



THE GEORGE
WASHINGTON
UNIVERSITY
MEDICAL CENTER
WASHINGTON DC

School of Medicine & Health Sciences

Health Sciences Programs

Student Handbook

2009 - 2010

Dear Health Sciences Student:

Welcome to The George Washington University Health Sciences Programs!! Whether you are an on-line or on-campus student the decision to come to GW will open doors that you never imagined. Education is the one sure route to expanding your horizons and challenging yourself personally and professionally.

GW is distinctive being in the Nation's capital. Faculty enrich courses by bringing policy issues and resources reflective of DC. National and world events will become daily events to you as a GW student. If you are on-campus, you also have access to many free activities in DC—so plan your time and take advantage of being here.

We take a great deal of pride in the fact that all of our students learn with students from other disciplines. No matter where you are learning, students have the opportunity to be in classes and work on projects as a team. We recognize that no one practices or manages in isolation. Learning together means you can be more effective in your life's work.

We want to make your experience with us the best. We have nationally renowned faculty who care deeply about their professions and being outstanding teachers. We can help you solve whatever problems you may face while in your program—but we need to know about them. Please contact us even if it is just to say hi—and let us know what is going on in your life.

Sincerely,

Jean Johnson, Ph.D.
Senior Associate Dean for Health Sciences

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2009-10 Academic Calendar

2009	Fall Semester
August 3-4	Orientation for new Physician Assistant students.
August 5	First day of fall classes for Physician Assistant Program.
August 26-29	Orientation for new Physical Therapy students
August 26-27	Orientation for new Pharmacogenomics students
August 26-27	Orientation for new BSN students
August 30	LAST day to drop a course with FULL refund
August 31	First day of Fall classes
August 31	<u>Late registration and program adjustment period</u> begins (late fee of \$80 will be charged for initial registration during this period)
September 7	Labor Day (no classes)
September 12	Last day to add/drop online via GWeb
September 24	Convocation for the Health Sciences Programs
September 25	Last day to add a course using the RTF-EZ or drop a course using the RTF-EZ without academic penalty.
October 1	Applications due for Fall certificate completion and graduation
October 1	Applications due for Spring financial assistance – (complete application must include: FAFSA, Loan Questionnaire, Master Promissory Note and any Alternative Loan applications).
October 5	Physician Assistant Day
October 16-18	Colonials weekend
October 23	Last day to withdraw from a course with a grade of 'W' using an RTF-EZ
Mid-November	Priority registration for Spring semester classes begin (specific date TBA)
Nov. 26-27	Thanksgiving (no classes)
December 7	Last day of Fall semester for Health Sciences Programs
December 11-19	Final Examinations
2010	Spring Semester
January	First day of spring classes for Physician Assistant and Nurse Practitioner students.
January 11	Classes begin for all other Health Sciences Programs and University
January 18	Martin Luther King Day (no classes)
January	<u>Late registration and program adjustment period</u>
January 31	Degrees conferred for fall graduates
February 1	Applications due for Spring certificate completion and graduation (summer walkthroughs)
February 15	George Washington's birthday (no classes)
March 1	Applications due for Summer – (complete application must include: FAFSA, Loan Questionnaire, Master Promissory Note and any Alternative Loan applications).
March 15-20	SPRING BREAK (no classes)
Mid-March*	Priority registration for fall semester classes begin.(specific date TBA)
April 28	Designated Monday for university classes; last day of University classes
April 28	Last day of spring semester for Health Sciences Programs
April 29-30	Reading Days

May 1	Applications due for Fall 2010-2011 – (complete application must include: FAFSA, Loan Questionnaire, Master Promissory Note and any Alternative Loan applications).
May 3-11	Final Examinations
May 16	Commencement

2010* Summer Sessions**

May 17	First day of summer session classes for Physician Assistant and Nurse Practitioner Programs.
May 17	First day of summer session classes for Distance Education Programs
May 17	First day of University summer session classes.
May 24-25	Memorial Day (no classes)
June 1	Deadline for submission of financial aid applications for the next academic year (complete application must include: FAFSA, Loan Questionnaire, Master promissory Note and any Alternative Loan applications).
June	Last day of summer session classes for Physician Assistant students.
July 1	Applications due for summer certificate completion and graduation
July 4	Independence Day (no classes)
July	First day of clinical practicum for Physician Assistant students.
August	Last day of University summer classes
August 31	Degrees conferred for summer session

* Dates are tentative; consult your program and the *Schedule of Classes* each semester
 Website: <http://my.gwu.edu/mod/pws/>

** All Summer dates are tentative; consult your program and the *Schedule of Classes*
 Website: <http://my.gwu.edu/mod/pws/>

ACADEMIC PROCESSES AND REGULATIONS

ACADEMIC CALENDAR

Fall classes generally begin in late August/early September, spring classes in mid-January, and summer classes in late May. Exact dates for registration and classes will be provided in registration materials sent to students prior to each semester. Students should also check the Registrar's Office registration schedules online at <http://www.gwu.edu/~regweb/web-content/registration/index.html>

CLASSROOM ENVIRONMENT

Smoking, the consumption of alcoholic beverages or illicit drug use is forbidden in the classroom. Disruptive behavior, such as arriving or leaving in the middle of a lecture or cell phones and pagers, is unacceptable. Punctuality in the attendance of all classes and clinical rotations is essential.

REGISTRATION AND WORK LOAD

Once entered into a degree program, a student is required to be continuously enrolled and actively engaged in fulfilling the requirements for the degree during each fall and spring semester until such time as the degree is conferred. Students who break continuous enrollment at the University and do not request and receive a leave of absence (see below), must apply for readmission and, if granted, are subject to the requirements and regulations then in force. Registration during the summer is optional, except for those in programs requiring summer course work or those who plan to graduate in summer (August).

Guidelines, dates, and other registration information will be sent to each continuing student approximately six weeks prior to the beginning of each semester. For newly admitted students, the information will be included in admit/welcome packets once the declaration of intent form has been received by the admissions office. All distance education students will be charged a \$35.00 registration fee. A late registration fee of \$80 is charged to students who register on or after the first day of classes (*see the schedule of classes for details*).

Students who are not registered for GW courses and maintain matriculation in the program in a particular semester (Fall and Spring only) by either completing course work or examinations toward general education requirements or applying for a leave of absence will be charged a \$35 registration fee for continuous enrollment.

To register for continuous enrollment (CE) complete the General Information section of the Registration Transaction Form (RTF). In the Course Request section of the Registration Transaction Form, list "continuous enrollment". A \$35.00 registration fee is charged for CE. Sign and date the RTF and mail, scan/email, or fax to:

The George Washington University
Health Sciences Programs Student Services
900 23rd Street, NW, Suite 6139
Washington, D.C. 20037
FAX: 202-994-1299
Email: hsp@gwu.edu

TO REGISTER FOR A GW COURSE

Schedule of Classes is published online before each registration period. All students must process their registration via GWeb Info Systems (aka “Banner”).

GWEB INFORMATION SYSTEM

Note: GWeb registration is only available Monday through Friday, 7:00a.m. – 8:00p.m. (Eastern Standard Time) during registration period.

To register by GWeb, you may access it from the GW home page or directly at <http://my.gwu.edu>. At the main page, click on the icon “**GWeb Information System**” on the left side and follow the instructions. Once you have successfully logged into GWeb main menu, click on the Student Academic & Registration Menu, then on the Registration Menu. When you select the option to Register, Drop and/or Add Classes, you will be prompted for a term. Select the appropriate semester. Simply enter your desired Course Reference Numbers (CRNs) into the numbered boxes and click on Submit Changes.

You will immediately see if you have been successful or be shown any problems with your requests. You may add additional courses by entering them in the numbered boxes or drop a course by selecting the Drop option in the Action Column next to the course you wish to drop. If any of your courses have a range of credit hours, you will automatically be registered for the lowest number of credits. If you wish to change the credits, return to the Registration Menu and select Change Credit Hours. When you are finished, you can print out a copy of your schedule by selecting the appropriate button at the bottom of the same page. Please be sure to review your schedule to make sure that it is correct.

Make sure your address is current. It is a student's responsibility to make certain that accurate address information is on file at all times. During registration, address information may be updated at <http://my.gwu.edu>. You may also update your address in writing to Health Sciences Student Services.

- **E-mail Account**

Once you have registered for your classes, you should create your gwu.edu email address. You **must** have the gwu.edu address in order to participate in **Blackboard** (the online classroom). Visit <http://helpdesk.gwu.edu/helpdesk/accounts/index.html> to create your GWU email account.

DROPPING/ADDING COURSES AND REFUND SCHEDULE

Courses may be added or dropped by using the GWeb Registration system up to the second week of class. From the second through the end of the fourth week of classes, a RTF-EZ form can be submitted to the Registrar’s Office with only program approval.* Any changes in course enrollment made after the fourth week of classes, requires a standard Registration Transaction Form (RTF) and a Petition Request to explain the reason for the late changes. Changes must have the approval of the instructor, faculty advisor, and Health Sciences Senior Associate Dean.

* Note that students in a cohort program may require Dean’s approval even during the second-fourth week of classes if the add/drop affects their official program of study.

On-Campus courses dropped on or after the first day of classes are subject to the following refund schedule:

On or before the end of the first week of classes	90% refund
On or before the end of the second week of classes	60% refund
On or before the end of the third week of classes	40% refund
On or before the end of the fourth week of classes	25% refund
After the fourth week of classes	none

Distance Education courses dropped on or after the first day of classes will not be refunded except by special petition to the Senior Associate Dean for Health Sciences.

Students whose accounts reflect overpayments must submit a written request for refund to Student Accounts Services after the first day of classes.

CHARGES FOR LATE REGISTRATION AND DROPS FOR SUMMER SEMESTER

Registration for classes incurs financial obligation. Tuition will not be reduced or refunded due to absence from classes. No late fee will be assessed for registration during the first two days of classes of summer sessions. If a course is canceled by the university, 100% of tuition and fees will be refunded. Courses dropped BEFORE the first day of summer classes will have 100% charges canceled. Courses dropped on or before the end of first week of classes will have 75% of tuition and fees refunded. For courses dropped anytime after the first week of classes, 100% tuition and fees penalties are assessed.

ADVANCED STANDING AND TRANSFER CREDIT

Advanced standing may be awarded for appropriate course work completed at other accredited institutions provided minimum grade requirements have been met. The minimum acceptable grade is **C** for course work to be applied toward an undergraduate degree and **B** for course work to be applied toward a graduate degree. Advanced standing may also be awarded for non-traditional classroom or clinical experience as outlined below. The University reserves the right to refuse transfer credit in part or in whole, or to allow credit provisionally. For bachelor's programs, no more than 66 credit hours can be accepted as advanced standing from a two-year institution. For master's programs, up to six credit hours of course work may be accepted as transfer credit, provided the course work was completed within the past three years at an accredited college or university and was not used towards another degree; and the student earned a grade of B or better.

Degree candidates who are currently enrolled at this institution and plan to take courses or placement examinations at other accredited institutions for transfer credit must first obtain permission by completing and submitting a course approval form to Health Sciences Student Services. Upon completion of the course work, the student is responsible for having an official transcript sent to:

The George Washington University
 Health Sciences Programs
 Office of Admission
 900 23rd Street, NW – Suite 6140
 Washington, DC 20037

Credit by Examination from Service Schools, from Non-Collegiate Organizations, and by Non-Traditional Methods. Limited credit may be awarded through one or any combination of the following:

Credit for College Board College-Level Examination Program (CLEP) – CLEP offers two types of examinations: General and Subject. CLEP General Examinations are offered in five areas: mathematics, humanities, natural sciences, English composition, and social sciences and history. Only the CLEP General Examinations in humanities, natural sciences, and social sciences and history may be used to fulfill degree requirements for health sciences students; Subject Examinations must be taken to fulfill degree requirements in mathematics and English, only the *Freshman College Composition and College Algebra* CLEP will be accepted. Credit may not be earned by passing the examination after taking an equivalent course. Arrangements for taking the examinations are the responsibility of the student and should be made through the College Board College-Level Examination Board, CN 6601, Princeton, NJ 08541-6601 (telephone: 609/951-1026).

Credit from Military Service Schools -- Upon registration in the clinical health sciences program, 60 credit hours of advanced standing for successful completion of IDC training is applied towards the degree. A limited amount of credit may be assigned for other selected service school courses.

Credit Earned Through USAFI and DANTES -- Credit may be assigned for approved United States Armed Forces Institute (USAFI) and Defense Activity for Non-traditional Educational Support (DANTES) courses.

Credit for Courses Offered Through Correspondence -- A limited amount of credit may be assigned for selected courses taught by non-traditional methods from other accredited institutions, provided that such courses require the student's physical presence during a monitored final examination. Assignment of such credit will require a statement from the sponsoring agency that such an examination was a required part of the course.

LEAVE OF ABSENCE

Leave of absence will generally be granted for no more than two semesters during the student's academic program. Students must petition for a leave of absence and obtain approval from Health Sciences Student Services.

WITHDRAWAL

If a student finds it necessary to withdraw from the University, the Program and Health Sciences Office of Student Services must be notified in writing. If notification is not given, and the student fails to register at the next fall or spring registration (or summer, if required by the student's program), action will be taken to terminate the student's degree candidacy. If it is necessary to withdraw from the University during the semester, a registration transaction form (available from Health Sciences Student Services) must be approved by each course instructor, the program director, and the associate dean. (If the program will be resumed within one year, application for leave of absence should be made at the same time). Failure to fill out the program adjustment form and receive approval to withdraw will result in a grade of Z (unauthorized withdrawal).

Permission to withdraw from the University will not be granted to a student who has an outstanding financial obligation to the institution.

RE-ADMISSION

Students who were previously registered in the University but who did not register during the immediately preceding semester (summer sessions excluded) must apply for readmission and, if granted, are subject to the requirements and regulations then in force.

EVALUATION OF ACADEMIC PERFORMANCE

Faculty are responsible for evaluating the performance of students in a meaningful, useful, and timely manner and for assigning grades on a basis that is rational, just, and unbiased. The authority for assignment of grades rests with academic departments or with faculty in the respective programs. Official grades for course work are mailed to students upon request to the Office of the Registrar each semester and are not given out by instructors.

GRADES

Undergraduate Programs -- The following grading system is used for undergraduate degree programs: *A*, Excellent; *B*, Good; *C*, Satisfactory; *D*, Low Pass; *F*, Fail; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal. Other grades that may be assigned are *A-*, *B+*, *B-*, *C+*, *C-*, *D+*, *D-* and *P/NP*. Repetition of a course in which a grade of *D* or better is not permitted, unless a petition to do so is approved by the associate dean upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA.

Graduate Programs -- The following grading system is used for graduate programs: *A*, *B*, *C*, *F*, *I*, *CR/NR*, *IPG*, *W*, and *Z*. At the discretion of the program and individual faculty, '+' or '-' grades may also be assigned. Except for courses that specifically state that repetition is permitted, a candidate for a graduate degree or certificate at this University may not repeat a course in which a grade of *C* or better was received, unless a petition to do so is approved by the associate dean upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA.

INCOMPLETE/IN PROGRESS/WITHDRAWAL

When another grade has not been assigned, the symbol *I*, *IPG*, *W*, or *Z* will be recorded. The symbol of *I* indicates that the instructor has received a satisfactory explanation for the student's inability to complete the required work of the course. The grade may be used only if the student's prior performance in the course has been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be turned in will be graded *F*. Incomplete work must be made up by a date agreed on by the instructor and the student but no later than the last day of the examination period for the semester immediately following the semester or summer session in which the grade of *I* is assigned. An extension of one additional semester can be requested by the student and may be approved by the instructor. When work for the course is completed, the grade earned will be indicated in the form of *I/* followed by the grade. The indication of *I/* cannot be removed from the transcript. An Incomplete that is not changed within the allotted time automatically becomes an *F*. Within the master's degree program in Clinical Leadership, a student with a grade of *I* in two or more courses will not be allowed to register for additional course work until the work has been completed and grades submitted.

The symbol of *IPG* is reserved for courses (such as practicums and special projects) in which the final class date may extend beyond the official University deadline for submitting grades. Once the course has been completed, the *IPG* will be removed from the transcript and the earned grade recorded.

THE GRADE-POINT AVERAGE

Scholarship is computed in terms of the grade-point average (GPA), based only on the student's record in this University. The GPA is computed from grades 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; *D+*, 1.3; *D*, 1.0; *D-*, .07; *F*, 0, for each credit hour for which the student has registered in a degree program. (Grades of *F* will be computed in the grade-point average but will not be

considered as fulfilling degree requirements). Courses marked *W*, *I*, or *IPG*, are not considered in determining the average, except that any course in which an *I* or *IPG* has been assigned will be included when a final grade has been recorded.

APPEAL PROCEDURES FOR CASES OF ALLEGED IMPROPER ACADEMIC EVALUATION

Students who believe that a grade or evaluation is unjust or inaccurate may follow the following appeal procedures:

1. The student must submit a written appeal to the associate dean for health sciences.
2. The associate dean will refer the appeal to the Health Sciences Evaluation Committee chair, who will form a three-person committee to serve as a peer review body. The committee will consist of members of the Health Sciences Evaluation Committee who are not involved in the case. Should the chair of the Health Sciences Evaluation Committee be the member of the faculty alleged to have made the improper academic evaluation, the associate dean will choose the three members of the peer review body from the members of the Health Sciences Evaluation Committee.
3. The peer review body will conduct a hearing at which the student and the faculty member will have an opportunity to state, in each other's presence, their views on the academic evaluation given to the student.
4. If the peer review body finds in favor of the student and upholds the complaint, yet the faculty member refuses to alter the academic evaluation at issue, the Health Sciences Evaluation Committee will meet with the peer review body to review the case. The Committee will then advise the associate dean on what steps should be taken to resolve the issue. Final action rests with the associate dean.

ACADEMIC STANDING

To remain in good academic standing and continue in the program, students must maintain a cumulative minimum GPA of 2.5 in the bachelor's programs and 3.0 in the master's program for all GW course work.

ACADEMIC PROBATION

An undergraduate student whose cumulative GPA falls below 2.5 will be placed on academic probation. For full-time students, this probation extends over the period in which the student attempts additional 12 credit hours of course work. For part-time students, this probation extends over the period in which the student attempts additional 6 credit hours of course work.

A full- or part-time graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation. This probation extends during the period in which the student attempts 9 credit hours of course work.

SUSPENSION

An undergraduate student whose cumulative GPA remains below 2.5 after a period of probation may be suspended and may not register for any course work at the University. A suspended student may apply for readmission after the lapse of the semester following suspension. Evidence must then be presented to the associate dean, through the student's program director, demonstrating that the student is better prepared to pursue academic course work. Any student suspended twice for poor scholarship will not be readmitted.

A graduate student who is suspended for failure to raise the cumulative GPA to 3.0 may apply for readmission after the lapse of one calendar year by submitting evidence that he or she is now better prepared to pursue graduate course work. If the student fails to achieve the minimum GPA of 3.0 at the end of the semester following readmission, the program director may recommend that graduate study is terminated and further enrollment prohibited. This will be reviewed by the associate dean, whose recommendation will then be forwarded to the dean for academic affairs.

DISMISSAL

Any student who has received one or more failing grades during the semester may be recommended for dismissal by the program director. The Health Sciences Committee will review the recommendation before submitting the recommendation to the dean for academic affairs. The final decision about dismissal rests with the dean for academic affairs.

DEAN'S LIST

The name of any full-time undergraduate student who achieves a GPA of 3.5 or higher in any one semester with no grades below B- will be placed on the Dean's List for that semester.

GRADUATION REQUIREMENTS

Degrees and certificates are conferred in January, May, and August. Graduating health sciences degree students may participate in the commencement ceremony held each year in May. To be recommended for graduation by the faculty, students must have met the admission requirements of the college or school in which they are registered; have completed satisfactorily the scholarship, curriculum, and other requirements for the degree; have filed an application for graduation prior to the published deadline, and be free from all indebtedness to the University. Registration, either for course work or for continuous enrollment, is required for the semester or summer session at the close of which the degree is to be conferred, and all degree requirements must be completed by the last day of final examinations for that semester or summer session.

Applications for graduation or completion of certificate must be filed with the Health Sciences Student Services office by **October 1 for January graduation, February 1 for May graduation, and July 1 for August graduation**. Students should send Application for Graduation and Certificate of Completion forms to:

Health Sciences Programs
Office of Student Services
The George Washington University
900 23rd Street, NW, Suite 6139
Washington, D.C. 20037

For online applications go to: <http://www.gwu.edu/~regweb>

TECHNOLOGY REQUIREMENTS FOR DISTANCE EDUCATION PROGRAMS

The following are required for students enrolling in Health Sciences Distance Education programs. Most students will find it desirable to exceed these minimums, but we currently design our on-line course content to work adequately (but not optimally) at this minimum level.

HARDWARE & SOFTWARE

Note: These are minimum requirements. Newer software releases are acceptable.

- **Operating System**
Windows 95, 98, 2000, NT or XP
- **Processor**
1 GHz or higher
- **Memory**
128 MB of RAM
- **Hard Drive Space**
At least 2 GB free disk space
- **ISP** Internet Service Provider
- **Browser**
Netscape 4 or higher
Internet Explorer 5 or higher
Note: Java and Javascript must be enabled
AOL users should upgrade to AOL 7.0 or connect through AOL and then use Netscape or Internet Explorer
- **Modem**
56 kbps or higher speed
- **Printer**
Graphics-capable (inkjet or laser) printer
- **CD-ROM Drive** - required
- **Sound Card** - required
- **Monitor**
15" monitor (800 x 600 resolution)
- **Applications***
 - Adobe Acrobat v. 6.0 (**full version**; not just the reader. Recommend buying the academic version.)
 - Microsoft Office Professional 97 (Word, Excel, PowerPoint, Access) or higher
- **Helper Applications**
Shockwave
Flash player
Quicktime Player
RealMedia Player
- **E-mail Account**
Once you have registered for your classes, you should create your gwu.edu email address. You **must** have the gwu.edu address in order to participate in **Blackboard** (the online classroom). Visit <http://helpdesk.gwu.edu/helpdesk/accounts/index.html> to create your GWU email account.

INTERNET ACCESS FROM WORK

Even if your employer grants permission for you to use their resources (computer and Internet access) for class, you may still want to consider getting a personal Internet Service Provider (ISP) as a backup or for home use. We have experienced a significant number of problems (such as inability to send e-mail and problems sending/receiving file attachments) with organizations using security "firewalls", particularly

the military. If we experience problems with your work e-mail address, it may be necessary for you to obtain a third party ISP, or find out if your local technical support contact can assist you in sending the e-mail outside of the firewall.

TECHNICAL SKILLS

Students are expected to have the following basic computer skills prior to enrollment in our on-line courses:

- basic word processing (preferably Microsoft Word)
- sending and receiving e-mail, including e-mail with file attachments
- accessing and navigating the Internet/World Wide Web
- basic functionality of hardware, software, and operating system

We also recommend student secure access to local technical support. For example, this might include the technical support staff at your place of employment, a computer-wise teenager, or a point of contact at a local computer store or training center.

If you are uncertain as to whether you have the above skills, you may contact disthelp@gwu.edu for an informal evaluation.

TRAINING RESOURCES

These days there is an abundance of computer training material available. In most cases, you will be able to find these resources near your home or office. Below are some suggestions:

- HSci 106 - Foundations in Information Management Systems is a one (1) credit-hour course offered through the Health Sciences Programs that covers the basics of computers and information systems*
- WWW Tutorials
(available on the WWW; if you do not have access, try your local library)
- Computer Training Classes
(Microcenter, CompUSA, local vocational/technical school)
- Computer-Based Training
- Books
(Look in the computer section of your local bookstore.)

*Upon completion of our one (1) credit-hour course, you should be able to:

- locate and evaluate topical materials on the World Wide Web
- identify the best-published articles on a research topic
- present the results of research in written form, as a slide show, and graphically
- identify the best medium for presenting specific research results
- set up and maintain a spreadsheet
- identify computer technologies and skills, which support the health professions
- integrate the use of computer technologies into their daily professional routines

In the Health Sciences Distance Learning courses, students are expected to meet all course requirements and assignment deadlines as specified by course instructors. Absent evidence of extenuating circumstances, "technical problems" are not considered to be acceptable excuses for failing to complete assignments on time.

REGULATIONS ON THE EVALUATION OF PROFESSIONAL COMPORTEMPT

Students enrolled in the School of Medicine and Health Sciences undergraduate and graduate degree and certificate programs (hereinafter referred to as health sciences students) are required to conform to, and

are entitled to the benefits of, the *Guide to Student Rights and Responsibilities* (hereinafter referred to as the Guide), as well as all other rules, regulations, and policies with University-wide applicability, including the University Code of Academic Integrity. Because of the Health Sciences Programs' unique requirements, the following Regulations have been established for health sciences students. Certain procedures in these Regulations are designed to supplement policies established by the Guide; others are meant to replace procedures set forth in the Guide. For example, all cases involving alleged misconduct by health sciences students will be processed under these regulations, unless the dean of academic affairs of the School of Medicine and Health Sciences or his/her designee decides in a particular case to have the case processed under the Guide's Code of Student Conduct. In the case of any inconsistency or ambiguity between these Regulations and University-wide rules, regulations, and policies, including the Guide, these Regulations will govern.

As members of the health care community, health sciences students are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. Professional maturity, integrity, and competence are expected of students in every aspect of the clinical setting with preceptors, coworkers, and patients. Students are obliged to practice diligence, loyalty, and discretion in the patient-provider relationship.

Some behaviors or patterns may raise concerns as to the student's suitability to continue in the program of study. Inappropriate behaviors for a health sciences student may include, but are not limited to, breaching patient confidentiality, using illegal drugs or abusing controlled substances, becoming sexually involved with a patient, undertaking a procedure or scope of practice beyond that of the student, disobeying or showing disrespect for preceptors, showing a judgmental attitude towards patients, or revealing a lack of concern or compassion in practice.

The process described below is intended to deal with behaviors that are unacceptable to the School of Medicine and Health Sciences and raise questions about the student's fitness for clinical practice.

1. When a problem is perceived with reference to a student's professional comportment, the observer will communicate this concern to the program director. If the communication is verbal, it must be confirmed within five working days by a signed, written statement; otherwise, the concern will not be pursued further. If the program director determines that further action is required, the concern will be communicated, in writing, to the associate dean for health sciences.
2. Upon receiving such a communication, the associate dean will create a confidential file in which all documents pertaining to the issue or issues will be placed. The contents of the file will be saved for a period of not less than five years from the date of separation or graduation from the School of Medicine and Health Sciences. Access to this file will be restricted to the student under consideration, the associate dean, the dean for academic affairs, and the Health Sciences Committee.
3. The associate dean will notify the student in writing upon receipt of the communication. The notice will include a copy of these regulations.
4. The associate dean will meet with the student as soon as possible. At that meeting, or as soon thereafter as possible, the associate dean will do one or more of the following:
 - a) Review the matter;
 - b) Advise the student;
 - c) Refer the case to an Ad Hoc Subcommittee on Professional Comportment; and/or
 - d) Suspend the student pending investigation and recommendation of the Ad Hoc Subcommittee on Professional Comportment.

5. The involvement of, and actions taken by, the associate dean may be continuing in nature.

Paragraphs 6 through 19 apply if the student is referred to the Ad Hoc Subcommittee on Professional Comportment.

6. The Ad Hoc Subcommittee on Professional Comportment will be named by the chair of the Health Sciences Committee. The Subcommittee will consist of three faculty members from the Health Sciences Committee; the chair of the Subcommittee will be designated by the chair of the Health Sciences Committee.
7. The associate dean will notify the student in writing of the composition of the Subcommittee. The student will be allowed ten calendar days from the mailing of this notice to object to any person's appointment to the Subcommittee. Such objection must be sent in writing to the associate dean. The associate dean will determine whether an objection warrants the substitution of one or more persons to the Subcommittee. Substituted members will be selected from the Health Sciences Committee.
8. The Subcommittee will investigate the allegation. The Subcommittee will review the student's confidential file and interview the student. The Subcommittee also may gather and review other material and interview any other person who the Subcommittee, in its sole discretion, believes may have relevant information to contribute. The Subcommittee, when it deems appropriate, may ask the associate dean to refer the student for a medical, psychiatric, or psychological evaluation.
9. If the Subcommittee requests such an evaluation, the associate dean will make the referral. No student may be compelled to be evaluated; but, if s/he agrees to be evaluated, the cost will be borne by the University and the student will be asked to authorize the professional consultant to make a written report to be included in the student's confidential file. This authorization of the release of information derived from the evaluation will be made only after the student has had a chance to review the written report.
10. The student under review and/or the student's attorney or advisor may attend the information-gathering sessions. The information-gathering sessions are not in the nature of an adversarial proceeding; the student and the student's attorney/advisor, however, may submit questions to be answered by persons interviewed by the Subcommittee. The procedure regarding their questioning is left to the sole discretion of the Subcommittee. The student has the right to speak to the Subcommittee members and submit other material. The legal Rules of Evidence, including, but not limited to, those rules regarding relevancy and hearsay, are not applicable. The student may suggest that the Subcommittee interview additional persons, but the decision to interview such persons is left to the sole discretion of the Subcommittee. The student and the student's attorney or advisor cannot be present when the Subcommittee meets in executive session.
11. Meetings of the Subcommittee are confidential. Minutes of the Subcommittee will be placed in the student's confidential file upon the completion of the Subcommittee's review.
12. The chair and all the members will be required to be present for all meetings of the Subcommittee.
13. The Subcommittee will make its final recommendation(s) to the associate dean. Such recommendation(s) will be in writing and will include findings of fact and the reasons for the recommendation(s). The recommendation(s) could include, but are not limited to, one or more of the following:

- a) Advising the student;
- b) Recommending that the student seek professional assistance, at the student's expense;
- c) Recommending conditions with which the student must comply in order to continue in the program;
- d) Recommending temporary suspension from the program; and/or
- e) Recommending dismissal from the program.

The Subcommittee will make an additional recommendation regarding whether or not the confidential file will be made a part of the student's permanent academic file.

14. If the Subcommittee recommends suspension or dismissal from the program, or any modifications of the academic program, the matter will be referred to the Health Sciences Committee, which will review the confidential file and the report of the Ad Hoc Subcommittee. The chair of the Subcommittee will present the Subcommittee report to the Committee as a whole and will respond to inquiries from the Committee members. The student and/or his or her attorney or advisor may attend the Subcommittee chair's presentation and may submit a written statement to the Committee. The student and/or his or her attorney or advisor will not be able to question the Subcommittee chair or the Committee members or present additional witnesses and cannot be present when the Committee meets in executive session. Although the student may be interviewed by the Committee if the student attends the meeting, this meeting will not be a de novo hearing of the issue or issues. The Committee will either refer the issue(s) back to the Subcommittee, if additional information is required, or will submit its written recommendations, along with those of the Subcommittee, to the associate dean.
15. The associate dean will review the student's confidential file, the report of the Subcommittee, and the report of the Committee, if any. The associate dean's recommendation will then be forwarded to the dean for academic affairs.
16. The dean for academic affairs will take whatever action is appropriate, including dismissal from the program. The dean will inform the student of the decision in writing.
17. The student will have fifteen calendar days in which to appeal the decision of the dean for academic affairs. Such appeal will be in writing and sent to the vice president for medical affairs. The scope of this appeal is for the vice president for medical affairs to determine compliance with the procedures set forth in these Regulations on Evaluation of Professional Comportment. Failure to appeal the decision will be deemed a waiver of any and all rights to challenge the dean's decision, and will be deemed an acceptance of the same.
18. The vice president for medical affairs will make the final decision.
19. At any time during the process, if the student in question is accompanied by an attorney, the University will have its attorney present. The student, therefore, is required to inform the associate dean's office one-week in advance of the hearing if counsel is to be present.

UNIVERSITY POLICY ON 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 employment status or by other employees in the work unit is detrimental to such an atmosphere and will not be condoned.

Students who wish to discuss sexual harassment complaints informally and confidentially may contact any member of the Committee on Student Sexual Harassment. The names and phone numbers of committee members may be obtained from the Office of the Dean of Students.

UNIVERSITY POLICY ON 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 Maria Alam, Associate Vice President for Human Resources, The George Washington University, Washington, DC 20052, (202) 994-9610, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

Disabled individuals who need special information should call the Office of Disability Support Services (202) 994-8250 (TTD/voice).

UNIVERSITY POLICY ON DRUGS

The University cannot condone violations of law, including violation of those laws that prescribe possession, use, sale, or distribution of drugs. Members of the academic community should know that administrative action, which may include dismissal from the residence halls, revocation of other privileges, or suspension or dismissal from the University, may be taken in order to protect the interests of the University and the rights of others.

UNIVERSITY POLICY REGARDING RELIGIOUS HOLIDAYS

The administration has accepted a resolution of the Faculty Senate regarding the accommodation of the obligations of religiously observant students and faculty. The Senate recommended:

That students notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance; and

That faculty continue to extend to these students the courtesy of absence without penalty on such occasion, including permission to make up examinations; and

That faculty who intend to observe a religious holiday arrange at the beginning of the semester to reschedule missed classes or to make other provisions for their course-related activities; and

That the administration continue to circulate to faculty by the last week of the previous semester a schedule of religious holidays most frequently observed by our students with the notation that student members of other religious groups are also entitled to the same courtesies and accommodations; and

That according to several schools of Islamic law which are followed by many of our Muslim students, attendance at the Friday congregational prayers is a required religious duty. Although the precise time of observance varies from year to year, it always remains within the time period of 12:00 noon to 2:00 PM; and

That the administration conveys this policy to students by including it in the schedule of classes and other places deemed appropriate.

In keeping with the Senate resolution, the administration has compiled a schedule of religious holidays most frequently observed by our students.

UNIVERSITY POLICY ON THE RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974 applies to institutional policies governing access to and release of student education records maintained by educational institutions that are recipients of federal funds. The University complies with this statute, which states, in part, that such institutions must:

1. Afford students access to education records directly related to them;
2. Offer students an opportunity for a hearing to challenge such records as inaccurate, misleading, or otherwise inappropriate;
3. Receive students' written consent before releasing information from their education records to persons outside the University, except as provided by the Family Educational and Privacy Act of 1974 and except for directory information as indicated in the paragraph following #4 (information may be furnished to a student's parents without such written consent only upon certification of the student's financial dependency); and
4. Comply with a judicial order or lawfully issued subpoena to release a student's record, notifying the student of this action.

The University will release the following directory information upon request: name, local address and telephone number; name and address of emergency contact; dates of attendance; school or division of enrollment; field of study; credit hours earned; degrees earned; honors received; participation in organizations and activities chartered or otherwise established by the University (including intercollegiate athletics); and height, weight and age of members of athletic teams. A student who does not wish such directory information released must file written notice to this effect in the Office of the Registrar at the beginning of each semester or session of enrollment. A copy of the University's full policy statement on the release of student information is published in the Guide to Student Rights and Responsibilities and is available in the Office of the Dean of Students.

RIGHT TO DISMISS STUDENTS

Following due process, the right is reserved by the University to dismiss or exclude any student from the University, or from any class or classes, whenever, in the interest of the student or the University, the University administration deems it advisable.

RIGHT TO CHANGE RULES

The University reserves the right to modify or change requirements, rules, and fees. Such regulations shall go into force whenever the proper authorities may determine.

RIGHT TO MAKE CHANGES IN PROGRAMS

The right is reserved by the University to make changes in programs without notice whenever circumstances warrant such changes.

DIRECTORY OF FACULTY & STAFF

DEAN'S OFFICE

DEANS

	<u>Phone</u>	<u>Email addresses</u>
Jean Johnson, Senior Associate Dean	202-994-3725	hspje@gwumc.edu
Keith Holtermann, Associate Dean	202-994-3725	keithh@gwu.edu
Sylvia Silver, Associate Dean	202-994-2945	ssilver@gwu.edu
Lisa Alexander, Assistant Dean	202-994-0659	npalma@gwumc.edu

ADMISSIONS

Joké Ogundiran, Director	202-994-1668	jokeogun@gwu.edu
Jodi Tirengel	202--994-4982	
Tamahra McClure-Wiliams		
Rachel		

STUDENT SERVICES

Erina Moriarty, Director	202-994-0437	hspemm@gwumc.edu
M. Amma Addo, Education Specialist	202-994-4241	Hspmaa@gwumc.edu
Mary Waring, Military Specialist	202-994-7732	hspmaw@gwumc.edu

PROGRAM CONTACTS

Clinical Health Sciences/Clinical Management & Leadership

	<u>Phone</u>	<u>Email addresses</u>
, Program Director	202-994-8807	
Anthony White, Executive Coordinator	202-994-3564	hspalw@gwumc.edu

Clinical Laboratory Science

Sylvia Silver, Associate Dean	202-994-2945	ssilver@gwu.edu
Carol Smith	202-994-3186	patcas@gwumc.edu
Graziella Dentone	202-994-9324	patgid@gwumc.edu
Farrell Hartigan	202-994-2530	patfmh@gwumc.edu
Patricia Boisvert, Clinical coordinator	202-994-2531	boisvert@gwu.edu

Clinical Practice Management Program

	<u>Phone</u>	<u>Email addresses</u>
Cathy Turley, Program Director	202-994-3626	turley@gwu.edu
Anthony White, Executive Coordinator	202-994-3564	hspalw@gwumc.edu

Clinical Research Administration

Joan Butler, Program Director	202-994-5129	
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Emergency Health Services

E. Reed Smith, Program Director	202-741-2927/ 973-1522	resmith@mfa.gwu.edu
Jeffrey Lindsay	202973-1523	
Keith Monosky	202973-1521	monosky@gwu.edu
Christine Davis	202973-1524	neg@gwu.edu
Mike Ward	202973-1525	mikeward@gwu.edu
Secretary	202973-1520	vamaern@gwu.edu
Wanda Herbel	202-994-4379	emswmh@gwumc.edu
Geoff Shapiro	202973-1526	glshap@gwu.edu

End-of-Life Care

Paul Tschudi, Program Director	202-994-3065	hspfft@gwumc.edu
Camille S. Jackson, Administrative Manager	202-994-7755	hspcsi@gwumc.edu

Nursing Education (MSN)

Ellen Dawson, Chair	202-994-7901	nursing@gwumc.edu
Brandon Rhodes, Administrative Manager	202-994-7961	hspemd@gwumc.edu
Kimberly Acquaviva	202-994-5192	npabxr@gwumc.edu
Ellen Kurtzman	202-994-7735	hcskda@gwumc.edu
	202-994-9439	hspetk@gwumc.edu

Nurse Practitioner

Christine Pintz, Program Director	202-994-7805	nursing@gwumc.edu
, Executive Coordinator	202-994-7795	npaclp@gwumc.edu
Andrea Brassard, ANP Program Coordinator	202-994-2451	npaaxb@gwumc.edu

Stephanie Wright, FNP Program Coordinator	202-994-7734	npaskw@gwumc.edu
Physical Therapy		
Margaret Plack, Program Director	202-994-7763	hspmvp@gwumc.edu
Marsha White, Executive Coordinator	202-994-8184	hspmkw@gwumc.edu
	202-994-7831	
Gloria Rogers	202-994-8230	hspglr@gwumc.edu
	202-994-8177	
Jennifer Halvaksz	202-994-7878	hspjeh@gwumc.edu
Michael Kuegler	202-994-8177	hspmkk@gwumc.edu
Ellen Costello	202-994-0056	hspexc@gwumc.edu
Joyce Maring	202-994-0053	hspjxm@gwumc.edu
	202-994-9278	
Physician Assistant	Phone	Email addresses
Venetia Orcutt, Program Director	202-994-6670	
Brad Moore, Medical Director	741-2199	bmoore@mfa.gwu.edu
Marie Gardner	202-994-7716	npamag@gwumc.edu
Jamie Lewis	202-994-6661	npajsl@gwumc.edu
	202-994-7684	
Obiageli Nnadi	202-994-0021	npaoon@gwumc.edu
James Cawley	416-0487	PurlJfc@aol.com
Jacqueline Barnett	202-994-6678	npajsb@gwumc.edu
Nicole Burwell	202-994-6733	npanbb@gwumc.edu
Susan LeLacheur	202-994-6831	npasfl@gwumc.edu
Debra Herrmann	202-994-5144	npadah@gwumc.edu
Jasen Melson	202-994-6690	npajmm@gwumc.edu
Howard Straker	202-994-7727	npahos@gwumc.edu
Kirsten Thomsen	202-994-7644	hcskxt@gwumc.edu
Dennis Siracusa	202-994-7644	npadas@gwumc.edu
Sonography		
Catheeja Ismail, Program Director	202-994-8697	hspcxi@gwumc.edu
Suzanne Kelley, Clinical Coordinator	202-994-6012	hspsmk@gwumc.edu
Candice Rivera, Executive Coordinator	202-994-	
Pharmacogenomics		
Travis O'Brien, Program Director	202-994-3373	phmtjo@gwumc.edu
Donna Hill, Executive Coordinator	703-726-	
AHEC (DC Area Health Education Center)		
Program Manager	202-994-7754	
Office of Community Base Partnerships		
Lisa Alexander, Assistant Dean	202-994-0659	npalma@gwumc.edu
	202-994-7669	
ISCOPEs		
Emily Morrison, Director	202-994-3274	emily_m@gwu.edu
NNEPI		
Kimberly Acquaviva	202-994-7735	hcskda@gwumc.edu
Health Care Sciences	Phone	Email addresses
Mary Corcoran	202-994-9955	corcoran@gwu.edu
Center on Aging, Health and Humanities		
Gene Cohen, Director	202/895-0230	gcohen@gwu.edu
	202/895-0231	
GW Institute for Spirituality and Health (GWish)		
Christina Puchalski, Director	202-994-6220	hscscmp@gwumc.edu
Alia Rikabi	202-994-6222	
Beverly Lunsford	202-994-6220	hcsbkl@gwumc.edu
	202-994-6223	
Institute on Aging Hebrew Home of Greater Washington		
Jiska Cohen-Mansfield, Director	301/770-8453	cmj@gwu.edu

UNIVERSITY RESOURCES

To encourage you to take advantage of The George Washington University's (GW) wide range of services and facilities, this section of the Handbook provides a brief overview of those resources which may be of particular interest to health sciences students.

The Office of the Dean for Health Sciences Programs (Hospital, Suite 6137; 202-994-3725) oversees the health sciences programs, coordinates administrative functions, facilitates curriculum and other programmatic changes, implements academic policies, monitors student progress, and assists in resolving student problems. Health Sciences Student Services, located within the dean's offices, can answer questions and direct you to other resources in the university.

The Dean of Students Office (Rice Hall, Suite 401; 202-994-6710) also provides support and assistance to students in all phases of their university life, offering counsel and referrals to students who may be experiencing academic or personal difficulties.

GW INFORMATION

Official information of the School of Medicine and Health Sciences affairs, regulations, and officers is printed in the *School of Medicine and Health Sciences Bulletin*. To keep health sciences students informed of activities and events, as well as changes in services, policies, and procedures, Health Sciences Programs subscribes students to the GW Health Sciences listserv. You can visit our website at <http://www.gwumc.edu/healthsci/>. Students are also subscribed to program specific listservs. This is arranged through the individual program's office. There is also The George Washington University Medical Center (GWUMC) Progress, a newsletter for the faculty, staff, residents and students.

General student information can found on the web at <http://gwired.gwu.edu/>. Categories range from general to individual student information and include University departments: the Career Center, financial aid information, GW Television, academic calendar, class registration, athletics events, campus events, University telephone directory, University Police Department, and maps. In addition, individual students can access their personal academic history, class schedule, and address verification.

Information on activities on campus and in the surrounding community is available from a variety of sources throughout the campus. Publications which provide calendars of events include the monthly and bi-weekly publication of *ByGeorge!* And the Campus Highlights section of the University newspaper, *The GW Hatchet*, also on the web at www.gwhatchet.com. Additionally, FLASH!, a video display system broadcast throughout the Marvin Center, contains daily updated information on GW events and services.

All students registered on- or off-campus enjoy many university resources:

1. the use of the university libraries
2. the services of the career center;
3. the new Lerner Family Health and Wellness Center privileges (currently available only to students taking classes at Foggy-Bottom campus);
4. Admission to all athletic contests, unless otherwise specified; and
5. Medical attention provided by the Student Health Service.

The use of these resources terminates when the student withdraws or is dismissed from the university.

UNIVERSITY AND MEDICAL CENTER LIBRARIES

The **Paul Himmelfarb Library (2300 Eye Street, N.W.)** coordinates information and educational support services for the Medical Center. In addition to books, monographs, and journals, Himmelfarb Library maintains an extensive audiovisual study center and microcomputer laboratory, including video programs, computer-aided instruction, software, and interactive media. A compact disk version of the National Library of Medicine's MEDLINE database is available, as well as other information and bibliographic databases and electronic mail. Library tours, consultations, and computerized tutorials on selected software are also available at the Himmelfarb. Hours for students in the School of Medicine and Health Sciences extend later into evening and weekends. Distance education students who require assistance with accessing the library from their computers may contact the information and instructional services coordinator at: (202) 994-2850.

The **Melvin Gelman Library (2130 H Street, N.W.)** maintains collections in all disciplines, with the exception of law and medicine. Walk-up reference service and consultations by appointment are available to assist students with term papers and other research projects, and sessions are offered on library research sources and methods. Gelman Library also has on-site and remote access to ALADIN, the shared on-line catalog of Gelman Library and member libraries of Washington Research Library Consortium (WRLC), plus databases indexing periodical articles and some full-text journals. Call (202) 994-6924 for assistance in accessing ALADIN from a remote site

REGISTRAR'S OFFICE

The Registrar's Office assists with registration problems and maintains students' academic records. Official transcripts of student records are issued by this office on written request by the student or former student who has paid all charges due at the time of the request, including any outstanding student loan installments. Partial transcripts are not issued. Requests for transcripts should be addressed to:

Registrar's Office
ATTN: Transcripts
The George Washington University
Colonial Central
800 21st St NW
Marvin Center, Ground Floor
Washington, DC 20052
Phone: (202) 994-4900
fax: (202) 994-4448
email: regweb@gwu.edu

Transcripts are currently \$5.00 per copy. **Do not send cash.** Make checks payable to G.W.U. You must provide your name, social security number, and dates of enrollment at GW. For more detailed information visit the Registrar's website at <http://www.gwu.edu/~regweb/web-content/transcripts.html>

STUDENT ACCOUNTS SERVICES

Student Accounts Services maintains accounts and bills students for tuition and fees. The office can also directly bill third-party sponsors for tuition and fees covered by your employer or the government. **To avoid delays in tuition payment and late charges and interest, send details on third-party sponsorship directly to the following address as soon as you register for course work:**

Student Accounts Services
The George Washington University
Colonial Central
800 21st St NW
Marvin Center, Ground Floor
Washington, DC 20052
Phone: (202) 994-7350
Fax(include GWid): (703) 726-1946
e-mail(include GWid): sao@gwu.edu

Upon receipt of your registration schedule/invoice (approximately 7-10 days after registering), you should send the remaining balance of your account in the envelope provided.

Questions or problems concerning charges and/or payments should be addressed to the address/phone listed above.

Student Accounts regular business hours are 9:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. They offer extended hours until 6:00 p.m. during Financial Services Days as well as on Tuesdays and Wednesdays during the first six weeks of the Fall and Spring semesters. Students can check their accounts at <http://my.gwu.edu>. For more detailed information visit the Student Accounts Services website at <http://www.gwu.edu/~sao>

FINANCIAL AID

The George Washington University's program of financial assistance for undergraduate students is described in Assistance with Your Assistance: A Financial Aid Source Book, a publication available from:

Office of Financial Assistance
The George Washington University
Colonial Central
800 21st St, N.W.
Marvin Center, Ground Floor
Washington, DC 20052
Telephone: (202) 994-6620 or (800) 222-6242
Website: <http://gwired.gwu.edu/finaid-g/FinancialAidForGraduateStudents>

Financial Aid Deadline for:

Fall Semester- May 1st

Spring Semester- October 1st

Summer Semester- March 1st

Forms and information on federal loans for both undergraduate and graduate students may also be obtained from the Office of Student Financial Assistance.

The Free Application for Federal Student Aid (FAFSA) as soon after January 1st as possible. The FAFSA can be completed online by accessing www.fafsa.ed.gov. Be sure to enter **GW school code of 001444** when completing the FAFSA. In addition, students must submit a Loan Data Form and Stafford Master Promissory Note directly to the Office of Student Financial Assistance (OSFA). These forms are available upon request from the OSFA.

Students admitted to the degree program should submit the FAFSA as outlined above. In addition, to be considered for institutional aid, the CSS Profile must be submitted to the College Scholarship Service.

This can be done on line by accessing www.collegeboard.com. Be sure to enter **GW's college code of 5246** when completing the Profile form.

can be found on the Internet at <http://www.fafsa.ed.gov>

Undergraduate aid consists of two basic types: awards for academic achievement or talent without reference to financial circumstances (merit scholarships) and scholarships, grants, and loans, (based on demonstrated financial need). All undergraduate gift aid (institutional scholarships and grants, and federal grants) requires that the recipient be working on the first undergraduate degree and be registered for a full-time course load at GW (at least 12 credit hours per semester). Loans not based on financial need are available.

In general, consideration for financial aid is restricted to students in good academic standing who meet the minimum grade-point average for particular awards and are not financially encumbered by any other

University office. Applications for institutional or federal aid cannot be processed if the relevant tax returns have not been filed in accordance with the IRS Code. Documents submitted as part of aid applications become the property of the University and cannot be returned. Federal regulations require the University to report suspected cases of fraud or misrepresentation to the appropriate federal, state, and local authorities.

For more detailed information, visit the Office of Financial Assistance website at <http://gwired.gwu.edu/finaid>

VETERANS' AFFAIRS OFFICE

Students who are eligible for veterans' benefits should contact the Veterans' Affairs Office for information and paperwork. The number is **(202) 994-1586**.

The Department of Veterans Affairs also has a 24 hour, 7 day a week toll free number you can call to have your questions answered: **1-888-442-4551**. Also visit their website at <http://www.gibill.va.gov/> for detailed benefit information and forms.

CAREER CENTER

The GW Career Center promotes effective career planning, teaches job search techniques, and facilitates contacts between students, alumni, and their prospective employers. For more information about the Center's services, check out their website at <http://gwired.gwu.edu/career> or request a copy of their comprehensive publication, The Career Guide, by contacting:

Career Center
The George Washington University
1922 F Street, N.W., Suite 200
Washington, DC 20052
telephone: (202) 994-6495
fax: (202) 994-6493
e-mail: gwcarectr@gwu.edu

GW MEMORABILIA & COURSE BOOKS

Information on a wide range of GW memorabilia may be obtained by contacting:

GW Bookstore
The George Washington University
Marvin Center
800 21st Street, N.W.
Washington, DC 20052
telephone: (202) 994-6870
fax: (202) 296-9445
e-mail: gwu@bkstr.com
or order books, memorabilia and other GWU merchandise through the online store at <http://www.gwu.bkstr.com>

DISTANCE EDUCATION TEXTBOOKS

Information on the purchase of textbooks for distance learning courses is provided in the course material mailed to each student prior to the beginning of each semester as well as on the Health Sciences distance learning website at http://www.gwumc.edu/healthsci/student_resources/texts.cfm

HOUSING

On-campus housing is administered through the GW Housing Programs (John Quincy Adams House, 202-994-6688), which makes room, hall and roommate assignments; and oversees residence hall

regulations and policies. Rooms and apartments are leased to full-time undergraduate students for the academic year, with assignments on a first-come, first-served basis.

Off-campus housing information is available on the web at <http://gwired.gwu.edu/offcampus>

FOOD SERVICES

Prepaid, a la carte dining arrangements may be made with GW Dining Services (Marvin Center, second floor). The GWorld Card Meal Plan includes an off-campus partners component which allows students to purchase tax-free restaurant and take-out meals. For more information go to <http://gworld.gwu.edu/>

Health Sciences students are eligible to receive a 10% discount on all food and beverage purchases made in the GW Hospital Cafeteria. To receive this discount, you must present your picture ID card to the cafeteria cashier.

PARKING

The dates, times and location for student parking are included in the Schedule of Classes. Further details can be obtained by visiting the Parking Office (2211 H Street, N.W., 202-994-7275). As parking space on campus is limited, students are advised not to drive to the university unless it is absolutely necessary. Students are encouraged to use the convenient Metro bus and rail service; a station is conveniently located adjacent to the university, next to Ross Hall (Foggy Bottom/ GWU Station).

ATHLETICS AND RECREATION

The Lerner Health and Wellness Center (located at the corner of G and 23 Streets, N.W.) offers many facilities for student use, including courts for basketball, volleyball, and badminton; a jogging track; a swimming pool, gymnastics and weight rooms, racquetball and squash courts; a sauna and lockers. All registered main-campus students (graduate and undergraduate) are automatically assessed a Health and Wellness fee on a semester basis, which entitles them to membership in the facility. For additional information, please call the Center's front desk at (202) 994-1522 or visit their website at <http://gwired.gwu.edu/gwellness>

THE CLOYD HECK MARVIN STUDENT CENTER & GWorld CARD CENTER

The Marvin Center (800 21st Street, N.W.) contains the university bookstore, dining areas, lounges, study rooms, recreational facilities (bowling, billiards, table tennis, and video games), and conference and meeting rooms. The Center also houses a convenience store, a mini-post office, a computer store, a travel service, the Off-Campus Housing Resource Center, and newsstand with a ticket outlet for concerts and events both on and off campus.

STUDENT HEALTH SERVICE

Full-time and part-time students currently enrolled on campus can receive treatment at the Student Health Service (2141 K Street, N.W., Suite 501, 202-994-6827), an outpatient clinic staffed by physicians, nurse practitioners, and physician assistants. Visits should be arranged by appointment (Monday through Friday, 9a.m.- 5p.m., Weekends, closed); urgent problems may be seen on a walk-in basis if necessary. Charges may be incurred for labwork, immunizations, allergy supplies, and medications. Psychiatric evaluations and short-term therapy appointments and crisis intervention are available. ***Immunization records are required for students under the age of 26 by District of Columbia law. The Student Health Service collects, review, and maintains these records.*** Additional information can be obtained by visiting their website at <http://gwired.gwu.edu/shs>

HEALTH INSURANCE

All students in the health sciences programs are required to have health and accident insurance through United Health Student Resources. For brochures, application forms and general information about GW Student Health Insurance Plan, go to <http://gwired.gwu.edu/shs/Insurance/> or stop by the Student Health Service (2141 K Street, N.W., Suite 501, 202-994-6827).

Subsequent proof of current health insurance must also be provided prior to beginning clinical rotations.

During clinical rotations, injury may occur during the course of a student's clinical activities. If medical attention is required, any costs incurred with treatment are the responsibility of the student, not the Program or University.

COUNSELING AND TUTORING

The University Counseling Center seeks to assist students with personal, social, career, or study problems that may interfere with their progress toward academic goals. A staff of licensed psychologists and certified mental health professionals provide short-term individual and group counseling, workshops and educational programs, crisis intervention, and referrals for a wide range of concerns. The Center has also created a resource room of print, audio and video tape materials on issues germane to university life. Topics include getting organized, managing academic requirements, reducing stress, handling depression, choosing a career, settling conflicts, and introductory material on issues of a more personal and psychological nature. The **Peer Tutoring Service**, coordinated by the Center, recruits, trains, and matches tutors with students needing individual support for select academic courses. While all workshops and groups are free, a low, adjustable fee is charged for individual and career counseling. Peer tutors charge \$8 - \$15 per hour of instruction. A free interview for counseling services may be scheduled between 9a.m. and 5p.m., Monday – Friday, by calling (202) 994-5300. The University Counseling center is located at 2033 K Street, N.W., Suite 330. Additional information can be obtained by visiting their website at <http://gwired.gwu.edu/counsel>

Some Programs will provide peer tutors at no cost to the student in need of academic support. The Program compensates the students who serve as tutors. For more information, please contact your program director/faculty advisor

WRITING CENTER

The Writing Center, in conjunction with the Department of English, provides one-to-one conferences and writing groups for undergraduate and graduate students. Tutors are available for those working on papers or theses from any discipline, in addition to drafts of letters, resumes and applications for graduate school and employment. Assistance is provided in such areas as focusing, organizing a mass of information efficiently and clearly, using correct grammar and punctuation, getting started on a writing project, developing a thesis, providing evidence in support of an argument, and presenting the findings of an experiment or the solution to a research problem. The Center is open weekdays during fall and spring semesters (Monday through Thursday, 9a.m. – 8 p.m., Fridays, 9a.m. – 2p.m., Sundays, 7p.m. – 10p.m.). Call (202) 994-3765 for an appointment, or stop by Rome Hall (801 22nd Street, N.W., Suite 550). More information can be found on the Writing Center website at <http://www.gwu.edu/~gwriter/>

COMPUTER SERVICES

The Microcomputer Lab of the Himmelfarb Library offers IBM-compatible microcomputers, videodisc players, and printers on the third floor in the Bloedorn Audiovisual Study Center (BAVSC). Software includes programs for word-processing, database management, statistical analysis, spreadsheet creation, and personal file management. Computer-Assisted-Instruction (CAI) programs, especially case simulations and knowledge-based programs are also available. The software collection is strong in anatomy, physical examination, pathology, and radiology.

Health Sciences students are eligible to register for the Himmelfarb Library's courses on information retrieval and microcomputers, including training in Word, PowerPoint, Excel, Access, Windows 98, MEDLINE, and Internet. Sessions are offered throughout the academic year; all are free. Stop by the Reference Desk of the Himmelfarb Library or call (202) 994-2850 for class schedules and information.

Students can obtain account codes for email addresses on GWMail (<http://helpdesk.gwu.edu/helpdesk/accounts/>) and for internet access through the Computer Lab Support Services (CLSS) a division of the Center for Academic Technologies, located in Room B-154 of the Academic Center. CLSS also provides computer facilities, technical assistance, and information on the use of computers and computer networks. Computer laboratories are open seven days a week, 24

hours a day, and any student may have access to the computer facilities for individual research, class projects, and thesis or dissertation study. There are no additional charges or fees to students for computer usage. In cooperation with Gelman Library and GW Solutions, CLSS also publishes a newsletter on computing issues. For more information on services available through CLSS, please visit their website at <http://helpdesk.gwu.edu>

LIST OF CAMPUS COMPUTER RESOURCE CENTERS

Academic Center

- CIRC Technical Assistance & Offices – Rome Hall B106
- 24 Hour Mac Labs – Rome Hall B104, B104A
- 24 Hour Windows Labs – Rome Hall B103, B107
- Service & Maintenance (PC Repair) – Rome Hall B154
- Windows Classrooms – Rome Hall T-205 (Limited Hours); Phillips Hall 306 (Limited Hours)
- Telecommunications Client Services Office – Phillips Hall 105

Marvin Center

- GW Bookstore Computer and Computer Supplies - Ground Floor
- 24 Hour Windows lab - Ground Floor Gelman Library
- Windows Classroom - B04F1 (Limited Hours)
- 24 Hour Windows Lab - B05 and B04F
- Mac Lab - B04F, B01 (Limited Hours)

Staughton Hall

- Windows Classroom - 109A (Limited Hours)

Monroe Hall

- Windows Classroom - 102B (Limited Hours)

Funger Hall

- Windows Classroom - 636 (Limited Hours)

Important Phone Numbers

ISS Help Desk - (202)-994-5530, #2
Telecommunications Client Services - (202)-994-5100

STUDENT LOCKERS

Lockers are available in Ross Hall for all Health Sciences students and are assigned by Health Sciences Student Services through individual program coordinator. Students should contact their program coordinator with questions or concerns regarding student lockers. The number of lockers available is limited, so students may have to share.

PROPERTY RESPONSIBILITY

The University is not responsible for the loss of personal property. A Lost and Found Office is maintained on campus in the University Police Office.

THE CONSORTIUM OF UNIVERSITIES

The Washington Metropolitan Area Consortium of Universities is a cooperative arrangement that is designed to permit 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 its qualified undergraduate and graduate degree students the opportunity to enroll in courses at 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, and the University of Maryland – College Park.

A George Washington University student who wishes to participate in the Consortium program must be in good academic standing and must be admitted to an on-campus degree program. Non-degree and off-campus students are ineligible to take courses through the Consortium program.

A student may not take a course at one of the other universities if it is offered in the same semester at GW. Enrollment at other universities in independent study, study abroad, off-campus, canon law, dentistry, medicine, nursing, physical education, and theology courses is prohibited.

Credits cannot be transferred in from consortium institutions after a student becomes a degree candidate at GW. This restriction also applies to the summer program, except for students who are legal residents of Virginia, Maryland, or the District of Columbia. Contact the GW Consortium Coordinator in the Registrar's office (2121 I Street, NW., Suite 101, 202-994-7421) for details. All requests for transfer credit must be approved in advance by both the appropriate dean and consortium coordinator.

All Consortium Registration Requests and Program Adjustments (Drop/Add) must be processed in-person in the Office of the Registrar. Consortium registrations will not be processed UNTIL the General Registration period or just prior to the start of classes. **No consortium registration will be accepted after the second week of classes.**

Students pay George Washington University tuition for all Consortium courses; course fees are payable to the visited institutions. Specific instructions for Consortium registrations are given each semester in the Schedule of Classes. Any questions should be directed to the GW Consortium Coordinator in the Registrar's office (202-994-7421).

Students who wish library privileges at Consortium universities may apply for a Consortium library card by presenting an approved Consortium registration form at the circulation desk on the first floor of Gelman Library. Cards are valid only for the semester in which they are granted.

Health Sciences students must comply with all Consortium policies and procedures stated in the Schedule of Classes. To register for course work through the consortium, students must receive approval from their program director, the Dean (through the Health Sciences Student Services office), and the GW Consortium Coordinator (through the Office of the Registrar, Rice Hall 101, 994-7421).

DISABILITY SUPPORT SERVICES

The university established Disability Support Services (DSS) to assist students with disabilities in obtaining the maximum benefit from their educational experiences at GW. Students with disabilities are encouraged to participate as fully as possible in campus life. Toward this end, DSS will work with students to ensure access to every opportunity for learning and personal growth. Staff are available to discuss a range of disability management issues such as course load, learning strategies, academic accommodations, petitions for course substitutions, housing needs, funding, and referral to campus and community resources. Students may be referred for additional services including diagnostic testing, tutors, and specialized assistance available on a fee basis.

DSS provides the following services to students without charge:

Accommodation Letters
Assistive Technology

Interpreting Services
Lab Assistance
Learning Disability Screening
Learning Specialist Services
Notetaking Assistance
Priority Registration
Reading Services
Test Accommodations
Writing Specialist Services

Additional and/or customized accommodations may be arranged. Please consult with our staff for inquiry about our services. The staff assists students with a wide variety of disabilities, as well as those temporarily disabled by injury or illness. The office is located in the Marvin Center (800 21st Street, N.W., Suite 242 (202-994-8250 V/TDD) and is open from 8:30a.m. to 5:30p.m. Monday through Friday. For more information, please visit them at <http://gwired.gwu.edu/dss>. **You can also email them at dss@gwu.edu.**

MULTICULTURAL STUDENT SERVICES CENTER

The Multicultural Student Services Center (MSSC) provides academic and personal support services for GW students, with a focus on ethnically diverse students, to enhance the quality of student life. Through the Center, students receive orientation to various University resources and are made aware of the many cultural activities and programs that exist on campus and in the greater metropolitan area. The Center provides professional and peer counseling, course advising, and tutorial referrals. Finally, the Multicultural Student Services Center oversees the Partners in Academics and Leadership (PAL) Program and various preparatory and pre-college programs. The Center is located at Building HH at 2127 G Street, NW (202-994-7010).

INTERNATIONAL SERVICES OFFICE

The International Services Office (ISO), located at 2033 K Street, N.W., Suite 310 (202-994-4477) provides international students and scholars with the services they need to succeed at GW and in the United States. Trained staff members are available to advise students and scholars on a variety of personal issues, including cultural adjustment, living conditions, academic concerns, and finances. The ISO offers orientation programs for newly arrived students and scholars. Orientation is designed to assist in adjustment to the U.S. and the American culture and to familiarize students and scholars with the services and opportunities available to them and their families. Student orientation is held at the beginning of the fall and spring semesters.

In addition, social and cultural programs are offered on an on-going basis; the office publishes a monthly calendar of events (available for pick-up in the ISO) and publicizes upcoming activities widely across campus. ISO staff members are familiar with the immigration laws relevant to education exchange and provide immigration assistance and information on U.S. government requirements and regulations specific to the international community. The ISO staff is available to assist students, scholars, faculty, and staff members with any question or concern related to the international community at GW. Appointments may be scheduled daily; walk-in hours are available for brief consultations. For more information on services provided, please visit the ISO at <http://gwired.gwu.edu/iso>

BIOMEDICAL COMMUNICATIONS

Biomedical Communications, located on the third floor of Ross Hall (2300 Eye Street, N.W., Suite 313 A), is a full service multimedia facility. Biomed consists of 3 units: photography (202-994-2904), graphics and medical illustration (202-994-3621), and duplication (202-994-2904). Services include: E-6 color slide film processing, computer slide imaging, medical illustration, web page design and construction, desk-top publishing, poster presentation design, and duplication. Black and white and color slide and print film are available for purchase. A drop box for color print film developing is located in the 3rd floor lobby. The duplication department is a copyright clearance center. For more information, visit the Biomed website at <http://www.gwumc.edu/biomed/>

CAMPUS SECURITY

UNIVERSITY POLICE DEPARTMENT

The University is located in one of the safest areas of the city, but no campus, whether it is urban, suburban, or rural, is free of crime. All members of the University community should therefore take reasonable precautions to protect themselves and their property.

The University Police Department provides 24-hour police service to the campus community and they enforce federal and local statutes as well as GW regulations.

Community members, students, faculty, staff, and guests are encouraged to report in a timely manner all criminal and public safety related incidents to the University Police Department. This can be accomplished by calling **(202) 994-6110 for non-emergencies or (202) 994-6111 in an emergency**. The University Police Department publishes and sends a brochure titled "Pride in Protection and Service" to all registered students and all employees on an annual basis. There are also other brochures available at UPD that provide security and safety related information to increase your awareness.

Summary of Programs and Services Offered by UPD

- Emergency phones located in various areas throughout the campus.
- Escort vans and shuttle buses are available to provide safe escorts for students between 7pm and 4am. Students may be escorted to and from campus within the three-block boundaries of the escort service. For an escort or more information call (202) 994-RIDE (7433).
- Crime prevention programs are available to groups upon request. Topics range from general crime prevention practices to sexual assault prevention
- Community Service Aides are on duty from 7pm until 3am in the residence halls to monitor access and provide additional "eyes and ears" for the University Police Department.
- Sexual Assault Crisis Consultation Team: members are trained and prepared to assist the survivor of sexual assault or rape 24 hours a day.
- Self-defense classes are available to students and employees. Call (202) 994-4008 for dates and times.

GW is committed to assisting all members of the GW community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures is available from the Director of University Police at 2033 G Street, NW, Woodhull House, Washington, DC 20052 (202) 994-6948.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Health Sciences Student Council. The Health Sciences Student Council (HSSC) represents the health sciences students and works with the Medical School Student Council on events and shared issues of interest and concern. The Council needs your ideas and support. Please contact Catheeja Ismail (faculty advisor: 202-994-8697) to express your needs and concerns and find out how to get involved.

STUDENT ORGANIZATIONS

GW Student Association. The George Washington University Student Association is a chartered student organization representing all GW students to the University and metropolitan Washington communities. Its membership includes all full-time and part-time undergraduate and graduate students registered for academic credit on campus. In addition to serving as the number one advocate of student needs, the body of elected and appointed representatives and staffers also provides various programs and services to make students' lives at GW a little easier. Dozens of programs provided annually include, the Test & Syllabus File, Student Advocacy Service, and Academic Evaluation Book. The GW Student Association also works hard

coordinating the efforts of student participation in various administrative and specialized bodies such as Board of Trustees committees, Faculty Senate, Joint Committee of Faculty and Students, Dining Services Commission, etc.

Students are encouraged to become involved with existing student organizations or to initiate their own. There are approximately 270 registered organizations on campus, covering a broad spectrum of interests, including academic, professional, international, cultural, political, service, sports, religious, honorary, fraternities, sororities, and support groups. Information on student organizations can be obtained from the Student Activities Center (SAC) located in the Marvin Center, Suite 427 (202-994-6555). Additionally, a complete listing of the student organizations registered with the Student Activities Center as of June 1997 can be found at <http://gwired.gwu.edu/sac>

CAMPUS ACTIVITIES

The Student Activities Center (Marvin Center, Suite 427, 994-6555) provides programs and activities that complement academic life at the University. Programs include advisement of campus organizations, leadership training, planning and coordination of major campus events. The *Student Association*, composed chiefly of elected and appointed students, has primary responsibility for allocating resources for student programming on campus.

Appendix, Guide to Students' Rights & Responsibilities