



Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

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

publichealth.gwu.edu

202-994-5179

2021-2022

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. The Handbook also provides information and references about the Milken Institute SPH and its academic programs.

The Graduate Student Handbook is secondary to the [University's Bulletin](#) which is a complete source of University-wide information. Information in this Handbook is accurate as of August 2021. 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, 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 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	Online Programs	Directories
1. Biostatistics & Bioinformatics	1. MPH@GW	• SPH Faculty Bios & Contact Information
2. Environmental & Occupational Health	2. MHA@GW	• MPH@GW Faculty Directory
3. Epidemiology	3. HealthInformatics@GW	• MHA@GW Faculty Directory
4. Exercise & Nutrition Sciences	4. MS, Exercise Science-Strength & Conditioning (Hybrid)	• Administrative Offices Information
5. Global Health		• GW Directory <i>(look up any GW student or employee by name)</i>
6. Health Policy & Management		
7. Prevention & Community Health		

*Doctoral students should also refer to the DrPH and PhD Handbooks 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 has been given full accreditation through June 2023. 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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LEADERSHIP: OFFICE OF THE DEAN

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

Phone: 202.994. 5179 ◇ Fax: 202.994.3773

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Leadership Positions	
Lorien Abrams , ScD, MA Associate Dean for Academic Graduate Programs lorien@gwu.edu 202.994.3518	Eugene Migliacchio , DrPH, MPH Associate Dean for Applied Public Health geno@gwu.edu
Stacey DiLorenzo Executive Dean for External Affairs sdilorenzo@gwu.edu 202.994.8356	Monica Partsch Assistant Dean for Faculty Affairs & Program Director 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

George Gray , PhD, MS Associate Dean for MPH Programs ggray@gwu.edu 202-994.7793	Jane Hyatt Thorpe , JD Senior Associate Dean for Academic, Student, & Faculty Affairs jthorpe@gwu.edu 202.994.4183
Adnan A. Hyder , MD, MPH, PhD Senior Associate Dean of Research hydera1@gwu.edu 202.994.3180	Sara Wilensky , PhD, JD Assistant Dean for Undergraduate Programs wilensky@gwu.edu 202.994.4126
Natasha Kazeem Executive Associate Dean, Operations and Chief Operating Officer nnathan@gwu.edu 202.994.5667	

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 – 6:00 pm

The Office of Student Affairs (OSA) provides information and services to Milken Institute SPH students. The OSA staff strives to promote quality services by being available, resourceful, respectful of students’ needs, fair and consistent with Milken Institute SPH 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 Milken Institute SPH 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, GWSPH Multicultural Celebrations, 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 and MHA@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.
- MHA@GW program should be directed to admissions@mha.gwu.edu or 1.855.642.2849.

For a complete listing of admissions staff, please see the [GWSPH Staff Directory](#).

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 ◇ Fax: 202.994.3601 ◇ 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 Milken Institute SPH Student Emergency Loan Fund (SELF) is available to qualified students managing unexpected expenses. Funding from the Milken Institute 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 Milken Institute SPH 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 ◇ Fax: 202.994.3601 ◇ Email: gwsphcareer@gwu.edu

GWSPH 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 a graduate student or alumni Career Counseling appointment, please see the [Career Counseling](#) page for more information. Meetings can be scheduled via by phone, in person, or in an online classroom.

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

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

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
- Job search and networking strategies
- Mock interviews; interview preparations
- Compensation and salary negotiation
- Networking events with employers and alumni

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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 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.

Student Records can assist students with the following:

- Registering for restricted courses with a [Registration Transaction Form](#)
- [Filing a Petition](#)
- [Graduation clearance](#)
- CITI Training documentation
- Submission of Professional Enhancement Activities
- [Half-time/Full-time Certification Requests](#)
- Academic Integrity Quiz verification
- Assistance with locating academic advising
- DegreeMap

- [Leave of Absence or Continuing Enrollment](#)

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6. Online Programs

950 New Hampshire Avenue NW ◇ 6th floor ◇ Washington, DC 20052

MPH@GW: studentsupport@publichealthonline.gwu.edu or 855.494.6740

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

HealthInformatics@GW: studentsuccess@publichealthonline.gwu.edu or 855.494.6740

In addition to our on-campus offerings, our online program staff offers services to GWSPH students enrolled in the MPH@GW, MHA@GW, HealthInformatics@GW and other distance learning programs in conjunction with our Office of Student Affairs (OSA). Student Success is the first stop when needing assistance, guidance and support on GWSPH matters. The staff includes team members from Admissions, Student Support, Advising, and Career Development Services.

All student inquiries for the online programs should be directed as indicated above. The Student Success Team works with students enrolled in the MPH@GW, MHA@GW, and HealthInformatics@GW programs, assisting students in a number of areas, including:

- Curriculum review and referral to your Academic Advisor
- Registering for courses
- Technical support on the 2GW platform
- Updating student records including contact information
- Time and program management

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7. Academic Advising

Upon admission to the GWSPH, 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.

Students should seek advice from their advisor about when to start planning for the Applied Practice Experience 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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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 Students Rights & Responsibilities Website](#).

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2. Maintaining Enrollment Status

Once enrolled in a degree program, students are expected to be continuously 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 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.

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 from an accredited institution (course must have been completed within 3 years of matriculation for Master students; earned grade of B or better; and course cannot have counted toward another degree) • 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 to Matriculation to GWSPH Master Programs for-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.
- Grade 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. Doctoral students
- 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 Master 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 Master 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 Master 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)

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4. Adding and Dropping Courses

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

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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.

** 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 remainder of the first 8 credits and are grounds for automatic suspension, probation, or continued warning status.

Probation

A graduate student whose GPA falls below 3.0 at any point after completing nine credit hours will be placed on academic probation. 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 the 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. Should the student fail to achieve this grade-point average, 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, 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. Letters 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

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 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 grade 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

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. 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 [HealthInformatics@GW academic calendar](#)

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.

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, internship/practicum, and dissertation research courses until the 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.

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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. Please see [The Source](#) (GWSPH intranet) for more details.

13. Progress Towards Degree

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

Degree	Maximum time in Program
Bachelor's Degree	6 years
Certificate	2 years

Master's Degree	5 years
DrPH & PhD	7 years

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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](#).

On-Campus Students	Online Students
<ul style="list-style-type: none"> ● Learn your GWID number <ul style="list-style-type: none"> ○ Included in your acceptance letter ● Activate your GW Email address ● Submit your Immunization Forms <ul style="list-style-type: none"> ○ For more information and necessary forms, visit the Student Health website. ● Obtain your GWorld (GW Student ID) after registering for classes ● Attend New Student Orientation ● Familiarize yourself with program requirements and course offerings, found on the Website. 	<ul style="list-style-type: none"> ● Review your program website: <ul style="list-style-type: none"> ○ MPH@GW ○ MHA@GW <p>Here you will find information about:</p> <ul style="list-style-type: none"> ● Academic information: course descriptions, curriculum guide ● Cross-university courses ● Applied Practice Experience information for MPH@GW ● Academic calendar ● Program policies, student handbook

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1. The GWSPH Source

"The Source" is home to all resources for students, faculty and staff.

Currently, The Source can be utilized one of two ways. First, if you know the name of the resource for which you are looking, simply type it (or part of it) into the search bar and click the icon. You can also use the category filters under "Resources" to help you locate the resource.

Secondly, under the "Faculty," "Researchers" and "Staff" tabs, you will find navigation that will help you locate information and resources similar to those available on the school's website.

Net ID and Password are needed to log into the [GWSPH Source](#).

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2. 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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3. 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 t - 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.

4. Read the Weekly Student Newsletter

All enrolled GWSPH students receive the weekly newsletter, sent to their gwu.edu email address. The Monday newsletter compiles all the important deadlines, events and announcements for the coming weeks. It is advised that all students read the student newsletter each week to be aware of current events, activities, and updates.

Students are also welcome to join the opt-in GWSPH 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. Use your GW email address to 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 student listserv" in the body.

IN THE FIRST TWO WEEKS

1. Complete Academic Integrity Requirements

All GWSPH Students are required to complete the online [GW Academic Integrity Activity](#). This must be completed **within 2 weeks of starting coursework** at Milken Institute School of Public Health. Email confirmation of your completion of the integrity quiz to the Student Records Office at gwsphrecords@gwu.edu. 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 Master of Public Health (MPH) 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 program curriculum. Additional information is available [here](#) and from your academic advisor.

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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.

If a student is unsure of whether an activity is appropriate for the PE or not, they 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 secured, PE activity may not be eligible for PE requirements.

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2. MPH Students - Applied Practice Experience (APEX)

The Applied Practice Experience (APEX) is the new 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, or the “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 Advisor, faculty, 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 to a strong and engaged professional network, collaborate on interprofessional teams, and gain relevant experience to your future career.

You will be 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 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 faculty/staff advisor, and the agency preceptor.

To successfully complete the APEX requirement, students will: Complete a minimum of 120 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 in the GWSPH Online Practicum System

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.

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 an hours requirement, nor does it require additional fieldwork, monitoring, or evaluation.

3. MPH Students - Culminating Experience

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.

4. 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. 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.
- 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. This program has been suspended during COVID and its continuation will be reviewed in January 2022 for the future. 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)

<u>National Commission for Health Education Credentialing Inc.</u>	Certified Health Education Specialist (CHES) Master Certified Health Education Specialist (MCHES)
<u>American College of Health Care Administrators</u>	N/A
<u>American College of Healthcare Executives</u>	N/A
<u>National Strength & Conditioning Association</u>	<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)
<u>American Council On Exercise</u>	See website: http://www.acefitness.org/fitness-certifications/default.aspx
<u>International Society of Sports Nutrition</u>	Certified Sports Nutritionist From the International Society of Sports Nutrition (CISSN)
<u>American College of Sports Medicine</u>	See website: http://certification.acsm.org/
<u>National Environmental Health Association</u>	See website: http://www.neha.org/credential/index.shtml
<u>Board of Certified Safety Professionals</u>	See website: http://www.bccsp.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 • 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](http://www.gwu.edu/~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 \(PHSA\)](http://www.gwu.edu/~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/services/career-center/counseling
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/
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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