



THE GEORGE WASHINGTON UNIVERSITY

THE GRADUATE SCHOOL OF
POLITICAL MANAGEMENT

STUDENT HANDBOOK

2011-2012

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www.facebook.com/GSPMgwu
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This Student Handbook contains information applicable to the academic year 2011-12. The George Washington University, the College of Professional Studies and the Graduate School of Political Management reserve the right to make changes, additions and/or corrections that may become necessary throughout the year.

Updated January 2012

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I. MISSION STATEMENTS

University Mission

The George Washington University, an independent academic institution chartered by the Congress of the United States in 1821, dedicates itself to furthering human well-being. The University values a dynamic, student-focused community stimulated by cultural and intellectual diversity and built upon a foundation of integrity, creativity, and openness to the exploration of new ideas.

The George Washington University, centered at the national and international crossroads of Washington, D.C., commits itself to excellence in the creation, dissemination, and application of knowledge.

To promote the process of lifelong learning from both global and integrative perspectives, the University provides a stimulating intellectual environment for its diverse students and faculty. By fostering excellence in teaching, the University offers outstanding learning experiences for full-time and part-time students in undergraduate, graduate, and professional programs in Washington, D.C., the nation, and abroad. As a center for intellectual inquiry and research, the University emphasizes the linkage between basic and applied scholarship, insisting that the practical be grounded in knowledge and theory. The University acts as a catalyst for creativity in the arts, the sciences, and the professions by encouraging interaction among its students, faculty, staff, alumni, and the communities it serves.

The George Washington University draws upon the rich array of resources from the National Capital Area to enhance its educational endeavors. In return, the University, through its students, faculty, staff, and alumni, contributes talent and knowledge to improve the quality of life in metropolitan Washington, D.C.

GSPM Mission

The Graduate School of Political Management (GSPM) at The George Washington University educates students and professionals in the tools, principles and values of participatory democracy, preparing them for careers as ethical and effective advocates and leaders at the international, national and local levels----in a non-partisan environment.

II. ADMINISTRATIVE DIRECTORY

Dennis W. Johnson, Acting Executive Director dwjgspm@gwu.edu	202-994-5765
Christopher Arterton, Director, Institute for Politics, Democracy, and the Internet arterton@gwu.edu	202-994-6000
Steven E. Billet, Director of Legislative Affairs and PAC Management sbillet@gwu.edu	202-994-1149
Larry Parnell, Director of Strategic Public Relations lparnell@gwu.edu	703-299-4150
Michael Cornfield, Acting Director of Political Management corn@gwu.edu	202-994-9598
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Angela Ferragamo, Director of Marketing and Communications angelaf@gwu.edu	202-994-2237
Mag Gottlieb, Director of Career Services mag@gwu.edu	202-994-9590
David Marshall, Executive Coordinator dwm@gwu.edu	202-994-7726
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<i>For the College of Professional Studies</i> Ali Eskandarian, Dean ea1102@gwu.edu	202-994-2083
Cassie Phillips, Office Manager cap40@gwu.edu	202-994-7537

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GSPM Offices
Fax Number

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GSPM Course Listing and Description
GSPM Faculty
GSPM Online Store
GSPM Facebook
GSPM Twitter

gspm.gwu.edu/coursesyllabi
gspm.gwu.edu/facultyadministration
gspmstore.com
facebook.com/GSPMgwu
twitter.com/GSPMgwu

III. PROGRAMS OF STUDY

The GSPM offers a Master of Professional Studies in Political Management. Students may concentrate their studies in campaign management, lobbying, corporate and trade association public affairs, issues management, political leadership, polling and quantitative analysis, or fundraising.

The GSPM offers a Master of Professional Studies in Legislative Affairs. This degree provides students with a comprehensive understanding of how Congress operates, how decisions are made on Capitol Hill, how to influence those decisions and accomplish specific objectives within the legislative process.

The GSPM offers a Master of Professional Studies in Strategic Public Relations. This degree follows an innovative approach to building professional credentials so that students may excel in this challenging profession. The program allows students to master core public relations skills and the practical application of strategic thinking.

The GSPM offers Certificate programs in Campaign Strategy, Community Advocacy, Online Politics, PACs and Political Management and Public Relations.

Students must familiarize themselves with GW, CPS, and GSPM graduate procedures and policies as presented here and in the current GW Graduate Bulletin. It is the students' responsibility to ensure that they adhere at all times to all stated rules and regulations. The Graduate Bulletin lists the rules and regulations of individual departments, many of which have requirements in excess of those listed in the CPS policies. All GSPM students should read the 2011-12 *Graduate Bulletin* (www.gwu.edu/~bulletin) for general information about GW, university regulations, degree requirements, programs of study and courses. The *Graduate Bulletin* is the official source of all information related to your graduate program.

IV. 2011-12 ACADEMIC CALENDAR

SPRING SEMESTER 2012	
Martin Luther King Jr. Day (no classes)	(M) January 16
CLASSES BEGIN	(T) January 17
Presidents' Day (no classes)	(M) February 20
Spring Break	(M-Sat) March 12 - 17
Last Day of Classes	(M) April 30 th
Make-up Day	(M) May 1
Designated Monday	(W) May 2
Reading Days	(R-F) May 3 - 4
FINAL EXAMINATIONS	(M-T) May 7 - 15
Commencement Weekend	(F - Sun) May 18 - 20
Spring Degree Conferral	May 20

SUMMER 2012 TENTATIVE CALENDAR DATES	
Session I begins (6, 8, 10 and 14-week sessions)	(M) May 21
Memorial Day (no classes)	(M) May 28
6-week Session I ends	(Sat) June 30 (29 days)
Independence Day	(W) July 4
Session II begins (6 week)	(R) July 5
8-week session ends	(Sat) July 14
10-week session ends	(Sat) July 28
6-week session II ends	(W) August 15 (30 days)
14-week session ends	(Sat) August 25

V. DEGREE & REGISTRATION REQUIREMENTS

A. MASTER OF PROFESSIONAL STUDIES DEGREES

POLITICAL MANAGEMENT (PMGT) COURSE REQUIREMENTS

Political Management (PMGT)

Master's degree candidates are required to complete **36 credit hours** with a **grade point average of 3.0 or better**. In addition, those students who have not had substantial professional experience prior to their admission to the GSPM will be required to complete a 400-hour fieldwork requirement of supervised political management activity.

CORE COURSES

Of the **36 credit hours** that PMGT Master's degree students must complete, either **21** or **24 credit hours** will be devoted to satisfying the core course requirements, depending on whether the student elects to write a six credit thesis. Students may also complete nine credit hours in a focus area, although it is not required. The remaining credits needed to complete the overall requirement of **36 credit hours** may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the academic adviser, up to nine credit hours offered by other departments and programs of GW or the Consortium of Universities of the Washington Metropolitan Area.

All students are required to take the following courses:

- PMGT 6201--Fundamentals of Political Management - taken in first semester
- PMGT 6202--Research Methods for Political Managers [or test out]
- PMGT 6203 – Communications Elements
- PMGT 6204 - Communications Strategy
- PMGT 6205--Ethics of Political Managers
- PMGT 6206 - Political Leadership

And at the end of a student's studies:

- PMGT 6295--Advanced Problems and Strategy in Political Management, *or*
- PMGT 6299-6300--Thesis I & II (Only for those electing to write a thesis)

Students have the option to test out of PMGT 6202, *Research Methods for Political Managers*. Test-out times are scheduled through the Director of Student Services. All students are required to complete 36 credit hours; *students who test out of the course will not receive course credit for having tested out.*

THE FOCUS AREAS

The three focus areas for the Master's in Political Management are **advocacy politics**, which comprises lobbying, grassroots, corporate public affairs, and non-profit operations; **electoral politics**, which is campaign management and running for office; and **advanced political skills**, which support the full range of political activities (this group includes polling, communications and the new media, fundraising, and public policy).

Students are not required to choose a focus area, and may develop their own sequence of courses **in consultation with the program director**.

Advocacy Politics

- PMGT 6230 Issues Management
Plus any two courses:
- PMGT 6228 Law of the Political Process
- PMGT 6231 Lobbying
- PMGT 6232 Lobbying Budget Process
- PMGT 6233 Grassroots
- PMGT 6234 International Lobbying
- PMGT 6235 Strategic Management of Issues
- PMGT 6236 Corporate Public Affairs
- PMGT 6241 Crisis Management
- PMGT 6244 Lobbying the European Union I
- PMGT 6245 Lobbying the European Union II
- PMGT 6247 Non-Profit Management/Advocacy

Electoral Politics

- PMGT 6250 Campaign Strategy
- PMGT 6251 Campaign Organization and Execution
Plus any one course:
- PMGT 6252 Campaign Advertising
- PMGT 6253 Presidential Campaigns
- PMGT 6256 International Political Consulting
- PMGT 6257 State Government and Politics
- PMGT 6258 State and Local Campaigns
- PMGT 6260 Running for Office
- PMGT 6228 Law of the Political Process

Advanced Political Skills

Select from among four different groups of courses, including topics in polling, political communication, fundraising, new technology and politics, and leadership:

- PMGT 6211 Polling
- PMGT 6212 Qualitative Research
- PMGT 6214 Public Opinion Dynamics

or

- PMGT 6216 Speechwriting
- PMGT 6217 Political Management and Media
- PMGT 6218 The New Media

or

- PMGT 6220 Fundraising
- PMGT 6221 Fundraising for Organizations
- PMGT 6222 Party Fundraising

or

- PMGT 6225 Leadership Theory
- PMGT 6227 Women in Politics
- PMGT 6228 Law of the Political Process
- PMGT 6229 Managing Political Organizations

or

- PMGT 6215 Managing Online Communities in an Electoral or Advocacy Campaigns
- PMGT 6218 Videography, Marketing and Messaging in the Digital Era
- PMGT 6219 Targeting, Microtargeting and Analytics

CAPSTONE SEQUENCE OPTIONS

Students complete the final three courses (nine credits) in one of two ways: take any two electives, followed by PMGT 6295, Advanced Problems and Strategy, the capstone course; or they may take any one elective and the two-course thesis option, PMGT 6299-6300.

Option I

Take any two electives, plus:

- PMGT 6295 Problems and Strategy

Option II

Take any one elective, plus:

- PMGT 6299 Thesis I
- PMGT 6300 Thesis II

LEGISLATIVE AFFAIRS (LGAF) COURSE REQUIREMENTS

Legislative Affairs (LGAF)

Master's degree candidates are required to complete **33 credit hours** with a **grade point average of 3.0 or better**. All students in the program must complete the comprehensive examination in their final semester. Students who fail part of the exam may take it one additional time; **a second failure results in program termination**.

CORE COURSES

Of the 33 credit hours that LGAF Master's degree students must complete, 12 credit hours will be devoted to satisfying the core course requirements. Students also complete **at least six credit hours** in each of the two focus areas, American political processes and public policy analysis. The remaining courses needed to complete the overall requirement of 33 credit hours are electives that may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the program director, up to three appropriate graduate courses offered by other departments and programs of GW or the Consortium of Universities of the Washington Metropolitan Area.

All students are required to take the following courses

- LGAF 6201 Politics and Public Policy
- LGAF 6202 Legislative Politics
- LGAF 6203 Executive-Legislative Relations
- LGAF 6204 Research Methods

THE FOCUS AREAS

American Political Processes (At least two courses)

- LGAF 6217 Budgetary Politics
- LGAF 6218 Judicial Politics
- LGAF 6219 American Presidency
- LGAF 6222 American Political Parties and Elections
- LGAF 6223 Public Opinion and Political Socialization
- LGAF 6224 Interest-Group Politics
- LGAF 6228 Media and Politics
- LGAF 6240 Selected Topics in American Politics
- LGAF 6246 Congress and Foreign Policy

Public Policy Analysis (At least two courses)

- LGAF 6249 National Security Policy
- LGAF 6251 Budgetary Policy
- LGAF 6260 Domestic Policy Analysis Selected Topics
- LGAF 6270 Foreign Policy Analysis Selected Topics

STRATEGIC PUBLIC RELATIONS (PSPR) COURSE REQUIREMENTS

Strategic Public Relations (PSPR)

Master's degree candidates are required to complete successfully **33 credit hours** with a **grade point average of 3.0 or better**.

CORE COURSES

Of the 33 credit hours that PSPR Master's degree students must complete, 24 will be devoted to satisfying the core course requirements. Students also complete six credit hours in advanced Public Relations skills. The remaining course needed to complete the overall requirement of 33 credit hours are electives.

All students in both the degree and the certificate programs are required to take the following courses

- PSPR 6201 PR Principles and Practices
- PSPR 6202 Advanced Writing for Communications Professionals
- LGAF 6223 Public Opinion, Political Socialization and Public Relations
- PSPR 6204 Media Relations in the New Media World
- PSPR 6205 Business and Budgeting of PR
- PSPR 6206 Ethical Standards in PR and Public Affairs
- PMGT 6202 Research Methods for Political Managers
- PSPR 6208 Strategic Marketing and Marketing Communications

Elective Courses (Any 2 courses, 6 credits)

- PMGT 6216 Speechwriting
- PMGT 6256 International Political Consulting
- PMGT 6230 Issues Management
- PMGT 6241 Crisis Management
- PSPR 6222 Multicultural Marketing
- PMGT 6214 Public Opinion Dynamics
- PMGT 6231 Lobbying
- PMGT 6233 Grassroots
- PSPR 6210 Special Topics
- CPS 6294 Independent Study

B. GRADUATE CERTIFICATES

CERTIFICATE IN CAMPAIGN STRATEGY

Candidates are required to complete **18 credit hours** with a **grade point average of 3.0 or better**. The courses may be transferred into the Political Management degree.

Required Courses (6 courses, 18 credit hours)

- PMGT 6201 Fundamentals of Political Management
- PMGT 6203 Communications Elements
- PMGT 6218 Videography and Political Marketing
- PMGT 6220 Fundraising
- PMGT 6250 Campaign Strategy
- PMGT 6251 Campaign Organization and Execution

CERTIFICATE IN COMMUNITY ADVOCACY

Candidates are required to complete **18 credit hours** with a **grade point average of 3.0 or better**. The courses may be transferred into the Political Management degree.

Required Courses (6 courses, 18 credit hours)

- PMGT 6206 Political Leadership
- PMGT 6212 Qualitative Research
- PMGT 6233 Grassroots Politics
- PMGT 6257 State Government and Politics
- PMGT 6292 Practicum
- PSPR 6204 Media Relations in the New Media World

CERTIFICATE IN ONLINE POLITICS

Candidates are required to complete **18 credit hours** with a **grade point average of 3.0 or better**. The courses may be transferred into the Political Management degree.

Required Courses (4 courses, 12 credit hours)

- PMGT 6215 Managing Online Communities in Electoral or Advocacy Campaigns
- PMGT 6218 Videography and Political Marketing
- PMGT 6219 Targeting, Microtargeting and Analytics
- PMGT 6291 Online Political Strategy

Elective Course (1 course, 3 credit hours)

- PMGT 6203 Communications Elements

- PMGT 6217 Political Management and Media
- PMGT 6220 Fundraising
- PMGT 6250 Campaign Strategy

Capstone Experience (1 course, 3 credit hours)

- PMGT 6295 Problems and Strategy

CERTIFICATE IN PACs and POLITICAL MANAGEMENT

Candidates are required to complete **15 credit hours** with a **grade point average of 3.0 or better**. The certificate courses may be transferred into either the Political Management or Legislative Affairs degree.

Required Course (15 credit hours total)

- PMGT 6234 PACs and Congress

The remaining 12 hours are completed through electives:

PMGT (Take two of the following)

- PMGT 6220 Fundraising
- PMGT 6221 Fundraising for Organizations
- PMGT 6230 Lobbying
- PMGT 6233 Grassroots Politics
- PMGT 6236 Corporate Public Affairs
- PMGT 6228 Law of the Political Process

LGAF (Take two of the following)

- LGAF 6202 Legislative Politics
- LGAF 6222 American Political Parties and Elections
- LGAF 6224 Interest-Group Politics
- LGAF 6260 Domestic Policy Analysis - Selected Topics (with program director approval)

CERTIFICATE IN PUBLIC RELATIONS

Candidates are required to complete **18 credit hours** with a **grade point average of 3.0 or better**. The certificate courses may be transferred into the Strategic Public Relations degree.

Required Courses (6 courses, 18 credit hours)

- PSPR 6201 Public Relations Principles & Practices
- PSPR 6202 Advanced Writing for Communications Professionals
- PSPR 6204 Media Relations in the New Media World
- PSPR 6205 The Business & Budgeting of Public Relations
- PSPR 6206 Ethical Standards in Public Relations & Public Affairs
- LGAF 6223 Public Opinion, Political Socialization and Public Relations

C. THESIS OPTION

In completing the requirements for the Master of Professional Studies degree (PMGT and LGAF) students may elect to write a thesis. In order to select the thesis option, a GSPM student **must have a grade point average of 3.33 or better** over the first 24 credit hours (PMGT students) or the first 18 hours (LGAF students). The student registers for six credit hours of thesis research and must complete the thesis no later than four calendar years after matriculation as a candidate for the Master's degree.

Thesis research is done under the direction of a faculty member. The faculty member directing the thesis and the GSPM executive director must approve the subject. The thesis, in its final form (with one copy and a certificate of approval signed by the thesis director and by the executive director), must be presented to the Graduate Student Services office no later than the date announced in the Academic Calendar. All theses must meet the Electronic Thesis and Dissertation Submission (ETDS) guidelines and must be submitted electronically. Students are encouraged to request a copy of *Writing a GSPM Master's Thesis* from the Director of Student Services.

VI. GENERAL INFORMATION

A. REGISTRATION

Please complete and return the forms enclosed with your decision letter, including the Student Reply Form, Statement of Understanding and if applicable the Immunization Form.

You will be eligible to register for classes once these forms are received. All students register using the GWeb (<http://gweb.gwu.edu>) system. Registration policies and procedures are described on the registrar's web site - <http://www.gwu.edu/~regweb/web-content/registration/index.html>.

For newly admitted students:

1. Go to <http://my.gwu.edu/> then click GWeb Info System in the upper left corner. Enter the GWid that is given at the top of your offer of admission or your program plan. Enter your six-digit birthday (MMDDYY) as your PIN. *Change your PIN for security purposes.*
2. Go to <http://helpdesk.gwu.edu/accounts> to create your NetID. This gives you access to GWMail (email), MyGW (GW's portal of information) and Blackboard (online course software). Enter your GWid and new PIN, and create a NetID and password.

Once completed, go to step #3.

For continuing students:

3. Go to <http://my.gwu.edu> and sign on with your NetID and password.
4. Click on *GWeb Info System* and log in with your GWid and PIN to register for courses.

5. Select *Student Records and Registration*, then *Registration Menu*, then *Register, Drop and/or Add Classes*. Select a term, choose your program, and select your classes.

Registration Assistance:

8:30 a.m. – 5:30 p.m.

Monday - Friday

202.994.4900 (TTD: 202.994.4883)

gwu.edu/~regweb/

If you are experiencing any technical difficulties with registration or logging into the GWeb system, please contact the University Helpdesk at ithelp@gwu.edu. Students are required to register each fall and spring semester, and we encourage students to take courses during the summer session as well.

B. ACADEMIC ADVISING

Students who have questions regarding academic advising should make an appointment to meet with their respective program director. Students are required to register for classes each fall and spring semester. Failure to register requires that a student apply for re-admission to the program. If a leave of absence is needed, please contact the Director of Student Services.

C. TRANSFER OF CREDIT

A student who is a degree candidate in CPS may request transfer of post-baccalaureate, graduate-level course work taken outside the School. No more than one-quarter of the semester hours of graduate course work required for a degree may be approved for transfer (up to nine hours).

Students who wish to transfer credit into the program should consult the program director as early as possible and submit a petition to CPS via the appropriate form. For a transfer of credit to be approved, **all** of the following conditions must be met

- The course work must have been taken at an accredited college or university;
- The department must approve it as appropriate to the student's program of studies;
- It must have been taken within the past five years;
- It must not have been applied to the completion of requirements for another degree;
- The student must have received a grade of "B" or better;
- An official transcript showing completion of the course work must be on file in the CPS office before the request can be considered.

Once enrolled as CPS degree candidates, students are not permitted to transfer course work taken outside the university, except under extraordinary circumstances (petitions must be made, in advance, through GSPM to the CPS Graduate Office).

D. PROVISIONALLY ADMITTED STUDENTS AND GRADES

Students admitted provisionally into any of the GSPM programs must receive no less than a final grade of "B" in each of the first six credits they take in the program (nine credits for international students). This does not mean a "B" average, but a minimum of a "B" in each course. Furthermore, no student admitted provisionally may receive an "I" (Incomplete), "W" (Authorized Withdrawal), or "Z" (Unauthorized Withdrawal) during the provisional period.

E. CAREER SERVICES AND THE PMGT FIELDWORK REQUIREMENT

During orientation, students start preparing for a career in practical politics. The GSPM Office of Career Services has extensive resources to help students in advancing their political careers, develop a career search strategy and conduct research on issues and organizations that match career interests. The GSPM Office of Career Services will assist students in preparing resumes, cover letters and perfecting interviewing techniques. Students are responsible for applying for and arranging interviews for jobs.

PMGT students are required to work a minimum of 400 hours in the political arena with an emphasis on continuing those hours in a full-time professional position in the field of political management. Successful completion of professional fieldwork is a degree requirement, but it does not carry course credit. Students are encouraged to complete the paperwork associated with this requirement as promptly as possible. The purpose of the fieldwork requirement is to help students apply their growing knowledge to situations they will encounter as professionals. **Students who have significant professional experience in politics have often fulfilled the fieldwork requirement and may apply to waive it.**

F. GRADUATION PROCEDURES AND CEREMONIES

Degrees are conferred in January, May, and August, although the May commencement ceremony is the only one for the academic year. To be eligible for the granting of a graduate certificate or master's degree, students must complete all course requirements with a minimum GPA of 3.0, with no grades of "F" or "I".

Graduate Degree Program Requirements

Graduating students must file an Application for Graduation early in the student's final semester by the date noted in the academic calendar and all applicable fees must be paid. Master's students may obtain an application for graduation on the GSPM web site (gspm.gwu.edu/online-forms). Students who do not graduate at the end of that semester must reapply for graduation at the beginning of the next semester (no additional graduation fee is charged).

GW Graduation Ceremonies

GSPM students may take part in GW's graduation exercises, usually held on the third

weekend in May. All GSPM students who have completed their degree requirements during the year (i.e., the prior July, December or May) are able to participate in these exercises. Events include a CPS school celebration on Saturday and the Sunday commencement for all GW graduates held on the National Mall in Washington, D.C. Students may rent or purchase academic gowns, hoods and caps to participate in both ceremonies.

G. UNIVERSITY POLICIES AND PROCEDURES

H. UNIVERSITY REGULATIONS

The University has published important information on registration, student status, attendance, scholarship requirements (grades, incompletes, grade point average), academic dishonesty, student conduct, withdrawal, leave of absence, graduation requirements and other information. Students are required to know and conform to these policies and to further comply with rules set forth by the College of Professional Studies. You will find these University regulations stated in the *GW Graduate Bulletin* (see www.gwu.edu/~bulletin/).

You must also become familiar with the University's *Statement of Student Rights and Responsibilities* (<http://my.gwu.edu/files/policies/2010-2011%20Guide%20Student%20Rights%20FINAL.pdf>). This statement includes the Code of Student Conduct that defines student behavior considered disruptive to the academic enterprise and life within the campus community. The Code also details the University' disciplinary process.

I. TUITION AND UNIVERSITY FEES

Students should take note of the tuition and university fees as listed in the *GW Graduate Bulletin* (see <http://www.gwu.edu/~bulletin/>). In addition, several GSPM courses have a special Laboratory Fee, due at the time of registration, for courses which require use of laboratory facilities such as a computer or media lab as part of the conduct of the course. Various courses in the PMGT program have additional fees associated with the course. Please consult the *GW Graduate Bulletin* for specific courses and course numbers.

J. FINANCIAL ASSISTANCE

Financial aid questions should be directed to the Office of Student Financial Assistance in Colonial Central, Ground Floor, Marvin Central or by calling 202-994-6620. Please have your GWid or Social Security number ready with your questions.

Loans, Work-Study, and Veterans' Benefits

The Office of Student Financial Assistance (OSFA) processes Federal Stafford loans and awards Federal Perkins loans and Federal Work Study based on both financial need and the availability of funds. You should file a Free Application for Federal Student Aid (FAFSA), Stafford Loan Application and GW Loan Questionnaire no later than the June 1st deadline

to apply for financial assistance for the following fall semester or academic year. Additional information and application materials may be secured from the OSFA website at gwired.gwu.edu/finaid or by stopping by Colonial Central on the Foggy Bottom Campus.

K. IMMUNIZATION REQUIREMENTS

The District of Columbia Immunization Law requires that students under the age of 26 have a record on file with the Student Health Service documenting a current Tetanus/Diphtheria booster (within ten years, prior to initial registration) and two doses of vaccine against Measles, Mumps, and Rubella that were given after the student's first birthday. This applies to all students regardless of program of study or degree status. The Health Service can give any needed inoculations on a fee-for-service basis. Students who have not provided proof of necessary immunization by the end of the second week of classes may be removed from classes will be encumbered by the Student Health Service and will not be able to register for the next semester until such proof is given. If you are under the age of 26 and did not receive and submit an immunization form, contact the Student Health Service at (202) 994-6827 to request one.

L. 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 under University Regulations in the sections Complete Withdrawal From the University, and Adding and Dropping Courses, respectively. Financial aid recipients must notify the Office of Student Financial Assistance in writing. No refund of the tuition deposit required of entering students is granted.

In authorized withdrawals and changes in schedule, cancellations of semester tuition charges and fees will be made in accordance with the following schedule for the fall and spring semesters:

1. Complete withdrawal from all courses (on-campus students):

Withdrawal dated on or before the end of the first week of the semester	90%
Withdrawal dated on or before the end of the second week of the semester	60%
Withdrawal dated on or before the end of the third week of the semester	40%
Withdrawal dated on or before the end of the fourth week of the semester	25%
Withdrawal dated after the fourth week of the semester	None

2. Partial withdrawal: If the change in program results in a lower tuition charge, the refund schedule above applies to the difference.

3. Regulations governing student withdrawals as they relate to residence hall and food service charges are contained in the specific lease arrangements.

4. *Summer Sessions*: In cases of authorized withdrawals from courses, refunds of 85% of tuition and fees will be made for courses dropped within the first seven calendar days of the start of a session. No refund will be made for courses dropped thereafter.

Courses that do not follow the traditional semester may have different refund policies.

The above information regarding cancellation of tuition charges and fees after withdrawal from the University may not apply to entering students who are recipients of federal aid; those students should check with the Student Accounts Office for the applicable cancellation schedule. Federal regulations require that financial aid recipients use refunds to repay financial aid received for that semester's attendance. This policy applies to institutional aid as well.

If a recipient of federal financial aid withdraws from the University or reduces his or her course load, federal regulations require that the University reevaluate the student's eligibility to determine the amount of aid the student is allowed to retain. If there is a credit balance on the student's account after the federal funds have been adjusted, institutional funds will be recovered from that amount.

In no case will tuition be reduced or refunded because of absence from classes. Authorization to withdraw and certification for work done will not be given a student who does not have a clear financial record.

M. ENROLLMENT STATUS

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

Students occasionally have a semester in which they are not enrolled for coursework, but are engaged in approved activities required for degree completion. There are also cases in which students may need to request a temporary leave for personal or professional reasons. In these instances, the students will need to enroll in one of the following designations to remain in active status with the University. Failure to enroll in either classes or one of the following designations will result in broken enrollment. Students who break enrollment and apply for readmission to the University will be subject to the admissions standards in place at the time the application is submitted.

Continuous Enrollment Status

Once entered in a degree program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements for the degree each semester of the academic year until such time as the degree is conferred. A student is considered to be continuously enrolled when registered for courses or when engaged in and appropriately registered for activities such as the following, with the prior approval of the school in which the student is enrolled: cooperative work semester; study abroad program; attendance at another institution with prior approval to have work transferred back to the GW program;

completion of outstanding work in courses in which a grade of Incomplete or In Progress was received; or non-course instructional activities unique to the particular school. This status is generally limited to one year. Should the student break continuous enrollment at the University and not request and be granted a leave of absence (see below), he or she must apply for readmission and, if granted, be subject to the requirements and regulations then in force.

Leave of Absence

Should a degree student find it necessary to interrupt active pursuit of the degree, he or she may petition the dean for a leave of absence for a specific period of time, generally limited to one calendar year. A degree student who discontinues active enrollment in degree studies without being granted a leave of absence, or a student granted a leave who does not return to active study at the close of the period of approved absence, must apply for readmission and be subject to the regulations and requirements then in force. The right to use of University facilities is suspended while the leave is in effect.

N. THE CONSORTIUM OF D.C. AREA UNIVERSITIES

Degree students interested in taking courses at any of the other institutions in the Consortium of Universities of the Washington Metropolitan Area, Inc., should consult the program announcements of the other institutions. Consortium registration forms and instructions may be picked up in the Office of the Registrar. In order to participate in the Consortium program, students must obtain the approval of an advisor and should ascertain from the department of the institution where the course is taught whether they are eligible for the course and whether there is space in the class. Specific inquiries should be addressed to the Registrar's Office. Detailed information concerning Consortium policy and procedures is printed in the Schedule of Classes and is available on the Registrar's Office website.

GSPM students may take courses for academic credit at any of the universities in the Consortium, upon approval from the GSPM Executive Director, if they are not available at GW. See the Director of Student Services and/or the Registrar's website for the needed forms.

In addition, students may borrow books from the other Consortium members' libraries. To borrow books from the Consortium library students must use their GWID or request them through Gelman Library circulation. Students may log on to the university system, Aladin, to borrow books.

O. GRADES

Grades are made available to students through the Office of the Registrar after the close of each semester. The following grading system is used: *A*, Excellent; *B*, Good; *C*, Minimum Pass; *F*, Fail; other grades that may be assigned are *A-*, *B+*, *B-*, *C+*, and *C-*. Symbols that may appear include *CR*, Credit; *NC*, No Credit; *AU*, Audit; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal.

Except for courses that specifically state that repetition for credit is permitted, a candidate for a degree at The George Washington University may not repeat a course in which a grade of C- or better was received, unless required to do so by the department concerned. A written statement to this effect must be submitted to the student's dean by the appropriate department chair.

The symbol of Z is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. At the end of the academic year, students' records are reviewed; if there is more than one Z per semester, a student's record will be encumbered until released by the student's advisor or academic dean. The symbol of Z is not a grade but an administrative notation.

Incompletes

The symbol *I* (Incomplete) indicates that a satisfactory explanation has been given the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol *I* may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be turned in will be graded *F*, Failure. If acceptable reasons are later presented to the instructor, that instructor may initiate an appropriate grade change, which in all cases will include the symbol *I*. The course work must be completed within the designated time period agreed upon by the instructor and student, but (except in the School of Business) no more than one calendar year from the end of the semester in which the course was taken. In the School of Business, the symbol *I* must be changed by a date agreed on by the instructor and the student, but no later than the last day of the examination period for the fall or spring semester immediately following the semester or summer session in which the symbol *I* is assigned. All students who receive an Incomplete must maintain active student status during the subsequent semester(s) in which course work is being completed. If not registered in other classes during this period, the student must register for Continuous Enrollment status.

When work for the course is completed, the instructor will complete a grade change form and turn it in to the Office of the Registrar. The grade earned will be indicated in the form of *I*, followed by the grade. The indication of *I* cannot be removed and remains on the student's permanent academic record even after the course has been successfully completed. If work for the course is not completed within the designated time, the grade will be automatically converted to a grade of *IF*, Incomplete/Failure, 0 quality points, and the grade-point average and academic standing recalculated.

The Grade-Point Average

Scholarship is computed in terms of the grade-point average, obtained by dividing the number of quality points by the number of credit hours for which the student has

registered, both based on his or her record in this University. The grade-point average is computed as follows: *A*, 4.0; *A-*, 3.7; *B+*, 3.3; *B*, 3.0; *B-*, 2.7; *C+*, 2.3; *C*, 2.0; *C-*, 1.7; *F*, 0, for each credit hour for which the student has registered as a degree-seeking student. Although credit value for a course in which a grade of *F* is earned appears on the transcript for the purpose of calculating the grade-point average, no academic credit is awarded. In the case of a student who is allowed to repeat a course, the first grade received remains on the student's record and is included in the grade-point average. Courses marked *AU*, *CR*, *I*, *IPG*, *W*, or *Z* are not considered in determining the average, except that courses marked *I* will be considered when a final grade is recorded. With the exception of Consortium courses, grades in courses taken at other institutions are not considered in computing the grade-point average.

P. ACADEMIC INTEGRITY

The University community, in order to fulfill its purposes, must establish and maintain guidelines of academic behavior. All members of the community are expected to exhibit honesty and competence in their academic work. Incoming students have a special responsibility to acquaint themselves with, and make use of, all proper procedures for doing research, writing papers, and taking examinations. Members of the community will be presumed to be familiar with the proper academic procedures and held responsible for applying them. Deliberate failure to act in accordance with such procedures will be considered academic dishonesty. Acts of academic dishonesty are a legal, moral, and intellectual offense against the community and will be prosecuted through the proper University channels. The University Code of Academic Integrity can be found at www.gwu.edu/~ntegrity/code.html.

VII. UNIVERSITY RESOURCES

A. OFFICE OF GRAD LIFE

The mission of the Office of Grad Life (OGL) is to provide GW graduate and professional students consolidated information and resources through various electronic media (Web site, listserv, and email), advocacy through meeting with students, learning opportunities through various co-curricular initiatives, and community building opportunities through various social, recreational, and cultural events. <http://gradlife.gwu.edu>.

B. STUDENT ACTIVITIES CENTER

The Student Activities Center (SAC) provides resources for graduate and professional students as well as undergraduates, including events and activities, employment, and mentoring and community services opportunities. <http://gwired.gwu.edu/sac/>

C. UNIVERSITY HEARING BOARD

The Office of Student Judicial Services is responsible for the non-academic campus judiciary. Graduate students are encouraged to apply as justices on the University Hearing Board (gwired/gwu.edu/osjs/TheUniversityHearingBoard/).