



Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

950 New Hampshire Ave., NW, Washington, DC 20052

publichealth.gwu.edu | 202.994.5179

2024 - 2025

The GWSPH Graduate Student Handbook

The Graduate Student Handbook serves as a repository for policies and procedures that govern The Milken Institute School of Public Health (GWSPH) and students' academic rights and responsibilities. This handbook applies to all of the Doctoral, Masters and Graduate Certificate Programs in the School. Students are expected to be knowledgeable about these policies and procedures. In addition, the Handbook provides information and references about GWSPH and its academic programs.

The Graduate Student Handbook is secondary to the [University's Bulletin](#), a complete source of University-wide information. Information in this Handbook is accurate as of August 2024. The University and GWSPH reserve the right to change courses, programs, and fees, or to make other administrative and policy/procedure changes deemed necessary or desirable, giving advance notice of these changes when possible.

This Handbook is updated on an annual basis and can be found on the [Milken Institute School of Public Health Website](#).

The George Washington University does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, genetic information, pregnancy, or familial or marital status. This policy covers all programs, services, policies, and procedures of the university, including admission to education programs and employment.

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THE MILKEN INSTITUTE SCHOOL OF PUBLIC HEALTH (GWSPH)

The Milken Institute School of Public Health (GWSPH) is committed to excellence in scholarship to advance the health of the populations of our local, national, and global communities: Our mission is to provide the best public health educational experience incorporating our core values of scholarship and leadership, scientific rigor and policy analysis, and training to foster the next generation of thought leaders, practitioners, policy makers, and scientists who will transform public health worldwide especially for underserved populations. To learn about the school’s history, mission and vision visit the school’s [website](#).

Academic Departments & Online Programs

The Milken Institute School of Public Health offers the following graduate degrees: Master of Public Health, Master of Science, Master of Health Administration, Doctor of Public Health,* Doctor of Philosophy,* and Graduate Certificates. The aforementioned academic degrees and programs are offered through the following:

| Departments | Schoolwide Graduate Programs | Directories |
|---|--|---|
| <ol style="list-style-type: none"> 1. Biostatistics & Bioinformatics 2. Environmental & Occupational Health 3. Epidemiology 4. Exercise & Nutrition Sciences 5. Global Health 6. Health Policy & Management 7. Prevention & Community Health | <ol style="list-style-type: none"> 1. MPH@GW (online) 2. MHA@GW (online) 3. DrPH@GW (online) 4. DrPH residential | <ul style="list-style-type: none"> • SPH Faculty Bios & Contact Information • Administrative Offices Information • GW Directory (look up any GW student or employee by name) |

*Doctoral students should also refer to the DrPH and PhD Supplements for additional information.

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ACCREDITATION

In 2018, the George Washington University received reaffirmation of our full accreditation status by our regional accreditor, the Middle States Commission on Higher Education. The public health programs of the School are accredited every seven years by the Council on Education for Public Health (CEPH) and all programs successfully completed the re-accreditation review in late 2015. GWSPH underwent re-accreditation review by CEPH during the 23-24 academic year. The Masters of Health Administration programs are also fully accredited by the Commission on Accreditation of Healthcare Management Education (CAHME). For more information about accreditation, please visit the school's [website](#).

The Milken Institute School of Public Health is a member of the Association of Schools and Programs of Public Health (ASPPH). For more information please visit the school's [website](#).

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LEADERSHIP: OFFICE OF THE DEAN

950 New Hampshire Avenue NW ♦ 7th Floor ♦ Washington, DC 20052

Phone: 202.994. 5179 ♦ Fax: 202.994.3773

| Leadership Positions | |
|--|--|
| Lorien Abrams , ScD, MA Associate Dean for PhD/MS Programs lorien@gwu.edu 202.994.3518 | Monica Partsch Assistant Dean for Faculty Affairs & Program Development mpartsch@gwu.edu 202.994.7418 |
| Lynn R. Goldman , MD, MS, MPH Michael & Lori Milken Dean of Public Health goldmanl@gwu.edu 202.994.5179 | Heather Renault Assistant Dean for Student Services hrenault@gwu.edu 202.994.0554 |

| | |
|--|---|
| <p>George Gray, PhD, MS Associate Dean for MPH Programs gmgray@gwu.edu 202-994.7793</p> | <p>Jane Hyatt Thorpe, JD Senior Associate Dean for Academic, Student, & Faculty Affairs jthorpe@gwu.edu 202.994.4183</p> |
| <p>Adnan A. Hyder, MD, MPH, PhD Senior Associate Dean of Research & Innovation hyderal@gwu.edu 202.994.3180</p> | <p>Sara Wilensky, PhD, JD Associate Dean for Undergraduate Programs wilensky@gwu.edu 202.994.4126</p> |
| <p>Natasha Kazeem Executive Associate Dean, Operations and Chief Operating Officer nnathan@gwu.edu 202.994.5667</p> | <p>Andrew Wiss, PhD, EdM Assistant Dean for Academic Innovation awiss@gwu.edu</p> |
| <p>Gene Migliaccio, DrPH, MPH Associate Dean for Applied Public Health geno@gwu.edu</p> | |

Refer to the [leadership section](#) of the school website for information on the GWSPH Deans.

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ADMINISTRATIVE OFFICES

1. Student Affairs (OSA)

950 New Hampshire Avenue NW ◇ 2nd floor ◇ Washington, DC 20052

Phone: 202.994.7400 ◇ Email: gwsphosa@gwu.edu

The Office of Student Affairs (OSA) provides information and services to GWSPH students. The OSA staff strives to promote quality services by being available, resourceful, respectful of students' needs, fair and consistent with GWSPH policies and procedures, culturally competent, and responsive to faculty and student feedback. Official petitions and other administrative activities are finalized in the OSA (any student administrative action indicating the need for "Dean's office" sign-off). The OSA is the first stop for students needing support, assistance, and advice on GWSPH matters. The Office of Student Affairs includes Admissions, Career Development, Student Financial Services, and Student Records Services. Although email documentation is preferred, there is a physical OSA Mailbox located on the second floor reception area of OSA.

All student inquiries for the Office of Student Affairs are to be directed to gwsphosa@gwu.edu and/or 202.994.7400.

The OSA handles a variety of administrative functions for students including:

- Student Services and advisement on GWSPH Policies and Procedures
- GWSPH forms and publications
- GWSPH International Student Forms/Requirements
- Registration for restricted courses
- Course evaluations
- Questions regarding GWSPH special events, i.e. Orientations, Public Health Week, Career Fairs, Commencement, and School Celebration Ceremony
- Student organization classroom reservations
- GWSPH course schedules, course caps, rooms, etc.
- GWSPH listserv subscriptions and questions
- Student Organizations

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2. Admissions

950 New Hampshire Avenue NW ◇ 2nd floor ◇ Washington, DC 20052

Phone: 202.994.2160 ◇ Email: gwsphadmit@gwu.edu

The Office of Admissions and Enrollment manages enrollment into the residential graduate programs for the GWSPH. In addition, the office works with the university undergraduate admissions team who is responsible for the admissions process for the undergraduate programs- please see the Undergraduate Student Handbook. The Admissions department also works closely with our online partner for the MPH@GW, MHA@GW, and DrPH@GW programs. The policies to which the Office of Admissions adheres are set by the Admissions Committee, a faculty committee made up of one voting representative from each department and the online programs.

Student inquiries for the Office of Admissions for:

- On-Campus programs should be directed to gwsphadmit@gwu.edu or 202.994.2160.
- MPH@GW program should be directed to admissions@publichealthonline.gwu.edu or 1.855.674.2849.
- DrPH@GW program should be directed to drphadmin@email.gwu.edu
- MHA@GW program should be directed to admissions@mha.gwu.edu or 1.855.642.2849.

The Office of Admissions and Enrollment can assist graduate students with the following:

- Admissions and matriculation
- International student questions and preliminary visa processing
- General scholarship process and external funding information
- New student clearance for registration
- Petitioning for readmission or changing programs

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3. GWSPH Student Financial Services

950 New Hampshire Avenue NW ◇ 2nd floor ◇ Washington, DC 20052

Phone: 202.994.1950 ◇ Email: to gwsphfinaid@gwu.edu

Student Financial Services at GWSPH is committed to assisting students in creating a financial plan to achieve their educational goals and in resolving emergent issues that pertain to federal student aid, institutional resources such as scholarships and assistantships, and managing their student accounts.

Staff within the office serve as a liaison for GWSPH students and the GW Office of Student Financial Assistance and student accounts at GW and can assist students when functions require direct contact with these offices.

Additional information about the processes managed by the primary offices of student financial assistance and student accounts at GW is available at:

<http://financialaid.gwu.edu/> and <http://studentaccounts.gwu.edu/>.

All student inquiries for Financial Services are to be directed to gwsphfinaid@gwu.edu or 202.994.1950.

GWSPH Student Financial Services can assist students with the following:

- Counseling on Federal Student Aid eligibility and the application process.
- Management of institutionally funded grants and scholarships
- Identifying and applying for Graduate Assistantship and Graduate Research Assistant positions.
- Identification of external scholarship resources
- Assistance in managing services through the primary Office of Student Financial Assistance and Student Accounts at GW.

The GW Office of Student Financial Assistance maintains policies related to financial assistance at <https://financialaid.gwu.edu/policies>.

** Students receiving Federal Student Aid are subject to Federal Satisfactory Academic Progress (SAP) requirements. This is a separate GW policy, which can be found on [the Office of Student Financial Assistance Webpage](#).**

Emergency Loan Funding

The GWSPH Student Emergency Loan Fund (SELF) is available to qualified students managing unexpected expenses. Funding from the GWSPH SELF has a zero percent interest rate if repaid within 45 days. Students may borrow only once per semester. Please contact the financial aid representative for the GWSPH for more information on qualifications and how to apply.

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4. Career Services

950 New Hampshire Avenue NW ◇ 2nd floor ◇ Washington, DC 20052

Phone: 202.994.5485 ◇ Email: gwsphcareer@gwu.edu

GWSPH Career Services is dedicated to providing the tools, resources and recommendations required to support students and alumni to empower them to confidently navigate the career management life cycle. To learn more about our services available to graduate students and alumni, please visit our [GWSPH Career Services](#) website.

Career Services provides the following support for both students and alumni:

- Immediate and long-term career goal setting
- Career exploration and assessment
- Professional branding
- Resume; cover letter revisions
- Personal statement revisions
- Job search and networking strategies
- Mock interviews (jobs, and academic admissions)
- Compensation package negotiation
- Employer and alumni networking events

[Handshake](#) is GW's virtual career platform. On Handshake, students and alumni schedule career counseling appointments, seek jobs, internships, fellowships and practicum opportunities, and register for career services events.

All student inquiries for Career Services Center are to be directed to gwsphcareer@gwu.edu and/or 202.994.5485.

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5. Student Records

950 New Hampshire Avenue NW ◇ 2nd floor ◇ Washington, DC 20052

Phone: 202. 994.7400 ◇ Email: gwsphrecords@gwu.edu

The essential role of the Office of Student Records is to provide all GWSPH students and faculty with guidance and administrative support as it pertains to the student's academic record. In addition our office acts as a liaison on behalf of our students with offices across the University.

The Student Records Team assists students with filing the following [Academic Forms](#):

- Registering in restricted courses with a [Registration Transaction Form](#) (RTF)
- [Filing a Graduate Records Petition](#)
- Registration in [Leave of Absence or Continuous Enrollment](#)
- [Graduation Application and Degree Clearance](#)
- [CITI Training documentation](#)
- Submission of [Professional Enhancement Activities](#)
- [Half-Time/Full-Time Certification](#) Requests
- [Academic Integrity Quiz](#) verification
- [DegreeMap](#) petitions and updates

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6. Online Programs

950 New Hampshire Avenue NW ♦ Washington, DC 20052

MPH@GW: mphadvising@gwu.edu or 855.494.6740

MHA@GW: studentsuccess@mha.gwu.edu or 844.642.2849

DrPH@GW: drphadmin@gwu.edu

Our online program staff offers services to GWSPH students enrolled in the MPH@GW, MHA@GW, DrPH@GW and other distance learning programs in conjunction with our Office of Student Affairs (OSA). The Advising team is the first stop when needing assistance, guidance, and support on GWSPH matters. The staff works with team members from Admissions, Student Records, Advising, and Career Services.

All student inquiries for the online programs should be directed as indicated above. The Program Advisors work with students enrolled in the MPH@GW, MHA@GW. The Office of Applied Practice works with the DrPH@GW programs, assisting students in a number of areas, including:

- Curriculum review and planning
- Practicum preparation and planning
- Review and approve petitions and academic forms
- Academic status review

Each MPH@GW, MHA@GW and DrPH@GW student will also receive support from the 2U Student Success team. The 2U Student Success team work with students on these following areas:

- Registering for courses
- Technical support on the Canvas (Digital Campus) platform
- Updating student records including contact information
- Time and program management

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7. Academic Advising

Upon admission to the GWSPH, all students are assigned an academic advisor appropriate to the program in which they enrolled. (Contact information can be found in the acceptance packet). A complete list of advisors is available on this [website](#).

It is important for students to communicate with their advisor for several reasons, including:

- curriculum changes;
- selection of electives;
- academic progress;
- preparation for graduation.

MPH students should seek advice from their advisor about when to start planning for the Applied Practice Experience, and their department's Practicum Team, and Culminating Experience in the MPH programs. It is important to note that activities such as these may require substantial lead time. Planning should begin at least one term in advance of the term you plan to begin the Applied Practice Experience and Culminating Experience.

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8. Office of Applied Public Health

950 New Hampshire Avenue NW ◇ 7th floor ◇ Washington, DC 20052

Email: sphprac@gwu.edu

The [Office of Applied Public Health \(OAPH\)](#) is the central and dedicated resource that facilitates student access to practice-based education, research and service to strategically enhance and develop professional skills and competencies in contribution to the public health workforce. The office supports academic public health practice by building mutually beneficial relationships with communities, non-profit organizations and healthcare and government agencies through the Applied Public Health Experience

(APEX), Urban Health Program, and Doctor of Public Health Program ([residential](#) and [online-DrPH@GW](#)).

The office has three primary goals:

- 1.) To provide a dedicated environment for school-wide public health practice where students enhance their skills and competencies through experiential-learning experiences and community engagement, informing their sense of responsibility to contribute to the public health workforce.
- 2.) To connect Doctor of Public Health students to leadership opportunities that enhance practice, scholarship and service-learning that address the public health needs of the local, national and global communities.
- 3.) To afford residential GW Public Health students the opportunity to translate skills learned in their coursework into real-world practice through meaningful and mutually beneficial service-learning partnerships with communities in the nation's capital via the Urban Health Program.

POLICIES & PROCEDURES

This section summarizes many important policies and procedures that will help students successfully navigate their way while enrolled in a GWSPH program.

1. Student Rights and Responsibilities

All students, upon enrolling in and while attending The George Washington University, are subject to the [Code of Conduct](#). That documentation typically addresses instances of significant or recidivistic non-academic student misconduct, which may result in a disciplinary record and sanctions that include, but are not limited to: cancellation of a student's housing license agreement, suspension or expulsion from the university, or other educational sanctions. For more information, please visit [The Office of Conflict Education and Student Accountability Website](#).

Students may grieve at any time when they feel that they have been discriminated against on the basis of race/ethnicity, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, or gender identity. Refer to the Student Discrimination Report Procedure available [here](#).

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2. Maintaining Enrollment Status

Once enrolled in a degree program, students are expected to be registered for at least one credit during all fall and spring terms and actively engaged in fulfilling the requirements of the degree.

- For fall and spring terms, students must register for one or more credit hours to maintain enrollment status. For doctoral students, they must maintain enrollment status until they have successfully completed all doctoral program requirements, including defense, final approval, and submission of their dissertation. For students that fail to do so, they will fall out of status; students who fall out of status must reapply for admission to the applicable program.
- Requests for a Leave of Absence (LOA) are possible and will be managed on a case by case basis. See below for clarification.
- During the summer session, students do not have to be enrolled unless they are completing degree requirements or graduating during the summer.
- Some additional activities, such as study abroad programs, qualify as continuous enrollment. For questions, contact a student advisor or OSA staff.
- Federal and Institutional financial aid resources may have separate enrollment requirements.

If a degree-seeking student finds it necessary to interrupt active pursuit of a degree program, it is permissible to petition to take a Leave of Absence for a specific period of time, limited to a total of one calendar year during the student's program.

If a student discontinues active enrollment in degree studies without being granted a leave of absence, or if they are granted a leave but do not return to active study at the close of the period of approved absence, the student is no longer in status.

Students who fall out of status must apply for readmission and will be subject to the regulations and program requirements in effect at that time of reenrollment. Please note: readmission to any program is not guaranteed. Students registering for a Leave of Absence will incur the prevailing registration fee, if applicable, per University policy.

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3. Filing Petition Form & Transferring Credits

When a student wishes to make a request that requires an exception to GW or GWSPH policies and procedures, or one representing a change in program of study, a petition must be filed and approved. Petitions can be found on the [Academic Forms Webpage](#). See Table below for a description of when to use the petition form.

| Petition | |
|-----------------|--|
| Submit to: | SPH Student Records Office via gwsphrecords@gwu.edu |
| Used to: | <ul style="list-style-type: none"> ● Waive/replace a required course ● Substitute a course for a required course ● Register for continuous enrollment instead of continuous research ● Transfer credits taken at an outside, accredited institution, while a student at GW, to the GW transcript (approval must be obtained prior to enrolling in outside course) ● Transfer credits to GW transcript taken before matriculation ● Transfer Credits from non-degree to transcript ● Extend the time limit for graduation ● Request a leave of absence ● Withdraw from a course after the deadline |
| Other Notes: | Complete the petition with any necessary documentation. The petition will be processed electronically referring it to the appropriate faculty member(s) and then will be returned to the student with a decision. |

Notes:

1. *Transfer approval is not guaranteed; advance approval from your advisor is highly recommended, particularly prior to registering for any coursework outside of your program.*
2. *Not all graduate programs accept transfer credits.*

Transfer Credits Earned Before Matriculation to GWSPH Programs- Completed at another University:

Submit one petition and use the “Add another Course” feature for each course you wish to transfer with the course name and number, institution and semester/year [OSA to obtain necessary signatures]

- Submit course syllabus(s) for course(s) (Note: Syllabi will be reviewed by the GW course instructor to determine the equivalency for the substitution).
- If the course is included in your SOPHAS verified coursework (graduate students only), no transcript is required. If not, an official sealed transcript must be submitted.
- Grades earned for the transferred course must be a “B” or better, completed within the past three years, and not used to satisfy requirements for a prior degree.
- Indicate the proposed GWSPH course equivalent course in the petition.
- Use this [Google form](#) to initiate the process

Transfer Credits earned after Matriculation to GWSPH Programs - Completed at another University:

Submit a separate [petition](#) for each course you wish to transfer with the course name and number, institution and semester/year [OSA to obtain necessary signatures]

- Submit course syllabus(s) for course(s) (Note: Syllabi will be reviewed by the GW course instructor to determine the equivalency for the substitution).
- Obtain an official sealed transcript(s) (Note: Transfer approval is not guaranteed; consult your advisor prior to registering at the other institution).
- Grade earned for the transferred course must be a “B” grade or better, and not used to satisfy requirements for another degree.
- Indicate the proposed GWSPH course equivalent course in the petition.
- Submit to gwsphrecords@gwu.edu

Transfer or Apply Non-Degree Credits earned after Matriculation for programs– Completed at another GWU Program

Submit a separate [petition](#) for each course you wish to transfer with the course name and number, institution and semester/year [Student to obtain necessary signatures]

- If you are applying graduate credits from within GWSPH, you do not need to request an official transcript.
- Submit course syllabus(s) for course(s) (Note: Syllabi will be reviewed by the GW course instructor to determine the equivalency for the substitution).
- Obtain an official, sealed transcript(s)
- Grade earned for the transferred course must be a “B” or better for each course, completed within the past three years, and not used to satisfy requirements for a prior degree.
- Submit to gwsphrecords@gwu.edu

Waive & Replace a Required GW Class with Elective Credits for students

In particular circumstances, a GW student may waive a required course and replace that waived course with elective credits. If the GW professor teaching the required course that the student seeks to waive agrees the student already possesses the requisite knowledge that the course provides (by having taken a similar course in another degree program, for example), then the student may be granted permission to “waive & replace” the required GW course with an equivalent amount of elective credits. Transfer credits to GW transcript taken before matriculation from an accredited institution (course must have been completed within 3 years of matriculation; earned grade of B or better; and course cannot have counted toward another degree)

PhD Transfer Credit and Substitution Policy

Transfers: With the approval of the program director, graduate credits may be transferred according to the PhD transfer credit policy. The transfer credit policy for PhD students depends on the number of credits for the PhD program. There is one policy for PhD programs with 48 credits and another for PhD programs with 72 credits.

48 credit degree policy:

With approval of the program director, up to 12 graduate credits that have not been applied to any previous graduate degree may be transferred to the PhD program. External credits must have been earned from an accredited institution in the last 6 years with a minimum grade of 3.0 (B) in each course.

72 credit degree policy:

With approval of the program director, up to 24 graduate credits may be transferred to the PhD program. External credits must have been earned from an accredited institution in the last 6 years with a minimum grade of 3.0 (B) in each course

In order for transfer credits to be considered and evaluated, students must submit a separate petition for each course being transferred. When completing the form, the student must provide a transcript and the syllabus for each course being petitioned.

Substitutions: With the approval of the program director, students can petition to waive and replace (or substitute) courses listed in the program guide to better fit their training needs and/or to ensure that classes taken are at the appropriate level for students. Please consult with an advisor and/or program director for replacing/substituting courses in the program guide.

Time limit: The time limit will be commensurate with the number of graduate credits transferred (e.g., transfer students between doctoral programs with a semester's worth of credits transferred in will have one fewer semester to complete the PhD).

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4. Adding, Dropping, and Withdrawing from Courses

Students may add and drop courses before the first day of class without penalty. Refer to the [Registrar website for refund rates](#). When reviewing the rates, be aware of the length of the class, as the number of weeks in a term affects the refund. All charges for courses from which the student withdraws are subject to the [refund policy](#) on the Student Accounts Office website.

The timeline for withdrawals also changes depending on the number of weeks in a term. A course from which a student withdraws after the fourth week (of a 15 week term) but before the end of the tenth week will be assigned a notation of W (Authorized Withdrawal). The deadline for withdrawing from a course is the end of the tenth week of classes in the fall and spring semesters. After the end of the tenth week of

classes, graduate students who wish to withdraw from any or all of their courses must submit a petition, along with substantial supporting documentation, to their advising office for consideration. Submission of a petition does not guarantee approval. Appropriate withdrawal forms are available on the Office of the Registrar's website. Failure to withdraw by the stated deadlines can result in an extended financial obligation and the recording of a grade of F (Failure) or a notation of Z (Unauthorized Withdrawal).

A student who [withdraws from a ten week course](#) (for example, MPH online courses) will be assigned a notation of W (Authorized Withdrawal) after the first week, but before the seventh week of the course. The deadline for dropping a course without academic penalty is the end of the seventh week of the classes. After the seventh week of classes, dropping a course without academic penalty is only possible after the student presents a petition to the dean and receives written permission. Submission of a petition does not guarantee approval.

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5. Maintaining Good Academic Standing

A graduate student who is not suspended, on academic probation, or on 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 to be awarded a graduate degree. All courses taken for graduate credit after matriculation as a degree candidate (but excluding those audited or taken for the grade of CR/NC) will be used to calculate the grade point average (GPA). Graduate courses must be taken for a letter grade unless the course is designated as a credit/no credit course. Students may not opt to take a course for credit only. For doctoral students, after completing all coursework (i.e., conducting dissertation research), their academic standing is determined by their annual review of progress. Following the completion of coursework, progress will be evaluated by the Advisor by assessing progress towards the completion of the dissertation. Examples of progress may include developing aims, writing a preliminary literature review on the topic of your dissertation research, developing the dissertation proposal, defending the dissertation proposal, acquiring a data set for the proposal, and/or conducting the dissertation research. Doctoral students who fail to make adequate progress will be put on probation or suspension. To appeal a probation or suspension, email the Senior Associate Dean for Academic, Student & Faculty Affairs a formal appeal letter along with any supporting evidence and references.

** Students receiving Federal Student Aid are subject to Federal Satisfactory Academic Progress (SAP) requirements. This is a separate GW policy, which can be found on [the Office of Student Financial Assistance Webpage](#).**

GWSPH takes academic integrity issues seriously. It is the student's responsibility to review, understand, and comply with The George Washington University's [Code of Academic Integrity](#). Students should be familiar with [Student Rights & Responsibilities](#).

Below are descriptions for the academic standing categories:

Provisional Admission

Provisional admissions are used for applicants who are shy of numerical standards for admission, but show promise of successfully completing graduate work. During the provisional admission period (the first 9 credits), students are required to meet with academic advisors each term prior to registration and to maintain a GPA of at least 3.0. During this time period, students must not receive a grade of Incomplete (I) or a grade lower than a B. Provisionally admitted students who do not meet these requirements are subject to suspension (see below) and cannot apply for readmission for at least one calendar year.

Term Warning (<9 credits completed)

A graduate student whose cumulative GPA 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 term and will be required to take corrective measures (e.g., meet with academic advisor to outline steps to raise GPA). After receipt of the term warning letter, incomplete grades and grades of B- or lower are not permitted during the remainder of the first 8 credits and are grounds for automatic suspension, probation, or continued warning status.

Probation

A graduate student whose cumulative GPA falls below 3.0 at any point after completing nine credit hours, who fails to complete an appropriate number of credit hours per semester, or who receives “unacceptable progress” noted on their annual review (doctoral students only) will be placed on academic probation. A set of requirements will be agreed upon between the Associate Dean of PhD/MS Programs (for PhD) or Associate Dean for Applied Public Health (for DrPH), doctoral student, and student’s advisor, which the student must complete to remove their probation status. This probation extends through the period in which the student next attempts 12 credit hours of work, including required courses. A student’s program may be restricted by the program director if deemed necessary.

A student who fails to raise their cumulative GPA to 3.0 or better during the period of probation is subject to suspension. Incomplete grades and grades of B- or lower are not permitted during the probationary period and are grounds for automatic suspension or continued probation. Students on academic probation are not eligible to apply for graduation. The GWSPH Dean’s Office, in consultation with the student’s academic advisor, may continue a student on probation (in lieu of suspension) if satisfactory progress is demonstrated during the probationary period as determined by the Senior Associate Dean for Academic Affairs.

Grade of F

A graduate student who receives a grade of F is subject to suspension. If the student wishes to remain enrolled, they must present cause, for consideration by the Senior Associate Dean of Academic Affairs and the director of the degree program, as to why continued study should be permitted. Once a grade of F is earned, it remains a part of the student’s permanent record and is calculated into the GPA.

A graduate student who earns the grade of F in a core or other required course and is 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 as part of the student's record.

Suspension

A graduate student who receives an F or does not meet the conditions of probation (see above) is subject to suspension. Suspended students may not register for or complete any courses at GW. An outstanding Incomplete (I) grade at the time of suspension will become an F.

Suspended students may reapply to a program, using [SOPHAS Express](#), after one full calendar year from the time of suspension. 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 3.0 in the next 12 credit hours of graduate study. If a doctoral student has completed coursework, progress towards the completion of the dissertation must be made and will be assessed by the academic advisor. Examples of progress may include developing aims, writing a preliminary literature review on the topic of your dissertation research, developing the dissertation proposal, defending the dissertation proposal, acquiring a data set for the proposal, and/or conducting the dissertation research. Should the student fail to achieve this grade-point average and/or make progress towards the completion of the dissertation, the student will again be suspended and will not be readmitted.

Dismissal

A student who has been suspended twice is not permitted to reapply to Milken Institute School of Public Health and will be dismissed from the school.

Timely Progress Towards a Degree

A graduate student who fails to make adequate and timely progress toward the degree, through repeated leaves or repeated failure to complete an appropriate number of credit hours per module/semester, or "unacceptable progress" noted on their annual review (doctoral only), may be suspended. Students suspended on these grounds may apply for readmission after providing sufficient evidence of academic promise through [SOPHAS Express](#).

Notification of Academic Status

Students who are not in good academic standing will be notified by email. Emails are sent out at the end of each academic term. Any student seeking to appeal academic decisions with respect to maintenance of good academic standing may do so through the Dean of their program or Program Director on a case by case basis.

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6. Student Grades Appeals Process

All students have the right to appeal an academic decision.

Grounds for Appeal

A student may appeal an academic decision if they have cause to believe there has been an error in grading, inequity in the application of policies stated in the course syllabus, or arbitrary or capricious academic evaluation. Dissatisfaction with a grade is not grounds for an appeal.

Phase I: Informal Resolution

Prior to filing a formal academic evaluation appeal, the student should seek an acceptable resolution on an informal basis with the Instructor/Course Director and Session Leader (if applicable). This discussion must occur within the first 30 calendar days of the start of the next term.

- After discussing the academic evaluation with the Instructor/Course Director, if a satisfactory result has not been reached, the student should consult with the Program Director. And if no resolution is reached here, the student should contact the Department Chair. (Note- When the Course Instructor is the Program Director or the Program Director is the Department Chair, the student may contact the next level in the program leadership, up to and including the Senior Associate Dean for Academic, Student, and Faculty Affairs- see next step.)
- If no resolution has been reached with the Program Director/Chair, the student may consult with the Senior Associate Dean for Academic, Student, and Faculty Affairs (Senior Associate Dean hereafter). If no resolution is reached as a result of these informal attempts, the student may consider filing a formal appeal with the Senior Associate Dean.

Phase II: Initiating an Appeal

An academic evaluation appeal will trigger a thorough review and could result in the grade remaining the same, the grade being raised or the grade being lowered in the event the review determines that an error benefited the student.

1. The student may submit a formal appeal letter to the Senior Associate Dean, who will convene a group of three impartial faculty members from the Milken Institute School Student Academic Appeals Committee to review the student's appeal. This group should not include Committee members from the instructor's department.
2. To initiate the appeal process, the student must submit in writing the following information to the Dean within the first 60 calendar days from the start of the next term:
 - Description of the reason(s) for requesting an appeal;
 - Detailed description of the timeline of events;
 - Statement explaining the resolution sought by the student;
 - The course syllabus and any documents relevant to the appeal.

3. The Senior Associate Dean must then notify the instructor of the appeal and provide a copy of the formal request. The Committee will have two weeks to review the materials before meeting separately with the instructor and the student to make additional comments and to answer questions.
4. The Committee will deliberate and communicate its decision to the Senior Associate Dean in a written report. The Senior Associate Dean will convey the outcome to the student and the faculty member. **The Committee's decision is final.**
5. If the Committee finds in favor of the Instructor's initial decision, there is no further appeal of the academic evaluation, except on procedural grounds. The student may request the Senior Associate Dean to review the procedural aspects of the case, if applicable. Requests for review must be submitted in writing, including an explanation of the basis for the appeal, within 10 days after the review committee report has been provided to the student.
6. If the Senior Associate Dean concludes that procedural violations have occurred, then (s)he may remand the case to the department or program for a re-hearing or may take other steps to afford the student an appropriate remedy.
7. All appeals must be resolved no later than the end of the term following the term in which the course was taken and the original grade was awarded. If the Committee has not reported the outcome of the appeal process by the end of the semester, then the appeal will go directly to the Senior Associate Dean to settle the dispute.

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7. Applying for Readmission

The deadline for readmission petitions is no later than three (3) weeks prior to the first day of class. Earlier submissions will ensure processing before registration to avoid complications. It is advised students seeking readmission identify when course registration begins each term to plan accordingly. Check the appropriate academic calendar:

- Current [on campus academic calendar](#)
- Current [MPH@GW academic calendar](#)
- Current [MHA@GW academic calendar](#)

- Current [DRPH@GW Program](#)

Students should not apply until all account holds have been rectified.

If accepted for readmission, students will be subject to the regulations and program requirements in effect at the time of reenrollment.

Students Who Have Fallen Out of Status

Students who did not register during the immediate preceding semester/module (excluding summer sessions) or have not taken courses at GW in over a year are out of status and must apply for readmission by completing an [admissions petition](#).

Students Who Have Been Suspended

Students who were suspended from Milken Institute SPH must apply for readmission through [SOPHAS Express](#). Students may only apply for readmission after at least one academic year has passed. See the chart below for readmission requirements.

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SOPHAS EXPRESS REQUIREMENTS

| Requirement | Returning Post-Suspension |
|---------------------------|--|
| Transcripts | Official transcripts showing any grades for courses taken at another institution while suspended from GW |
| Letters of Recommendation | At least one letter of recommendation |

| | |
|----------------------|--|
| Statement of Purpose | Statement should address the issues that led to suspension and steps the student has taken to a) prove that s/he will be successful after being readmitted and b) avoid the same issues that caused suspension |
| Fee | \$55 |

8. Residential International Students: Less than Full-Time Status

If you are an international student on an F-1 or J-1 Visa, it is your responsibility to enroll as a full-time student (minimum 9 credit hours for graduate students) 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 Request for Reduced Course Load Form located in your [ISOGateway](#) and submit it to the International Services Office (ISO). You can obtain more information from the ISO on their [website](#) or by contacting the office at iso@gwu.edu or (202) 994-4477.

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9. Grades of Incomplete (I) and In-Progress (IPG)

Conditions under which an Incomplete (I) grade may be assigned are described in the [University Bulletin](#). The student must work directly with the Instructor to document how the student will complete the course work and earn a grade using the [Incomplete Course Grade Contract](#). The completed contract must be approved by the student and instructor.

At the option of the instructor, the symbol I (Incomplete) may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course during the term of enrollment. The instructor must approve such reasons before the date when grades must be reported. An Incomplete grade should be considered only if the following are true:

- The student has kept up with the class and has substantially completed the coursework for the class.
- The student is passing the course at the time the Incomplete grade contract is discussed – meaning their work prior to the discussion has been satisfactory in terms of coursework completed and attendance.

- The student has adequate reasons for asking for an Incomplete.
- The student would not need to essentially re-take the course – students cannot “sit in ” on the course in a future term.
- The faculty for the course is able to see the student through the remaining coursework or a representative from the department is willing to oversee the work.

The symbol *I* cannot be changed by reregistering for the course at GWU or by taking its equivalent elsewhere. It is recommended that work be completed by the end of the term following the term in which the incomplete grade was issued.

Students should meet with their academic advisor to discuss registration while working to finish an incomplete.

Incomplete work must be completed by a date agreed upon by the student and the instructor, but no more than one calendar year from the end of the term in which the student registered for the course. The final grade earned will replace the symbol of “I” on the official transcript. An Incomplete that is not changed by the deadline noted in the contract will convert to an “F” (Failure) and the GPA and academic standing recalculated accordingly.

The grade In Progress (*IPG*) is given for all thesis, residency, advanced reading, independent study, or internship/practicum until the semester’s coursework is completed. Upon satisfactory completion, the grade is entered by the instructor and *IPG* no longer remains on the transcript. *IPG* cannot be given for regular, semester-length courses.

Upon satisfactory completion of coursework for dissertation research courses, DrPH students may receive an *IPG*, PhD students will receive a grade of “CR” (Credit).

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10. Independent Study

Graduate students may choose to complete up to six credits of Independent Study coursework during the student’s degree program. Before registering for an independent study, the student must first complete an independent study project plan and submit to the Student Records department with an Independent Study Form. [The form](#) must be approved by the student, the project faculty supervisor, and the student’s academic Program Director.

Independent studies must be approved prior to registration for the course. Students submit the completed forms and a [Registration Transaction Form](#) (RTF) to the student advisor during open registration for the semester that the independent study is taking place. All forms and a detailed description can be found on the [website](#).

Please note: Independent study projects may not be used as a substitute for an available required course and may not substantially cover the same subject matter that is available in a required or elective course.

11. **Enrolling for a Course at Another School or Institution**

Once enrolled at GWSPH, graduate students are expected to complete course requirements at GWSPH. However, under limited circumstances, it is permissible to transfer in no more than 12 credits for coursework completed at another institution. If a student wishes to register concurrently at GW and another institution from which they wish to apply credit toward their GW degree, they must request written permission in advance.

To request such permission, please follow these steps:

- Download a [Petition](#).
- Complete the petition and attach the syllabus of the course desired to take.
- Obtain student advisor's signature. If the course will substitute for a required Milken Institute SPH course, also get approval from the instructor of that course and attach the syllabus.
- Following completion of the course, request that a transcript be sent to gwsphrecords@gwu.edu. Students must earn a grade of B or better to transfer credit, however the grade from another institution will not be considered in computing your GW grade-point average.
- Consortium of Universities of the Washington Metropolitan Area: [website](#)
- If a student wishes to register for a course offered by a GW school other than the GWSPH, and count this course toward degree requirements, they must similarly obtain prior written permission by filing a petition and follow the steps above (although students do not have to have a transcript sent).

12. **Flexible Programming**

GWSPH provides flexible academic program options for all Master-level students. Master's-level students will be able to take courses in either online or on-campus formats. On-campus students may take up to 15 credits online, and online students may take up to 15 credits on-campus without requiring a petition. By offering these options, students will be able to customize their education to meet both professional and personal needs.

13. **Progress Towards Degree**

The chart below outlines the maximum time in the program for each degree.

| Degree | Maximum time in Program |
|-------------------|-------------------------|
| Bachelor's Degree | 6 years |
| Certificate | 2 years |
| Masters Degree | 5 years |
| DrPH & PhD | 7 years |

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1. DegreeMap

- [DegreeMAP](#) is GW's online advising tool for use by students, advisors, and the office of the registrar to clear students for graduation
- To use the planner, log in to DegreeMAP:
 - Log in to the [GWeb Infosystem](#)
 - Click on the Records and Registration link
 - Click on the Student Records Information link
 - Click on the DegreeMAP link
 - Click the "Launch DegreeMAP" button

Students are responsible for meeting all degree requirements therefore DegreeMAP should be used for planning and verifying graduation requirements.

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2. Register for Classes

| On Campus Students | Online Students |
|--|---|
| <ul style="list-style-type: none">● Visit the Registration Step-by-Step Guide.● After the student has met with an advisor, they may register online through GWeb.● There may be late changes in the schedule that are not reflected in those documents found on the GWSPH website. Always check the University Schedule of Classes. If a student has difficulty contacting their advisor or has other questions prior to enrollment, they may also contact the Office of Student Affairs (gwsphosa@gwu.edu).● The Culminating Experience, as well as thesis and dissertation, require advisor approval and a Registration Transaction Form to register. | <ul style="list-style-type: none">● After speaking with a Student Success Specialist, students will register online through GWeb.● Contact Student Success for details and instructions on how to register. Information regarding registration periods, dates, etc. will be sent via email from Student Success - be sure to carefully read these important communications!● The schedule is subject to change, and students should always check with Student Success or an Academic Advisor for the latest schedule information. |

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IN THE FIRST TWO WEEKS

1. Complete Academic Integrity Requirements

All GWSPH Students are required to complete the online [GW Academic Integrity Activity](#). This requirement must be completed **within 2 weeks of starting coursework** at Milken Institute School of Public Health. Once you have successfully completed the quiz, you must submit the online form and an auto generated email of your successful result will be sent to the [Records Office](#). For more information please visit the school's [website](#).

2. Complete Human Subjects Research Training Requirements

All students in the GWSPH are required to complete training regarding human subject protection regulation and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). To fulfill this requirement, a student must complete the Collaborative IRB Training Initiative (CITI) Course in The Protection of Human Research Subjects. All GWSPH students are required to complete the CITI module

Social and Behavioral Researchers or the Biomedical track which can be found under Human Subjects Research Training. CITI coursework must be completed before the end of their first semester/two modules.

Students must complete the CITI course before they are approved to begin the Applied Practice Experience and/or Practicum (MPH students) or any other field or research-related activities. This course is available online. Students should print out the certificate of completion for the CITI course and keep a copy for their records. Students will need this documentation for any IRB submission package. Documentation of completion is also required for graduation clearance. Students will submit these documents to the Office of Student Records, gwsphrecords@gwu.edu. Additional training requirements exist for students who plan to conduct some types of research (e.g., clinical research).

To get started:

1. Go to www.citiprogram.org
2. Click: Register for the CITI course
3. Select Institution (GW is under All Others, a drop-down list)
4. Create a new username and password.
5. Enter contact information

3. Non-MPH Students (MS, MHA, DrPH, PhD)

Students who enroll in any graduate program in the GWSPH without a prior degree from an accredited school or program of public health will be required to successfully pass the zero-credit, self-paced, online course Pathways to Public Health (PUBH 6080). There is no fee for this course. It is a required course for graduation and must be completed within the term the academic advisor recommends. This course provides content that complies with standard graduate learning objectives set by CEPH for all non-MPH programs curriculum. Additional information is available from [your academic advisor](#).

4. Graduate Teaching Assistantship Program (GTAP) Course

In addition, all doctoral students are required to take the [Graduate Teaching Assistantship Program \(GTAP\)](#) course in order to serve as a Graduate Teaching Assistant (GTA) in a future course. This class is for 0 credits, is available online, and must be completed prior to the semester in which the GTA is to occur. Many Doctoral students take this class in their first semester. Please consult with your Doctoral Advisor or Program Director to register.

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AFTER THE FIRST TERM

1. Participate in Professional Enhancement (PE) Activities

All degree seeking students in the Milken Institute School of Public Health are required to attend a minimum of 8 hours of professional enhancement activities during their program (some programs require more). These 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, live webinars (recorded webinars or meetings do not fulfill this requirement), or other relevant professional meetings. Download the form at: publichealth.gwu.edu/academics/forms.

After completing all 8 hours and obtaining their academic advisor’s signature, students should submit the Professional Enhancement Requirement form to Student Records gwsphrecords@gwu.edu.

Eligible PE activities should advance student’s understanding of public health. If a student is unsure of whether an activity is appropriate as a PE activity, they should reach out to an advisor to obtain approval at least 48 hours prior to the PE activity. Include information (name of a conference/objective of the activity), so the advisor can determine if the activity is valid for PE credit.

Graduate Teaching Assistantship Program (GTAP) Course

In addition, all doctoral students are required to take the [Graduate Teaching Assistantship Program \(GTAP\)](#) course in order to serve as a Graduate Teaching Assistant (GTA) in a future course. This class is for 0 credits, is available online, and must be completed prior to the semester in which the GTA is to occur. Many Doctoral students take this class in their first semester. Please consult with your Doctoral Advisor or Program Director to register.

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2. MPH Students - Applied Practice Experience (APEX)

The Applied Practice Experience (APEX) is the applied learning experience required of all Master of Public Health (MPH) students and is inclusive of two tracks, including what we call “Practicum,” which is an applied field experience, and an Expedited Portfolio Review (EPR).

The APEX is designed to help students apply the knowledge, skills, and theories learned in the classroom to real- world public health issues outside of the classroom. Guided by your departmental Practice Team and preceptors, you will be able to demonstrate the attainment of MPH foundational and program-specific

competencies, learn from public health professionals from a range of public and private sector disciplines, and jumpstart your public health career (or career transition)!

During the APEx, you will have the chance to build the relationships critical for a strong and engaged professional network, collaborate on interprofessional teams, and gain relevant experience to your future career.

You will be initially introduced to the APEx during the required core course, PUBH 6021: Essentials of Public Health Practice and Leadership 1, and you will receive credit for the APEx as part of PUBH 6000.

To successfully fulfill the APEx requirement, students must complete a minimum of 120 prospective hours at an approved public health organization (site) and produce at least 2 work products that benefit the APEx site and demonstrate the student's attainment of the required competencies.

Track 1 - Practicum

The standard path to complete the APEx is via a field experience (Practicum) in which the student participates in a planned, supervised, and evaluated work experience that enables a student to apply the knowledge they have gained at GWSPH into a practical, professional public health environment.

Students develop their Practicum proposal/plan during the 3-4 weeks prior to beginning their practice experience. Before beginning the APEx, the proposal/plan must be reviewed and approved by the student, their Practice Team, and the agency preceptor. The student's plan must also be reviewed by the Office of Research Excellence, and only after all review bodies have approved the Practicum Plan may the student count hours towards their practicum requirement.

To successfully complete the APEx requirement, students will: Complete a minimum of 120 prospective hours of fieldwork with a GWSPH approved community partner site; Develop at least 2 work products that benefit the Practicum site, and meet at least 3 foundational MPH competencies and at least 2 program-specific competencies; Enter and track all practice-related information, deliverables, and required approvals within the Practicum tracking system - Handshake Experiences.

Track 2 – Expedited Portfolio Review (EPR)

Students with Bachelor degrees and 5 or more years of full-time, relevant, professional public health experience prior to matriculation, may petition for an Expedited Portfolio Review (EPR) during their first semester in their program. Students with Graduate Degrees (Masters, MD, PhD) and 3 or more years of full-time, relevant, professional public health experience prior to matriculation may also petition for an Expedited Portfolio Review (EPR) during their first semester. To petition for an EPR, students will contact their department/program Practice Team.

An EPR includes an APEx proposal/plan, description of recent public health professional experience, and the submission of 2 work products that meet 3 foundational and 2 program-specific competencies. An

EPR does not have any hours requirement, nor does it require additional fieldwork, monitoring, or evaluation.

3. MPH Students - Interprofessional Education Experience (IPE)

All GWSPH MPH students who entered the program in Fall 2019 or later are required to complete an IPE experience as part of their program's course of study. The Milken Institute School of Public Health (GWSPH) values interdisciplinary collaborative practice and the value that diverse professional identities and personal perspectives bring in developing innovative solutions to complex health sector issues. Students may enroll in IPE (PUBH 6023 - a 0-credit course graded CR/NC) after they have completed their:

- MPH Core Curriculum -or-
- at least 20-credits of their MPH degree.

IPE experiences are announced via email with their own sign-up form. After completing the sign-up form, students will be automatically registered and placed in the appropriate section of PUBH 6023. For all IPE experiences, there will be a set of required post-experience assessment activities located on Blackboard. Students must complete these activities in full to receive a grade of credit ("CR") for PUBH 6023.

Students can also explore the IPE Catalog [here](#) for school-sponsored IPE opportunities.

4. MPH Students - Culminating Experience (CE)

All MPH students will complete a Culminating Experience. Depending on the department and program, the CE may also be referred to as the Integrated Learning Experience (ILE) or Capstone. The Culminating Experience (CE) integrates the knowledge and skills students acquire through their academic work and the Practice Activity. The CE requires students to identify and define a specific public health issue and formulate hypotheses to address that issue.

Process for beginning the Culminating Experience

- Register for Culminating Experience: students register for this course in their last one to two terms of their degree program.

What if a student does not complete the CE in time?

- The student must register for Continuing Enrollment OR Continuing Research
 - Continuous Enrollment is used when a student is in an internship, practicum, completing incomplete work, temporarily at another institution or when all 45 credits of the program have been completed
 - Continuing Research, which carries 1 credit, when additional credits are required to complete the degree.

- If unusual circumstances arise and a student cannot complete the graduation requirements before the end of that term, they may petition one time to register for Continuous Enrollment. In these circumstances students will not be expected to pay the Continuous Enrollment credit fee.
 - Petitions to register for Continuous Enrollment rather than Continuous Research must include an explanation of why the student did not finish the project in a timely manner along with documentation sufficient to support the explanation.
 - Documentation must include a detailed timeline and summary of progress to date and a timeline for finishing the project.
 - Submission of this documentation does not guarantee the petition will be granted. Such petitions will be considered by the Academic Advisor on a case-by-case basis, and for one term only. Work issues and financial reasons are not considered as meeting the threshold of “unusual circumstances.”
- Under normal circumstances, if the student does not complete culminating experience in the term in which they are registered, they are required to register for one credit of “Continuing Research” (if they have no other course work to complete) in order to maintain their status during the following semester. This credit is charged at the prevailing tuition rate at the time of registration.
- During summer session, a student only needs to register for Continuous Enrollment if planning to complete the practicum or the culminating experience to meet graduation requirements. Continuing students are not required to maintain enrollment during the summer session.

5. Residential Master of Healthcare Administration

All students earning the Master of Healthcare Administration (MHA) are required to successfully complete an experiential learning experience *after* the conclusion of their fourth didactic semester. That experience can be either a Residency or a full-year Fellowship, depending upon which particular field of healthcare management is of interest to the student. Please refer to the [MHA Program Guide](#) for more details.

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GRADUATION & BEYOND

1. Preparing to Graduate

There are a few administrative tasks that students must complete to ensure a smooth graduation process. A Graduation Frequently Asked Questions document has been created to simplify the process, see Appendix II. Here are important dates and deadlines to adhere to that are specific to online and on campus programs. The [GWSPH Graduation Website](#) is another resource with graduation information.

Graduation Requirements and Deadlines for Degree Completion

- Degrees are awarded three times a year at the end of each semester: spring, summer, and fall
- The formal commencement ceremonies occur **annually** in May, 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 are eligible to graduate after they have completed all degree requirements (consult with an Academic Advisor or Student Records)
- Students must have no financial obligations to the University in order to graduate.
- Students must have a minimum 3.0 GPA to graduate.
- The degree designation (MS, MPH, MHA, DrPH, or PhD) may be used after the student's name when all degree requirements are completed.
-

Application for Graduation: Information and Deadlines

Instructions for the online application as well as instructions for late applications can be found on the [University Website](#).

2. Alumni Association

- **GWSPH Health Services Management & Leadership Alumni Association**
For more information, visit the [Milken Institute School Alumni Website](#).
- **GWU Alumni Association**
The many benefits that can be enjoyed by all GWU alumni are summarized on the [University's Alumni Website](#).

3. Alumni Communication

Stay up to date on GWSPH events, job opportunities, featured alumni, and other information through the Alumni Newsletter and [GW Public Health LinkedIn page](#). To subscribe to the Alumni Newsletter, students should make sure their preferred email address is up to date. Students will automatically start receiving the Alumni Newsletter after graduation to their listed preferred email address.

4. Alumni Course Audit Program

The Alumni Course Audit Program allows GW alumni as well as DC residents 60 years of age and older who reside in the neighborhoods surrounding GW's Foggy Bottom and Mount Vernon campuses the opportunity to attend a wide selection of GW courses on a not-for-credit basis for a reduced price. For more information visit the [Alumni Course Audit Website](#). Note: Only residential courses are available for alumni audit.

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5. Certifying Examinations

The table below highlights some of the accrediting bodies and recommended certifications for various public health fields that may complement the academic degree. Students interested in becoming members or certified are encouraged to speak with an academic advisor.

| Organization | Certifying Examinations |
|---|--|
| National Board of Public Health Examiners | Certified Public Health (CPH) |
| National Commission for Health Education Credentialing Inc. | Certified Health Education Specialist (CHES) Master Certified Health Education Specialist (MCHES) |
| American College of Health Care Administrators | N/A |
| American College of Healthcare Executives | N/A |
| National Strength & Conditioning Association | <ul style="list-style-type: none">● Certified Strength & Conditioning Specialist (CSCS)● Certified Special Population Specialist (CSPS)● Certified Personal Trainer (NSCA-CPT)● Tactical Strength & Conditioning (TSAC-F) |

| | |
|---|--|
| American Council On Exercise | See website: http://www.acefitness.org/fitness-certifications/default.aspx |
| International Society of Sports Nutrition | Certified Sports Nutritionist From the International Society of Sports Nutrition (CISSN) |
| American College of Sports Medicine | See website: http://certification.acsm.org/ |
| National Environmental Health Association | See website: http://www.neha.org/credential/index.shtml |
| Board of Certified Safety Professionals | See website: http://www.bcsp.org/Certifications |

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STUDENT LIFE & OTHER RESOURCES

1. Counseling Center

University Student Center, Ground Floor ◇ 800 21st Street, NW ◇ Washington, DC 20052

Phone: 202.994.5300 • counsel@gwu.edu • [Website](#)

The GW University Counseling Center offers a wide variety of counseling services to students including individual counseling, group counseling, academic support, career counseling, referral information, and alcohol/drug services. The Counseling Center is available to both undergraduate and graduate students.

2. Safety, Security, & University Operating Status

For up-to-date safety, security, and university operating status please visit: <http://campusadvisories.gwu.edu/>. Important Phone Numbers:

GW Security Desk: 202.994.8800

[GW University Police](#) 202.994.6111

Note: due to the nature of the online programs, classes will generally not be affected by inclement weather.

3. Public Health Student Organizations

Public Health Student Association (PHSA)

The [GW Public Health Student Association \(PHSA\)](#) comprises current graduate and undergraduate students of the Milken Institute School of Public Health. PHSA organizes community service, networking, social, educational, and professional events. Joining the PHSA is an excellent opportunity for students to develop their interests in public health and to get involved in the DC and GW public health communities.

4. University Student Services Offices

| Student Service | Information/Website |
|--|--|
| Academic Resources for Athletes | https://gwsports.com/sports/2018/7/23/student-ath-ctr-gewa-student-ath-ctr-html.aspx |
| Academic Technologies | http://acadtech.gwu.edu/ |
| Center for Career Services (University) Career Services (GWSPH) | http://careerservices.gwu.edu/ https://publichealth.gwu.edu/gwsp-h-career-services |
| Center for Student Engagement | https://studentlife.gwu.edu/ |
| Disability Support Services | https://disabilitysupport.gwu.edu/ |
| First-Generation Students | https://studentlife.gwu.edu/first-gen-united |
| Gelman Library | https://library.gwu.edu/ |
| GW Bookstore | http://www.bkstr.com/georgewashingtonstore/home |
| GWorld Card Services | https://gworld.gwu.edu/ |
| Himmelfarb Library | http://himmelfarb.gwu.edu/ |

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| Information Technology Services | http://it.gwu.edu/ |
| International Services Office | https://internationalservices.gwu.edu/ |
| Multicultural Services | https://mssc.gwu.edu/ |
| Office of Military and Veteran Student Services | https://services.military.gwu.edu/ |
| Printing Services | http://printing.gwu.edu/ |
| Student Financial Assistance(University Colonial Central, University Student Center, Ground Floor | http://financialaid.gwu.edu/ 202.994.6620 finaid@gwu.edu |
| Student Health Services | https://healthcenter.gwu.edu/ |
| Writing Center | http://www.gwu.edu/~gwriter/ |

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