

Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY



GWSPH Undergraduate Student Handbook

2024-2025

950 New Hampshire Avenue, NW
Washington, DC 20052

The Undergraduate 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 undergraduate students in the GWSPH, including all Majors and Minors. Students are expected to become familiar with these policies and procedures. The Handbook also provides information and references about the GWSPH and its academic programs.

The Undergraduate Student Handbook is secondary to the [University Bulletin](#), which is a complete source of University-wide information. Information in this Handbook is accurate as of August 2023. The University and the 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)

Milken Institute School of Public Health 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](#).

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 is completing the re-accreditation review by CEPH that occurred 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).

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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Academic Programs

The Milken Institute School of Public Health offers the following undergraduate degrees: Bachelor of Science in Exercise Science, Bachelor of Science in Health Data Science, Bachelor of Science in Nutrition, and Bachelor of Science in Public Health, as well as the option to minor in each of these programs.

Programs	Program Directors	Academic Advisors
<p>Bioinformatics</p> <ul style="list-style-type: none"> • Minor, Bioinformatics <p>Exercise Science</p> <ul style="list-style-type: none"> • BS, Exercise Science <ul style="list-style-type: none"> • No concentration • Pre-Athletic Training/Sport Medicine Concentration • Pre-Medical concentration • Pre-Physical Therapy concentration • Strength and Conditioning Concentration • Minor, Exercise Science <p>Health Data Science</p> <ul style="list-style-type: none"> • BS, Health Data Science <ul style="list-style-type: none"> ○ no concentration ○ Pre-medical concentration <p>Nutrition BS, Nutrition</p> <ul style="list-style-type: none"> • No concentration • Nutrition Science Concentration • Pre-Medical Concentration • Applied Nutrition Concentration • BS/MPH • Minor, Nutrition <p>Public Health</p> <ul style="list-style-type: none"> • BS, Public Health 	<p>Bioinformatics Keith Crandall, PhD kcrandall@gwu.edu</p> <p>Exercise Science Matthew Barberio mbarberio@gwu.edu</p> <p>Health Data Science Ali Rahnavard rahnavard@gwu.edu</p> <p>Nutrition Gabrielle Headrick g.headrick@gwu.edu</p>	<p>All Undergraduate Programs</p> <p>Adam Greczkowski agreczkowski@gwu.edu</p> <p>Kyle Strobel kylestrobel@gwu.edu</p> <p>General Contact sphundergrad@gwu.edu</p>

<ul style="list-style-type: none"> • no concentration • Pre-Medical Concentration • Pre-Health Concentration • BS/MPH • Minor, Public Health 	Public Health Elizabeth Gray, JD, MHA eagray@gwu.edu	
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Contacts

<p>SPH Faculty Bios & Contact Information</p> <p>Administrative Offices Information</p> <p>GW Directory (look up any GW student or employee by name)</p>
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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

202.994. 5179 ◇ Fax: 202.994.3773

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

Adnan A. Hyder , MD, MPH, PhD Senior Associate Dean of Research hydera1@gwu.edu 202.994.3180	Sara Wilensky , PhD, JD Associate Dean for Undergraduate Programs wilensky@gwu.edu 202.994.4126
Natasha Kazeem Executive Associate Dean, Operations and Chief Operating Officer mnathan@gwu.edu 202.994.5667	Andrew Wiss , PhD, EdM Assistant Dean for Academic Innovation awiss@gwu.edu
Eugene Migliaccio , DrPH, MPH Associate Dean for Applied Public Health geno@gwu.edu	

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 ◇ Fax: 202.994.3601 ◇ Email: gwsphosa@gwu.edu

Office Hours: 9:00 am – 5:00 pm

The GWSPH Office of Student Affairs includes Advising and Student Records Services as well as Graduate level services such as Admissions, Career Development, and Financial Services. Although email documentation is preferred, there is a physical OSA Mailbox located on the second floor reception area of OSA.

All undergraduate student inquiries for the Office of Student Affairs are to be directed to sphundergrad@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, GWSPH Multicultural Celebrations, Public Health Week, Career Fair, Commencement, and School Celebration Ceremonies

- Student Organization Classroom Reservations
- GWSPH Course Schedules, Course Caps, Rooms, etc.
- GWSPH Listserv Subscriptions and Questions
- Student Organizations

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2. Admissions

Bachelor of Science (Exercise Science, Health Data Science, Nutrition, & Public Health)

University Student Center, 800 21st St. NW ◇ Suite 100 ◇ Washington, DC 20052

Phone: 202.994.6040 ◇ Email: gwadm@gwu.edu

Majors

First-year admissions is processed through the [GW Undergraduate Admissions](#) department. Students may be admitted directly into the GWSPH undergraduate programs. Students may also apply to change majors and enter GWSPH at another time.

More information on admissions policies can be found in the Handbook under the section, "Applying for Admission" on page 29.

Minors

Admission to GWSPH minors varies by program; more information on admission to the minors can be found [here](#).

Dual Degree Programs

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

Phone: 202.994.2160 ◇ Email: gwsphadmit@gwu.edu

The Office of Admissions in the School of Public Health manages enrollment for the Dual Degree Programs separately.

The Dual Degree programs allow SPH students to earn their BS in Nutrition and/or Public Health and Masters in Public Health or their BS in Health Data Science and Masters of Science in Health Data Science in a compressed time frame, with some credit sharing. Non-HDS majors and Non-SPH students may also earn a Bachelor's degree in any field and an MPH in Environmental and Occupational Health or an MS in Health Data Science.

Students interested in dual degree programs can apply immediately following the spring semester of sophomore or junior year. However, consideration is given for MPH programs in the Global Health

department only to applicants following their second semester of junior year. For more information on the Dual Degree opportunities, please visit the undergraduate program pages on the website and look for the Dual Degree tab.

Student inquiries for the GWSPH Office of Admissions for on-campus programs are to be directed to gwsphadmit@gwu.edu and/or 202.994.2160 or to the undergraduate advisor for Dual Degree students, Adam Greczkowski, agreczkowski@gwu.edu.

More information on admissions policies can be found in the Handbook under the section, **Applying for Admission** on page 27.

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3. Student Financial Services

University Student Center- Colonial Central ◊ 800 21st St, NW ◊ Ground Floor ◊ Washington, DC 20052

Phone: 202.994.6620 | Fax: 202.994.0906

Email: finaid@gwu.edu | Document submission: finaid_docs@gwu.edu

The GW Office of Student Financial Assistance handles all inquiries related to undergraduate student financial assistance. Policies related to financial assistance can be found [here](#).

Click for information about available [financial assistance](#) and [student accounts](#) at GW.

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4. The Center for Career Services

University Student Center ◊ 800 21st St, NW ◊ Suite 500 ◊ Washington, DC 20052

Phone: 202.994.6495 ◊ Email: gwcareercenter@gwu.edu

The GW Center for Career Services is dedicated to providing the tools, resources and recommendations needed to help students and alumni confidently navigate the career management life cycle. To make an appointment, please visit the [Center for Career Services](#) page for more information. Meeting options include connecting by phone, in person, or online classroom.

Career Services offers two types of coaching: [Career Exploration](#) and [Industry Area](#). Students in GWSPH may be particularly interested in resources specific to the [Public Health, Health Sciences, Nursing & Medicine](#) sector.

[Handshake](#) is the online database used to post jobs, internships and career services events. This service is available to GWSPH students and alumni.

All student inquiries for Career Services Center are to be directed to gwcareercenter@gwu.edu or 202.994.6495.

Career Services assists students and alumni with the following:

- Immediate and Long-Term Career Goal Setting
- Resume; Cover Letter Revisions

- Job Search and Networking Strategies
- Mock Interviews; Interview Preparations
- Offer and Salary Negotiations

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5. Student Records

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

Phone: 202.994.0822 ◇ Fax: 202.994.3601 ◇ Email: gwsphrecords@gwu.edu

The essential role of the GWSPH Office of Student Records is to provide all GWSPH students and faculty with administrative support, as it pertains to the student's academic record.

All student inquiries for Student Records should be directed to gwsphrecords@gwu.edu and/or 202.994.0822.

Your GWSPH undergraduate academic advisor will collaborate with Student Records staff to assist students with the following:

- Registering for restricted courses with a [Registration Transaction Form](#)
- Filing [Petitions](#)
- [Graduation](#) Clearance
- [CITI](#) Documentation
- Submission of [Professional Enhancement Activities](#)
- [Academic Integrity Quiz verification](#)
- Assistance with locating [academic advising](#)
- [DegreeMap](#)

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6. Academic Advising

Students are responsible for building a support system to support their academic success. Each undergraduate student is assigned an academic advisor who may assist with academic counseling in areas ranging from understanding University requirements to finding campus resources to help individual students connect with the GW community.

Members of the faculty, academic advisors, tutors, and/or counselors also should be part of the support system. The [University Career Center](#) and [The Writing Center](#) offer walk-in and by-appointment assistance.

Additional student support is available through [Student Health Services](#) and/or through the [Center for Student Engagement](#). Please see our list of resources at the end of this Handbook.

It is important for students to communicate with their advisor for many reasons, including but not limited to:

- curriculum changes

- selection of electives
- academic progress
- preparation for graduation

Please visit the [undergraduate advising page](#) on our website for more details and contact information.

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POLICIES & PROCEDURES

This section summarizes important policies and procedures that will help undergraduate students should be aware of while enrolled in a GWSPH program. BS/MPH students may review the GWSPH Graduate Student Handbook as it relates to the MPH degree.

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](#).

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2. Maintaining Enrollment Status

Once enrolled in an undergraduate degree program, students are expected to be registered continuously during the fall and spring semesters and to actively fulfill their degree requirements.

- During the summer session, students do not have to be enrolled unless they are graduating during the summer; if so, they must register for Continuous Enrollment.
- Some additional activities, such as study abroad programs, qualify as continuous enrollment. If you are not sure if an activity qualifies, please contact your academic advisor.
- Degree students who need to interrupt active pursuit of their degree may petition to take a leave of absence for a period of no more than one calendar year. Students who discontinue active enrollment without having been granted a leave of absence, or students who are granted a leave but do not return to active study at the close of the approved period, are no longer in status and must apply for readmission. Readmission to any program is competitive and is not guaranteed.

Retroactive Withdrawal

GW policy indicates that [students may not withdraw from classes after the last day of classes](#). However, circumstances can arise that prohibit satisfactory academic progress. For this reason, GW understands that you may need to retroactively withdraw from courses. The following guidelines and forms should be utilized when requesting a retroactive withdrawal. Please note that approval is not guaranteed. This policy is for exceptional circumstances only. Missing the withdrawal deadline or poor performance in a class for non-medical or emergency reasons are not valid reasons for a retroactive withdrawal.

Withdrawals: <https://studentsuccess.gwu.edu/withdrawal-process>

Guidelines: [Late Withdrawal Request Guidelines for Undergraduates](#)

Students should submit the following information to their academic advisor:

1. Request Packet: [Late Withdrawal Request Form Packet](#)
2. Additional Documentation:

Emotional/mental health:

- Letter from physician or other mental health professional providing care from start of illness (or start of treatment)

Medical problems:

- Letter from physician providing care from start of illness (or start of treatment)
- Specific diagnoses and symptoms that prevented attendance and/or completion of work, including length of symptoms
- Documents released to/evaluation by Student Health Services

Once submitted, your request will be reviewed by the Withdrawal Review Committee, comprised of three senior administrators from Enrollment Management, Student Affairs, and the Registrar. These administrators review each application, contact all of a student's professors, and check with Disability Support Services and the Counseling Center as appropriate. Only students who present a strong case for an exception will receive approval for a retroactive withdrawal.

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3. Timely Progress Towards the Degree

Students who fail to make adequate and timely progress toward the degree, through repeated leaves of absence or repeated failure to complete an appropriate number of credits per semester, may be dismissed from the University (see Right to Dismiss Students under University Regulations). Students dismissed on these grounds may apply for readmission after supplying sufficient evidence of academic promise.

Additionally, students must attain grades no lower than C- in required major field courses (including core courses, elective courses, and any prerequisites for core courses). If a student receives a grade of D+, D, or D- in one of these major field courses, the student will be required to repeat the course until a satisfactory grade (C- or above) is earned. Credit for the repeated course will not count toward degree requirements; the grade earned in the repeated course will, however, be included in the student's cumulative grade-point average.

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4. Filing Petition Forms & Transferring Credits

When a student wishes to request an exception to GW or GWSPH policies and procedures, or a change to a program of study, a petition, or other type of form, must be filed and approved. Petitions and other forms can be found on the [Academic Forms Webpage](#) or from your Advisor. See below for examples of when petitions and other forms will be required

1. [Major, Minor, Concentration Declaration](#)
2. [Incomplete Contracts](#)
3. [Internal Transfer](#)
4. [Independent Study](#)
5. [Registration Transaction Form \(RTF\)](#)
6. [Leave of Absence/Continuous Enrollment](#)
7. [Undergraduate Petition](#)
8. [Transfer Credit Approval](#)
9. GWSPH students follow [the Registrar's centralized undergraduate Transfer Credit policies](#).

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

Incoming first-year students seeking to transfer collegiate credits completed while enrolled in high school must have an official transcript sent to:

Office of the Registrar
44983 Knoll Square, Suite 390
Ashburn, VA 20147
transfercredit@gwu.edu

External undergraduate transfer students will receive a Transfer Credit Worksheet as part of the admissions process. See the university bulletin section on [Assignment of Transfer Credit of Transfer Students](#) for more information.

Credits for AP, IB, and A-Level results are awarded by the [Undergraduate Admissions Office](#). They can be contacted at (202) 994-6040 or gwadm@gwu.edu.

Assuming there is no duplication of coursework, a maximum of 24 credits may be awarded on the basis of work completed while enrolled in high school through examinations such as AP, IB, and A-Levels.

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Credit Through Examination

In order to receive credit for College Board Advanced Placement (AP) examinations, students must have official score results forwarded directly to GW Office of Undergraduate Admission from the College Board. GW's College Board code is 5246.

Be aware that credit earned by examination at other colleges or universities or examinations taken after having taken the appropriate college-level course will not transfer credit to GW.

Please refer to the Advanced Placement Equivalency [charts](#) for GW's course equivalents.

IB Examinations - In order to receive credit for International Baccalaureate (IB) examinations, students must have their official score results sent to GW's Office of Undergraduate Admissions as soon as they are available, but no later than the end of a student's first year at GW.

Provided there is no duplication involved through coursework or examination, domestic transfer credit may be granted for coursework successfully completed at other regionally accredited institutions of higher learning. International transfer credit may be granted for coursework successfully completed at an institution of higher learning recognized by the relevant country's ministry of education or equivalent body. Transfer credit is not awarded for the Joint Services Transcript (JST) to undergraduate students.

Assignment of transfer credit depends on the grade earned, the appropriateness of the coursework, the standing of the institution at which the coursework was completed, and the regulations of the school or college to which the student is transferring. Coursework completed at another institution must have received a grade of C- or above to be accepted for transfer credit.

Transfer credit that is accepted and applied to a student's GW academic record counts toward the number of credits completed only. The grades from these courses are not used in calculating a student's GW grade-point average.

Please see the University Bulletin for additional information on transferring credits.

Transfer Credits Earned After Matriculation to GWSPH Program - Completed at another University:

- Submit course syllabus for each course and a [transfer credit approval form](#) to the appropriate department(s). (Note: Syllabi will be reviewed by the GW course instructor to determine the equivalency for the substitution).
- Once the department approves a course, submit the transfer credit approval form to your academic advisor at sphundergrad@gwu.edu.
- After you receive confirmation that the course approval form has been sent to the Registrar, you may register for the course at another institution. When you've completed the course, obtain the official sealed transcript(s) and send to the Registrar at transfercredit@gwu.edu or by mail to:

Office of the Registrar
44983 Knoll Square, Suite 390
Ashburn, VA 20147

- Grade earned for the transferred course must be a "C-" or above.
- No more than 9 credit hours or 3 courses from another institution may be transferred after enrollment at GW.
- The university does not allow General Education Requirements to be fulfilled through transfer credits earned after matriculation.

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5. Adding, Dropping, and Withdrawing from Courses

During the registration period and before the end of the second week of classes, students may add or drop courses using the [GWeb Information System](#). Students should consult the Office of the Registrar's [website](#) for academic deadlines for the fall and spring semesters.

Dropping and Withdrawing from Courses

During the third and fourth weeks of classes, students may continue to drop courses using the [GWeb Information System](#) without academic penalty. After this time, undergraduate students may continue to withdraw from any or all undergraduate courses via the GWeb Information System through the ninth week of classes in the fall or spring semester. A grade of 'W' will be assigned. However, in order to withdraw from a course after the tenth week of classes but before the last day of classes, the student must submit a [Registration Transaction Form](#) (RTF) to their academic advisor. Again, a grade of 'W' will be assigned.

All charges for courses that the student drops are subject to the refund policy listed under [Fees and Financial Regulations](#) in the University Bulletin.

Adding Courses

Adding a course in the third or fourth week of classes requires the signature of the instructor on the [Registration Transaction Form-EZ](#) (RTF-EZ). After the fourth week of classes, students who wish to add a course must complete a [Registration Transaction Form - Classic](#) (RTF Classic) and submit it to their academic advisor.

For more information, please see the [University Regulations](#).

Complete Withdrawal from the University

A degree-seeking student who wishes to withdraw from all courses during a given semester must submit a [Complete Withdrawal Form](#) to their advisor. The deadline for complete withdrawal from all courses is the end of the tenth week of classes. Complete withdrawal after the tenth week requires submission of a petition to the student's academic advisor. Submission of a petition does not guarantee approval.

All charges for courses from which the student withdraws are subject to the refund policy found at the Registrar's Office website. Failure to complete a Complete Withdrawal Form can result in an extended financial obligation and the recording of grades of *F* (Failure) or notations of *Z* (Unauthorized Withdrawal).

The University is authorized to award the degree of associate in general studies under designated circumstances. This degree may be awarded to students in good standing who must leave GW after completing 60 credits in residence in a degree-granting GW school; students should consult their academic advisor about additional requirements for awarding of the associate in general studies.

For more information, please see the [University Regulations](#).

Changes to Student Enrollment Status

Dropping or withdrawing from a course may result in changes to a student's enrollment status. Falling below full-time status may affect financial aid and scholarships, on-campus housing, and academic

status. All students, especially international students, athletes, student veterans, and students receiving financial aid, should consult with their academic advisor before adjusting their course load.

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6. Fees for Course Load Changes

Students may add and drop courses before the first day of class without penalty. Refer to the [Registrar website for refund rates](#) for summer, fall, and spring semesters.

Students receiving financial assistance should consult with a [university financial aid representative](#) to understand potential consequences of adjusting their enrollment.

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7. Academic Workload and Student Status

For the purpose of defining student status, undergraduates taking 12 or more credits per semester are considered to be full-time, those taking 6 to 11 credits per semester are considered to be half-time, and all others are considered to be part-time. Generally, an undergraduate becomes a sophomore upon completion of 30 credits, a junior upon completion of 60 credits, and a senior upon completion of 90 credits. Undergraduate students are recommended to enroll in 14 and 16 credits each semester to stay on track for graduation.

For more information, please see the [University Regulations](#). The fall and spring registration schedule is available [here](#).

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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 12 credits for undergraduates) for spring and fall semesters according to the U.S. Immigration and Naturalization rules. In certain situations, a reduced course load may be allowed. To request approval, complete the F-1/J-1 Request for [Reduced Course Load Form](#) 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

Grades are made available to students through the [Office of the Registrar](#) after the close of each semester.

Undergraduate Grading

The following grading system is used for undergraduate courses:

A, Excellent; B, Good; C, Satisfactory; D, Low Pass; F, Fail; other grades that may be assigned are A⁻, B⁺, B⁻, C⁺, C⁻,

D+, and D-. Symbols that may appear include AU, Audit; I, Incomplete; W, Authorized Withdrawal; Z, Unauthorized Withdrawal; and RP, Repeat Course.

Minimum Grades for Prerequisites—Some exercise science core courses are taken as part of a sequence. For example, students must take EXNS 2210 prior to taking EXNS 2110. Students enrolled in the BS, Exercise Science or the BS, Nutrition programs must earn a minimum grade of C- in the first course of a sequence in order to take the second. Students must earn an overall minimum GPA of 2.5 in the Exercise Science core curriculum to graduate. Students in all SPH majors must earn a minimum grade of C- in all major courses, including prerequisites for core and elective courses.

Repeating Courses for Credit—For courses that do not specifically state that repetition for credit is permitted, an undergraduate student may, with permission of the instructor teaching the course in question, repeat for credit a course in which a grade of B- (2.75) or lower was received. The student must complete an [RTF Classic](#) to register. Credit for the repeated course will not count toward degree requirements; the grade earned in the repeated course will, however, be included in the student's cumulative grade-point average.

Unauthorized Withdrawal—The symbol of Z is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. The symbol of Z is not a grade but an administrative notation.

For more information, please see the [University Regulations](#).

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10. Grades of Incomplete (I)

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 that are beyond the student's control.
- 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.

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11. Grade-Point Average

The following credit values are used in computing the undergraduate grade-point average:

A, 4.0; *A*⁻, 3.7; *B*⁺, 3.3; *B*, 3.0; *B*⁻, 2.7; *C*⁺, 2.3; *C*, 2.0; *C*⁻, 1.7; *D*⁺, 1.3; *D*, 1.0; *D*⁻, .7; *F*, 0. Credits for a course in which a grade of F is earned are not counted towards the total number (120-124) of credits needed to graduate.

Classes that are taken Pass/No Pass or marked *AU*, *I*, *P*, *NP*, *RP*, *W*, or *Z* are not counted towards the cumulative GPA. With the exception of Consortium courses, grades in courses taken at other institutions are not considered in computing the grade-point average. No more than four courses may be taken Pass/No Pass. Some classes are not eligible to be taken Pass/No Pass. For more information, please see the [University Regulations](#).

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12. Academic Forgiveness Policy

Undergraduate students are eligible to repeat for credit three courses, taken at GW, in which they received a grade of D⁺ (1.3) or below. With the approval of their academic advisor, a student may repeat a course under this policy at any time during their enrollment at GW; however, a course is not eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. The student’s registration, including the repeated course, may not exceed 18 credits in the semester in which the course is repeated. Only the grade earned for the repeat enrollment is factored into the student’s cumulative grade-point average.

For more information, please see the [University Regulations](#).

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13. Maintaining Good Academic Standing

Academic standing is determined at the end of each fall and spring semester. Undergraduate students are considered to be in good academic standing if at the end of any semester their grade-point average (GPA) for that semester and their cumulative GPA are 2.0 or above.

Students should refer to the [University Regulations](#) for information on academic probation, suspension for poor scholarship, appeal of academic suspension, and readmission after suspension for poor scholarship. Students who fall into one or more of these categories should contact their academic advisor.

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14. Grades Appeals

All students have the right to appeal an academic decision.

Grounds for Appeal

Dissatisfaction with a grade is not grounds for an appeal. Acceptable reasons for an appeal include only an error in grading procedures or inequity in the application of policies stated in the course syllabus. (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).

Phase I: Informal Resolution

Prior to filing a formal grade appeal, the student should seek an acceptable resolution through a discussion with the course instructor. This discussion must occur within the first 30 days of the start of the next term.

1. If a satisfactory resolution is not reached, the student should consult with the Program Director. After having discussed the grade with the Program Director if still unresolved, the student should consult with the Associate Dean for Undergraduate Education. In situations when the Course Instructor is the Program Director or Associate Dean, the student may contact the Department Chair or Senior Associate Dean for Academic, Student, and Faculty Affairs (hereafter Senior Associate Dean).
2. If no resolution is reached as a result of these informal attempts, the student may file a formal appeal (see next step) with the Senior Associate Dean.

Phase II: Initiating an Appeal

A grade 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. The student must submit in writing the following information to the Senior Associate Dean within the first 60 calendar days from the start of the next term:
 1. Description of the reason(s) for requesting an appeal;
 2. Detailed description of the timeline of events;
 3. Statement explaining the resolution sought by the student;
 4. 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 ten 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 rehearing 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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15. Honors and Awards

Dean's List

Undergraduate students who, in any one semester, earn 12 credits or more and attain a minimum semester grade point average of 3.75 in letter-graded coursework, pass all non-graded credit courses, and do not have any Unauthorized Withdrawals (Z) or Incompletes (I), are placed on the Dean's List for that semester.

For more information, please see the [University Regulations](#).

Distinguished Scholar

Each year, the Distinguished Scholar Award is awarded to a graduating senior in GWSPH who has excelled academically and shown commitment to scholarship through participation in research or other academic leadership activities.

Latin Honors

Bachelor's degrees with honors are awarded to students whose academic records give evidence of particular merit. The student's grade-point average determines the level of honors as follows: cum laude, 3.4–3.59; magna cum laude, 3.6–3.79; summa cum laude, 3.8–4.0. The grade-point average includes all coursework completed at GW. To be eligible for an honors designation, a student must complete at least

60 credits of coursework with letter grades (grades included in calculating the grade-point average) at GW.

For more information, please see the [University Regulations](#).

Special Honors

In addition to meeting the general requirements stated under University Regulations, a candidate for graduation with Special Honors in exercise science or nutrition must have a minimum GPA of 3.5 in core courses in the major and a minimum overall GPA of 3.25. The candidate must complete, submit, and defend an honors project; the student will be recommended for graduation with special honors only if a committee of at least two faculty members approves the paper.

Delta Omega

Public Health majors may be eligible for admission to [Delta Omega](#), the national honors society for studies in public health. Students in the Exercise Science and Nutrition programs are not eligible. Please visit the [GW chapter webpage](#) for more information.

Phi Beta Kappa

Undergraduate students in all programs in the GWSPH may be eligible for admission to [Phi Beta Kappa](#), a prestigious national honors society for students in the liberal arts and sciences. Please visit the [GW chapter webpage](#) for more information.

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16. Degree Programs

Double Majors

Undergraduate students can declare no more than two majors, one or both of which may be within the GWSPH. In addition, students can pursue up to two minors, one or both of which may be within the GWSPH. Students in the BS in Public Health major must complete all major requirements. The degree awarded is dependent upon the student's primary major and the completion of general education requirements specific to the student's home school. For example, a GWSPH student with a primary major in Public Health and secondary major in International Affairs through the Elliott School of International Affairs will receive a BS in Public Health from the Milken Institute School of Public Health. Please note that a student who receives a BS in their first major must also complete the BS option for their second major, if the second major offers a BS and a BA option.

The completion of the secondary major will be indicated by a notation on the transcript and diploma.

Minors

Undergraduates can declare no more than two minors. Students may not declare a minor in the same subject in which they have declared a major. Students should contact their academic advisor with any questions.

Double Degrees

To earn two bachelor's degrees at the same time, students must be admitted to the school that offers the second degree; satisfy the general and major requirements for both degrees; complete at least 30 additional credits beyond the credits required to earn one degree or a total of 150-154 credits; and earn 90 credits in residence at GW. Students interested in pursuing this option must have a cumulative grade-point average of at least 3.3. Requests for consideration should be sent to the student's academic advisor

Double Counting Courses

For students entering Fall 2023 and later, SPH will only double count courses that are required by an SPH major or minor and required by another major or minor. Courses that may be counted as electives in either major or minor may not be double counted toward any SPH major or minor. There is an exception for the Health Equity Micro Minor. Students may double count courses taken for the Health Equity Micro Minor towards an SPH major or minor if those courses are either required by the SPH major or minor or are on an approved elective list for an SPH major or minor.

For students who matriculated before Fall 2023: Students who double major or major and minor within SPH (ex: BSPH major and EXSC minor) may only double count courses that are required by both SPH majors or minors. Elective courses may not be double counted. SPH students who have another major or a minor outside of SPH may double count courses as long as the student fulfills all of the SPH requirements.

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17. Undergraduate Degree Requirements

To earn a bachelor's degree, students must complete 120-124 academic credits, depending on their academic major; meet the General Education Requirement; school-specific requirements of their home school and requirements of at least one major within their home school; fulfill the residency requirement; and have a cumulative grade point average of at least 2.0. Additional school-specific regulations may apply.

Students may apply up to 3 credits of LSPA courses towards their 120-124 academic credits.

Students are expected to complete all core courses at GW. Under special circumstances, students may petition their program director for an exception.

Per GW policy, undergraduate students may not take courses online during the fall or spring semesters unless the University determines the need for remote learning based on extenuating circumstances.

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18. Program-Specific Policies

1. **Exercise Science and Nutrition Specific Policies:**
 1. Exercise Science and Nutrition majors must receive a C- or better and a cumulative GPA of 2.5 or higher in the Nutrition core courses. Exercise Science students must complete 2 credits worth of Field Experience. For field experience:
 - a. Students must be of at least junior status.
 - b. Students must have completed Anatomy and Physiology 1 & 2 (EXNS 2210/2211) and have enrolled in and begun Exercise Physiology 1 (EXNS 3311) to begin the field experience. Students may begin the field experience during the fall when they are taking EXNS 3311 if they are at least junior status.
 - c. The Field Experience requires 100 hours on-site work (50 hours per credit). For a site to count for credit, students must complete at least 100 hours there.
 - d. Students are expected to read and complete all requirements detailed in the Field Experience syllabus.
 - e. Students may take additional credits up to 9 credits, at 50 hours per credit.
 - f. Students cannot start their field experience without a completed Placement Form, a site partner agreement, determination by the Office of Research Excellence and an approval email from the Field Experience Director, Dr. Mary J Barron. Questions about the field experience can be directed to Dr. Barron at mjbarron@gwu.edu and Senior Practicum Associate, Michelle Stevens at mmstevens@gwu.edu.
2. Students may only take guided electives from the list of pre-approved courses, unless advanced written approval has been obtained. Students can access the most up-to-date list of approved guided electives in the program guide for [Exercise Science](#) and [Nutrition](#) available on the academic program website. General electives can be any GW undergraduate course (including up to 3 credits of t LSPA courses).
3. Students in the Exercise Science and Nutrition programs adhere to the general university rules for study abroad. For more information, please see the section on "[Study Abroad](#)."
4. Students interested in the BS Nutrition/MPH, Public Health Nutrition dual degree should talk to their academic advisor as soon as they decide. Students who are accepted into this BS/MPH program will be eligible to replace some required undergraduate coursework with graduate level courses. Review the program guide and the information on the BS/MPH tab on the [BS, Nutrition](#) program page.
 - a. The BS/MPH is NOT a 5-year program. The time it takes to complete the MPH portion of the dual degree program depends on student decisions regarding course load and sequencing, and whether the student is admitted in their junior or senior year.

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Health Data Science Specific Policies

1. Students may internally transfer into the Health Data Science major. Students must have a GPA of 2.75 or higher to become an HDS major.
2. Students may only take guided electives from the list of pre-approved courses, unless advanced written approval has been obtained. Students can access the most up-to-date list of approved guided electives in the program guide for Health Data Science.
3. Students in Health Data Science must adhere to the general university rules for study abroad. For more information, please see the section on "[Study Abroad.](#)"

Public Health Specific Policies:

1. Public health majors may apply no more than 9 elective credits from approved study abroad or non-GW programs. Public health minors may apply no more than 3 elective credits from approved study abroad or non-GW programs.
2. Public Health majors and minors must follow specific requirements for transferring credit from study abroad programs. See section on "[Study Abroad](#)" for more information.
3. Students who wish to declare a Public Health Minor may do so by submitting a [minor declaration form](#), as long as they hold a 2.75 GPA.
4. Students interested in the BS/MPH should talk to their academic advisor as soon as they decide. If accepted to the BS/MPH, students take 5 courses that count toward both their MPH and their BS degrees. Admission to the MPH is conditional based on grades earned in those 5 courses and successful graduation from the BS program. Refer to the BS/MPH tab of the [BS, Public Health program page](#) for details about the BS/MPH admissions process.
 - a. The BS/MPH is NOT a 5-year program. The time it takes to complete the MPH portion of the dual degree program depends on the concentration, student decisions regarding course load and sequencing, and whether the student is admitted in their junior or senior year.

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Please refer to Program Guides for policies relating to our dual degree programs

Financing a dual degree program

Prior to the award of an undergraduate degree, dual degree students are eligible only for undergraduate financial assistance. Undergraduate tuition terms remain in effect for full-time dual degree students while completing their undergraduate degree. To retain eligibility for undergraduate Federal and institutional financial aid, the number of graduate courses for which an undergraduate student is registered in any given semester or summer session must be less than half of his or her total course load. Students must be enrolled in 51% undergraduate credits each term of the undergraduate degree.

After completion of their undergraduate degree, dual degree students will pay the graduate rate on a per-credit basis. Once matriculated into the graduate program, dual degree students are eligible to apply for

need-based graduate support and the [Grad2Grad program](#). Dual degree students are not eligible for graduate merit scholarships through GWSPH.

Grad2Grad Program

Current undergraduate students at GW may be interested and eligible to participate in the Grad2Grad program to continue graduate study (master's and graduate certificate programs) at GW. Benefits to participation in the Grad2Grad program include reduced tuition fees and, for many programs, the waiver of graduate admissions examinations.

To qualify for the Grad2Grad program, students must immediately enroll in a graduate program (master's or graduate certificate program) after earning their undergraduate degree. They must apply for the Grad2Grad program in the Spring of their Senior year.

For more information and Grad2Grad application, please visit the [Grad2Grad program website](#).

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19. General Education Requirement

Under the University General Education Requirement, undergraduate students in GWSPH are required to enroll in approved courses in the areas of written communication, critical or creative analysis in the humanities, critical or quantitative analysis in the social sciences, quantitative reasoning, and scientific reasoning. For the distribution of these requirements, please see the University General Education Requirements [GW Bulletin](#). Transfer credits earned after matriculation cannot be used to fulfill the University General Education Requirements.

All SPH majors have identified approved general education oral communications courses. Students must take one of these courses to complete their major requirements. Please refer to your major's program guide for specific courses.

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20. Independent Study/Undergraduate Research Course Requirements

Independent study is designed to provide the student with an opportunity to gain or enhance field-specific knowledge. Independent study plans must be approved *prior* to the beginning of the semester. Additional details, forms and instructions for registration are available [online](#). Absent exceptional circumstances, independent study projects may not be used as a substitute for an available required or elective course and may not cover substantially the same subject matter that is available in a required or elective course. In addition, independent study projects may not cover substantially the same subject matter that is available in a required or elective course.

Students who want to work with faculty on research projects may choose to do so for credit or for no-credit and receive a transcript notation memorializing their work. Students who wish to receive SPH credit for undergraduate research should sign up for EXNS 3995 or PUBH 3995, based on the subject matter of the research. The 3995 course offering is a variable credit class, and students may apply up to 9 credits of 3995 research and independent study combined toward their major or 3 credits of 3995 research and independent study combined towards their minors. In most cases, students should not get paid and receive credit for the same research. Students who are interested in signing up for a 3995 class should reach out to their undergraduate academic advisor for course requirements and process. In limited cases, students

may wish to participate in a faculty research project for no credit but receive a transcript notation. This may occur if a student is at their credit limit and does not want to incur additional costs or if the student is getting paid for the undergraduate research and also has another GW job (undergraduates may not have two different paying GW jobs). Students who want a no-credit research opportunity should sign up for UNIV 1995: Undergraduate Research Experience. For more information, go to <https://research.gwu.edu/transcript-notation>.

21. Enrolling for a Course at Another School or Institution

Once enrolled at GWSPH, undergraduate students are expected to complete course requirements at GWSPH. However, students majoring in Exercise Science and Nutrition may transfer up to 9 credits (or 3 courses) for required coursework completed at another institution. Students majoring in Public Health or Health Data Science can transfer up to 9 credits towards their elective requirements. They cannot transfer back core requirements. Public Health minors may transfer up to 3 elective credits from approved domestic programs. Advisors can assist in the course transfer approval process.

If a student wishes to register concurrently at GW and another Washington, DC area institution, they must request written permission in advance. To request such permission, please follow these steps:

- Read the guidelines on the Registrar's Consortium [page](#).
- Complete the [petition](#) and attach the syllabus of the course desired to take.
- Obtain student advisor's signature by sending the form to sphundergrad@gwu.edu.
- Please see the [Consortium of Universities of the Washington Metropolitan Area](#) website for more information.

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22. Study Abroad

Students may take electives from an approved list of electives. Courses not on the pre-approved list may be submitted in advance for review and possible approval. Students should utilize the GW Office for Study Abroad [petition](#) for credit and obtain departmental approval. Students must earn a grade of C or above in order to receive transfer credit. Contact your Advisor with questions.

Students must have a 2.75 cumulative grade-point average at the time of application and have completed 45 credits prior to departure. Undergraduates who wish to study abroad during the academic year should contact the Office for Study Abroad concerning eligibility, procedures, requirements, and fees for participation.

For more information, please see the [University Regulations](#) and the Program Specific Policy section below.

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23. Applying for Admission

Bachelor of Science

Students may enter any of our undergraduate majors as first year students or transfer students when they apply to GW through the Office of Undergraduate Admissions (<https://undergraduate.admissions.gwu.edu/>)

Current students who wish to transfer into SPH from another GW major should consult the internal transfer requirements for that major and submit an Internal Transfer Application to the Office of the Registrar.

Please refer also to the [undergraduate admissions](#) page on our website.

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Minor

Students may not declare a minor in the same program for which they enrolled as a major. (Example: An Exercise Science major may not declare a minor in Exercise Science.)

Visit the [Undergraduate Minors program page](#) to learn more about program offerings.

Minor in Bioinformatics

Students can apply at any time, either before or after being accepted to GW. Students must have a 2.8 cumulative GPA to become a minor. There is no admissions process – qualified students will be admitted to the minor. Students should submit their home school's minor declaration form.

Minor in Exercise Science

Students can apply at any time, either before or after being accepted to GW. Students must have a 2.5 cumulative GPA to become a minor. There is no admissions process – qualified students will be admitted to the minor. Students should submit their home school's minor declaration form.

Minor in Nutrition Students can apply at any time, either before or after being accepted to GW. Students must have a 2.5 cumulative GPA to become a minor. There is no admissions process – qualified students will be admitted to the minor. Students should submit their home school's minor declaration form.

Minor in Public Health

Students can apply to the minor in Public Health any time after having their first semester at GW. Students must have a 2.75 cumulative GPA to become a minor. There is no admissions process – qualified students will be admitted to the minor.

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24. Applying for Readmission

Students who were previously registered at The George Washington University and who wish to resume studies after discontinuing enrollment for one or more semesters (summer sessions and leaves of absence

excluded) must [apply for readmission](#). Applications are accepted at any time as long as they adhere to the deadlines for each semester.

Students seeking readmission must be in good academic standing, have official transcripts sent to the Office of Undergraduate Admissions from all other institutions of higher education they attended in the interim and fill out the [Readmission Application](#).

Applicants for readmission are subject to the [University Regulations](#) in effect at the time of readmission. The application fee is waived for students applying for readmission after previous enrollment as a degree candidate. Students seeking readmission as degree candidates after previous enrollment in non-degree status at GW must submit the [Common Application](#) and all required credentials that were not submitted previously or required for non-degree admission.

Deadlines

Fall Semester: March 15

Spring Semester: October 31

Summer Sessions: 4 weeks prior to the beginning of the desired summer session

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25. Preparation for Graduate School

An undergraduate degree from GWSPH prepares students for a wide range of careers and graduate school experiences. Our faculty, advisors, and career counselors are ready to speak with students about a variety of graduate school options, such as public health, medicine, nursing, physical therapy, law, policy, international affairs, and business.

Preparation for Medical Professions

A student who plans to apply to medical, nursing, physician assistant, or other health profession schools should fulfill the general requirements of their program. The Pre-Health [Advisors](#) within the Office of Pre-Professional Advising provide advice about academic preparation for medical school. Students should also meet with their academic advisor to plan their course of study to meet all pre-health prerequisites and prepare for entrance exams.

Preparation for Law School

A broad liberal arts education is the best undergraduate preparation for law school. Students are encouraged to use elective credit to increase the breadth of their program of study. Advice about academic preparation for law school is provided by the [pre-law advisor](#) in the Office of Pre-Professional Advising.

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26. Other Regulations

Other regulations applicable to undergraduate students of the University can be found under [University Regulations](#).

GUIDE FOR POST-ACCEPTANCE

Initial Steps

Students are responsible for a number of pre-and post-enrollment activities. The following items require action on the part of the student and should be considered essential in the orientation and acclimation process. Once a student has returned the Declaration of Intent documents and has made a deposit, the student should set up their [NetID](#).

1. DegreeMAP

- [DegreeMAP](#) is the GW online advising tool for use by students and advisors.
- 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

Please note that students are responsible for meeting all degree requirements and that DegreeMAP should be used for planning purposes.

2. Register for Classes

On Campus Students

- Visit the [Registration Tutorial](#)
- After the student has met with an advisor, they may register online through [BanWeb](#).
- There may be late changes in the schedule that are not reflected in those documents found on the Milken Institute SPH website. Always check the University [Schedule of Classes](#).

3. Check the Undergraduate Milken Resource Page or the Dual Degree Resource Page

All enrolled Milken Institute SPH students have access to the Undergraduate Milken Resource Page on Blackboard. This page can be found under the Organizations tab (which is usually right below the course

tab). The resource page includes the important deadlines, events and announcements for the coming weeks. It is advised that all students check the resource page each week to be aware of current events, activities, job opportunities and important academic updates.

4. Opt-In to the Student Listserv

Students are also welcome to join the opt-in Milken Institute SPH listserv that includes students, alumni, faculty, staff and members of the community. The list is used to distribute information on seminars, internships, fellowships, and professional conferences. Once a member of the list, you can send public health related announcements to fellow list members.

If you are interested in subscribing to the GWSPH listserv, please:

1. Send an email to Robin Delk (robin3@gwu.edu)
2. Write "Subscribe to Listserv" in the subject field of the email
3. Simply include "Please add me to the undergraduate student listserv" in the body.

IN THE FIRST TWO WEEKS

1. Complete Academic Integrity Requirements

All Milken Institute School of Public Health students are required to complete the [GW Academic Integrity Activity](#). This must be completed **within 2 weeks of starting your coursework**. Forward the confirmation email you receive to your Advisor at sphundergrad@gwu.edu when you've completed the Academic Integrity Quiz. Your Advisor will forward it to the Office of Student Records so that your DegreeMap record can be updated. For more information please visit the school's [website](#).

NOTE: Students enrolled in PubH 1010 - First-Year Experience in Public Health will complete the GW Academic Integrity Activity during the course as an assignment. Results will be submitted to the Office of Student Records on students' behalf so that their DegreeMap record can be updated; no additional outreach by the student is required.

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2. Internal Transfer Orientation

Students who internally transfer to the Milken Institute School of Public Health from another college within the university either through application to the Public Health major or through a form with the Registrar's Office should complete the online orientation available on Blackboard. The internal transfer module reviews important information relevant to completing GWSPH graduation requirements.

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PRIOR TO GRADUATION

1. Human Subjects Research Training (CITI) 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.

The CITI course is available online. Be sure to print out the certificate of completion for the CITI course and keep a copy for your 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 sphundergrad@gwu.edu and advisors will send to the Office of Student Records. 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 (GWU is under All Others, a drop-down list)
4. Create a new username and password.
5. Enter contact information

NOTE: Students enrolled in PubH 1010 - First-Year Experience in Public Health will complete the CITI Course in The Protection of Human Research Subjects during the course as an assignment. Results will be submitted to the Office of Student Records on students' behalf so that their DegreeMap record can be updated; no additional outreach by the student is required.

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2. Participate in Professional Enhancement (PE) Activities

Over the course of four years, all GWSPH students must complete eight hours of professional enhancement activities. 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 [here](#). Submit the completed Professional Enhancement Form to your academic advisor or to sphundergrad@gwu.edu.

If unsure of whether the activity is appropriate for the PE or not, students should reach out to an advisor to obtain approval prior to attending 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. Note that if advanced approval is not obtained, the PE activity may or may not be eligible to count toward PE requirements.

GRADUATION & BEYOND

1. Preparing to Graduate

Students are responsible for ensuring that they have met all degree requirements prior to applying for graduation. The GWSPH strongly recommends that all students carefully review their degree progress early in the semester prior to graduation and contact their advisor with questions or concerns.

All undergraduate students apply to graduate via the online application on [GWeb](#). In most cases, students will be notified by their academic advisor that they have been approved or denied to graduate; students who have not been contacted should contact their academic advisor.

For more information, please visit the [GWSPH Graduation website](#) and the [Office of the Registrar](#).

Graduation Requirements and Deadlines for Degree Completion:

While degrees are awarded at the end of each semester, 3 times per year, formal commencement ceremonies occur only in May. Students are eligible to graduate only after they have completed all degree requirements (see your advisor or Student Records) and have no financial obligations to the University. The BS degree designation may be used after the student's name only when all degree requirements are completed.

Graduating Early:

Students may be eligible to graduate earlier than their expected graduation date if they have fulfilled all degree requirements. If you are interested in pursuing this option, please contact your academic advisor.

Application for Graduation - Information and Deadlines:

All students must apply to graduate. Students with 9 or fewer credits remaining may apply to walk in the commencement ceremony but will need to reapply to graduate after all remaining graduation requirements have been completed. Instructions for the online application as well as instructions for late applications can be found here on the [University Website](#).

2. Alumni

GWU Alumni Association

For more information, visit the [University's Alumni website](#).

Alumni Communication

Stay up to date on Milken Institute SPH events, job opportunities, featured alumni and other information through the Alumni Newsletter and [GW Public Health Alumni LinkedIn page](#).

To subscribe to the Alumni Newsletter, please make sure your preferred email address is up to date. You will automatically start receiving the Alumni Newsletter after graduation to your listed preferred email address.

3. 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 more information visit the [Alumni Course Audit Website](#). This program has been postponed due to Covid. Note: Only residential courses are available for alumni audit.

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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 • Fax: 202-994-5267 • 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. Student Organizations

T.E.A.M. Milken

T.E.A.M. stands for Transition to GW, Engagement at GW, Academic Success and Mentoring. All SPH students may take part in T.E.A.M. Milken activities, such as our Milken Cookies Social and the Peer Mentoring Program. SPH students are encouraged to join the Student Engagement Committee to help plan T.E.A.M. Milken events throughout the year. Anyone interested in learning more about T.E.A.M. Milken should email sphundergrad@email.gwu.edu.

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.

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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 Technology	http://acadtech.gwu.edu/
Center for Career Services	http://careerservices.gwu.edu/
Student Life	https://studentlife.gwu.edu/
Disability Support Services	https://disabilitysupport.gwu.edu/
First-Generation Students	https://studentlife.gwu.edu/first-generation-students
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/
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 Colonial Central, University Student Center, Ground Floor	http://financialaid.gwu.edu/ 202.994.6620 finaid@gwu.edu

Student Health Services	https://healthcenter.gwu.edu/
University Honors Program	https://honorsprogram.gwu.edu/
Writing Center	http://www.gwu.edu/~gwriter/