

THE GEORGE WASHINGTON UNIVERSITY

SCHOOL OF PUBLIC HEALTH AND HEALTH SERVICES

STUDENT HANDBOOK ACADEMIC YEAR 2005-06 WEB VERSION

GWU School of Public Health and Health Services
2300 I (Eye) Street, NW, Suite 106
Washington, DC 20037
202-994-5179

www.gwumc.edu/sphhs/

www.gwumc.edu/sphhs/sphhs_handbook/

This Student Handbook is for you – the undergraduate and graduate students of the School of Public Health and Health Services (SPHHS). We hope that it will be a helpful guide during your time here. Prospective students will also find this guide useful when making a decision to attend the SPHHS.

This Handbook has been excerpted for the web, and includes the policies, procedures, and resources that are most important for SPHHS students. However, the University's Bulletins serve as a more complete source of information. If you are an undergraduate student, you should use this Handbook in tandem with the University's Undergraduate Bulletin. Graduate students should use it along with the University's Graduate Bulletin. Both Bulletins are available in print and on the web at www.gwu.edu/~bulletin/.

Information in this Handbook is accurate as of August 2005. The University reserves the right to change courses, programs, and fees, or to make other changes deemed necessary or desirable, giving advance notice of these changes when possible. Updates to this Handbook appear immediately on the website at www.gwumc.edu/sphhs/sphhs_handbook/.

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ACADEMIC CALENDAR 2005-06

Fall 2005

August 23	International students MUST arrive on campus by this date
August 24	International Services Office Orientation for New Graduate International Students. Email iso@gwu.edu for more information.
August 25	Graduate Student Services Fair 2:30-5:30 PM in the Marvin Center Grand Ballroom. New Student BBQ 5:00-7:00 PM Marvin Center 3 rd floor terrace
August 29-30	SPHHS New Graduate Student Orientation
August 31	Fall semester classes begin
September 5	Labor Day (No classes)
September 6 or 7	Research Skills for Public Health Students (attend one session), 5:00-6:00PM, Women's Board Teaching Center, 3 rd Floor Himmelfarb, open to all students
September 15	Grade submission deadline (SP/Internship/etc) for Summer graduation clearance
September 15	SPHHS Convocation, 5:30PM, Jack Morton Auditorium
October 1	Deadline for filing the application for Fall graduation
October 21-23	Colonials Weekend (Alumni Weekend)
November 1	Admissions application deadline for Spring 2006 (Master & Certificate Programs)
Early November	Spring 06 course registration begins
November 5-9	APHA 133 rd Annual Meeting in New Orleans
November 24-25	Thanksgiving Break (No classes)
December 7	Designated Monday - ALL classes follow a Monday schedule
December 9	Last day of classes
December 10	Make-up day if needed due to snow, etc.
December 12	Reading day
December 13-21	Final exams

Spring 2006

January 10	International students MUST arrive on campus by this date
January 11	International Services Office Orientation for New Graduate International Students, Marvin Center. Email iso@gwu.edu for more information.
January 12	SPHHS New Graduate Student Orientation, Ross Hall
January 17	Spring semester classes begin
January 20	Grade submission deadline (SP/Internship/etc) for Fall graduation clearance
February 1	Application deadline for Spring graduation clearance or participating in May Commencement
February 1-28	Career Month
February 15	Admissions application deadline for DrPH, Fall 2006
February 20	President's Day (No classes)
Late March	Summer 06 course registration begins
March 13-17	Spring Break (No classes)
March 26	International Night, Jack Morton Auditorium (Tentative)
March 27-30	ACHE Congress on Healthcare Management, Chicago, IL
March 31	GW Medical Center Research Day
April 3-9	Public Health Week
April 1	Admissions application deadline for Summer '06 (Master & Certificate Programs)
May 2	Make-up day if needed due to snow, etc.
May 3	Designated Monday - ALL classes follow a Monday schedule
May 3	Last day of classes
May 4, 5	Reading Days
May 8-16	Final exams
May 15	Admissions application deadline for Fall 2006 (Master & Certificate Programs)
May 20	SPHHS Commencement
May 21	University Commencement

Summer I, 2006

To be announced. First day of classes most likely May 22.

HOW MAY WE HELP YOU? SPHHS STUDENT SERVICES

THE OFFICE OF FACULTY AND STUDENT SERVICES

The Office of Faculty and Student Services is the umbrella office which provides services to SPHHS students. Our offices are located on the second floor of Ross Hall. We strive to promote quality services by being resourceful, adaptable to students' needs, culturally competent, and responsive to feedback. We process all forms which need "Dean's Office" sign-off. Our job is to make your student experience a good one, so please do not hesitate to contact us if we can help you in any way. Student services are directed by:

Dr. Katherine Hunting, Associate Dean for Student and Faculty Development
Ross Hall, Room 202
Phone: 202-994-7891
Fax: 202-994-1850
Email: eohklh@gwumc.edu

The following brief descriptions will acquaint you with the ways in which each office can be of assistance.

THE OFFICE OF RECRUITMENT AND ADMISSIONS

Ross Hall, Room 202

Phone: 202-994-2160

Fax: 202-994-1850

Jane M. Smith, MA, Director
Email: sphjms@gwumc.edu

Lauren C. Proctor, Assistant Director
Email: sphlcp@gwumc.edu

Jennifer L. Lyles, Executive Coordinator
Email: sphjll@gwumc.edu

The Office of Recruitment and Admissions can assist you with a broad range of issues related to undergraduate and graduate program admissions. These include:

- Undergraduate Program Admissions for Internal and External Transfer Students
- Graduate Student Admissions
- International Student Questions and Preliminary Visa Processing
- Information on Where to Go for Financial Aid
- Scholarship Processing
- Curriculum Guide Review and Referral to Your Academic Advisor
- New Student Clearance for Registration
- Filing Petitions to:
 - Change Entry Semester/Defer Admission
 - Waive an "Additional Course"
 - Transfer Graduate Credits to GW Graduate Transcript After Admission
 - Transfer Credits from Non-degree to Graduate Transcript
 - Add Certificate to Degree
 - Change Degree Program
 - Change Program/Specialization
 - Change from Certificate to Degree
 - Change from Degree to a Certificate
 - Readmission

THE OFFICE OF STUDENT ACADEMIC AND CAREER DEVELOPMENT SERVICES

Ross Hall, Room 221

Fax: 202-994-9867

Mallory Boyd, MS, Co-Director

Phone: 202-994-2632

Email: sphmxb@gwumc.edu

Jim Miller, MA, Co-Director

Phone: 202-994-5407

Email: sphjwm@gwumc.edu

The Office of Student Academic and Career Development Services can assist you with the following:

- Student Services or SPHHS Policies and Procedures
- SPHHS Forms and Publications
- SPHHS International Student Forms / Requirements
- Emergency Loans
- Career Counseling and Development
 - Resume, Cover Letter Review
 - Self-marketing Techniques
 - Job Search Strategies
 - Scheduling Mock Interviews
 - Networking
 - GWORKS Jobs Databank Information
 - Alumni Informational Interviewing Program
- Undergraduate Academic Advising for BSPH Students
- Graduate Academic Advising in a Pinch (only for core courses and only when your departmental academic advisor is not available)
- Registering for Closed Courses
- Course Evaluations
- Previous Course Evaluation Results
- Questions Regarding SPHHS Special Events
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- Student Organization Contacts
 - Public Health (PHSA)
 - Health Services Administration (HSMLSA)
 - Exercise Science (Majors Club)
 - Athletic Training (ATSA)
 - Doctor of Public Health (DrPH SA)
- SPHHS "Network" Newsletter

Robin Delk, Executive Coordinator, is also located in Ross Hall, Room 221.

Phone: 202-994-7769

Email: sphrad@gwumc.edu

Contact Robin for assistance with:

- Questions about SPHHS Course Schedules, Caps, Rooms, etc
- SPHHS Listserv Subscriptions and Questions
- Past Course Syllabi
- Information on Graduate Administrative Assistant Positions
- Student Directory

THE OFFICE OF STUDENT RECORDS

Ross Hall, Room 222

Fax: 202-994-7893

Rita Bartley, Director

Phone: 202-994-0251

Email: sphrdb@gwumc.edu

Joyclyn Carter, Executive Assistant

Phone: 202-994-0962

Email: sphjxc@gwumc.edu

Michelle Baxter, Executive Assistant

Phone: 202-994-8406

Email: sphmab@gwumc.edu

The Office of Student Records can assist you with a broad range of issues related to enrollment and academic progress. These include:

- Registration – Eligibility, How to Register, Late Registration, Consortium Registration
- Adding and Dropping Courses, Withdrawing from Courses
- Establishing Full-time or Part-time Student Status
- Registering for Continuous Enrollment or Continuing Research
- Leave of Absence
- Complete Withdrawal from the University
- Taking a Course for Pass / No Pass
- Auditing a Course
- Professional Enhancement Activities – Procedures and Documentation
- Research Training Requirements – Documentation
- Applying for Graduation / Graduation Clearance
- Updating Your Contact Information
- Filing Petitions to:
 - Waive a required course
 - Substitute a course for a required course
 - Attend two schools simultaneously
 - Transfer graduate credits to the GW graduate transcript
 - Register for continuous enrollment versus continuous research
 - Extend the time limit for graduation
 - Request a leave of absence
 - Drop a course after the deadline and receive a full or partial refund
 - Add a course after the deadline and waive the late fee

Although anyone in Student Records is pleased to help you, the following staff member is primarily assigned to assist each of you according to which program you're in and the first letter of your last name:

Your program

BS in Exercise Science

BS in Public Health

MPH

MHSA

MS in Health Policy

MS in Exercise Science

MS in PH Micro & Emerg Infect Disease

Specialist Degree

Graduate Certificate Program

DrPH

For last name A-L, contact:

Michelle Baxter

Michelle Baxter

Michelle Baxter

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

For last name M-Z, contact:

Joyclyn Carter

Joyclyn Carter

Joyclyn Carter

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

Rita Bartley

BSPH AND DRPH STUDENT SERVICES

Ross Hall, Room 202

Supplemental support services for students enrolled in the Bachelor of Science in Public Health (BSPH) and Doctor of Public Health (DrPH) Programs are located in Ross Hall, Room 202. Note that Dr. Sullivan has her primary office in Building K, Room 201 and Dr. Boyd has his primary office at 2175 K Street, Room 7018. Dr. Sullivan and Dr. Boyd see students in Ross 202 by appointment only.

Dr. Patricia Sullivan
Director, SPHHS Undergraduate Public Health Program
Phone: 202-994-7122 or 202-994-2976
Email: pasull@gwu.edu

- Dr. Sullivan can assist students with any administrative activities associated with the BS in Public Health, including advising, program adjustments, graduation requirements, and transfer of credits. She also works with the development of special programs and activities within the major. As students have questions, ideas, thoughts, or concerns about the undergraduate major in public health, they should feel free to contact Dr. Sullivan.

To be announced
DrPH Program Managing Director
Phone:
Email:

- The DrPH Program Managing Director can assist DrPH students with the administrative activities related to the policies and standards required to complete the degree. This individual also meets with DrPH students about research opportunities for the dissertation. In addition, the Director meets with prospective students inquiring about the DrPH degree program.

Jennifer L. Lyles
Assistant to the BSPH and DrPH Program Directors
Phone: 202-994-2160
Fax: 202-994-1850
Email: sphjll@gwumc.edu

- Please contact Ms. Lyles for general administrative assistance regarding the BSPH and DrPH programs.

NEW STUDENT “TO-DO” LIST: FIRST THINGS, FIRST!

Here are things you must do when you first arrive at GWU (or before!). We have listed them for you in approximate order, so that you can check them off as you go!

MEET WITH OR EMAIL YOUR ADVISOR BEFORE YOU REGISTER

Upon admission to the SPHHS you are assigned an academic advisor, who is a faculty member in your program of study. (Contact information for your academic advisor is in your acceptance packet.) The advisors are also listed under each academic program of this Handbook (please refer to pages 60-65 for undergraduate programs and pages 71-96 for graduate programs) and on the web at www.gwumc.edu/sphhs/student_disk/directory/diradvisors.html.

Your advisor will help you develop a plan for completing your program of study at SPHHS. It is important to meet with your advisor (or to correspond by email) before registering for your first semester courses. Here are some useful questions to consider before your first meeting, especially for graduate students who often attend the SPHHS part-time:

- How many credit hours will you take per semester? A useful guideline for planning your time is that for each 3 credit course, you will spend 3 hours in class per week, and an additional 6-9 hours per week preparing for class.
- Do you plan to work full-time? Part-time? Do you have other obligations outside work and school? The answers to these questions will help you answer the “how many credits per semester” question.
- If you have a job, you will sometimes need to arrange with your employer to take a class in the afternoon. SPHHS graduate classes are scheduled in the late afternoon (mostly after 3 or 4 PM) and in the evening to accommodate students who also work.
- What courses are offered in the semester for which you are registering? Have you completed the required pre-requisites? See next section for information on how to obtain course schedules.

REGISTER FOR YOUR CLASSES

Registration Contact:

Registrar's Office
101 Rice Hall
2121 I Street, NW
Washington, DC 20052
Phone: 202.994.4900
Fax: 202.994.4448
Web: www.gwu.edu/~regweb

I tried but I'm unable to register. Contact:

Office of Admissions
202 Ross Hall
2300 I Street, NW
Washington, DC 20037
Phone 202.994.2160
Fax: 202.994.1850
Email: sphhsinfo@gwumc.edu

After you meet with your advisor, you may register for classes on the GWeb Information System at <http://my.gwu.edu/>. It is best to register early, as some classes fill up. **Students who register on or after the first day of classes are charged a late registration fee.**

- If you are an undergraduate student or a graduate student in Exercise Science, access the University's Schedule of Classes at www.gwu.edu/~schedule/
- If you are an MPH, MS, MHSA, Certificate, or DrPH student, access the most recent course schedule on the SPHHS website at: www.gwumc.edu/sphhs/sacd/sphreg.htm or from the SPHHS Listserv.
- There may be late changes in the schedule that are not reflected in these documents; we will do our best to make you aware of changes to SPHHS course schedules via the SPHHS website and the SPHHS Listserv. Or, contact the Office of Student Academic and Career Development Services for the most recent course schedule.

- If you have questions about a course, the Office of Student Academic and Career Development Services can put you in touch with the instructor.
- The SPHHS Committee on Admissions requires some graduate applicants to enroll in “additional courses” to broaden their academic backgrounds. These courses are listed on the Acceptance Status and Conditions Form that is a part of the acceptance packet, and do not count toward the total credit hours required for graduation. These courses may include: PubH 171, ExSc 154, ExSc 152, Stat 053, or Acct 051. **Do not register for these courses unless you have been required to do so.**

The registration information site is www2.gwu.edu/~regweb/reg-sched.html. In addition to the Course Registration Numbers (CRN's), you will need the following to register by GWeb:

Your nine-digit identification number – This user identification number is usually your social security number (SSN). GW has assigned a nine-digit identification number to students who did not have a SSN at the time of admission. Assigned numbers are identified by an “@” symbol before the first digit.

Your personal identification number (PIN) - This is a six-digit number assigned to you upon admission. New students are assigned PINs in one of two formats: (a) your birth month and year, plus the number 99 (MMYY99); or (b) your birth date in MMDDYY format. Example: If you were born January 14, 1976, try either 017699 or 011476 for your PIN. This number, together with the nine-digit identification number, creates a unique combination designed to ensure private access to your file. It is extremely important that this number be kept confidential. You are strongly encouraged to change your PIN, which you may do by GWeb. If you forget your PIN or if you have been locked out after 5 unsuccessful login attempts, please fax the following, clearly labeled as a PIN Reset Request, to the Banner Security Office at 202-994-0722: a copy of your GWorld card (or a government-issued ID); the last 4 digits of your User ID; and a phone number at which you can be reached. Alternatively, you can stop by the Information Systems and Services office in B-101 Rome Hall (located in the basement of the Academic Center at 801 22nd St.).

If you have the above information and are unable to register on the web as a new student, you should contact the SPHHS Office of Admissions for assistance. [If you have problems registering on the web after you have accessed the system for the first time, please contact the Office of Student Academic and Career Development Services for assistance.]

Once you have registered for classes, a *Schedule and Invoice* will be mailed to you specifying your payment due date. Review these materials carefully and note the due date. **Return the top portion of the Schedule and Invoice to the address on the form to confirm your registration even if no payment is due.**

Non-Degree Student Registration – The Office of University Students makes on-campus credit courses available to non-degree, visiting students; the per-credit tuition cost is \$1,011. Registration priority is given to students in the degree and certificate programs. All non-degree students may register for classes on a space-available basis during the designated dates for non-degree registration. To register, call the Registrar's Office at 202-994-5000 and ask for a “quick entry”. Once your contact information has been entered into the system you can register on line at <http://my.gwu.edu/?ref=www>. Select GWeb Information Systems. You will need the “CRN” number for the course. For additional information, you should visit this website: www2.gwu.edu/~regweb/.

Non-degree students who are non-residents of the United States are required to apply to the Office of University Students, which can be reached at 202-994-1972 or through the website at www2.gwu.edu/~ous/. Many restrictions apply to U.S. non-residents. There is no application fee. For detailed entrance requirements, see *Office of University Students* in the Graduate and Undergraduate Bulletins.

SET UP A GWU EMAIL ACCOUNT (REQUIRED FOR ALL STUDENTS)

You can set up your GW email account soon after you return your deposit and your Declaration of Intent to the Office of Admissions. (Allow three to four days for us to receive your materials and enter your acceptance of our admissions offer on the student information system.) We strongly recommend that you set up your account prior to registering for your first semester classes.

There are two easy online methods to set up your gwu.edu email account:

- Go directly to https://amc.gwu.edu/cgi/acctmgmt/create_ldap?verify=pin
- Go to the ISS help desk website: <http://helpdesk.gwu.edu/> and click on "Account Center" and then on "GWMail (Email)" under Students.

If you have difficulty setting up your GW email account, visit Information Systems and Services (ISS) in B-101 Rome Hall (located in the basement of the Academic Center - 801 22nd Street). The web address is <http://helpdesk.gwu.edu/>.

The ISS office can also process a computer login and password which you can use to access the computers in the labs around campus

Code of Conduct for Users of Computing Systems and Services

<http://helpdesk.gwu.edu/helpdesk/policies/usercode.html>

Network Publishing Guidelines

<http://helpdesk.gwu.edu/helpdesk/policies/networkglines.html>

UPDATE YOUR CONTACT INFORMATION

Be sure the University always has your current, local billing address and your email address! You can update this information yourself on GWeb by clicking on the Personal Information Menu. There, you will see options to update your address and phone, and to update your email address.

JOIN THE SPHHS STUDENT LISTSERV

Request that the SPHHS Office of Student Services adds you to our student listserv, where course listings, room assignments, jobs, internships, seminar announcements, and assistance with a variety of other student needs are posted daily. The Listserv is our primary means of communicating the most important information and notices to all SPHHS students. To sign up, simply send your FULL NAME and GWU.EDU email address to Robin Delk at sphrad@gwumc.edu and ask to be subscribed to the SPHHS Listserv.

PAY YOUR TUITION BILL ACCORDING TO ESTABLISHED BILLING PLANS

Cashier's Office
301 Rice Hall
2121 I Street, NW
Washington, DC 20052

Phone: 202-994-6200
Fax: 202-994-0578
Web: www.gwu.edu/~cashier

Once you have registered for classes, Student Accounts Services will send your invoice to your home address, or another address you have specified. You can also view your statement on <http://gweb.gwu.edu/mod/banner> by selecting the "Student Records and Registration Menu." You may send your payment with the invoice.

You may pay your tuition bill in person or by mail. The University accepts checks, money orders, traveler's checks, or cash; credit or debit cards are not accepted. **Payments by cash or traveler's**

checks must be made in person at the Cashier's Office. You can mail your personal check or money order in the pre-addressed envelope included with your *Schedule and Invoice*. Be sure to include your social security number or GW-assigned ID number on the check or money order, and make it payable to The George Washington University. You can also leave your check or money order in the Express Payment drop-off box located outside the Cashier's Office. Cash and traveler's checks cannot be deposited in the Express Payment drop-off box.

2005-06 Tuition and Fees

For Undergraduate, see www.gwu.edu/~bulletin/ugrad/febr.html

For Graduate, see www.gwu.edu/~bulletin/grad/febr.html

For undergraduates entering GW in academic year 2005-06, the University has adopted a fixed-rate tuition plan, with the following academic-year tuition fees guaranteed not to increase for up to five years of full-time* undergraduate study: \$36,370 for students entering the School of Public Health and Health Services and the Columbian College of Arts and Sciences. If you entered GW through a different School, see the webpage above. Information on tuition and fees for the summer is published in the Summer Sessions Announcement.

For undergraduates who entered GW in academic year 2004-05, the fixed-rate tuition remains in effect as previously stated: \$34,000 for students in the School of Public Health and Health Services and the Columbian College of Arts and Sciences (excluding its School of Media and Public Affairs). See the webpage above if you entered GW through another school.

Undergraduate students (excluding the School of Media and Public Affairs) who entered GW earlier than fall 2004 will pay the following tuition rates for academic year 2005-06. \$32,330 for students who entered fall 2003 or spring 2004; \$32,030 for students who entered before fall 2003.

Part-time undergraduate students (fewer than 12 credits per semester) and non-degree graduate and undergraduate students are charged \$1,011 per credit hour except in the School of Media and Public Affairs.

The 2005-2006 per-credit graduate tuition for SPHHS students is \$924 per credit hour (full time students enrolled for 9 credits pay $\$924 \times 9 \text{ credits} = \$8,316$).

If you are a student who lives overseas, you may experience some mail delays in getting your invoice, resulting in late payment charges. To avoid late charges, we recommend that you wire your payments to GW. Your name and student GW-assigned ID number (see your admissions packet) must be included in this transaction. Please inform Student Accounts Services that you are wiring your payment to GW by faxing them at 202-994-8968 or calling them at 202-994-7350. Have your bank wire the payments to:

PNC, Washington, DC 20005-1079

The account number is 5300445274

The ABA Routing Number is 031000053

Receipts for payment are not provided. Your canceled check is the proof of payment. If your sponsor requires a receipt in order for you to receive reimbursement, please make arrangements by calling the Cashier's Office. You can also access your student account through the GWeb Information System <http://gweb.gwu.edu/mod/banner>

If you have an outstanding balance, the University will send you a monthly statement that summarizes the recent activity and current balance of your account. If there is no outstanding balance on your account, you will receive a statement only upon request.

Payment Deadlines and Penalties

Student Accounts Services

T-102 Rome Hall, 801 22nd Street, NW

Washington, DC 20052

Phone: 202-994-7350

Fax: 202-994-8968

Email: sao@gwu.edu

Web: www.gwu.edu/~sao

All payments must be received no later than the due date indicated on your *Schedule and Invoice*. All unpaid balances are subject to an annual interest rate of 12% from the first day of the semester. In addition, a late payment fee will be charged each month. Failure to receive a *Schedule and Invoice* is not accepted as a reason for missing the payment deadline.

Accounts that are past due are subject to financial encumbrance. If your account is financially encumbered, you will forfeit your rights to use the deferred payment options for future semesters. In addition, the Student Accounts Services will notify the Registrar's Office to withhold your grades, future registration privileges, transcripts, diplomas, and other academic information until your account is settled. Accounts that are more than 90 days past due are referred to an agency for collection and the student is responsible for any collection fees that may be applied.

GW Payment Plans (contact Student Accounts Services, above)

1. Monthly Payment Plan through Academic Management Services (AMS)

The George Washington University offers a monthly payment plan through AMS. AMS has a five-pay plan for fall semester and ten-pay and eight-pay plans for the fall and spring semesters. Contact AMS at www.TuitionPay.com or call 800-635-0120.

2. Payment by Third-Party Sponsors

If all or part of your tuition is being paid by a sponsor, government, or company, either mail or fax a copy of your sponsorship documentation to Student Accounts Services, and when you return the top portion of your *Schedule and Invoice* note the title of your sponsor and the amount that your sponsor should be billed. **Do not submit your *Schedule and Invoice* to your sponsor for payment.** You must pay all the tuition and fees not covered by your sponsor by the due date printed on your bill. Any charges not paid by your sponsor by the end of the semester will be your responsibility. Your sponsor will be billed at the end of the add-drop period. The University does not accept sponsorship documentation that is contingent upon grades received for course work.

Student Loans

Student Financial Assistance
310 Rice Hall
1212 I Street, NW
Washington, DC 20052

Phone: 800-222-6242
Fax: 202-994-0906
Web: www.gwired.gwu.edu/finaid
Email: finaid@gwu.edu

If you are receiving a student loan, you must be registered by the first day of class for the number of credit hours reported on your GW Loan Questionnaire. If you are registered for fewer credit hours, your loan will not be disbursed until you have submitted a Re-budget Request to Student Financial Assistance. This documentation must be received by Student Accounts Services no later than the end of the add-drop period.

Tuition Scholarships
Student Accounts Services
T-102 Rome Hall
801 22nd Street, NW
Washington, DC 20052

Phone: 202-994-7350
Fax: 202-994-8968
Email: sao@gwu.edu

My SPHHS Scholarship has not been credited?
Office of Admissions
202 Ross Hall
2300 I Street, NW
Washington, DC 20052

Phone: 202-994-2160
Fax: 202-994-1850
Email: sphhsinfo@gwumc.edu

If you have been awarded an SPHHS scholarship and have returned your scholarship acceptance form, this amount will appear as a credit toward tuition on your *Schedule and Invoice*. If this information is not reflected on your invoice, call the SPHHS Office of Admissions before contacting Student Accounts Services. SPHHS scholarships awarded to new summer session students are not credited to your account until July 1, the beginning of the new fiscal year.

Withdrawals and Refunds

Applications for withdrawal from the University or from a course after the registration period must be made in accordance with procedures outlined in the University Bulletins (see *Withdrawal* and *Refunds*). Financial aid recipients must notify the Office of Student Financial Assistance in writing, and should check with the Student Accounts Services office regarding the impact on financial assistance. The tuition deposit required of entering students can not be refunded.

Tuition will not be reduced or refunded because of absence from classes. Authorization to withdraw and certification for work done will not be given to a student who does not have a clear financial record.

Further information on payment of fees and withdrawals and refunds can be found in the University's Undergraduate and Graduate Bulletins under *Fees and Financial Regulations*.

OBTAIN A GWorld (UNIVERSITY ID) CARD (REQUIRED FOR ALL STUDENTS)

Note: You must be registered for classes before you can get a GWorld Card!

GWorld Card Office
Marvin Center, Rm. 501
800 21st Street
Phone: 202.994.1795
Web: <http://gworld.gwu.edu>

After you register for classes, visit the GWorld Card Office on the 5th floor of the Marvin Center to obtain your University ID card, called the GWorld Card. Be sure to identify yourself as a Medical Center student, so you will be photographed with the correct colored backdrop (Green). The GWorld card can also be used as a debit card; the website provides details about debit dollars.

You MUST wear (and scan) your GWORLD card to enter Ross Hall and the GW Hospital. Additionally, you must have your GWORLD ID card with you at all times while on campus.

LOCATE YOUR SPHHS STUDENT MAILBOX

All SPHHS students are given a mailbox. Professors often use mailboxes to return assignments to you, and students frequently use mailboxes to exchange materials with each other.

Mailboxes are located on the first floor of Ross Hall in the Room 118 corridor. You should look for your name alphabetically, within the section of mailboxes for your degree program. Names are assigned to mailboxes about one week after the beginning of the semester.

NOW THAT YOU'VE STARTED: TWO REQUIREMENTS YOU MUST FULFILL

Here are things you should begin to do during your first semester at GW!

COMPLETE HUMAN RESEARCH TRAINING REQUIREMENTS

All students in The George Washington University (GWU) Medical Center are *required* to complete training regarding human subject protection regulation and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). There are two courses required for all SPHHS students. Both of these courses are available online so you can take them at a time that fits your schedule.

First, everyone MUST complete the HIPAA Primer course. Second, everyone must complete the National Institutes of Health (NIH) "Human Participants Protection Education for Research Teams" course. *Neither of these courses is optional*; both are reasonably short. Per Medical Center policy, students are required to complete the HIPAA Primer before the end of their first semester; it is recommended that the NIH course be completed then as well.

Be sure to print out the page with your score for the HIPAA course, and the certificate of completion for the NIH course, and keep the copies in your records. You will need this documentation for any IRB submission package. Documentation of completion is also required for graduation clearance: the SPHHS Office of Student Records will receive documentation from Blackboard that you have completed the HIPAA Primer training, but you must provide Student Records (Ross 222) with a copy of your NIH training certificate.

Additional training requirements exist for students who plan to conduct some types of research – the HIPAA Research Course and the Social and Behavioral Research Course. For further information on the University's research training requirements, go to www.gwumc.edu/research/disclaimer.htm (Last accessed 07/29/05. Please note that this site will be down for part of 2005-2006. If it is down when you try to access it, please contact the Office of Human Research (OHR) at 202.994.2715.

1. HIPAA Primer

The federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) was passed in part to ensure the privacy of information in health records and databases, including data used in research and student projects. The related regulations took effect on April 14, 2003 and the University must comply with them. To achieve that goal, all students must complete the University's online HIPAA training course, offered by the GWUMC Office of Educational Resources.

This course is focused on the medical practice context; currently there is no public health context course. There are 103 slides, which will take about an hour to go through. Taking this course is *NOT optional*.

To take the course:

- Login to your Student account in Blackboard, <http://blackboard.gwu.edu>. (Note: If you do not have an account, you will need to have one for many purposes. Go back and set that up first. Your Blackboard account should be automatically created shortly after you have set up your GWMail e-mail account.)
- Click on the HIPAA link in your list of courses to enter the course. (Note: You may not see the course listed until about one month after you first matriculate at SPHHS.)
- Click on HIPAA Training to access the slide show, followed by the quiz.
- The quiz is graded automatically. You can view your score in the Grade Book section. Your score will also be reported to SPHHS Office of Student Records. You must score 100 points out of 120 points to pass the quiz.

- If you need assistance in using Blackboard for this training, please contact the main campus help desk (202-994-5530, option 2).

You may retake the course if you do not get a passing grade. You may retake the quiz until you have a passing grade.

2. National Institutes of Health (NIH) Online Training

According to SPHHS policy all involved faculty, research staff, and students must be certified as having completed NIH's online course titled "Human Participant Protection Education for Research Teams." Because this course has excellent fundamental information, we recommend that you complete this six-part training course as soon as you can work it into your schedule.

To take the course:

- Go to the NIH training website (<http://cme.nci.nih.gov>) and register for the course. You may also register for the course by accessing <http://www.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp> (Last accessed 7/20/05) You will need to enter your name and create a password, as instructed, before you can begin this course.
- Select the appropriate option to receive the appropriate credits, if any apply, and certification at the end. Use the third option if you are not seeking CME or CNE continuing education credits.
- In each part of the course, there are several links to other, often valuable, sites for additional information. The course will take about 2 hours to complete if you go through all of the training, check a few links, and take the test at the end of each section. You must complete all six sections and tests in order to receive the certificate at the end.
- Print a copy of the certificate.
- Provide a copy of the certificate to your Faculty Advisor, and to the Office of Student Records. If you are completing a Special Project, attach a copy of the certificate to your Special Project Proposal when you submit it to your departmental Special Project Director.

3. HIPAA Research Online Course

Many students conduct research while at SPHHS, typically either to meet degree requirements or as staff members on University research projects. If you will be part of a research team at GWU and/or expect to submit a protocol to GW's Institutional Review Board (IRB), AND the research involves "protected health information" (PHI) as defined in the HIPAA online course and determined by the IRB's online PHI assessment form, you will need to take the HIPAA Research Course. Here are some helpful definitions:

- "Research" is defined in federal regulations as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." (45CFR46.106(d))
- "Human subjects" are defined by University policy as "a living individual about whom an investigator collects: 1) data by intervention or interaction or, 2) identifiable private information (e.g., medical or education record review)." (The GWU Non-Medical IRB Guidebook for Researchers and Research Coordinators, 2002-2003)
- To determine whether your research involves PHI, see <http://www.gwumc.edu/research/forms.htm> (Last accessed 07/29/05) for the form titled "HIPAA Sample Worksheet for Determining Type of Data Being Used or Disclosed."

You will need to contact Erin Leeson (resem1@gwumc.edu) to gain access to the HIPAA Research Course online in Blackboard, and will need to pass the quiz prior to submitting your research project for IRB review (see below).

4. Social and Behavioral Research Course

Additionally, if your project uses social and behavioral research methods, we strongly recommend that you complete one additional research training course, available online at the University of Minnesota's website. The following table summarizes research training requirements and recommendations for SPHHS students.

Research Training Requirements and Recommendations for SPHHS Students.

Course	Which SPHHS Students Must Complete	When to Complete	How to Access Training
HIPAA Primer	All SPHHS students.	Your first semester.	Available on Blackboard
NIH Human Participant Protection Education for Research Teams	All SPHHS students.	Your first semester.	http://cme.nci.nih.gov
HIPAA Research Course	All SPHHS students who conduct research involving PHI.	Before you submit protocol for IRB review.	Available on Blackboard
Social and Behavioral Research	Strongly recommended for SPHHS students who conduct human subjects research involving social and behavioral methods.	Before you submit protocol for IRB review.	www.research.umn.edu/consent/menu_soc.html

5. IRB Review

Office of Human Research (OHR)

Ross Hall, Suite 613

Phone: 202-994-2715

Web: www.gwumc.edu/research/human.htm (last accessed 07/29/05)

This is not a research training requirement, however, we have included it here because you will need this information when you begin to conduct your own research project. Students who are planning to conduct research involving human subjects (for a special project thesis, dissertation, journal article, poster session, etc.) must obtain Institutional Review Board (IRB) approval before collecting or analyzing any data. Visit the website above or contact the OHR to learn about the IRB process and requirements to submit the protocol for review and approval.

6. Departmental Training Requirements

Finally, note that SPHHS departments may have additional training requirements for their students. Please consult with your departmental Faculty Advisor or Special Project Director for further information.

PARTICIPATE IN PROFESSIONAL ENHANCEMENT ACTIVITIES

All undergraduate, masters, and doctoral degree students in the School of Public Health and Health Services are *required* to attend eight hours of professional enhancement activities during their program. This requirement applies to all students who entered SPHHS in the 2003 Fall semester or later.

Professional enhancement activities supplement the academic curriculum and help prepare students to participate actively in the professional community. They enhance practical knowledge and awareness of public health issues – either in general or in a student’s specific area of study.

Students can fulfill this requirement by attending workshops, seminars, or other relevant professional meetings, which are often held at SPHHS and in the metropolitan Washington, DC area. Examples of conference sponsors include the National Academy for State Health Policy, the Pan American Health Organization, the American Public Health Association, the American College of Healthcare Executives, the Area Health Education Center, the American College of Sports Medicine, the National Strength and Conditioning Association, and the National Athletic Trainer’s Association. Opportunities for professional enhancement are regularly publicized via the SPHHS Listserv and through your department or advisor.

Students must submit documentation of Professional Enhancement activities to the Office of Student Records. The documentation consists of the Professional Enhancement Form (see next page or www.gwumc.edu/sphhs/sacd/forms.htm), which includes a prior approval signature from the student’s advisor, a description of the program agenda, and proof of attendance. **Remember to submit your documentation *before* you apply to graduate!**

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 WASHINGTON DC

School of Public Health and Health Services

Professional Enhancement Form

Policy and Procedures: If you entered an SPHHS degree program beginning Fall semester 2003 or later, you must attend 8 hours of Professional Enhancement Activities during your program of studies. This requirement can be fulfilled by attending a workshop, seminar, or other relevant professional meeting. Examples of conference sponsors include the National Academy for State Health Policy, Pan American Health Organization, American Public Health Association, American College of Sports Medicine, and the Area Health Education Center. Obtain prior approval from your advisor to ensure that the activity is suitable for meeting the requirement. A registration receipt is needed for national or local conferences requiring registration. For seminars, workshops and lectures that do not require a formal registration process, you must obtain a signature from the event coordinator at the conclusion of an event. Submit this form with signatures and other documentation to the Office of Student Records (Ross Hall Room 222) after completing either 4 hours or all 8 hours of professional enhancement. All documentation must be submitted before you apply for graduation.

Student's Name:	SSN#:
Degree:	Program:
Year Entered:	Anticipated Graduation Date:
Email:	Advisor's Name:

TITLE OF MEETING AND SPONSORING ORGANIZATION	ADVISOR SIGNATURE <i>(Obtain prior approval to ensure that the activity is suitable.)</i>	LOCATION	DATES & TOTAL # OF HOURS ATTENDED	EVENT COORDINATOR'S OR REPRESENTATIVE'S SIGNATURE <i>(only needed when there is no formal registration receipt, such as seminars, workshops or lectures)</i>

Student's Signature: _____

Date: _____

Student Records Signature: _____

Date: _____

USEFUL POLICIES AND PROCEDURES

The two previous sections described activities to get you started on the right foot, and two requirements that you have to meet in order to graduate. This section summarizes the most important policies and procedures to help you successfully navigate your way while enrolled in an SPHHS program.

GUIDE TO STUDENT RIGHTS AND RESPONSIBILITIES

All students, upon enrolling and while attending The George Washington University, are subject to the provisions of the *Guide to Student Rights and Responsibilities*. This *Guide*, found online at <http://gwired.gwu.edu/dos/GuidetoStudentRights/>, outlines student freedoms and responsibilities of conduct. It includes information and policies about the following:

- Statement of Student Rights and Responsibilities
- University Policy on Equal Opportunity
- Policy on Sexual Harassment
- Student Grievance Procedures
- Code of Student Conduct
- Code of Academic Integrity
- Privacy of Student Records
- A Final Word about Security
- University Policies Available Online

The SPHHS Office of Academic Advising and Career Development or the SPHHS Associate Dean for Student and Faculty Development can answer questions about these policies. The Code of Academic Integrity is particularly important and is excerpted on the back cover of this Handbook.

APPEAL A GRADE

If you believe that an instructor has not fairly evaluated your work, follow this stepwise appeal process:

- First, discuss this situation with the instructor; usually, an appeal can be resolved satisfactorily when the student further explains the rationale for his/her answer, and/or the instructor further explains his/her rationale for assigning the grade.
- If, after discussion with the instructor, you still do not feel that you have been evaluated fairly, then contact the chair of the department which offers the class. Ask the chair to evaluate your case.
- If, after discussion with the department chair, you still do not feel that you have been evaluated fairly, then contact the Associate Dean for Student and Faculty Development and ask for SPHHS Dean's Office review of your case.
- If you do not feel that your appeal has been fairly handled within the SPHHS, then your next level of recourse is with the office of GW's Dean of Students. Procedures for discussing/filing a grievance are described in the Guide to Student Rights and Responsibilities.

KEEP IN TOUCH WITH YOUR ADVISOR

It is important to keep in touch with your advisor for many reasons – for example, if your curriculum plan changes, if you need advice on what electives to take, or if you are having academic difficulty. If you are enrolled in a program that requires a Special Project, Internship, Residency (or similar “capstone” activity), you should also seek advice from your advisor about when to start planning for this activity. **It is important to note that many capstone activities require substantial lead time and cannot be completed in one semester.**

PROCEDURES FOR FILING PETITIONS

When you wish to do something that requires an exception to GW or SPHHS policies and regulations, or that represents a change in your program of study, you must file a petition. There are separate petitions for undergraduate and graduate students. The SPHHS Undergraduate and Graduate Petitions are reproduced on the following pages or can be downloaded from the web at <http://www.gwumc.edu/sphhs/sacd/forms.htm>

Undergraduate Petition Form

Undergraduate students should submit this form to do any of the following:

- Apply for Readmission
- Change Entry Semester
- Transfer Credit
- Change Major
- Change Concentration
- Request a Leave of Absence
- Substitute a Course for a Required Course

Here's what you need to do:

- Complete the petition, offering as much detail as possible.
- Return the petition electronically or in person to Jane Smith in the Office of Admissions (contact information on form) with any other required attachments.

The Office of Admissions will process your petition by referring it to the appropriate faculty member(s) and then returning it to you with the decision.

Graduate Petition Form

The Graduate Petition Form can be used for either Admissions Petitions or Student Records Petitions.

Admissions Petitions are submitted to:

- Change Entry Semester
- Waive an "Additional Course"
- Transfer Graduate Credits to GW Graduate Transcript Before Enrolling
- Transfer Credits from Non-degree to Graduate Transcript
- Add Certificate to Degree
- Change Degree Program
- Change Program/Specialization
- Change from Certificate to Degree
- Change from Degree to a Certificate
- Request Readmission

Here's what you need to do:

- Complete the petition, offering as much detail as possible.
- Return the petition electronically to Jane Smith at sphjms@gwumc.edu with any other required attachments.

The Office of Admissions will process your petition by electronically referring it to the appropriate faculty member(s) and then returning it to you with the decision.

Student Records Petitions: These are submitted to:

- Waive a required course
- Substitute a course for a required course
- Attend two schools simultaneously
- Transfer graduate credits to the GW graduate transcript
- Register for continuous enrollment versus continuous research
- Extend the time limit for graduation
- Request a leave of absence
- Drop a course after the deadline and receive a full or partial refund
- Add a course after the deadline and waive the late fee

Here's what you need to do:

- Complete the petition, offering as much detail as possible.
- Secure the appropriate signatures (required signatures are noted on the form).
- Return the signed Petition with any required attachments to the SPHHS Student Records Office, 222 Ross Hall.

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WASHINGTON DC

School of Public Health and Health Services

Undergraduate Petition

Name	Major BS	Current Concentration
GW ID	Email	Date
Current Address	Phone	Effective Semester

Final Action *Request Approved* *Request Denied*
Comments:

Request (check only one)

- | | | |
|--|---|--|
| <input type="checkbox"/> Readmission | <input type="checkbox"/> Change Major | <input type="checkbox"/> Substitute a Course for a Required Course |
| <input type="checkbox"/> Change Entry Semester | <input type="checkbox"/> Change Concentration | <input type="checkbox"/> Other |
| <input type="checkbox"/> Transfer Credit (requires transcript and course descriptions) | <input type="checkbox"/> Leave of Absence | |

Specifics

What is your request? (use back of page or extend space electronically if needed)

Rationale

Why are you making this request? (use back of page or extend space electronically if needed)

Required Signatures (print, sign, and date)

Student's Signature: _____

Date: _____

Program Director's Signature _____

Date: _____

Submit this form and all supplemental documentation to the Office of Admissions

Sphjms@gwumc.edu

202 Ross Hall, 2300 I St., NW, Washington, DC 20037

Fax: 202.994.1850

Phone: 202.994.2160

School of Public Health and Health Services
Petition (Graduate Programs)

Name	Degree	Current Program/Specialization
GW ID	Email	Date
Current Address	Phone	Effective Semester

ADMISSIONS PETITIONS
Please return to spjhms@gwumc.edu. Admissions will forward for approval to appropriate individuals.

STUDENT RECORDS PETITIONS
Please obtain Advisor's signature where (A) is noted, and Instructor's signature where (I) is noted. Then return to Student Records (Ross 222 or fax 994-7893)

<input type="checkbox"/> Waive an "Additional Course"	<input type="checkbox"/> Waive a Required Course (A & I)
<input type="checkbox"/> Readmission	<input type="checkbox"/> Substitute a Course for a Required Course (A & I)
<input type="checkbox"/> Change a Degree to a Certificate	<input type="checkbox"/> Attend Two Schools Simultaneously (A)
<input type="checkbox"/> Transfer Graduate Credits to GW Graduate Transcript before Enrolling (Requires transcript, course name, credits, number, description, and syllabus)	<input type="checkbox"/> Transfer Graduate Credits to GW Graduate Transcript after Enrolling (Requires transcript, course name, credits, number, description, and syllabus) (I)
<input type="checkbox"/> Transfer SPHHS Credits from Non-degree to Graduate Transcript	<input type="checkbox"/> Register for Continuous Enrollment Instead of Continuous Research (A)
<input type="checkbox"/> Change Entry Semester	<input type="checkbox"/> Extend Time Limit for Graduation (A)
<input type="checkbox"/> Add Certificate to Degree	<input type="checkbox"/> Request a Leave of Absence (A)
<input type="checkbox"/> Change Degree Program	<input type="checkbox"/> Drop a Course After the Deadline & Receive Full or Partial Refund
<input type="checkbox"/> Change Program/Specialization	<input type="checkbox"/> Add a Course After the Deadline & Waive Late Fee
<input type="checkbox"/> Change from Certificate to Degree	<input type="checkbox"/> Other (specify)

Specifics: What is your request? (use back of page if needed)

Rationale: Why are you making this request? (use back of page if needed)

Required Signatures

Student: _____	Date: _____
Advisor (A): _____	Date: _____
Course Instructor (I): _____	Date: _____
Director of Admissions: _____	Date: _____
Associate Dean: _____	Date: _____

For Office Use Only:

Action: Request Approved & Processed Request Pending Student Notified
 Request Denied (explain below) Advisor(s) Notified

HOW TO TAKE COURSES AT OTHER SCHOOLS OR INSTITUTIONS

You may not register concurrently in this University and another institution (from which you wish to apply credit toward your GW degree) without **prior written permission**. To request such permission, you must submit a Petition signed by your advisor and associate dean. If you wish to register for a course offered by a GW school other than the SPHHS (that is not already listed as part of the curriculum program plan for your program of study), and count this course toward your degree requirements, you must similarly obtain prior written permission by filing a Petition.

MAINTAIN YOUR ENROLLMENT STATUS

The continuous enrollment policy is very important. Once entered in a degree program, you are expected to be continuously registered for at least one credit during the Fall and Spring semesters, and actively engaged in fulfilling the requirements for your degree.

- For Fall semester and for Spring semester, you must register for one or more credit hours to maintain enrollment status.
- During the Summer session, you don't have to be enrolled unless you are graduating during the summer; in this case, register for Continuous Enrollment (\$35).
- Some additional activities, such as study abroad programs, qualify as continuous enrollment. Doctoral students are allowed to register for Continuous Enrollment (\$35) to maintain status during their comprehensive exam stage and their dissertation stage. For further details, contact the Office of Student Records or see *Continuous Enrollment* in the relevant University Bulletin.

If you are a degree student and find it necessary to interrupt active pursuit of your degree, you may petition to take a **Leave of Absence** for a specific period of time, generally limited to one calendar year. If you discontinue active enrollment in degree studies without being granted a leave of absence, or if you are granted a leave but do not return to active study at the close of the period of approved absence, you must apply for readmission and be subject to the regulations and program requirements then in effect.

Although the continuous enrollment policy applies to undergraduate as well as graduate students, it does not typically prove challenging to undergraduate students. Therefore, graduate students should pay special attention to the discussion that follows.

Continuous enrollment becomes most challenging for SPHHS graduate students as you near graduation and have completed all of your courses except for thesis or capstone requirements. For example, you may complete your coursework during the Spring semester, and register for your Internship or Special Project during the Summer session. If you do not complete your Internship or Special Project, you must register for one credit of "Continuing Research" in order to maintain your status during the Fall semester. This credit is charged at the prevailing tuition rate (e.g., \$876 for one credit), making it expensive not to complete your degree requirements on time. The same problem would arise if you haven't completed requirements for graduation when the Spring semester starts; you would need to register for one credit of Continuing Research. During Summer session, you need only register for Continuous Enrollment if you are planning to complete graduation requirements.

Thus it is desirable to register for your Internship or Special Project **during the semester you expect to finish it!** If unusual circumstances arise and you cannot complete your graduation requirements before the end of that semester, **you may petition** to register for Continuous Enrollment (\$35) rather than paying one credit (\$876) for Continuing Research. Petitions to register for Continuous Enrollment rather than Continuing Research must include an explanation of why you did not finish your project in a timely manner. (Financial need is not an adequate justification.) Such petitions will be considered by your Advisor and the Associate Dean on a case-by-case basis, and for **one semester only**.

INTERNATIONAL STUDENTS – LESS THAN FULL-TIME STATUS

If you are an international student, it is your responsibility to enroll as a full time student (minimum nine credit hours) for Spring and Fall semesters according to the U.S. Immigration and Naturalization rules governing registration requirements for international students with F-1/J-1 visa status. In certain situations, a reduced course load may be allowed. To request approval for this, complete the *F-1/J-1 Graduate Student Request for Reduced Course Load Form* (download form at <http://gwired.gwu.edu/iso/CurrentStudents/>) and submit it to the International Services Office (ISO). You can obtain more information from the ISO at <http://www.gwired.gwu.edu/iso>.

GRADES OF INCOMPLETE

Conditions under which an Incomplete (I) may be assigned and changed are the same for both Undergraduate and Graduate students and are described under *University Regulations, Grades* in both Bulletins. An Incomplete must be changed by a date agreed on 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. The grade earned will be indicated in the form of I, followed by the grade. An Incomplete that is not changed within this period will be changed to an I/F (Incomplete/Failure) and the grade point average and academic standing are recalculated. In cases of well-documented extenuating circumstances, an instructor and a student may jointly petition the director of the student's degree program for additional time in which to complete the course work. Such petitions should be submitted within the same time frame. An Incomplete cannot be changed by reregistering for the course at GW or by taking its equivalent elsewhere, and remains on the student's permanent record even after the course has been successfully completed.

GRADES OF IN PROGRESS

The grade In Progress (IPG) is given for all thesis, residency, advanced reading, independent study, special project/culminating experience, internship/practicum, and dissertation research courses until the coursework is completed. Upon the satisfactory completion, the grade is entered and IPG no longer remains on the transcript. Grades of In Progress may not be given for regular, semester-length courses.

ACADEMIC STANDING – UNDERGRADUATE STUDENTS

An undergraduate student who is not suspended or on probation is considered to be in good standing. The following rules governing probation and suspension are applicable to students enrolled in a full-time program (12 credit hours or more) during the fall or spring semester. Students enrolled for fewer than 12 credit hours during the fall or spring semester and students enrolled during the summer sessions are subject to probation or suspension on the basis of their cumulative record.

Mid-semester Warning – At the end of the eighth week of each semester, instructors submit to the Student Services Center the names of freshmen who are doing unsatisfactory work, and a notice of warning is sent to the student and a copy filed with the appropriate advisor. A warning constitutes notice to the student to consult the instructor and advisor at the earliest opportunity.

Semester Warning – A student whose cumulative grade-point average is less than 2.0 after attempting a minimum of 12 credit hours will be issued a warning notice at the end of the semester and will be required to take corrective measures (e.g., limitation of course load to no more than 13 credit hours).

Probation – A student whose cumulative grade-point average is below 2.0 but above 1.0 after attempting a minimum of 24 credit hours is placed on probation. The course load of a student on probation may be no more than 13 credit hours. A student returns to good standing if, after a first or second semester on probation, the grade-point average is raised to 2.0 or more. A student who receives an unacceptable grade (D, F, I, Z) or fails to raise the cumulative GPA to 2.0 after two semesters on probation (or 24 additional credit hours attempted) ordinarily will be suspended but may be continued on probation by the Student Appeals Committee (see below).

Suspension - The following circumstances constitute grounds for suspension: (1) a cumulative grade-point average below 1.0 after attempting a minimum of 24 credit hours; (2) failure to attain a cumulative grade-point average of 2.0 or more after two successive full-time semesters (or 24 additional credit hours attempted) on probation. The Student Appeals Committee may continue a student on probation (in lieu of suspension) if satisfactory progress is demonstrated during the probationary period and sufficient evidence of academic promise, by way of a statement of appeal, is offered by the student.

Once suspended, students may not register for or complete any courses at The George Washington University. Suspended students may apply for readmission following completion of the term of suspension. Final dates for applying for readmission are the same as those for undergraduate transfer students (see *Transfer Students, Admissions* in the University's Undergraduate Bulletin). A suspended student seeking readmission must submit evidence to the Student Appeals Committee of conduct during absence from the University that indicates that the student will profit from readmission. A student suspended twice for poor scholarship will not be readmitted.

Timely Progress Toward the Degree - Students who fail to make adequate and timely progress toward the degree, through repeated leaves or repeated failure to complete an appropriate number of credit hours per semester, may be dismissed from the University (see *University Regulations, Right to Dismiss Students* in the Undergraduate Bulletin). Students dismissed on these grounds may apply for readmission after supplying sufficient evidence of academic promise.

Summary of Threats to Academic Standing for Undergraduate Students

Semester Warning	A student with a cumulative GPA less than 2.0 (with less than 24 credits completed) must take corrective action.
Academic Probation	A student with cumulative GPA less than 2.0 (with 24 or more credits completed) is placed on academic probation.
Suspension	A student who receives an unacceptable grade (D, F, I, Z) or fails to raise cumulative GPA to 2.0 while on academic probation will be suspended (except in case of successful appeal to the Student Appeals Committee).

ACADEMIC STANDING – GRADUATE STUDENTS

A graduate student who is not suspended or on probation or on extended provisional admission status is considered to be in good standing. At the graduate level, a minimum grade-point average of 3.0 (B) must be maintained and is required to be awarded a graduate degree. All graduate courses and undergraduate courses taken for graduate credit after matriculation as a degree candidate (except those audited or taken for the grade of CR or P/NP) will be used to calculate the grade-point average.

Extended Provisional Admission – Applicants with credentials that are weaker than expected for graduate study, but who nonetheless show promise of successful graduate work, are occasionally granted provisional admission by the SPHHS Admissions Committee. Provisionally admitted graduate students must demonstrate their ability to maintain a GPA of at least 3.0 in the first 9 credit hours of coursework attempted, and are not allowed to receive a grade of I or a grade lower than a B- while on extended provisional admission status. At least two core courses must be taken within the first two semesters. Provisionally admitted applicants are required to see their advisors each semester prior to registration.

Semester Warning – A student whose cumulative grade-point average is less than 3.0 after attempting a minimum of one credit hour and a maximum of eight credit hours will be issued a warning notice at the end of the semester and will be required to take corrective measures (e.g., meet with academic advisor to outline steps to raise GPA).

Probation – A student whose grade-point average falls below 3.0 at any point after completing nine credit hours will be placed on probation. This probation extends through the period in which the student next

attempts up to 12 credit hours of work, including prescribed courses. A student's program may be restricted by the program director if deemed necessary. During this period, the student's performance will be monitored to determine suitability for continued study. A student who fails to raise the cumulative grade-point average to 3.0 or better during the period of probation will be suspended. Incomplete grades and grades of B- or lower are not allowed during the probation period and are grounds for automatic suspension. A student who is subject to probation for a second time at any point during the program is automatically suspended.

Grade of F – A graduate degree candidate who receives a grade of F and wishes to remain enrolled is required to present cause, for consideration by the director of the student's degree program, as to why continued study should be permitted. Once a grade of F is earned in a core, required, or elective course, it remains a part of the student's permanent record and is calculated into the grade-point average. A graduate student given the grade of F in a core or other required course, and permitted to continue in graduate studies, must repeat the course and achieve at least the grade of B; such a repeat does not expunge the grade of F, which remains part of the student's record. Should this level of performance not be obtained, the student will be suspended from the degree program.

Suspension – A graduate student who does not meet the conditions of probation (see above) will be suspended. A student who is suspended or withdraws under these conditions may apply for readmission after one semester. An outstanding Incomplete grade at the time of suspension will become an F. To be readmitted, the student must submit evidence that suggests the probability of academic success. A student who is readmitted will continue on academic probation and must achieve a minimum grade-point average of 3.5 in the next 12 credit hours of graduate study. Should the student fail to achieve this grade-point average, the student will again be suspended and will not be readmitted.

Timely Progress Toward the Degree - Students who fail to make adequate and timely progress toward the degree, through repeated leaves or repeated failure to complete an appropriate number of credit hours per semester, may be dismissed from the University. Students dismissed on these grounds may apply for readmission after supplying sufficient evidence of academic promise.

Summary of Threats to Academic Standing for Graduate Students

Extended Provisional Admission	A student who receives a grade of I or grade of B- or lower while on provisional admission status may be suspended.
Semester Warning (less than 9 credits completed)	A student with a cumulative GPA less than 3.0 (with less than 9 credits completed) must take corrective action.
Academic Probation	A student with cumulative GPA less than 3.0 (with 9 or more credits completed) is placed on academic probation.
Grade of F	A student who receives a grade of F and wishes to remain enrolled must present cause as to why continued study should be permitted. If permitted to continue in graduate studies, student must repeat the course (if core or required) and achieve at least the grade of B.
Suspension	A student on academic probation who receives an unacceptable grade (B-, C, F, I, Z) or fails to raise cumulative GPA to 3.0 will be suspended.

READMISSION

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. Students who have attended one or more academic institutions while absent from this University must have complete official transcripts from each institution attended sent directly to the SPHHS Office of Admissions. Students seeking admission as degree candidates after previous enrollment in unclassified status must submit all entrance credentials not previously received or required. Applicants for readmission are considered on the basis of policies and program requirements currently in effect.

STUDENT LIFE, AND OTHER HELPFUL RESOURCES

BANKING

You may wish to open an account with a local bank even before you arrive on campus. International students should select a bank that is affiliated with their home bank and has an international department.

Local Banking Services for Students

Chevy Chase Bank
1850 K Street, NW
202-822-3640

Bank of America
2001 Pennsylvania Avenue, NW
202-624-4950

Wachovia Bank
2000 L Street, NW
202-879-7140

PNC Bank
1919 Pennsylvania Avenue, NW
202-835-7117

NIH/GW Federal Credit Union – GW's Official Credit Union
GW Branch
2100 Pennsylvania Avenue
800-877-6440 or 301-718-0208

COMPUTER LABS

The University-wide Center for Academic Technologies (CATS) operates out of 801 22nd St. N.W. Suite B103 (202-994-1696). Visit the CATS office to obtain an account and for orientation. CATS operates a number of computer labs on campus; for a complete list, visit the CATS website at: <https://web.cats.gwu.edu/>.

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

The George Washington University is a member of the Consortium of Universities of the Washington Metropolitan Area. Eleven universities in the Washington area—American University, Catholic University of America, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, Southeastern University, the University of the District of Columbia, and the University of Maryland—are associated in a Consortium through which they coordinate the use of their respective facilities. Trinity College is an associate member of the Consortium. Students in approved programs leading to degrees in any one of these institutions have the opportunity to select from the combined offerings the particular courses that best meet their needs.

A GW student who wishes to participate in the consortium program must be a main campus (Foggy Bottom/Mount Vernon) degree student in good academic standing. Always obtain your advisor's approval **before** deciding to register for a consortium course. (See page 47 for policy and procedure.) You may not register through the Consortium for courses that are offered by the George Washington University (or are GW-equivalent) in the same semester.

- Full-time undergraduate students may enroll in up to six credit hours per semester; no more than a total of 21 credit hours are permitted per degree program.
- Part-time undergraduate students may enroll in up to six credit hours per academic year; no more than a total of 21 credit hours are permitted per degree program.

- Graduate students may enroll in approved courses through the Consortium; no more than a total of nine credit hours are permitted for a Master's program or twelve credit hours for a Doctoral program.

Not all Courses are available for Consortium Registration: Enrollment in Off-Campus courses (including Distance Education and On-line courses), Independent Study, Study Abroad, Canon Law, Dentistry, Medicine, Nursing, Physical Education, and Theology courses is prohibited.

Grades: Courses may only be taken for a letter grade. They may not be taken on an Audit or Pass/No Pass basis. Grades for your consortium course(s) may not appear on your initial grade report. Graduating students in their last semester should alert their instructor (at the visiting institution) that they are graduating and their grades are necessary for a timely graduation.

To register:

1. Go to the Consortium website www.consortium.org to view schedule of classes and course availability. Availability of classes is not guaranteed. If special permission is needed (due to closed course/section, instructor/dean/departmental approval, etc), the student is responsible for obtaining written permission from the instructor/dean/department and submitting it with their consortium registration form.
2. Use one consortium registration form for each visited institution. Provide complete course information (department code, course number, course reference number (if applicable), section number, credit hours, and full course title) from the visited institution's schedule of classes. Be sure to indicate the credit level requested (undergraduate or graduate).
3. Obtain academic approvals (signatures of academic advisor and Dean) in the order indicated on the form. The last two columns of the course information section must be completed for the form to be approved.
4. Deliver the completed form to the Consortium Coordinator in the Registrar's Office (Rice Hall, Room #101). **Consortium registration forms must be returned to the Consortium Coordinator by the end of the second week of GW's classes.**
5. Before attending the first class, return to pick up your Consortium Registration Card at the Registrar's Office. Present, but do not relinquish, this card to the instructor at the institution you are visiting in order to confirm your enrollment.
6. Consortium registrations will not be processed by the visited institution until the general registration period just prior to the start of classes. Therefore, your name may not appear on the first class roster at the visiting institution. The George Washington University Consortium will contact you via email or telephone if there is a problem with your registration

Drop/Add Procedures: To add or drop a Consortium course, you must obtain a Consortium Add/Drop Form from the Registrar's Office and follow the procedures outlined. Failure to follow the proper drop procedures may result in financial penalty and a failing grade.

Tuition and Fees: As an SPHHS student, you pay tuition to GW based on the current semester's rate for courses taken through the Consortium. Any applicable course fees listed in the visited institution's schedule of classes must be paid directly to the visited institution. These fees will be billed from the visiting institution directly to you.

COUNSELING CENTER

2033 K Street, NW, #330
Phone: 202-994-5330
Email: Counsel@gwu.edu
Web: <http://gwired.gwu.edu/counsel/>

The GW Counseling Center offers a variety of services, including immediate assistance to students in crisis, group or individual counseling, and services to enhance academic success such as peer tutoring and academic skills workshops. See the weblink above for further information.

EMERGENCY LOAN FUND

The SPHHS Student Emergency Loan Fund (SELF) is available each semester to help students with unexpected personal expenses. This zero-interest loan must be repaid within 30 days. Students may borrow only once per semester. To be eligible, students must be enrolled at least part-time (at least six credit hours undergraduate, at least five credit hours graduate), or be in "continuous enrollment" status if at the end of their program. By University regulations, students may not borrow against or take out an emergency loan on their next semester's loan disbursement until the first day of classes of that term. Applications may be obtained from the SPHHS Office of Student Academic and Career Development Services, Ross Hall Suite 221.

JOBS DATABANK - GWORK

GWork is a web-based system used by GW to post job opportunities for students and alumni. In addition to posting jobs to the SPHHS Listserv, the SPHHS Office of Student Academic and Career Development Services uses GWork to catalog the job and internship opportunities we receive. GWork is free for GWU students, and students must register online to use the system. GWork can be accessed at the following web address: <http://gwired.gwu.edu/career/StudentsAlumni/CareerPrep/bGWorkJobListingsb/>. Detailed instructions for using GWork can be found in the "GWork Quick Guide," available on the web at: gwired.gwu.edu/career/merlin-cgi/p/downloadFile/d/6554/n/off/other/1/name/GWorkStudentGuidepdf/

SPHHS posts all job opportunities under the "Industry" drop-down menu title of "Public Health," so be sure to select "Public Health" from the Industry drop down menu each time you search for a job in GWork.

If you ever need help with GWork, or have a problem or question, please email the Career Center GWork help desk at gworkhlp@gwu.edu or call 202.994.6495.

LIBRARIES

The Paul Himmelfarb Health Sciences Library

Reference: 202-994-2850
A/V Center: 202-994-2856
Circulation: 202-994-2962
Email: library@gwumc.edu
Web: www.gwumc.edu/library

Library Hours, incl. Circulation & AV Study Center

Monday-Friday 7:30AM-Midnight
Saturday-Sunday 9AM-Midnight
Holidays: check web page.

Reference Desk Hours

Monday-Thursday 8:30AM-8PM
Friday 8:30AM-5PM
Saturday 12PM-4PM

The Paul Himmelfarb Health Sciences Library, adjacent to Ross Hall, is a unique library catering to the needs to all students in the health science, public health and health services programs.

Services include:

- Reference assistance and research consultation.
- Online searching of medical and non-medical databases.
- Full-text electronic journals, textbooks, and reference resources.
- Computer-assisted diagnosis, treatment, and decision-making software and visuals.
- Interlibrary loan and photocopy/document delivery services; emergency patient care requests filled within hours.
- Computer lab and classrooms equipped with Microsoft Office software for word processing, spreadsheets, and presentations.
- Short classes on information resources, Microsoft Office programs, and statistical analysis software.

Other University Library Resources

The George Washington University is a member of the Association of Research Libraries. The library collections of the University are housed in the Melvin Gelman Library (the general library of the University), Jacob Burns Law Library, Paul Himmelfarb Health Sciences Library, and Eckles Memorial Library on the Mount Vernon campus.

These collections contain over two million volumes. University appropriations, supplemented by endowments and gifts, provide research materials in the social sciences, the humanities, the sciences, and business. Gifts from many sources have enriched the collections, including a large National Endowment for the Humanities grant to strengthen the University's humanities holdings. The libraries hold over 18,000 serials.

Students may obtain library privileges at the University's main academic library, Gelman Library, located at 2130 H St., NW. For information visit Gelman's website at www.gwu.edu/~gelman or call 202-994-6558.

Individual and class instruction in the use of the library and orientation to library facilities are given by librarians upon request; print, media, and computer-assisted instruction is also available. The libraries strive to fulfill the curricular and research needs and interests of the students. Through computerized searches of bibliographic databases, students identify and locate desired research materials not easily found through more traditional methods. The staff assists all members of the University in using the rich resources of the Washington area and the unusual opportunities they offer for extensive research.

Students, faculty, and staff at George Washington University (except law and medical students) may borrow directly from the main campus libraries of six other academic institutions in the Washington Research Library Consortium (WRLC). Students may also obtain books and journal articles on interlibrary loan from other libraries in the area and throughout the United States.

ALADIN is the electronic library resource of WRLC and contains the combined on-line catalog of the seven member universities with more than 4.3 million records, as well as a rich array of electronic databases, indexes, and full texts. ALADIN can be accessed from numerous computers in the libraries as well as remotely from on and off campus.

PARKING ON OR NEAR CAMPUS

Parking Services Office

2211 H St., NW, Washington, DC

Phone: 202-994-7275

Web: www.parking.gwu.edu/

INTERACTIVE CAMPUS MAP:

<http://www.gwu.edu/~map/>

Parking is available on the street or in University-designated student parking lots. To park at University-designated parking facilities at reduced parking rates, you must display a parking decal on your vehicle at all times. To obtain a decal, present a copy of your class schedule, a validated GWorld ID card, and a

valid vehicle registration card. Vehicles must be registered in your name or your family's name. Decals may be obtained at the Parking Office Monday – Friday, 8:00AM – 5:00PM.

Street parking has restrictions based on zone, meters, and signs. For information on DC residential parking permits call the DC Department of Motor Vehicles 202-727-5000.

Visitors use the designated Visitor's Entrance of the University parking lot on H Street between 22nd and 23rd Streets.

STUDENT ORGANIZATIONS

The Public Health Student Association (PHSA) is an organization for all students enrolled in the public health programs at the George Washington University School of Public Health and Health Services. The mission is to develop an experience for the students that is professional, educational, fulfilling, and enjoyable. The PHSA creates opportunities for students to network with professionals and alumni, to become active public health agents and to learn about current issues in public health. The organization advocates on issues pertaining to curriculum revision, research opportunities, student participation, and financial needs. Contact the PHSA by emailing phsa@gwu.edu.

President: Nisha Sachdev (nasachde@gwu.edu)
Co-Vice Presidents: Elisse Collins (elisse_c@gwu.edu); Artisha R. Polk (arpolk@gwu.edu)
Secretary: Maggie Iverson (miverson@gwu.edu)
Treasurer: Meg Demeranville (mdemeran@comcast.net)
Social Chair: Megan O'Connell (meganoc@gwu.edu)
Alumni Liaison: Jenn Dorr (jdorr@gwu.edu)

The Health Services Management and Leadership Student Association (HSML-SA) serves as a professional organization, offering numerous networking and professional development opportunities to students. The Student Association regularly sponsors site visits to local health care facilities, as well as field trips to health care briefings on Capitol Hill. In addition, Student Association members attend the annual American College of Healthcare Executives (ACHE) Congress on Healthcare Management in Chicago, IL. Contact the HSML-SA by emailing hsmmpsa@gwu.edu.

President: Rohini Singhal (rohini.singhal@gmail.com)
Vice President: Malita Mayers (mmayers@gwu.edu)
Communications Chair: Mike Stein (mstein60@gwu.edu)
Treasurer: Gabriel Spencer (gspencer@gwu.edu)
Professional Development: Kathy Hadley (khadley@gwu.edu)
Networking/Social Chair: Stephanie Perger (sperger@gwu.edu)

The Athletic Training Students' Association promotes the profession of Athletic Training through education and activities and creates a community within The George Washington University's Athletic Training Program. The organization strives to broaden opportunities for athletic training students.

President: Heather Martin (hmartin@gwu.edu)
Co-Vice Presidents: Alex Brooket (abrooket@gwu.edu); Viviana Smith (vst@gwu.edu)

The Exercise Science Majors Club represents undergraduate students in the Exercise Science program; graduate students are also welcome. The organization prides itself on its understanding of health and fitness. The principles under which the organization was established are unity, friendship and service.

Co-Presidents: Elana Meyers (emeyers@gwu.edu) and Rebecca Schumer (becs403@gwu.edu)

The DrPH Student Association (DrPH SA) was formed in Fall 2000 to represent the interests of all DrPH students. Each admitting class of the DrPH program elects or appoints a representative to the DrPH SA. Officers are elected to serve one-year terms. The DrPH SA has a formal Constitution. Contact the DrPH SA by emailing drphsa@gwu.edu or one of the Co-Presidents.

Co-Presidents: Chaya Merrill (cmerrill@gwu.edu) and Tasmeen Singh (tasmeen@gwu.edu)
Web: www.gwu.edu/~drphsa/

The Interdisciplinary Student Community-Oriented Prevention Enhancement Service (ISCOPEs) project is a collaborative effort between George Washington University and George Mason University. Students participate in interdisciplinary teams that are placed at community sites to learn while providing service. Students work with community-based organizations to identify health needs and design health education and health promotion activities. The service-learning activities are supervised by a university preceptor and a community preceptor. Student projects have included conducting asthma management classes, conducting and evaluating needs assessments of Head Start participants, and developing and implementing health promotion activities for the elderly. For more information, email iscopes@gwu.edu or visit <http://www.gwu.edu/~iscopes/>.

The SPHHS Advocacy Committee began in January 2004 as a group of students eager to raise awareness and effect policy change on international and domestic public health issues. The Committee advocates and lobbies members of Congress, writes letters to the editors of newspapers, and holds events in order to raise awareness on campus and in the community about current, important public health issues. Every semester, members have the opportunity to take part in Advocacy Days and partner with students from other universities, where they learn the policy-making process that takes place on Capitol Hill, talk with members of Congress about public health, present general policy-making opportunities, and make specific requests for legislation. Students in the SPHHS have the opportunity to greatly influence the political process here in Washington, as they possess expert knowledge of public health issues and have the passion to improve the health status of populations, both domestically and internationally. The Committee acts as an informational link to students who are interested in influencing policy, informing members of Congress about public health issues, or raising their voices for public health. The SPHHS Advocacy Committee is open to all students at all levels of political experience.

For more information, email: Becca Simon (rsimon@gwu.edu)

WRITING CENTER

Academic Center, Rome 550 (801 22nd Street)
Phone: 202-994-3765
Email: gwriter@gwu.edu
Web: www.gwu.edu/~gwriter/

In conjunction with the Department of English, the Writing Center provides writing instruction to GW students at all levels of experience and expertise. The Writing Center assists students in identifying writing problems and learning how best to express ideas. Services are free. Trained tutors (undergraduate peer tutors, graduate students, and the director and other members of the faculty) work with students individually on areas of specific need or interest. Tutors provide assistance in such areas as organizing a information efficiently and clearly, using correct grammar and punctuation, getting started on a writing project, developing a thesis, providing evidence to support an argument, and presenting the findings of an experiment or the solution to a research problem. While tutors will not edit papers, they will engage students in a cooperative learning environment throughout all stages of the writing process.

Appointments are recommended, although the Writing Center also sees students on a drop-in basis. Please seek help from the Writing Center if you have trouble with your writing or if a professor has advised you that your writing needs improvement.

UNIVERSITY STUDENT SERVICES OFFICES

Career Center	1922 F Street, NW www.gwired.gwu.edu/career	202-994-6495 Gwcarctr@gwu.edu
Community Living and Learning Center	Fulbright Hall 104 www.gwired.gwu.edu/cllc	202-994-2552 Clc@gwu.edu
Counseling Center	2033 K Street, NW, #330 www.gwired.gwu.edu/counsel	202-994-5300 Counsel@gwu.edu
Dean of Students	Rice Hall 401 www.gwired.gwu.edu/dos	202-994-6710 Dos@gwu.edu
Disability Support Services	Marvin Center 436 www.gwired.gwu.edu/dss	202-994-8250 Dss@gwu.edu
Gelman Library	2130 H Street, NW www.gwu.edu/gelman	202-994-6845
Grad Life	Rice Hall 401 www.gradlife.gwu.edu	202-994-4737 Gradlife@gwu.edu
Graduate Student Services	Rice Hall 603 www.gwu.edu/~gss	202-994-5984 Cmw@gwu.edu
GW Bookstore	Marvin Center Basement www.gwu.bkstr.com	202-994-6870 Gwu@bkstr.com
Gworld Card Services	Marvin Center 501 www.gworld.gwu.edu	202-994-1795 Gworld@gwu.edu
Housing Services	Fulbright Hall www.gwired.gwu.edu/cllc/housing	202-994-2552
Information Technology Services	Rome B107 www.gwu.edu/iss/its	202-994-5530 lthelp@gwu.edu
International Services	2029 K St NW, 7 th Floor www.gwired.gwu.edu/iso	202-296-5254 Iso@gwu.edu
Mount Vernon Campus	2100 Foxhall Road, NW www.mvc.gwu.edu	202-242-6600
Multicultural Services	2127 G Street NW www.gwired.gwu.edu/mssc	202-994-7010 Msscscars@gwu.edu
Office of University Students	812 20th Street, NW www.gwu.edu/~ous	202-994-1972 Ous@gwu.edu
Recreational Sports and Fitness Services	Lerner Health and Wellness Center www.gwired.gwu.edu/gwellness/GeneralInformationandFacilities/LernerHealthWellnessCenter	202-994-6251 fit4life@gwu.edu
Special Academic Programs	812 20th Street, NW www.specialacademic.gwu.edu	202-994-6360 Gwsummer@gwu.edu
Student Activities Center	Marvin Center 427 www.gwired.gwu.edu/sac	202-994-6555 Mc427@gwu.edu
Student Financial Assistance	Rice Hall 310 www.gwired.gwu.edu/finaid/index.php	202-994-6620 Finaid@gwu.edu
Student Health Services	2150 Pennsylvania Ave, NW G402 www.gwired.gwu.edu/shs	202-741-2650

GRADUATION AND BEYOND

PREPARING TO GRADUATE!!

Did you know that you must **APPLY** to graduate? When you get close to finishing your degree, you will want to obtain a copy of *The SPHHS Graduate's Checklist and Resource Guide*. This 8-page Guide is available from the Office of Student Records and is also posted on the SPHHS website. The Guide is briefly summarized here.

Graduation Requirements and Deadlines for Degree Completion – Students graduate only after they have completed all their degree requirements (see your advisor or Student Records) and have no financial obligations to the University. The degree designation (BS, MS, MPH, MHSA, DrPH) may be used after your name only when you have completed all of your degree requirements. While degrees are awarded at the end of each semester, formal commencement ceremonies occur at the conclusion of the spring semester only.

Application for Graduation Form: Information and Deadlines - An *Application for Graduation Form* is included with the Guide or may be obtained from the Student Records Office, 222 Ross Hall, 221 Ross Hall, or the Exercise Science Office, Building K, 817 23rd Street. Submit this form by the deadline below to indicate that you plan to complete degree requirements in the applicable semester. When submitted in February, this form also indicates whether you plan to participate in Commencement.

- | | |
|------------|---|
| February 1 | for students completing degree requirements in the spring semester. Note that you should also submit this form by February 1 if you plan to graduate in the summer, but wish to participate in Commencement as a “walk through” candidate (see walk-through policy, below). |
| July 1 | for students completing degree requirements in summer sessions. |
| October 1 | for students completing degree requirements in the fall semester. |

Spring Commencement Ceremonies – The annual Commencement Ceremonies take place in the spring to commemorate the graduation of students from the University and the School of Public Health and Health Services. **However, participation in commencement does not confirm that you have been cleared for graduation!** The Guide includes information on: Eligibility to Participate in Commencement; Walk-Through Policy; Honors Designations; Diploma; Invitations; and, Cap and Gown.

Walk-Through University Policy – All undergraduate and Masters-level graduate students who have a reasonable expectation that they will **complete their degree requirements during the following summer semester**, and who need **no more than nine credit hours** to complete their degree requirements may participate in the spring commencement ceremony. The maximum of nine credits is a firm policy and not subject to petition or appeal. Doctoral candidates who have not successfully defended their dissertation by April 30, 2005, may not participate in either the May commencement or hooding ceremony.

Forms - The Guide includes these helpful forms.

- *Request for Transcripts Form*: Your final transcript reflects the awarding of your degree and the date of your graduation, and therefore, can be issued to you only after your official graduation date. To request a transcript(s), call the Registrar's Office or complete the Request for Transcript(s) form.
- *Certification of Completion Form*: If you need verification of your graduation before your final transcript and diploma are available, request a Certification of Completion from the Registrar's Office, located at Rice Hall, 2121 I Street, NW, Suite 101, 202-994-4900.

SPHHS AND GWU ALUMNI ASSOCIATIONS

There are two alumni associations especially for SPHHS graduates:

The GWU Alumni Association for Health Services Management and Policy represents over 3,100 graduates of the SPHHS and of the programs that pre-dated the founding of the SPHHS. The HSMP AA represents the largest number of active graduates of any health services management program in the United States, and seeks to promote the professional development and advancement of both graduates and students of Health Services Management and Leadership at GWU and to provide a vehicle for communication and collaboration between and amongst alumni and alumnae, faculty, students and friends of the program. The Association's web site provides a vehicle for communication and collaboration between the alumni, current students and the school. The home page has a number of resource links; a members-only site also exists for dues-paying members. Individuals who join the GW University Health Services Management and Policy Alumni Association will have the opportunity to actively network with alumni colleagues, healthcare leaders, and professionals around the country. Members can also take advantage of on-line value-added services such as the Job Bank, Marketplace, and Membership Directory. The web address is: www.gwhsmpaa.org/.

The GWU Public Health Alumni Association has been established to serve and involve all GWU SPHHS alumni. The PHAA seeks to foster relationships among and between public health alumni by creating opportunities to network, seek professional development and contribute to the public health community while maintaining linkages to the students and the School of Public Health and Health Services. Whether you are in the metropolitan Washington DC area or elsewhere, there are opportunities for you to help current students as well as to derive benefits for yourself and your organization. The web address is: www.gwumcalumni.org/MyWebs/PHAA/phaa.htm

Graduates of any school or division of the University are also members of the GW Alumni Association. Membership is automatic; there are no dues. For further information, see *Alumni Association* in either of the Bulletins. The many benefits that can be enjoyed by all GWU alumni are summarized at www.gwu.edu/alumni/benefits/index.html.

ALUMNI LISTSERV

The Alumni Listserv can keep up up-to-date on job opportunities, SPHHS events, course offerings, and other information. For instructions on how to subscribe to the GW Public Health Alumni Association Listserv, visit: www.gwumcalumni.org/MyWebs/PHAA/phaa.htm

ALUMNI COURSE AUDIT PROGRAM

Alumni House
1925 F Street, NW
Washington, DC 20052

Shannon Mouton, Director, Alumni Education Programs
Phone: (202) 994-6435
Email: alumni@gwu.edu
Web: www.alumni.gwu.edu/alumni/educ/courseaudit.html

The Alumni Course Audit Program allows GW alumni and senior citizens residing in the Foggy Bottom community to attend a wide array of the courses offered at our campuses on a not-for-credit basis. Participation in the Alumni Course Audit Program allows alumni to enhance their connection to the University and engage in a commitment to life-long learning. The per-course charge is \$125 for alumni under the age of 60 and is \$65 for alumni over age 60.

Registration procedures are described on the website. You can not register for audit courses through the Registrar's Office; registrations are only accepted by Alumni House.

Permission to enroll as an alumni auditor must be obtained from the faculty member teaching the course, and depends upon available space. Courses taken on an audit basis cannot be repeated later for credit.

