



GW



GSEHD

GRADUATE STUDENT HANDBOOK

2016-2017 EDITION

MASTER'S, EDUCATION SPECIALIST & CERTIFICATE STUDENTS

THE GEORGE WASHINGTON UNIVERSITY

GRADUATE SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

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## **Mission Statement**

The Graduate School of Education and Human Development is committed to providing the highest quality education. We develop innovative research programs, contribute in diverse ways to local communities and the nation, and actively participate in the international community of scholarship. Our unique location in the nation's capital, a vibrant, multicultural and multinational center, offers a broad range of resources and opportunities to our diverse students and faculty. We believe that continuous self-examination and improvement are fundamental to the education and human development professions.

The mission has been translated into four bridging concepts that guide the work of the faculty in the design of programs:

**Research and Scholarship:** Research and scholarship are prerequisite to the improvement of educational practice.

- **Leadership in the Educational Endeavor:** Leadership is critical in the development and design of education and human services at all levels.
- **Reflective Practitioners:** Building reflective practitioners through the integration of theory and practice is a priority of all programs.
- **Service to the Multicultural, Multinational, and International Community of Diverse Learners:** A community of diverse learners is prerequisite to success in the education and human service professions.

## **The Office of Student Life**

The Office of Student Life serves all students – past, present, and future – through advocacy, collaboration, innovation, and empowerment to enhance the overall GSEHD experience. Our team, which includes Admissions, Student Services, and Career Services, works together to support each student's success. We begin our relationship with students in the early stages of the application process, support students' academic and personal growth during their time at GSEHD, and offer guidance as students explore and decide on future professional endeavors.

We are committed to enhancing the academic experience, broadening opportunities for professional development, and forging collaborative relationships with faculty, staff, and administrative offices within the school and across the University.

### **Robin Cleveland**

Executive Director, Office of Student Life

### **Allie Wheeler**

Director of Admissions and Marketing

### **Rachel Dorfman-Tandlich**

Director of Student Services

### **Amanda Friday**

Senior Career Counselor

## Admissions

GSEHD Office of Admissions  
2136 G Street, NW, 1<sup>st</sup> Floor  
Washington DC 20052  
202.994.9283  
[gsehdadm@gwu.edu](mailto:gsehdadm@gwu.edu)  
<http://gsehd.gwu.edu/admissions>

Transformation begins with you.

GSEHD offers over 50 graduate programs preparing you to have an impact in the fields of education and human development. . You'll explore new ideas, bridge theory with practice, and graduate poised to solve our nation's most urgent challenges. We know transformation begins with you. As you consider your future, we hope you will consider GSEHD as the opportunity to change your life.

## Student Services

GSEHD Office of Student Services  
2136 G Street, NW, 2<sup>nd</sup> Floor  
Washington DC 20052  
202.994.9283  
[gsehdosl@gwu.edu](mailto:gsehdosl@gwu.edu)  
<http://gsehd.gwu.edu/student-services>

How do I...?

Answering that question is the beginning of the Student Services relationship with you. Making the transition to graduate school can be challenging whether you are enrolling directly from your undergraduate experience or returning for further studies after working for a few years. Our office is here to make that transition and your experience positive, productive and easier.

Your Student Services Representative will support you each step of the way. Starting with a welcome email and ending with hearty congratulations when you have been cleared for commencement, our goal is to help you make the most of your time at GSEHD. You will hear from us from time to time with important dates and information, but we also want to hear from you. Our office is located at 2136 G St NW, Washington D.C. 20052 and is open from 9am to 5pm; feel free to drop by, or make an appointment for a visit, Skype conference, or to call or email with questions at any time.

## Career Services

GSEHD Office of Career Services  
2136 G Street, NW, 1<sup>st</sup> Floor  
Washington DC 20052  
[gsehdcareer@gwu.edu](mailto:gsehdcareer@gwu.edu)  
202.994.1179  
<http://gsehd.gwu.edu/career-services>

The mission of the GSEHD Office of Career Services is to foster a culture of career management and lifelong learning by assisting students and alumni in navigating successful career transitions. Whether you want to change the world or improve your world-view, taking the necessary steps to set a clear path to career success is one of the most important investments you will ever make. At the George Washington University, we are redefining best practices in career counseling and workforce development through innovative programs and services. Our team of recognized experts within the Graduate School of Education and Human Development and the Office of Career Services are leaders in the field.

## Financing Your Education

### GSEHD Merit Scholarships

GW provides merit-based scholarships and endowments to GSEHD incoming and current master's and doctoral candidates taking courses on the Foggy Bottom (Main) Campus. These awards are available to support studies during the fall and spring semesters.

### University Endowments

These awards are a result of donations given to us by GW alumni, supporters, and friends. They are specifically earmarked for GSEHD students. Current and New Students may apply. The list of Endowments and their eligibility requirements are detailed below. If you have any questions after reading through these details, please contact Allie Wheeler at [gsehds@gwu.edu](mailto:gsehds@gwu.edu)

Students may apply for up to three (3) endowment funds each academic year. To be considered for an endowment, students must submit a separate statement of interest or essay for each endowed fund through the [Tuition Support Application for Current Students](#) by 11:59pm EST January 15th clearly identifying the way(s) they believe they are eligible for the respective Endowment. Each endowment essay should be no longer than one page. On the top of each statement, please include applicant name and endowment name. If the endowment essay does not meet these formatting guidelines, it may be eliminated from competition. Students who receive merit scholarships are not also eligible for endowments.

All endowment essays should cover the following general areas of assessment:

1. Integration of Endowment Relevance;
2. Articulation of Need, which can include physical, emotional, or financial hardships;
3. Integration of Prior Experience outlining professional maturity and reflection; and
4. Potential Contributions to the chosen field of study

### GSEHD ENDOWMENT FUNDS

The following endowments are currently available to apply to:

**The Angeline E. Anderson Scholarship Fund** was established in 1990 by a gift from Angeline E. Anderson, B.A.1941, M.A.1944, to assist outstanding future classroom teachers. Ms.

Anderson, the recipient of a scholarship to attend GW, enjoyed a career that included university and secondary school teaching and counseling. The scholarship in her name perpetuates her devotion to assisting students who can improve the quality of classroom teaching. The Fund is used to support full-time or part-time students in financial need who plan teaching careers in U.S. schools.

*Eligible Programs of Study: School Counseling, Secondary Education (CET), or Special Education*

**The Vincent De Angelis Scholarship Fund** was created in 1983 by a gift from Eleanor V. De Angelis in memory of her husband, Vincent J. De Angelis, an outstanding athlete, GW administrator and faculty member, and mentor of students and Department Chair in Physical Education. Eleanor De Angelis has taken many leadership roles in Columbian Women and at the University. Through lifetime contributions to GW, the De Angelis's typify those special members of the GW community whose lives continue to benefit students and enhance the School and the University. This fund is used for GSEHD full-time or part-time master's or doctoral students. Preference is given to those students who have earned an undergraduate degree in Physical Education.

*Eligible Programs of Study: Any - with special consideration for applicants with previous study or experience in the Physical Education field.*

**The Eaves-Carden Scholarship Fund** was established in 1993 with gifts from the estate of Ruth Anderson Eaves and from Mr. and Mrs. Robert Wendell Eaves, Jr. The Fund honors the memory of family members who attended GW: Robert Wendell Eaves, M.A.1933, Ed.D.1940, Ruth Anderson Eaves, Samuel Poe Carden, B.A.1918, M.A.1929, and Mary Stuart Anderson Carden, B.A.E.1935, M.A.E.1945. This distinguished family of educators leaves a lasting legacy by supporting outstanding students entering elementary school administration. The Fund helps to support a student pursuing a graduate degree with an elementary school administration emphasis.

*Eligible Programs of Study: Elementary Education*

**The Mary H. Futrell Scholarship Fund**, honors Dean Futrell, M.A.1968, Ed.D.1992, for her service in a precedent-setting six-year term as President of the National Education Association (NEA). The Fund recognizes her many contributions to human rights and public service. Colleagues and NEA chapters across the nation contributed to the Fund. This scholarship is for full- or part-time students with modest resources pursuing or continuing careers as classroom teachers or counselors.

*Eligible Programs of Study: School Counseling, Elementary Education, Secondary Education (CET), or Special Education*

**The Griffith Family Scholarship Fund** was created in August 2000 by a gift from the estate of Lera Evelyn Griffith, A.B.1952, M.A. 1955, elementary teacher and school principal, and by gifts from Griffith family descendants and their families to honor the family members who were GW alumni. Interest from the Griffith Family Endowment will provide need-based support for students planning a career in education.

*Eligible Programs of Study: Any*

**The Corey Hansen Scholarship Endowment** was established in 2000 by Walter Hansen and Marilyn Jackson. The Fund is a memorial to Mr. Hansen's son, Dr. Corey James Hansen, a School alumnus and GW secondary education faculty member and program director. This fund is only available to support secondary education students who exemplify Dr. Hansen's values and dedication to the field of teaching and administration.

*Eligible Programs of Study: Secondary Education (all campuses)*

**The Dr. Dorothy A. Moore Graduate Scholarship Endowment for International Education** was established in 2002. This fund awards scholarships to GSEHD students pursuing degrees in international education. The award is merit based.

*Eligible Programs of Study: International Education*

**The Toccin Family Fund** provides scholarships for GSEHD students in any program.

*Eligible Programs of Study: Any*

**The Vest Family Fellowship Fund**, created in 1996 by a gift from Edward N. Vest, B.A.1959, M.A.1965, and Ed.D.1972, distinguished educator and school administrator, to honor his parents, Edward Harrison and Mildred Grimes Vest, and his wife Lucia Johnson Vest and himself, provides tuition scholarships for educators preparing for, or engaged in, a career in administration, teaching, or counseling in public schools.

*Eligible Programs of Study: Higher Education Administration, Education Policy Studies, Curriculum & Instruction, Elementary Education, Secondary Education (CET), or School Counseling*

**The Ruth Ann Parker Wells Scholarship (Wells I)** was established by a gift from Mrs. Wells in 1996. She and her mother both graduated from The Graduate School of Education and Human Development. The partial scholarship is provided to students who demonstrate financial need.

*Eligible Programs of Study: Any*

**The Ruth Ann and David Leonard Parker Wells Fund (Wells II)** provides financial assistance to all GSEHD applicants and students.

*Eligible Programs of Study: Any*



### Program Partnerships and Grants

Some GSEHD programs have federally funded tuition support/stipends and opportunities to work with faculty on sponsored projects as a result of faculty efforts to obtain research or training grant funds. Students should contact their faculty advisor for information on the availability of such funding.

### Non-University Fellowships

Fellowships are available from many different sources outside the University, including federal and state agencies, foundations, corporations, and professional associations. Most require early application, often as much as a year in advance. These fellowships and grants may be very narrowly defined, often based on a student's major field and level of study or their personal demographics. The University maintains information on these fellowships in the [Office of Graduate Student Assistantships and Fellowships](#).

### Federal Loans, Work-Study, and Veterans' Benefits

The Office of Student Financial Assistance (OSFA) processes Federal Stafford Loans and awards Federal Perkins Loans and Federal Work Study based on both financial need and the availability of funds. Students should file a Free Application for Federal Student Aid (FAFSA), Stafford Loan Application and GW Loan Questionnaire no later than May 1<sup>st</sup> to apply for financial assistance for the following fall semester or academic year.

Additional information and application materials may be secured from the website of the [Office of Student Financial Assistance](#) or by stopping by Colonial Central on the Foggy Bottom Campus.

### Satisfactory Academic Progress: Important Information Regarding Federal Student Loan Eligibility

Federal regulations require students to maintain good academic standing and make Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal student loans. The federal standard for *making satisfactory progress* is measured three ways: cumulative GPA, Percentage of Credits Earned (PACE), and by maximum time frame.

**Cumulative GPA:** All GW students at the graduate level must maintain at least a 3.0 cumulative GPA to remain in good standing and maintain eligibility to graduate. To maintain eligibility for student loans, students must maintain a 3.0 GPA during each semester they are enrolled.

**Maximum Time Frame:** Graduate students are expected to complete their degree requirements in the time allotted. To maintain eligibility for student loans, students must complete all degree requirements within 150% of the program's required length. All courses attempted, including courses where a student has withdrawn, received a grade of "I", no grade, or a failing grade will be counted towards the maximum time frame regardless of whether or not the student received financial aid in that semester. Only audited courses do not count towards the maximum time frame.

**Percentage of Credits Earned:** Graduate students are expected to complete 75% of the courses attempted in each semester. Any course a student drops during the drop/add period will be considered attempted credit hours. Any course a student is enrolled in after the drop/add period will be considered attempted credits hours for which academic credit will be awarded. Courses in which a student receives a grade of “I” or no grade are considered attempted credit hours, but not completed hours. Courses in which a student receives an “IPG” are considered completed hours.

**Evaluation of SAP:** Each semester the Office of Financial Aid will assess the progress towards degree completion of any student who has received financial aid while at GW. If it is determined that a student is not making Satisfactory Academic Progress, they will be notified by email at their GW email account. The first notification will be a warning and students will have one semester to bring themselves into compliance with the SAP policy.

**Appeals Process:** If students lose their eligibility to receive federal student loans, they may submit a written appeal to the OSFA Satisfactory Academic Progress (SAP) Appeals Committee to be reinstated. Much like GSEHD’s appeal process, students must have a compelling reason why they are not making satisfactory academic progress and they must demonstrate what they will do differently so that they may improve their academic standing.

### Employment

Many graduate students find employment within the GW community to help finance their education. Regular part-time and full-time positions include excellent tuition and health insurance benefits, and working on campus makes it easy to get to classrooms, libraries, and laboratories. Job listings are posted daily on the website of the [Human Resource Services Office](#).

Additionally, the [Career Center](#) website has listings for other part-time and full-time employment opportunities.

### Cooperative Education

Cooperative education allows students to integrate salaried, study-related work experiences into their academic programs. These competitive positions are available in selected public agencies and private corporations; they are not based on financial need. For additional information, visit the website of the [GW Career Center](#).

### House Mentorships

House mentors perform part-time counseling, advising, and administrative duties in GW residence halls. In return, a partial tuition award and furnished room are provided for the academic year. Full-time students in graduate degree programs may apply. For additional information, visit the website of the [Office of Housing Services](#).

## Registration Policies and Procedures

### Registration

Once students have received their online admissions letter and have submitted the Student Reply Form and the Statement of Understanding, they will be eligible to register for classes.

Students register using the [GWeb Info System](#). Registration policies and procedures are described on the website of the [Office of the Registrar](#).

For newly admitted students:

1. Go to the [GWeb Info System](#).  
Enter the GWid that is given at the top of your offer of admission or your program plan. Enter your six-digit birthday (MMDDYY) as your PIN.  
*Change your PIN for security purposes.*
2. Go to the [University Help Desk](#) website to create your NetID. This gives you access to GWMail (email), MyGW (GW's information portal) and Blackboard (online course software). Enter your GWid and new PIN, and create a NetID and password.

Once completed, go to step #3.

For continuing students:

3. Go to the [GW Portal](#) and sign on with your NetID and password.
4. Click on *GWeb Info System* and log in with your GWid and PIN to register for courses.
5. Select *Student Records and Registration*, then *Registration Menu*, then *Register, Drop and/or Add Classes*. Select a term, choose your program, and select your classes.

Registration Assistance is available from 8:30 a.m. – 5:30 p.m, Monday – Friday, via phone at 202.994.4900. If you experience any technical difficulties with registration or logging into the GWeb system, please contact the University Helpdesk at [ithelp@gwu.edu](mailto:ithelp@gwu.edu).

Students are required to register each fall and spring semester. In most cases registration during the summer semester is optional, except for students in cohort programs. Students must be registered in the summer if they were admitted for the summer term, are taking the comprehensive examination, or are graduating in that term. Please see the section "Enrollment Status" for more information.

### Tuition Billing

Students will be billed for tuition by the Student Accounts Office after registering for courses. Course tuition rates for GSEHD students are determined by the program and the campus to which the student was admitted. For example, students admitted to Foggy Bottom campus programs pay the on-campus tuition rate for any courses they register for, regardless of course format or location. Tuition rates for students enrolled in graduate programs [can be found online here](#).

## Adjustments to Course Schedule

If a student finds it necessary to make any adjustments to his/her course schedule after the Web registration period has ended (to add or drop courses), a [Registration Transaction Form](#) is required. The completed form should be submitted to the students' GSEHD Student Services Advanced Degree Program Coordinator. A note from an instructor is NOT an acceptable method of adding or dropping a course. Registration Transaction Forms are available [online](#), at the GSEHD Office of Student Services and at Colonial Central.

Students should be aware of the financial penalties of dropping courses during and after the first week of courses. A refund schedule with specific dates for each semester can be found on the website of the [Office of the Registrar](#). Students should note that refund schedules for off-campus/distance programs and for all students during the summer semester have unique dates. The deadline for dropping an on-campus course without academic penalty is the end of the fourth week during the fall and spring semesters. A course dropped during the first four weeks of classes will not appear on a student's transcript. A course dropped after the fourth week but before the end of the eighth week will be assigned a grade of W (Authorized Withdrawal). Any withdrawals after the eighth week of classes require a petition to the Dean's Office.

Failure to submit a Registration Transaction and to receive approval to withdraw from a course will result in a grade of "Z" (Unauthorized Withdrawal) on the student's official transcript. Students may not be cleared for graduation with a Z on their academic history. Students whose accounts reflect overpayments may complete a *Request for Refund* at Colonial Central beginning the first day of classes.

## Consortium Registration

The Washington Metropolitan Area Consortium of Universities is a cooperative arrangement in post-secondary education that is designed to permit the sharing of academic resources by member institutions and to offer qualified students the opportunity to enroll at other institutions for courses not available on their own campus. The George Washington University offers qualified graduate students the opportunity to enroll in courses at:

- The American University
- Catholic University of America
- Gallaudet University
- George Mason University
- Georgetown University
- Howard University
- Marymount University
- Southeastern University
- Trinity College
- University of the District of Columbia
- University of Maryland-College Park

Participation in the Consortium program is restricted to main campus (Foggy Bottom/Mount Vernon) degree candidates in good academic standing. Non-Degree students and students in off-campus programs are ineligible to take courses through the Consortium program.

Degree-seeking students may enroll in approved courses through the Consortium to the extent that the total number of credit hours does not exceed nine (9) hours for a Master's program.

Please refer to the policies and procedures for Consortium registration on the website of the [Office of the Registrar](#).

**Registration Procedures:** Registration in Consortium courses must be requested on a [Consortium Registration Form](#). Consortium registration requires approval of the student's academic advisor before submitting the form to his/her Advanced Degree Program Coordinator for Dean's Office approval. Once the student has received both sets of approvals, the form should be submitted to the Office of the Registrar for final processing.

Students requesting to drop or withdraw from Consortium courses must obtain approval from their Department Chair/academic advisor and their Dean's Office on the Consortium Drop form.

**Tuition and Fees:** Tuition for courses taken under the Consortium arrangement is assessed at the current GW tuition rate. Course fees are charged by and paid to the visited institution. Dropped courses are subject to the on-campus refund schedule.

### **Full-/Half-Time Certification**

Students who intend to register for less than the number of credit hours required in the fall and spring semesters (full time = 9; half-time = 4.5 credit hours), and who need to be certified as in full or half-time status must complete the [Full-/Half-Time Certification Form](#). The requirements and limitations of this certification are listed on the first page of the form. This form should be completed and submitted to the Office of Student Services after the student has registered and after the form has been signed by the academic advisor.

## Enrollment Status

Once enrolled in a certificate or degree program, students must be continuously enrolled and actively engaged in fulfilling the program requirements every fall and spring semester of the academic year until such time as the certificate or degree is conferred.

Students occasionally have a semester in which they are not enrolled in coursework, but are engaged in approved activities required for program completion. (Ex. Taking the comprehensive exam or completing an incomplete course). There also are cases in which students may need to request a temporary leave for personal or professional reasons. In these instances, they will need to enroll in either Continuous Enrollment or Leave of Absence (explained further below) to remain in active status with the University.

Failure to enroll in either classes or one of the following designations will result in broken enrollment. Students who break enrollment are removed from degree status and must apply for readmission to continue. Students who apply for readmission to the University will be subject to the admissions standards in place at the time the application is submitted.

### Continuous Enrollment (CE)

Continuous Enrollment (CE) may be used for completion of outstanding work in courses in which a grade of Incomplete (I) was received. CE also may be used by degree-seeking certificate or Master's students who are preparing to sit for the comprehensive examination (See the *Comprehensive Examinations* section for more details). In certain circumstances, CE also may be used for attendance at another institution with prior approval to have coursework transferred back to GSEHD. International Students are not eligible to register for CE.

Students must submit a [Continuous Enrollment Request Form](#) and a [Registration Transaction Form](#) (RTF-Classic) to their Advanced Degree Program Coordinators to be considered for CE enrollment. Students only may be registered for a total of two (2) semesters of CE during the course of their certificate or degree program. Students who request one-year of CE must submit a registration transaction form for each of the two semesters. After reaching the limit, students who wish to register for CE status in additional semesters must seek approval from the Master's Appeals Committee.

### Continuing Research (CR)

All Master's students who are writing a thesis and who have completed their required number of thesis and coursework credits must register each subsequent fall and spring semester for a 0920-Continuing Research course, which carries a fee equivalent to one credit hour of tuition, until successful completion and submission of the thesis. All Education Specialist students must register for a 0920-Continuing Research course to sit for the comprehensive examination if not otherwise enrolled in coursework.

### Leave of Absence (LOA)

A student who, for personal reasons, is temporarily unable to continue their program of study may request a Leave of Absence (LOA) for a specific period of time, not to exceed two (2) semesters during the total period of certificate or degree candidacy. The student must submit a [Leave of Absence Request Form](#) and a [Registration Transaction Form](#) to his or her Advanced



Degree Program Coordinator to be considered for LOA enrollment. Students who request one-year of Leave of Absence must submit a registration transaction form for each of the two semesters. After reaching the limit, students who wish to register for a Leave of Absence in additional semesters must seek approval from the Master's Appeals Committee.

Students who are U.S. government employees assigned out of the United States for official duties or are in the military and actively deployed out are exempt from LOA limitations that count toward degree completion.

### **Adjustments to GSEHD Program or Location**

If a student is considering a change from one GSEHD program to another GSEHD program, they should consult with their faculty advisor as well as with the coordinator of the program to which they would like to be admitted. To request a change to a new program, they must submit a new application for admission and a new statement of purpose relevant to the new program of interest. Additional application requirements may be required if program faculty deem necessary. An application fee is not required as long as the student has maintained continuous enrollment and is in good academic standing.

If a student is considering a change in the location of their program of study, they should be sure to confirm that the program is offered at the desired campus location. Note that the new campus may have a different schedule of classes as well as an adjusted tuition rate. The student should contact his or her academic advisor for more information.

Once the student and his or her advisor have come to agreement on a location change, they should notify the Office of Admissions in writing of this request.

### **Readmission to GSEHD**

To apply for readmission, students must submit a new application for admission by the application deadline for the semester in which they wish be readmitted. Former students must submit an updated statement of purpose, application fee, resume, transcripts of any recent graduate level coursework taken, and new standardized test scores (if requested). Also, former students are required to interview with the program faculty to determine whether they will be permitted to continue the program as indicated on the original program plan or if there will be additional program requirements to be completed. Subsequent readmission is subject to new conditions and regulations that have been established by the School. See *Continuous Enrollment Status* under *University Regulations*. Any questions regarding the readmission process should be addressed to the Office of Admissions.

### **Withdrawing from the University**

If a student finds it necessary to withdraw from GW prior to completing their degree program, they should notify their advisor and the GSEHD Office of Student Services via their Advanced Degree Program Coordinator. A [Complete Withdrawal Form](#) should be submitted if the student wishes to withdraw from ALL courses during the final semester.

The deadline for complete withdrawal from ALL courses without academic penalty is the end of the eighth week of classes. After the deadline program changes are not possible unless the student submits a written request to the Office of Student Services and receives permission to withdraw. If

approved, the student then submits the Complete Withdrawal Form to the Office of Student Services for processing.

All charges for courses from which the student withdraws are subject to the refund policy listed under [Tuition Rates, Fees, and Financial Regulations](#) on the website of the Office of the Registrar.

## Grading

### Grading System

GSEHD uses the +/- grading system. The available grades, with quality-point equivalents, are as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), F (0). Other symbols that may appear include CR, Credit; AU, Audit; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal. Courses marked AU, CR, I, IPG, W, or Z are not considered in determining a student's grade point average, although courses marked I will be considered when a final grade is recorded.

Students who receive a grade of "C" in six or more credit hours are subject to suspension. Students who receive a grade of "F" must confer with the Senior Associate Dean, the Assistant Dean of Student, or the Executive Director of the Office of Student Life before enrollment in further coursework is allowed.

### Grade Reporting

Grades will be available on the [GWeb](#) system after the close of each semester. Please note that grade reports are not mailed. Student records can be accessed on GWeb, including term grades and an unofficial transcript. A Gwid and PIN are needed in order to access the GWeb system.

#### *Incomplete (I) and In Progress (IPG) Policies*

At the discretion of the instructor, the symbol "I" (Incomplete) may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol only may be used if the student's prior performance and class attendance in the course have been satisfactory and if the student is in good academic standing.

If the instructor agrees to give the student an "I", a [Contract for Completing Assignments in a GSEHD Course](#) must be completed and signed by both the student and the course instructor and then submitted to the Office of Student Services. The contract will outline all remaining assignments due and the date by which these assignments must be submitted to the course instructor. The coursework must be completed within the designated time period agreed upon by the instructor and the student, but no more than one calendar year from the end of the semester in which the course was taken. If the work is not completed within the designated time, the grade will be automatically converted to a grade of "IF", Incomplete/Failure, 0 quality points, and the grade-point average and academic standing recalculated.

In many cases students are required to take an internship as part of their graduate program. However, students often are unable to complete the required number of internship hours in one



semester. In these instances, the instructor may assign an “IPG” (In Progress) for the course. Once all requirements are met, the instructor will change the “IPG” to “CR” or a letter grade.

### **Provisional Admission Status**

Students who have been admitted in provisional status must achieve an average GPA of 3.0 or better in their first 9 credit hours taken in degree status – with no grade below B-. A symbol of “I” (Incomplete), “IPG” (In Progress), or “Z” (Unauthorized Withdraw) is unacceptable during the provisional

The provisional status will be lifted once the student has successfully completed these requirements. Please note that the provisional status does not require the student to take all nine credit hours in his/her first semester.

Students in provisional status who do not meet the requirements of the provisional status within the first nine credits of coursework may be subject to academic discipline including up to and including removal from the program.

## **Program Plans and Transfer Credits**

### **Program Plan of Study**

Each candidate for a certificate, Master’s degree, or Education Specialist degree receives an official Program Plan of Study upon accepting his or her offer of admission. This plan provides students with information regarding their admission status and outlines the coursework and any additional requirements they will need to complete in order to graduate or complete the program of study.

Students must successfully complete all courses and requirements and any deficiencies outlined on the official program plan to have their certificate or graduate degree conferred on the official GW transcript. In addition to completing all required coursework, degree programs preparing students for teacher licensure require completion of the Educational Testing Service PRAXIS teacher assessments as specified by the District of Columbia Public Schools, Educational Credentialing, and Standards Branch.

Students are encouraged to retain their program plan and refer to it frequently, as it is their contract with GSEHD. All Master’s degree requirements must be completed within six years, whether study is full-time or part-time. An additional (or seventh) year is allowed in the case of a student who breaks enrollment and is subsequently readmitted. A maximum of five calendar years is allowed for completion of the Education Specialist degree program. All certificate program requirements must be completed within 3 years.

U.S. government personnel officially assigned out of the area and military personnel on active duty may exceed these limitations with faculty advisor approval.

### **Adjustments to the Program Plan**

To request a change in the program plan, students first should discuss the proposed change with

their faculty advisor. If their advisor approves the change, a Program Plan Change Form must be sent by their advisor to the student's Advanced Degree Program Coordinator for the record to account for this change during graduation clearance.

### **Transferring to an Individualized Master's Degree Program**

In consultation with an advisor, students may request to change their official Program Plan to a 30-credit Individualized Master's Degree Program. Students must meet the requirements of the Individualized Master's Degree Program as outlined in the [University Bulletin](#). This Program Plan change must be approved by the student's advisor and the dean.

### **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**.

### **Non-Degree Coursework and Transfer of Credit**

Students who would like to take coursework at the Graduate School of Education and Human Development but who have not been admitted to one of our certificate or degree programs may apply for admission as a non-degree student through the GW Office of Non-Degree Students. **Students may enroll in coursework at GSEHD in non-degree status for one semester only** (excluding the summer semester). Students interested in enrolling in additional coursework at GSEHD must submit a complete application packet to the GSEHD Office of Admissions by the published deadlines. Completing coursework as a non-degree student at the George Washington University does not guarantee admission to a GSEHD degree program. Students taking courses in non-degree status are subject to all numerical limits included in the section on Transferring Credits.

### **Transferring Credits into GSEHD Masters or Educational Specialist Programs**

Graduate coursework taken at another institution or earned at GW in non-degree status or while in another degree program at GW is considered transfer credit when applied towards any degree program at GSEHD and does not count towards residency requirements. Graduate coursework may be approved for transfer only if it meets **ALL of the following criteria**:

- It was taken at a regionally accredited college or institution
- It has been approved as part of the student's Program Plan of Study;
- It was completed within five years of the date of first enrollment as an admitted; certificate, Master's or Education Specialist student;
- It was completed with a grade of "B" or better;
- It has not been used to fulfill the requirements of another degree program (specific exceptions regarding coursework completed in a GSEHD certificate program are outlined below).

Transfer credit limits: Students admitted to a GSEHD Master's degree program requiring completion of 36 or more credit hours are **eligible to transfer up to 12 credit hours**.

Students admitted to a Master's degree program requiring completion of 33 credit hours are **eligible to transfer up to 9 credits hours**.

Students admitted to a Masters or an Education Specialist program requiring completion of 30 credit hours are eligible to transfer **up to 6 credit hours**, with the exception that students moving from an Ed.D. to an Ed.S. are eligible to utilize any doctoral coursework approved by the advisor towards the Ed.S., regardless of the number of credits being applied.

### Content or Transfer Coursework

Content that is acceptable to the Program of Study through life experience (e.g., employment, military) is eligible for substitution. However, this substitution does not reduce the number of credit hours required to complete the degree program.

### Applying Coursework from a Certificate Program into a GSEHD Degree Program

Students who have completed coursework in a certificate program at GSEHD may apply for admission to one of our degree programs through the Office of Admissions. Applicants who have completed coursework in a certificate program at GSEHD are not guaranteed admission to one of our degree programs.

All coursework taken as part of a GSEHD certificate program may be counted towards a subsequent degree program, assuming the coursework meets ALL the following conditions:

- Course was completed with a grade of “B” or better;
- Course was completed within five years of beginning the new degree program;
- Course is approved by the faculty advisor as part of the official Program Plan of Study;
- **If a student applies 12 or more of the credits from a GSEHD certificate program to their new degree program, the student may not transfer in any additional non-GW credits including coursework taken in non-degree status and at other institutions. Coursework transferred into the certificate however, can be applied as part of the certificate to a Master's or Ed.S. degree.**

### Transferring Credits into GSEHD Certificate Programs

Graduate coursework taken at another institution or earned at GW in non-degree status or while completing a degree program at GW is considered transfer credit when applied towards any certificate program at GSEHD and does not count towards residency requirements. Graduate coursework may be approved for transfer if it meets ALL of the following criteria:

- It was taken at a regionally accredited college or institution;
- It has been approved as part of the student's Program Plan of Study;
- It was completed within five years of the date of first enrollment as an admitted; certificate, Master's or Education Specialist student;
- It was completed with a grade of “B” or better;
- It has not been used to fulfill the requirements of another degree program (specific exceptions regarding coursework completed in a GSEHD program are outlined below).

Students admitted to a GSEHD Certificate program are eligible to transfer **up to a total of 1/3 of the number of credits hours required to complete the program**. **No course can count towards more than one certificate program**. Please carefully read the policies outlined below regarding transferring credit into a certificate program. If you have questions about how they might apply to your particular situation, please contact your faculty advisor or the Office of Student Services.

**Coursework completed at another institution:** At most, one 3-credit hour graduate level course from outside GW can be transferred into a certificate program with the approval of the program or department. If approved, this coursework would count towards the transfer credit limit of 1/3 of the credit hours required to complete the program.

**Coursework completed at another school at GW:** Students who would like to transfer coursework completed at another school at GW must have the approval of the GSEHD Senior Associate Dean. If approved, this coursework would count towards the transfer credit limit of 1/3 of the credit hours required to complete the program.

**Coursework completed at GSEHD:** The following policies guide transferring coursework completed within the last five years at GSEHD to a certificate program: Students who were previously enrolled in a GSEHD degree program may elect to apply completed coursework to a certificate program **provided the degree was not conferred and the coursework was approved by the faculty advisor.**

### Total number of credit hours eligible for transfer

The following policies guide the number of credit hours students are eligible to transfer into a certificate program.

- Students admitted to a certificate program requiring completion of 18 credit hours are eligible to transfer **up to 6 credit hours.**
- Students admitted to a certificate program requiring completion of 15 credit hours are eligible to transfer **up to 5 credit hours.**
- Students admitted to a certificate program requiring completion of 12 credit hours are eligible to transfer **up to 4 credit hours.**

Note: Students may transfer in credits from different sources to include coursework completed in non-degree status or from another institution; provided that the coursework follows the guidelines outlined above. For example, if a student is in a certificate program requiring completion of 18 credit hours and the student is approved to transfer in one 3-credit hour graduate level course from outside GW, the student still would be eligible to transfer in an additional 3-credit hours of non-degree coursework. However, a student in a certificate program requiring completion of 12 credit hours who brought in one 3-credit hour graduate level course from outside GW only would be eligible to transfer in an additional 1-credit hour of non-degree coursework.

### Advanced Standing

Advanced standing is granted for approved courses taken at other regionally accredited institutions, but a minimum of 24 credit hours must be completed in the Graduate School of Education and Human Development as a master's candidate. A maximum of 12 credit hours taken in non-degree status may be credited toward the master's degree.

Advanced standing is not granted for work completed five or more years before application for admission or readmission to master's candidacy. All work accepted for advanced standing must have been earned with a grade of *B* or better and must be approved for acceptance by both the advisor and the dean. *Credit, Satisfactory, Audit*, or other non-letter grades are not acceptable.

## Second Master's Degree

Persons seeking a second master's degree must complete all core and specialization requirements and a minimum residency requirement of 24 credit hours.

### Waiving Educational Leadership 6114 or 6116

If students wish to waive EDUC 6114 - Introduction to Quantitative Research or EDUC 6116 - Educational Statistics because they have taken an equivalent course outside of GW, they must seek approval through their faculty advisor. They should be prepared to submit an official transcript and a syllabus that includes a description of the equivalent course. If the student's advisor and a member of the research methods faculty agree that EDUC 6114 or EDUC 6116 should be waived, his/her advisor should submit a Program Plan Change Form, cosigned by the chairperson of the Department of Educational Leadership or his/her designate, to the student's Advanced Degree Program Coordinator to that effect. A waiver of the required research course does not reduce the number of credit hours required to complete the degree program.

## Comprehensive Examinations

Successful completion of the comprehensive examination is required for some Education Specialist programs, as well as the following Master's programs:

- **Department of Educational Leadership**
  - Educational Technology Leadership (Distance program only)
- **Department of Curriculum and Pedagogy**
  - Elementary Education
  - Secondary Education
  - Curriculum and Instruction
- **Department of Special Education and Disability Studies**
  - Early Childhood Special Education (Some students complete a portfolio in lieu of the comprehensive exam)
  - Culturally and Linguistically Diverse Learners
  - Special Education for Children with Emotional and Behavioral Disabilities
  - Special Education for Adolescents with Emotional and Behavioral Disabilities
  - Transition Special Education/Teacher Certification (Non-certification programs may have a portfolio or research project in lieu of a comprehensive exam, or may give an alternative exam).

An updated list of programs requiring the comprehensive examination can be found [here](#). Students also may refer to their program plan to see whether this is a requirement for their program.

Comprehensive examinations are offered by GSEHD once per semester. All students must apply to take the comprehensive examination by the following deadlines:

Application Deadline
October 1 <sup>st</sup>
February 1st
June 1st

To determine the exact date for any given sitting, please contact the Office of Student Services at (202) 994-9283 or visit the Student Services website and look at the list of [Critical Dates](#). Students apply to take the comprehensive examination by completing and submitting a [Comprehensive Examination Application Form](#) online.

In order to be cleared to sit for the comprehensive examination, students must have completed all of their coursework or be in their final semester of coursework and have no grades of Incomplete ("I") or In Progress ("IPG") on their record.

All students must be enrolled in the semester in which they sit for the comprehensive examination. Master's and certificate students who have completed all coursework may prepare for and sit for the comprehensive examination in Continuous Enrollment (CE) status. Should a retake of the examination be necessary, Master's and certificate students who have already reached their two semester limit for CE are required to sign up for the 0920-Continuing Research course, which carries a fee equivalent to one credit hour of tuition.

All Education Specialist students must register for the 0920-Continuing Research course in order to sit for the comprehensive examination, if not otherwise enrolled in coursework.

Students who have failed to pass the comprehensive examination twice may not sit for the exam a third time without the approval of the Master's Appeals Committee (for Master's and certificate students) or the Post Master's Appeals Committee (for Education Specialist students).

## Graduation and Commencement

### General Graduation Information

Degrees are conferred in January, May, and August. To be recommended by the faculty for graduation, students must meet the admission requirements of GSEHD; satisfactorily complete the scholarship, curriculum, residence, and other requirements for the degree for which registered; file an application for graduation prior to the published deadline; and be free from all indebtedness to GW. Enrollment is required for the semester during which the degree is to be conferred, and all degree requirements must be completed by the last day of final examinations for that semester.

Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current spring semester, or who graduated the preceding fall or summer semester.



Master's and Education Specialist students **who need no more than nine credit** hours to complete their degree requirements may participate in the May commencement ceremonies if there is a reasonable expectation that they will be able to obtain the needed credits during the following summer. The maximum of nine credit hours is firm and not subject to petition.

An Application for Graduation must be submitted online by the deadlines listed below to ensure that the student's name is published in the commencement program. Applications should be submitted at the beginning of the student's final semester but no later than the following deadlines:

Semester of Graduation	Application Deadline
Spring Graduation Summer Graduation	February 1 <sup>st</sup> July 1 <sup>st</sup>
Fall Graduation	October 1st

*Please also note the following important information regarding graduation:*

- Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than February 1st.
- Students who apply after the published deadlines are charged a \$35 late fee, are not guaranteed commencement materials, and will not be listed in the commencement program.
- Information on the commencement ceremony is sent only to those students who indicate their intention to participate in commencement activities on the Application for Graduation.
- Visit [GW's Commencement Website](#) and [GSEHD's website](#) for the most up-to-date information on caps and gowns and all commencement deadlines and activities.

## Online Graduation Application Instructions

### Using the Online Graduation Application

- Log in to [GWeb](#) using your GWID and PIN.
- Click on the Student Records & Registration Menu tab, and select the "Student Records Information" link.
- Click on the "Apply to Graduate" link to begin your graduation application.

#### 1. Curriculum Term Selection

From the drop-down list, select the term in which you expect to graduate. You must be registered in the term of your graduation. If the term you expect to graduate is not listed, it means you are not registered for that term and are not eligible to graduate from that term. Either register for classes in that term or contact the Office of the Registrar – Graduation Services at (202) 242-6843 or via e-mail at [diploma@gwu.edu](mailto:diploma@gwu.edu). Please include your GWID and full name in the e-mail.  
Select the term, then click Submit.

#### 2. Curriculum Selection

Next, indicate the curriculum for this application. If you are enrolled in two degree programs, you must complete two applications—one for each degree program. If you are pursuing one degree with multiple majors, you only need to apply once for the degree program. If the curriculum you are attempting to apply for is not displayed, STOP. Do not continue the application process. You must see your College or School to rectify this situation. Click the radio button next to the appropriate curriculum information, then click Continue.

**3. Graduation Term Selection**

Next, select the Graduation Date from the drop-down list. This is the term from which you will graduate. If the term you expect to graduate is not listed in the drop-down menu, it either means that the online application is not yet available for that term or you have missed the application deadline. If you have missed the deadline to apply, you will be charged a \$35.00 late application fee, and your application must be submitted on paper. Application deadlines can be found on the Registrar's website at <http://registrar.gwu.edu/application-deadlines>. Do not apply to graduate from a term prior to the term you expect to complete your degree requirements. Select the Graduation Date from the drop-down, then click Continue.

**4. Diploma Name Verification**

The name displayed on this screen is the exact way your name will be printed on your diploma. If there are ANY CHANGES NEEDED to the way your name is displayed you MUST follow the directions on this page to make those changes PRIOR TO THE DEGREE BEING AWARDED. Once your degree has been awarded, the name cannot be changed.

The biographical information change form can be found at <http://registrar.gwu.edu/forms> under the Personal Information Update section. If you have ever been employed by GW, you must complete the biographical change with GW Human Resources at 2121 Eye Street, NW Suite 101, Washington, DC 20052. Verify your Current Diploma Name, then click Continue.

**5. Diploma Mailing Address Selection**

Select the address to which your diploma should be mailed. You can select one of your existing addresses, or select "New" to add a new address.

Please note: If your diploma is mailed to the address of record and the diploma is either returned or lost, there will be an additional fee(s) of \$25.00 to re-send and \$50.00 to replace your diploma. Select an address from the drop-down, then click Continue.

**6. Diploma Mailing Address Edit**

On this screen, you have the opportunity to edit the address you have selected, or enter a new address if you selected "New" on the previous screen.

Please note: Diplomas are mailed via first class US Postal Service 6-8 weeks after degree clearance. Diplomas are not forwarded. If you would like to return your diploma to GW, please contact Graduation Services at (202) 242-6843 or [diploma@gwu.edu](mailto:diploma@gwu.edu) for further information regarding this option.

Make any necessary edits to the diploma mailing address, then click Continue.

**7. Graduation Application Summary and Verification**



After verifying your diploma mailing address, you will see a summary of the information you have entered so far. You must click the check box to indicate that you have verified your diploma mailing address and that you understand that your name will be printed on your diploma exactly as it appears in this application unless you take corrective action prior to the degree being awarded. Diplomas are mailed approximately 6-8 weeks following degree clearance.

Place a check mark in the box to indicate you have read and understand the information, then click Continue.

8. **Commencement Ceremony and School Celebration Ceremony Attendance** Answer the questions relating to your attendance at the University Commencement Ceremony (Sunday of Commencement Weekend on the National Mall) and the School Celebration Ceremony. Enter the e-mail address you will use following graduation. Students who have applied for Summer graduation are asked additional questions about whether they will attend the Commencement Ceremony prior to their graduation or the Spring following their graduation.

Click the radio buttons next to the appropriate answers, type your e-mail address, then click Continue.

**Congratulations!** Your graduation application is complete. You may use the View Graduation Applications link to review the information you submitted.

### Certificate Completion

Completion of a Certificate Program: To be eligible for the granting of a Graduate Certificate within GSEHD, students must complete all course requirements with a minimum GPA of 3.0 and with no grades of "F." Graduate Certificate students must submit an [Application for Certificate Completion](#) by the deadlines stated in the academic calendar. Certificate students are not eligible to participate in the University's Commencement Ceremony.

An Application for Certificate Completion (available [online](#)) must be submitted to the Office of Student Services by the deadlines listed below to ensure that students receive their certificates and do not incur late fees. Applications should be submitted at the beginning of the student's final semester but no later than the following deadlines:

Semester of Completion	Application Deadline
Spring Completion	April 1 <sup>st</sup>
Summer Completion	July 1 <sup>st</sup>
Fall Completion	December 1st

## Final Graduation/Completion Clearance

The Office of Student Services clears all GSEHD students for graduation. Please note that degree clearance for everyone other than doctoral students usually takes place after the official degree conferral date. Degree conferral cannot occur until final grades are posted and confirmation of fulfillment of all other requirements on your program plan (comprehensive exams, program plan changes, PRAXIS exams, minimum 3.0 GPA, etc.) has been received by the Office of Student Services. If your program requires PRAXIS for graduation, you are required to designate GW as a score recipient when enrolling for the exam (institution id: 5246). If all of your grades are not posted, please check with your instructor(s). According to the Office of the Registrar, degree conferral “may take anywhere from 8-12 weeks after your graduation date.” Your official transcript and diploma will reflect the official degree conferral date.

Official transcripts and diplomas will reflect the official degree conferral date.

Students can verify that their degree has been conferred via their unofficial transcript on [GWeb](#).

If a student has not been cleared and believes that they have met all degree requirements, they should contact their Advanced Degree Program Coordinator in the Office of Student Services.

If a student has been cleared and has questions about their diploma, they should refer to the [Registrar's Graduation Services Office](#).

## Student Appeals Process

All students have the right to appeal an academic decision (i.e. residency requirements, admissions decisions, grade appeals, and decisions that alter a student's status) from GSEHD before the appropriate committee.

The Master's Appeals Committee (for certificate and Master's students) meets once a month during the academic year (September through May). The Post Master's Appeals Committee (for Education Specialist and Doctoral students) meets four times during the academic year, usually in September, November, February, and April.

### Informal Resolution

Prior to appealing a decision through the appropriate committee, **the student first should attempt to resolve the matter with the faculty member(s) most directly responsible.** If no resolution results, the student then should consult with the individual at the next administrative level, for example, the director of the program or the chair of the relevant department.

If there continues to be no resolution, the program director, chair, or student may contact the Senior Associate Dean and solicit assistance to ensure that adequate steps are taken to resolve the issue at an informal level without the complaint escalating to the status of a formal appeal. If no resolution is achieved as a result of these informal attempts, the student may appeal to the Master's Appeals Committee (MAC) or the Post Master's Appeals Committee (PMAC) as appropriate. **Any such informal attempts will not extend the six-month period during which an appeal may be filed.**

## Formal Appeal

In order for an appeal to be considered by the Master's Appeals Committee (MAC) or Post Master's Appeals Committee (PMAC), students must adhere to the following process:

Submit the appeal and supporting documentation in writing to the MAC or PMAC through the appropriate Advanced Degree Program Coordinator **no later than six months from the decision being appealed.** The letter requesting an appeal must include the following information:

- A description of the reason for requesting an appeal;
- A detailed description and timeline of events;
- A statement explaining the outcome sought by the student;
- All documents relevant to the case (e.g., student statement, faculty member statement, transcript of coursework, and all other related documentation) must be in the Advanced Degree Program Coordinator's possession **at least two weeks prior to the committee meeting date.**

Once the student has properly submitted all case materials, the appeal will then be placed on the MAC's or PMAC's agenda for the next meeting during the academic year.

The student will be notified in writing of the date and time of the meeting by his/her Advanced Degree Program Coordinator and has the right to attend the meeting. If planning to attend the meeting, the student must inform the Advanced Degree Program Coordinator in writing **no later than one week prior to the meeting.** The student may have another individual present for support, but that person will not be permitted to speak or participate in the meeting. If the individual is an attorney, the student must inform the committee chair **no later than one week prior to the meeting.** Students who choose to attend will be allotted an appropriate amount of time (to be determined by the committee chair) to present the case. The presentation will be followed by questions related to the case from committee members. In the event that a student does not attend, the committee will base their decision on the written documentation in the case file.

The student will be notified in writing of the committee's decision by his or her Advanced Degree Program Coordinator within 10 business days of the meeting.

## Final Appeal

The student may appeal the decision of the MAC or PMAC by submitting a written appeal to the Dean of GSEHD. The appeal must be written and submitted **within 30 calendar days** of the date on the appeals decision letter. A delay in filing an appeal may constitute grounds for rejection of the appeal. The decision of the Dean is final.

## University Policies

### Academic Integrity

GW's Code of Academic Integrity is available in the [GW Guide to Student Rights and Responsibilities](#). This code is designed to promote academic honesty and describes how violations of the GW's Code of Academic Integrity are handled.

### Change of Personal Information

An official name change or social security number change should be made at the Office of the Registrar by submitting a [Request to Change Name/Social Security Number](#). Students may update their address online through [GWeb](#) or by mailing or faxing a personal letter to the Office of the Registrar, 2121 I Street, NW, Suite 101, Washington, D.C. 20052; fax (202) 994-4448. Failure to do so may result in a delay in receiving important correspondence from GSEHD and GW.

### Immunization Requirement

The District of Columbia Immunization Law requires that students under the age of 26 have a record on file with the Student Health Service documenting a current Tetanus/Diphtheria booster (within ten years, prior to initial registration) and two doses of vaccine against Measles, Mumps, and Rubella that were given after the student's first birthday. This applies to all students regardless of program of study or degree status.

The Student Health Service can give any needed inoculations on a fee-for-service basis. Students who have not provided proof of necessary immunization by the end of the second week of classes may be removed from classes, will have their registration encumbered by the Student Health Service and will not be able to register for the next semester until such proof is given. If a student is under the age of 26 and did not receive and submit an immunization form one can be downloaded one from the website of [Student Health Services](#).

### Privacy of Records

The Graduate School of Education and Human Development complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), commonly referred to as the "Buckley Agreement." Students should refer to the [GW Guide to Student Rights & Responsibilities](#) for information regarding this policy. All applications and supporting documents become the property of The George Washington University once received and cannot be returned.

### Student Records

The [GW Guide to Student Rights & Responsibilities](#) is available at the Dean of Students Office (2121 I Street, N.W., Suite 401). This statement includes the Code of Student Conduct that defines student behavior considered to be disruptive to the academic enterprise and life within the campus community. The code also details the process through which disciplinary action is taken by GW when students are charged with violations of its provisions. Students who are charged with serious offenses may have their cases heard by boards that include students as members of the hearing panels; those charged with minor offenses are subject to a disciplinary conference.

## Equal Opportunity

The George Washington University does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, veteran status or sexual orientation. This policy covers all programs, services, policies and procedures of the University, including admission to education programs and employment. The University is subject to the District of Columbia Human Rights Law.

Inquiries concerning the application of this policy and federal laws and regulations concerning discrimination in education or employment programs and activities may be addressed to Susan B. Kaplan, Associate Vice President for Human Resources, The George Washington University, Washington, D.C., 20052, (202) 994- 4433, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to the Director of the U.S. Equal Employment Opportunity Commission/Washington Field Office.

To request disability accommodations, students should contact the Office of Disability Support Services, (202) 994-8350 (TDD/voice), and employees should contact the Office of Equal Employment Activities, (202) 994-9656 (voice) or (202) 994-9650 (TDD).

## Sexual Harassment

The George Washington University affirms its commitment to maintaining a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. Sexual harassment of students by faculty or administrators or of employees by those in a position to affect their The GW Graduate School of Education and Human Development employment status or by other employees in the work unit is inimical to such an atmosphere and will not be condoned.

If students wish to discuss sexual harassment complaints informally and confidentially, they may contact a member of GW's Committee on Student Sexual Harassment. The names and phone numbers of committee members may be obtained from the Office of the Dean of Students, Rice Hall 401; (202) 994-6710.

## GSEHD Student Organizations

### GSEHD Student Association

The purpose of the [GSEHD Student Association](#) (GSEHD SA) is to represent the students of the Graduate School of Education and Human Development, to elucidate, express, and further their interests and concerns regarding School and University matters. The GSEHD SA shall encourage school unity between students of the Graduate School of Education and Human Development.

### Chi Sigma Iota Rho Theta

[Chi Sigma Iota](#) is the international honor society for counselors-in-training, counselor educators, and professional counselors.

### **Education Policy Student Association**

The [Education Policy Student Association](#) brings together graduate students enrolled in the Graduate School of Education and Human Development at The George Washington University, faculty, staff, alumni, policymakers, scholars, and advocates to build a greater understanding of federal, state and local issues related to education policy.

### **Higher Education Student Association**

The [Higher Education Student Association](#) (HESA) is committed to the pursuit of excellence of all students. Created in 1976, HESA is a significant part of the Graduate School of Education and Human Development and exists to provide a forum of social interaction, academic support and professional development through numerous activities and events.

### **Human Resource Development / Human and Organizational Studies (HRD-HOL) Student Association**

The HOS Student Association seeks to broaden educational goals, focused around education, business, communication, and management. The association challenges students to be participatory members of the GSEHD community and encourages self-reliance in taking leadership roles.

### **International Education Association**

The [International Education Association](#) (IEA) was created to share relevant information, network with fellow students, and experience the social side of our nation's capital.

### **Museum Education**

The purpose of the [Museum Education Student Association](#) is to foster and maintain credibility and integrity of the Museum Education Program and museum education profession.

### **Phi Delta Kappa**

Phi Delta Kappa (PDK) International is a professional organization for men and women in education. Founded in 1906, it now has over 100,000 members and over 660 chapters across the United States, Canada, and 12 other countries, including a chapter here at GW. For additional information on membership and this year's events calendar please refer to <http://pdkintl.org/> for more information.

## **GW Student Activities and Organizations**

### **GW Student Association**

As the official student government organization at GW, the [GW Student Association](#) (SA) is responsible for representing all registered graduate, undergraduate, and professional students.

## **Black Graduate Student Association**

The Black Graduate Student Association (BGSA) at The George Washington University was founded in 1993 by a group of future black professionals who saw a greater need in the graduate community. If you are interested in learning more and/or becoming involved, contact BGSA at [gwbgsa@gwu.edu](mailto:gwbgsa@gwu.edu).

## **University Resources**

### **The Center for Civic Engagement and Public Service**

The Center for Civic Engagement and Public Service aims to integrate civic engagement into George Washington University's educational work. We focus GW's resources to meet community needs beyond the campus, promote active citizenship in a diverse democracy, and enhance teaching, learning and scholarship at GW.

#### **4 Focus Points**

##### **Academic Service–Learning**

The Center helps undergraduate and graduate students, faculty, and community partners leverage their skills and resources to make a difference in the classroom and community through over 67 service-learning courses each year.

##### **Community Service & Engagement**

GW Colonials meet local needs through ongoing service programs, engageDC, DC Reads, and Jumpstart. Alternative Breaks and signature service events such as Freshman Day of Service and Martin Luther King Day of Service get students engaged in national and international service that makes an immediate and powerful impact.

##### **Service Careers**

Through the Center, students can get connected to service-oriented, off-campus Federal Work-Study positions in the Washington, DC area.

##### **Social Entrepreneurship**

The Center helps you turn your service idea into real world action through GWupstart. The GWupstart Workshop Series is for students who want to master the skills that will equip them to transform their desire to make a difference into a functioning project or venture. Academically-based social innovation is supported by the Steven and Diane Robinson Knapp Fellowship for Entrepreneurial Service-Learning. The Public Service Grant Commission supports student-led service projects conducted in partnership with the community. GWupstart Fellows are competitively selected and placed into mentor- and support-roles for LearnServe International's social entrepreneurship incubator and accelerator programs for high schoolers in the DC-Maryland-Virginia area. GWupstart helps connect students with mentors who inspire, guide, and act as a sounding board for their social entrepreneurial efforts.



### **Graduate, Distance, and Professional Student Engagement**

The mission of the [Graduate, Distance, and Professional Student Engagement](#) (GDP) team is to: provide GW graduate, distance, and professional students information and resources through various channels; advocate for graduate students; provide learning opportunities through various co-curricular initiatives; and develop community by supporting social, recreational, and cultural events.

### **University Hearing Board**

The [Office of Student Rights & Responsibilities](#) is responsible for the non-academic campus judiciary. Graduate students are encouraged to apply as justices on the [University Hearing Board](#).