comprehensive exam dates and information.

Additional information can be found in your Student Handbook.

**What do I need to do to graduate and receive my certificate or diploma? How soon will my certificate or diploma arrive?**

To be considered for graduation you must submit an Application for Graduation or Application for Certificate Completion to your Advanced Degree Program Coordinator by the dates published on the Registrar’s website. These forms can be found on the Office of Student Services website. A $35 fee is charged for late applications. Note: Summer graduates who wish to participate in the May commencement ceremony must apply by the spring application deadline.

The graduation clearance process normally begins after the end of your semester of graduation, once grades are submitted. Your Advanced Degree Program Coordinator will carefully review your academic history to ensure you have completed all of the requirements listed on your Official Program Plan. Once this process is complete you will receive a degree clearance notification and your paperwork will be forwarded to the Registrar’s Office for degree conferral.

Once your degree has been conferred, the Registrar’s Office will mail your diploma or certificate. This
generally takes 8-12 weeks from the degree conferral date.

Degrees are conferred three times a year:

- Spring Graduation – May 19, 2013 (varies each year to correspond to date of commencement)
- Summer Graduation- August 31st
- Fall Graduation -January 31st

Additional information can be found in your Student Handbook.

**Where can I find more information about GW and GSEHD policies?**
The Office of Student Services website is a valuable resource for GSEHD students. Additionally, the Student Handbook and the GW Bulletin are both excellent sources of information about GW and GSEHD policies and procedures. If you have any questions pertaining to the policies or procedures communicated in these materials, please feel free to contact your Advanced Degree Program Coordinator.