
Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

Doctor of Public Health Handbook Policies and Procedures*

FALL 2014

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*University and School policies and procedures as outlined in the George Washington University Bulletin and the Milken Institute SPH website apply to DrPH students.

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Department Program Directors

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Overview

The Doctor of Public Health (DrPH) degree offered by the Milken Institute School of Public Health (SPH) at the George Washington University prepares professionals to assume national and global leadership positions in environmental and occupational health, global health, health behavior, and health policy. The field of public health provides unique insights into the complex interrelationships between health, politics, and human development. It enables professionals to address public health issues by marshalling research and analytic skills to develop innovative approaches to understand health and to promote and advocate for improved health outcomes.

The DrPH degree is the terminal degree in the professional discipline of public health. Consistent with this advanced professional orientation, the DrPH degree prepares future public health leaders to apply critical thinking and rigorous research methods to the complex practical problems facing practitioners and policy-makers in public health practice.

The DrPH degree is designed to both follow and promote the principles of academic public health practice. As noted in a publication of the Association of Schools of Public Health, public health practice is "...the strategic, organized, and interdisciplinary application of knowledge, skills, and competencies necessary to perform essential public health services and other activities to improve the population's health." Academic public health practice is "...the applied, interdisciplinary pursuit of scholarship in the field of public health." Recent events sharply illustrate the need for public health professionals who can provide the leadership to expand and strengthen the US and global public health systems. The DrPH degree is designed to prepare professionals with the necessary skills to provide this leadership.

Admissions Requirements

The Milken Institute SPH offers DrPH degrees in four specialty fields: environmental and occupational health; global health, health behavior; and health policy. An important first step for all prospective applicants to the DrPH degree is to discuss their interests and goals with the respective department program directors, who serve as academic advisors for students entering the four DrPH specialty areas.

The DrPH degree is open for admission fall semester of even-numbered years (e.g., 2014, 2016, 2018). The DrPH degree is designed for mid-career professionals who are seeking training to become public health leaders. While many DrPH students attend the program on a full-time basis, the program courses are often scheduled after work hours to accommodate part-time, working students. Applicants who have completed an MPH from a program accredited by the Council on Education for Public Health (CEPH) are strongly preferred for admission to the DrPH program. Students accepted to the DrPH program who have not completed an MPH may be required to take additional courses beyond the 48-credit minimum requirement to satisfy pre-requisites associated with doctoral level public health studies.

Completed applications must be received on or before January 3rd in admitting years, (e.g. ,2014, 2016, 2018) to be considered for admission for the Fall cohort.

Only completed applications, with all supporting materials, will be considered for admission. All applicants complete one application through SOPHAS, the on-line, national application for CEPH accredited schools of public health (www.sophas.org). *All applicants, without exception, must submit GRE scores (no older than 5 years) to SOPHAS.*

All international students asking for an F1 visa must prove English proficiency. There are a variety of ways to do this.

- The applicant has received a degree (not enrolled in a program, but the degree is already conferred) in the United States. College or graduate programs are accepted.
- The applicant has successfully passed the TOEFL. Generally, the Milken Institute SPH requires that the applicant receive a minimum score of 100 on the internet-based exam.
- The applicant is a citizen of a country where English is the official language.

If the student is international but does not require an F1 visa from GW (for example, the student is on an H1-B visa or is now a permanent resident), the Milken Institute SPH does not require documentation of English proficiency as part of the admissions process. The program director, however, may request proof of English proficiency for consideration prior to admission.

Applicants are required to include a personal statement. The personal statement must be specific about the reasons for application and particular interest in attending the Milken Institute SPH. Applicants must include their academic and career interests and professional and volunteer experiences as they relate to the specialty field. The statement should also include a description of current skills and future goals related to research, leadership, and problem solving in public health.

Applicants must identify the specific specialty field to which they are applying and address the reasons for their interest in the program. All completed applications will be reviewed by the respective program director who oversees the program at the departmental level; competitive applicants will be interviewed in-person or by telephone. Applicants will receive an admission decision by March 15. Once the Declaration of Intent has been signed and returned to our Admissions Department, accepted students will receive an email confirmation including "Next Steps for Enrolling Students." This email provides instructions on how to secure a GW email address and GW ID card (called GWorld), register for classes, and other important details to be completed before registration and orientation.

Registration Procedures

It is necessary to remain an active student in the DrPH program.

- DrPH students must register *every* fall and spring semester until they have successfully completed all DrPH program requirements, including defense, final approval and submission of their dissertation. Registration must be consecutive or the student will be considered out of status. DrPH students will also register for one of the core classes during the summer between the first and second year. Students may register for additional classes during summer sessions, but are not required to do so to be in status.
- DrPH students who fall out of status by not registering for each fall and spring semester will be withdrawn from the program and required to petition for re-admission through the Milken Institute SPH Office of Admissions.
- DrPH students are expected to be actively engaged in fulfilling the requirements for the DrPH degree. At a minimum, students must register for one credit hour in the fall and spring semesters. This minimum can be met through course enrollment or leadership credits, or through registration in Dissertation Research, Continuous Enrollment, or Continuing Research. The type of registration depends on the student's progress in the program:
 - Dissertation Research: Only DrPH students who have successfully completed the dissertation proposal phase may register for PubH 8423-Dissertation Research. Students may register for one or more dissertation research credits per semester. A minimum of 6 Dissertation

Research credits is required to complete the DrPH program; a maximum of 9 Dissertation Research credits may be taken.

- Continuous Enrollment: DrPH students who have completed their Dissertation Research credit requirements may register for UNIV 0982-Continuous Enrollment with approval from the DrPH Program Director. The University charges a nominal fee for Continuous Enrollment. Once approved, students may continue to register for Continuous Enrollment throughout the remainder of their DrPH program, consistent with overall program requirements related to the 7-year time limit for the degree. Continuous Enrollment is most commonly used by students in their last semester or two of the program, as they complete the dissertation and prepare for the dissertation defense.
- Continuing Research: DrPH students who have met the coursework and leadership credit requirements, but have not yet successfully defended their dissertation proposal, must register for one credit of Continuing Research (PubH 0940), which requires a tuition payment of one full credit hour. Continuing Research credits cannot be used to satisfy any of the credit requirements for the DrPH; they do not substitute for the 6-9 Dissertation Research credits that are required for graduation.
- Students have the option of taking a Leave of Absence for up to 2 semesters while enrolled in the DrPH program. Students must apply for a Leave of Absence by completing a petition during the Fall or Spring registration period; the petition must be approved by the department program director and the DrPH Program Director. Each Leave of Absence must be separately approved and can be taken sequentially or at different times while in the program. Students must officially register for Leave of Absence to stay in status. The University charges a nominal registration fee to remain enrolled during a Leave of Absence.
- Students are responsible for completing and submitting all required registration materials. Students are advised to periodically review their registration actions to make certain they are accurate and current. Students should always retain copies of all registration materials and paperwork submitted to the University or the Milken Institute SPH.

Professional Enhancement Activities

Doctoral degree students in the Milken Institute School of Public Health are *required* to attend eight hours of professional enhancement activities during their program. Professional enhancement activities supplement the academic curriculum and help prepare students to participate actively in the professional community. Students can fulfill this requirement by attending workshops, seminars, or other relevant professional meetings, which are often held at the Milken Institute SPH and in the

metropolitan Washington, DC area. The Professional Enhancement form is available at <http://publichealth.gwu.edu/academics/forms>.

Timeline for Completion of the Program

DrPH students must complete all requirements of the degree program within 7 years. Students are expected to be actively engaged in their course of study throughout their time in the DrPH program.

The program is designed to enable part-time and full-time students to complete all requirements and graduate within four years. Students complete most coursework over a two year period that includes a summer semester. Most students sit for comprehensive exams after their fifth semester in the program (this includes the summer between the first and second years). Students use an additional 18-24 months to develop dissertation proposals, conduct doctoral research and defend their dissertations.

The following provides an example (from the Dissertation FAQ's):

Students must make steady progress toward completion of the DrPH degree through the pre-candidacy and candidacy phases. We encourage students to maintain a schedule of classes and achievements to enable them to complete the program in 4-5 years. [Several students have completed the program in 3-4 years.]

The following provides an example of a reasonable timetable for completion of the program for a student who begins the DrPH program in Fall 2014:

- *Complete most required coursework by the end of Spring semester 2016*
- *Sit for comprehensive exam in Summer 2016*
- *Enroll in PubH 8422- Preferably-Fall 2016 (or Spring 2017) and other elective courses*
- *Defend dissertation proposal- Spring, Summer or Fall 2017*
- *Conduct dissertation research- 2017-2018*
- *Defend Dissertation- Spring, Summer or Fall, 2018-2019*

Students who require additional time beyond this example should consider the following in planning their course of study:

- Comprehensive exams must be successfully completed within three years of entering the program. (Students generally complete most coursework within 2 years and take the comprehensive exam soon after).
- Students must successfully defend their dissertation proposal within four years of entering the program. (Most students will defend their proposal by the end of their third year in the program.)
- Students must successfully defend their dissertation and complete all requirements of the degree within seven years of entering the program.

DrPH Core Competencies

Doctoral study is a multifaceted and complex challenge that begins with thoughtful planning and deliberate execution with the guidance of faculty members. The experience culminates with the awarding of the DrPH degree to candidates who successfully complete these requirements as outlined in this document and the program guides. Progression through the DrPH degree requires dedication, commitment, and persistence.

Upon completion of the DrPH degree, students will demonstrate ability in the following core competencies:

- Analyze a public health problem and determine appropriate sources of data and methods for problem identification, program planning, implementation, monitoring, and evaluation. Relevant courses: PubH 6249, 6260, 8417, 8419, 8422.
- Develop and analyze hypotheses that can be tested by appropriate quantitative or qualitative research designs and methodologies. Relevant courses: PubH 6247, 6252, 8416, 8417, 8422.
- Synthesize and evaluate research conducted by others. Relevant courses: PubH 8402, 8416, 8417, 8422.
- Design strategies to accurately and effectively describe public health, economic, administrative, legal, social, political, and cultural implications of different health policy options. Relevant courses: PubH 6247, 8402, 8417, 8419.
- Design grant proposals to address public health problems. Relevant courses: PubH 8416, 8422.
- Present public health data and research syntheses to scientific and professional audiences and the public. Relevant courses: PubH 8407, 8422.
- Defend the feasibility and expected outcomes of different policy options and transform them into organizations, plans, processes, and programs. Relevant courses: PubH 6247, 8402, 8417, 8422.
- Appraise the dynamic forces that contribute to cultural diversity and develop responsive plans and programs. Relevant courses: PubH 6247, 6252, 8402, 8417.
- Assess the determinants of health and illness, factors that contribute to health promotion and disease prevention, and factors that influence the use and cost of public health services in a population. Relevant courses: 6249, 6252, 6260, 8419, 8422.
- Develop and defend a budget statement that presents programmatic fiscal requirements to achieve stated objectives. Relevant courses: PubH 8402.
- Describe the theory of organizational structure and its relation to professional practice. Relevant courses: PubH 6001, 6247, 8416.

- Support a culture of ethical standards of conduct in the research process and within organizations and communities. Relevant courses: PubH 8402, 8416, 8422.
- Lead a team of diverse professionals reflecting shared values and vision to achieve specific objectives. Relevant courses: PubH 8402.

DrPH Specialty Fields

The GW Milken Institute SPH offers the DrPH degree in four specialty fields and each has specialty field competencies. Find program information for each program in either the GW Bulletin: <http://bulletin.gwu.edu/> or the Milken Institute SPH website: <http://publichealth.gwu.edu/academics/graduate/drph-programs>.

1. Environmental and Occupational Health, offered by the Department of Environmental and Occupational Health
2. Global Health, offered by the Department of Global Health
3. Health Behavior, offered by the Department of Prevention and Community Health
4. Health Policy, offered by the Department of Health Policy

Role of DrPH Program Directors

Each DrPH specialty field has a director who provides doctoral students with guidance through the pre-candidacy phase, and sometimes in the candidacy phase as well. For most students the department program director will serve as the primary academic advisor. The department program director may also become the chair or serve as a member of the Dissertation Research Committee and provide further guidance throughout the dissertation.

The role of the department program director is pivotal to the student's progression through the pre-candidacy phase. The program director role supports the Milken Institute SPH's commitment to student development by:

- Guiding the student in the development of a program of study that sequences courses, including the selection of elective courses, and selection of professional leadership development work that enhances the dissertation research experience during the candidacy phase. The program of study is based upon the student's entry knowledge, skills, and experiences; his or her career objectives; and the expectations of the applicable field for scholarly professionals. Any variation from the program of study requires the approval of the department program director.

- Mentoring the student in his or her development as a scholar and professional, including addressing interpersonal skills as necessary.
- Guiding the student in later semesters to consider the focus of the dissertation research, exploring various potential topics and questions, and weighing the feasibility, advantages, and disadvantages of each.
- Guiding the student's development in the core competencies for doctoral students: knowledge of foundations, critical literature reviews, inquiry and research methods, clarity of written and oral thought, professional development, technological skills, and knowledge of the specialty area.
- Setting clear expectations and guiding the student toward achieving a high level of quality in all written work.
- Guiding the student's preparation for the comprehensive examination.
- Serving as a resource as the student selects a dissertation committee chair and committee members.

DrPH Phases:

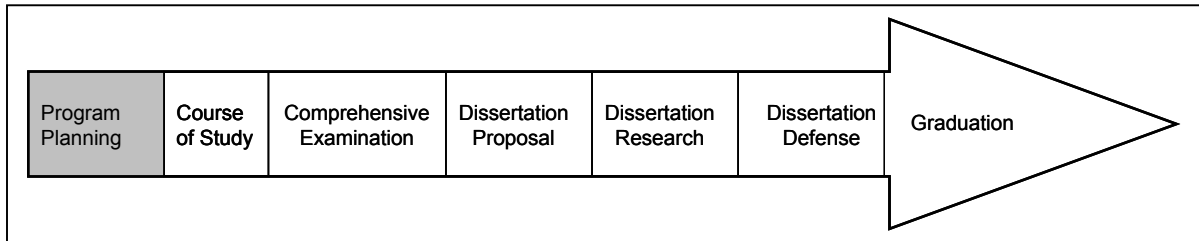
The Doctor of Public Health Degree is divided into two phases: pre-candidacy and candidacy. During pre-candidacy a student completes the requirements through the comprehensive examination. Upon satisfactory completion of the requirements associated with pre-candidacy, including successfully completing the comprehensive exam, the student moves to the candidacy phase.

The DrPH Program is designed as a four-year program, enabling part-time and full-time students to complete all requirements of the program, including the pre-candidacy and candidacy phases, within a four-year period. Students must complete all requirements of the doctoral program within seven (7) years. Students are expected to make meaningful progress toward completion of the degree requirements throughout their time in the program.

DrPH students are expected to pursue opportunities to contribute knowledge to their field of study through peer-reviewed publications. DrPH students routinely collaborate with faculty as co-authors on publications and also sometimes use class assignments to conduct research and analysis for a publishable research report. These opportunities are available throughout all phases of the student's doctoral experience.

PRE-CANDIDACY PHASE:

1. Program Planning: The Program of Study



Careful planning with the department program director is the important first step. The student and program director will discuss the student's interests, goals and experiences, and prepare a Program of Study. All courses must be listed on the Program of Study Form and any variation from this original plan requires the department program director's approval and signature. A time line for completion of coursework will also be discussed and agreed upon.

Each specialty field requires a minimum of 48 credits. No transfer credits are accepted.

There are three categories of doctoral, didactic courses associated with the pre-candidacy phase:

1. Required foundational courses and research methods (20 credits)
2. Required specialty field courses (6 credits, depending on specialty field)
3. Specialty field elective courses (7-10 credits required, depending on specialty field)

Note- Additional elective coursework may be completed pre- or post-candidacy with approval of the Advisor. While the Dissertation phase requires a minimum of 6 credits, up to 9 credits may be taken. However many students will opt to take additional coursework and will not need more than 6 dissertation credits. For further information please consult with the department program director.

Program of Study- courses are listed below:

1. REQUIRED FOUNDATIONAL COURSES AND RESEARCH METHODS – IDENTICAL FOR ALL SPECIALTY FIELDS			
20 CREDITS			
<i>BEGIN PLANNING FOR YOUR DISSERTATION DURING YOUR FIRST SEMESTER</i>			
Course	Title	Credits	Semester Proposed
PubH 8401	Foundations of Public Health Leadership and Practice – Doctoral Seminar	3	Fall Year 1
PubH 8402	Leadership in Public Health Practice and Policy	2	Spring Year 2
PubH 8416	Study Design and Evaluation	3	Fall Year 1
PubH 8417	Qualitative Research Methods and Analysis Prereq: PubH 8416	3	Spring Year 1
PubH 8418	Applied Statistical Analysis Prereq: PubH 8416	3	Summer Year 1
PubH 8419	Measurement in Public Health and Health Services Research Prereq: PubH 8418	3	Spring Year 2
PubH 8420	Advanced Analysis and Dissemination Prereq: PubH 8417, 8418	3	Fall Year 2
2. REQUIRED SPECIALTY FIELD COURSES			
EOH (6 CREDITS)			
Course	Title	Credits	Semester Proposed
PubH 8411	Advanced Topics – Principles of Environmental Health Risk Science – Doctoral Seminar; Prereq: PubH 6121, 6123, 6126	3	Year 1 or Year 2
PubH 8412	Advanced Topics – Environmental and Occupational Health Research and Practice; Prereq: PubH 6122	3	Year 1 or Year 2
HEALTH BEHAVIOR (6 CREDITS: STUDENTS MUST CHOOSE TWO OF THESE COURSES)			
Course	Title	Credits	Semester Proposed
PubH 8408	Advanced Topics – Health Behavior Research and Practice Application – Doctoral Seminar -OR-	3	Year 1 or Year 2
PubH 8409	Advanced Topics – Health Communications Research – Doctoral Seminar -OR-	3	Year 1 or Year 2
PubH 8410	Advanced Topic – Social Marketing Research and Practice Application – Doctoral Seminar Prereq: PubH 6572	3	Year 1 or Year 2
HEALTH POLICY (6 CREDITS)			
Course	Title	Credits	Semester Proposed
PubH 8404	Advanced Topics- Health Systems and Health Policy Research – Doctoral Seminar; Prereq: PubH 6315 or approval by instructor	3	Year 1 or Year 2
PubH 8405	Advanced Topics –Advanced Health Economics Research – Doctoral Seminar; Basic microeconomics required; Prereq: PubH 6340 or approval by instructor	3	Year 1 or Year 2
GLOBAL HEALTH (6 CREDITS)			

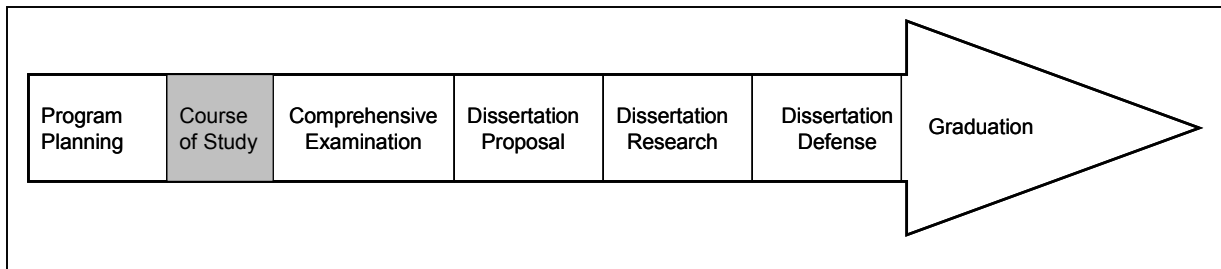
Course	Title	Credits	Semester Proposed
PubH 8406	Advanced Topics – Health Research in the Global Arena – Doctoral Seminar	3	Year 1 or Year 2
PubH 8407	Advanced Topics – Health Leadership in the International Setting – Doctoral Seminar; Prereq: PubH 8406	3	Year 1 or Year 2
4. REQUIRED SPECIALTY FIELD ELECTIVE COURSES - ALL SPECIALTY FIELDS - (7-10 CREDITS) (COURSES VARY BY DEPARTMENT)			
Course	Title	Credits	Semester Proposed
TBD	Advisor Approval	Varies	TBD
4. PROFESSIONAL LEADERSHIP COURSES – ALL SPECIALTY FIELDS (4 CREDITS)			
Professional Leadership Course Form Required: http://publichealth.gwu.edu/services/students			
	Title	Credits	Semester Proposed
PubH 8413	Research Leadership	Varies	TBD
PubH 8415	Instructional Leadership	Varies	TBD

Professional Leadership- Students must complete 4 credits of professional leadership that can be completed before or after the pre-candidacy phase. Leadership credits are taken on a credit/no-credit basis. Faculty must submit a grade change form (obtained from SPH Student Records) to indicate credit/no-credit for all professional leadership credits prior to being cleared for graduation. All leadership credits must be approved in advance with the Program Director agreeing on the number of credits expected to be awarded in advance. Along with registration, the DrPH Leadership Credits Plan form must be completed: <http://publichealth.gwu.edu/services/students>.

Two categories of professional leadership may count toward fulfilling these requirements. At least two (2) of these credits must be in Instructional Leadership:

- Research Leadership- Students may assist faculty or other professionals in the field on a defined research project.
- Instructional Leadership- Students may serve as a Teaching Assistant for one or more courses.

2. Course Enrollment

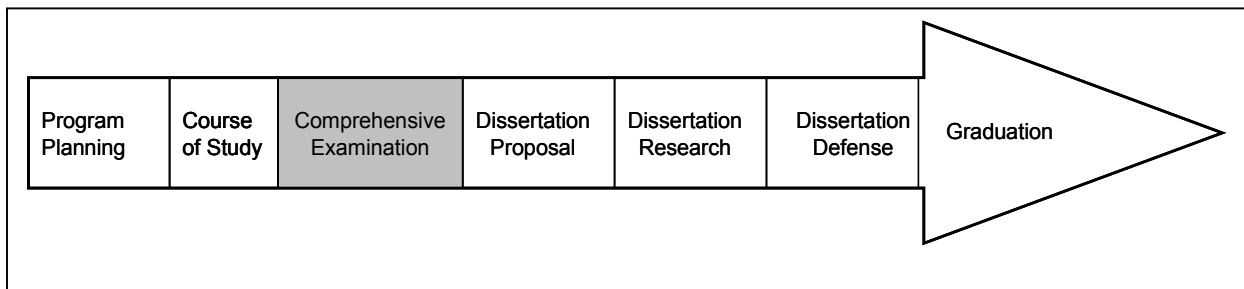


Once the Program of Study has been developed and approved/signed by the department program director, DrPH students must register for classes according to the procedures received from the Office of Admissions.

Students should review their approved program of study each semester with the department program director for accuracy and relevance. Any changes to the Program of Study must be approved by the department program director. The signed Program of Study should be submitted to drphadmin@gwu.edu for retention.

DrPH students must maintain a 3.0 GPA to remain in good standing.

3. Comprehensive Examination



The comprehensive exam assesses the knowledge of general public health concepts and the student's specialty area. The exam challenges students to synthesize theory, concepts, research, and practice in the student's specialty area. Students take comprehensive exams once all core and specialty field required courses are completed. The exact date of the comprehensive exam is determined in consultation with the department program director.

Once students pass the comprehensive exam, they are officially admitted into the candidacy phase. Students who fail to complete or pass comprehensive exams will be offered the opportunity to retake the exam one additional time. The second exam must be taken within one year of the initial exam. Failure to complete or pass the comprehensive exams will be grounds for termination from the DrPH program.

CANDIDACY PHASE*:

**Please see the Dissertation Guide- Frequently Asked Questions (FAQ) available on our website for comprehensive information about the Candidacy phase. Below is just summary information.*

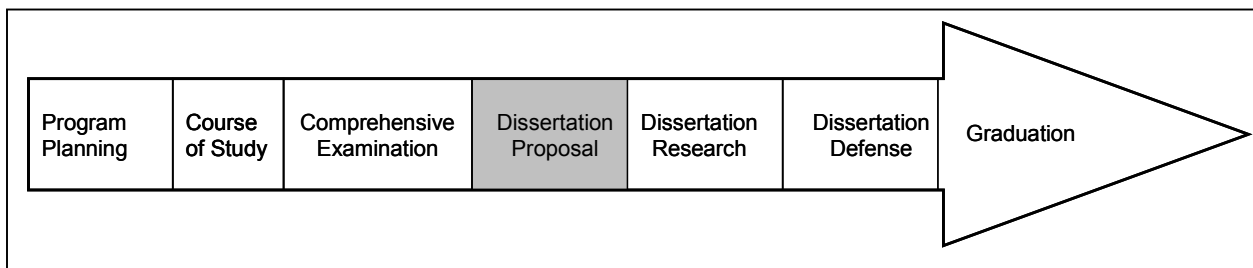
The objective of the dissertation is to demonstrate that the candidate has synthesized the knowledge gained during the pre-candidacy phase and is able to apply this knowledge to the resolution of a concrete and substantial applied research problem. The dissertation also demonstrates that the candidate has mastered research methods to successfully conduct scientific research.

The dissertation is a problem-based or issue-based inquiry that will involve empirical, applied research on a selected public health policy and practice issue as manifested in an actual community, public or private health care institution, organization or delivery system. Dissertation research will:

- Be guided by relevant and current theories or conceptual frameworks.
- Use appropriate and scientifically rigorous methods.
- Build on previous research.
- Contribute to public health policy and practice either domestically or internationally.

The research should result in the identification or assessment of feasible solutions or recommendations to the selected problem or issue, appropriate to the context in which they occur. Candidates are expected to demonstrate competencies in structured scientific inquiry, research design and analysis, and the primary methods of social research including qualitative methods and/or quantitative methods. The Dissertation Guide FAQ is available for students in the candidacy phase of the program.

1. Dissertation Proposal



After passing the comprehensive exam all doctoral candidates register for and complete PubH 8422: Advanced Health Care and Public Health Research Design (a two-credit course). Prior to registering for PubH 8422, students must:

- Identify a dissertation topic;
- Select a chair for the Dissertation Research Committee;

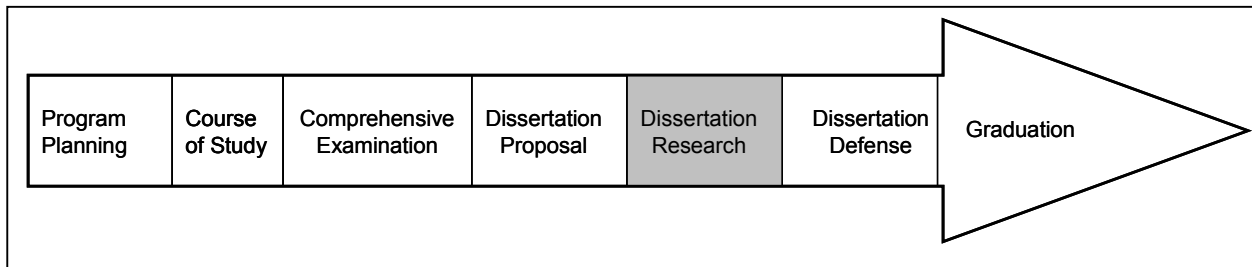
- Develop a one-page abstract on the research topic;
- Receive approval from the course Instructor for PubH 8422.

Course	Title	Credits
PubH 8422	<i>Advanced Health Care and Public Health Research Design</i> Prerequisites: Passing Comprehensive Exams, Approval of the Program Director, and a page-long abstract that includes the following: Student Name, Program Director, Faculty Advisor if different from the Program Director, Title, Objective (including population), Research Methods and Analysis Methods, Anticipated Results/Hypotheses.	2

A draft of the dissertation proposal is developed during PubH 8422. The dissertation proposal should provide a clear, concise, and thorough plan of proposed research. While enrolled in PubH 8422, students must identify and confirm their Dissertation Research Committee members and submit the Dissertation Research Committee Approval Form to drphadmin@gwu.edu. The Dissertation Research Committee Approval Form can be accessed at: <http://publichealth.gwu.edu/services/students>.

For more information on each part of the candidacy phase, dissertation formats, development of a dissertation committee and required forms, please see the Dissertation Guide FAQ on the website.

2. Dissertation Research

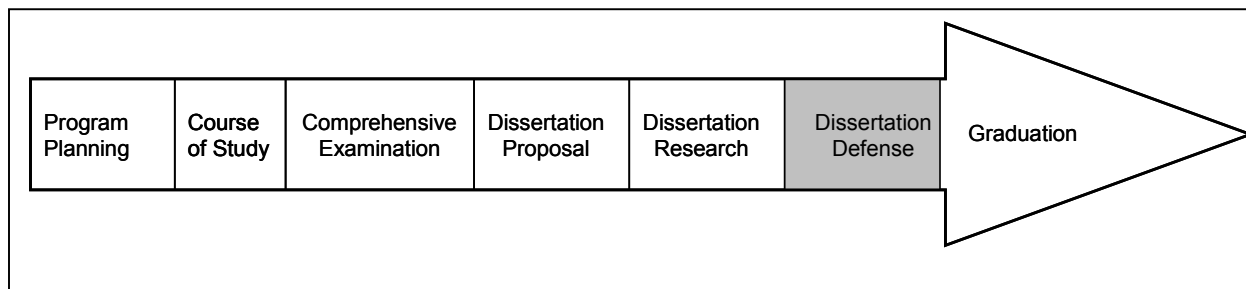


Once the proposal has been successfully defended, students enroll in PubH 8423- Dissertation Research each semester. Candidates must take a minimum of 6 dissertation research credits and may take up to a maximum of 9 dissertation credits. Once all coursework and dissertation research credit requirements are met, students may register for Continuous Enrollment (nominal fee/semester) each fall and spring semester until they complete and defend their dissertation. Registering for Continuous Enrollment requires the DrPH Program Director approval. Students may not enroll in Continuous Enrollment until they have satisfied all their requirements, including dissertation research credits.

Students may not enroll in PubH 8423 Dissertation Research until they have successfully defended their dissertation proposal. Students who are not eligible to enroll in PubH 8423

must register for other course offerings or enroll in one credit of Continuing Research (PubH 0940).

3. Dissertation Defense

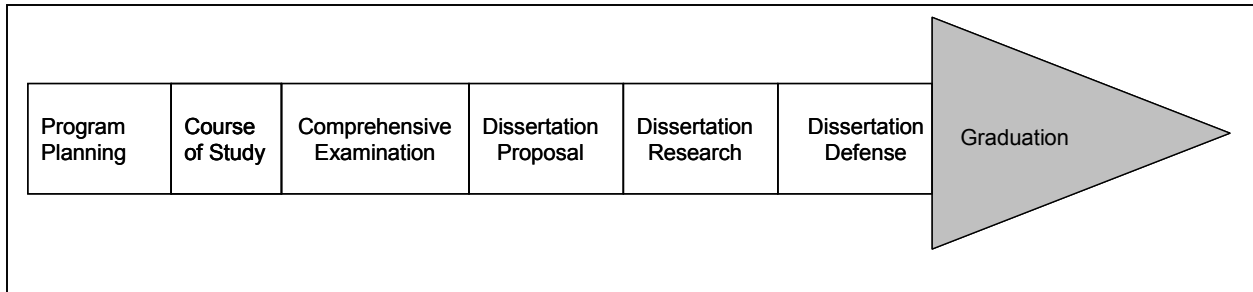


Students preparing for the official oral defense of their dissertation should be thinking ahead to the formatting requirements for the final document and the graduation clearance requirements for the Milken Institute SPH. The Dissertation Research Committee must be provided ample time to review the complete draft prior to scheduling the defense date. Refer to the Dissertation Guide FAQ's on the website for additional information about the dissertation defense.

Disposition of the Dissertation

All doctoral candidates are required to submit the FINAL dissertation (with all the approved changes) electronically to ProQuest/UMI in accordance with all requirements. <http://library.gwu.edu/etds/>. Please see the Dissertation Guide FAQ's on the website for additional information.

DrPH Degree Certification and Graduation



Requirements, policies, and procedures to apply for graduation are detailed in the University Bulletin and the Milken Institute SPH website.

Students must submit an Application for Graduation:

<http://www.gwu.edu/~regweb/web-content/onlineforms/applicationforgraduation.pdf>

The completed Application for Graduation is submitted to the Milken Institute SPH in-person to the Office of Student Affairs - Student Records or email gwsphrecords@gwu.edu. Students are advised to keep a copy of the form for their records.

- Deadlines for submission are noted on the Application for Graduation.
- Students planning to submit an Application for Graduation should contact their advisor/department program director well in advance (at the latest during the prior semester) to review transcripts ensuring that all graduation requirements have been met. This includes confirming program requirements have been completed and all grades have been submitted.
- Once the Application for Graduation has been submitted, students will be contacted by Milken Institute SPH Student Records department with a checklist of items that need to be completed.

Graduation Events

Graduation ceremonies for GW students occur in May of each calendar year. Students completing degree requirements in August, January or May are invited to participate in the May graduation events which include the University Hooding Ceremony (specifically for doctoral graduates- on campus), the Milken Institute School of Public Health Celebration (on campus), and the University Commencement (on the National Mall). Students who wish to participate in the May graduation events must notify the Office of Student Records, in accordance with their deadlines, to receive tickets/notifications of these events if you choose to participate.

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