

Handbook for CCAS Directors of Graduate Studies
August 2009

This information is intended as a quick reference for Directors of Graduate Studies (DGS) in CCAS programmes. For additional information on policies and procedures, please refer to the [Graduate University Bulletin](#) and the [CCAS Graduate Student Handbook](#). If you have questions, please contact the [CCAS Graduate Coordinator](#) responsible for your programme.

Advising/Registration

It is crucial that students be properly advised about registration. Please make sure that they are aware of procedures for registering, dropping courses, and petitioning for exceptions.

- Degree candidates are required to be registered each Fall and Spring until graduation. They cannot register for less than 3 credit hours during the semester unless that is all that remains in their programme. Summer registration is required for PsyD and for students intending to graduate in the Summer session. Registration for continuous enrollment (no tuition charge) is permissible during the summer session only – refer student to CCAS.
- Students who, due to medical or personal emergencies, cannot register in a given semester, should apply to CCAS for a leave of absence. There is a **maximum of 2 semesters of leave** while in the programme. DGS should make clear that leaves of absence are not allowed for dissertation research or other academic projects.
- Most students will register on line. If a class requires departmental approval, the student should submit an [RTF-EZ](#) (Dean's approval not required). The classic [RTF](#) should be used when there is a time conflict, credit hour change, or if student wants audit or CR/NC option and Dean's approval is needed.
- [Consortium registration](#) must be completed on paper. This option is open to on-campus degree candidates only. Policies are noted on [Registrar's web site](#).
- Students who have satisfactorily completed all course work within deadline are eligible to register for one credit on Continuing Research (CCAS 920 for Master's students, CCAS 940 for doctoral students). The CRN can be found in the on line [Schedule of Classes](#).
- Students may not register concurrently in CCAS and another GW programme unless it is an approved dual degree. Students may not concurrently register at GW and another institution.
- Students should be aware of the University's [drop/add policy](#) and [refund schedule](#) when changing classes after the semester has begun. DGS should emphasize that the academic schedule for dropping does not match the refund schedule.

The DGS should meet with students to plan a programme of studies and to discuss any conditions of admission (admit status, deficiencies, etc) as soon as the term begins. At this time also, please arrange any eligible transfer credits – transfer credit requests must be made during students' first semester in the programme.

DGS should schedule regular advising sessions to track student's academic progress. Any problems (eg low GPA, over deadline) should be reported to CCAS. DGS can access student transcripts on GWEB.

Certification for full- or half-time status

This certification is often needed for student loan or health insurance purposes, and for visas. Note that final approval is up to the Office of the Registrar or the International Student Office.

- Full-time status is 9-12 credits per semester, and half is 5-8. Sometimes (eg at thesis or dissertation stage) students are eligible to be certified full or half time although not enrolled in the required number of credit hours. Note that students may use the 'comprehensive examination' justification only once during their degree programme.
- Certification forms must be completed each semester and signed and submitted only after the student has registered for the current semester.
- International students must use the form on the [ISO web site](#). See section on International Students below.
- U.S. Citizens and permanent residents must use the form on the [Registrar's web site](#).

International Students (F1 or J1 visas)

- DGS should refer all international students to [ISO](#) for information on visa status
- Students must register each fall and spring semester for 9 credits (full time). An international student who drops below full time without prior permission from the Department, Dean and ISO will be considered out of status.
- International students who wish to take a leave of absence must either have medical documentation approved by ISO or leave the country.

ISO forms:

Reduced course load form is used to request permission for less than full time enrollment. DGS is responsible for evaluating the student's academic record and for providing supporting justification. Please note that the Department of Homeland Security does not consider financial difficulties or the unavailability of particular courses as valid reasons for failing to enroll full time.

Full-time Certification Form is used to request full-time certification during approved internship, externship or practicum, and during preparation of comprehensive examination (only one request) or thesis and dissertation research.

Forms (CCAS and Departmental)

All forms are available through the CCAS Graduate Studies office. Some forms are for Departments to use internally. These are designated by the heading 'Department of ____'. This set of forms includes programme of studies, exam results, thesis/dissertation topic approval, and final examination (defense) sign-off. These forms should be collected and tracked within the Department and not sent to CCAS.

Forms to be sent for approval to CCAS have signature boxes. If a form is not sent electronically (as an email attachment from the DGS), the form must be signed by DGS

before it can be accepted by CCAS. Forms cannot be submitted by students. Forms should go from student to DGS to CCAS. CCAS will notify student and Department of Dean's final decision.

Transfer credit form

- Requests transfer credit for course work taken *prior to matriculation*, either at another accredited institution, through GW's non-degree programme, or at another GW graduate programme.
 - Transfer credit requests must be submitted during a student's first semester at GW
 - Official transcript for course work must be on file with CCAS
 - Courses must meet all conditions outlined in the [University Bulletin](#) and the [CCAS Graduate Student Handbook](#)

Advancement to Candidacy Form

- Moves a PhD student from pre-candidacy to candidacy (ABD) status
 - Student must have completed a minimum of 48 hours of course work, not including dissertation research, plus any Special Departmental Requirements (eg Language proficiency) and Examinations
 - Once in candidacy, students may register for 3 credits of dissertation research per semester if they choose

Petition/Exception Request Form

- Petitions the Dean for exceptions to CCAS policies (eg extensions, retroactive registrations)
- Must be approved by DGS before being sent to CCAS

Graduation Clearance Form

- Recommends that a degree or certificate be awarded
 - Completed forms should be forwarded to CCAS by the following deadlines:
 - Fall graduation – 15 January
 - Spring graduation – 1 April for PhD, 15 May for others
 - Summer graduation – 15 August
 - Late forms may cause delays in students receiving diplomas

Theses and dissertations are now submitted through the [ETD web site](#). In addition to the graduation clearance form, students submitting theses or dissertations must submit the completed [ETD Approval Form](#). Doctoral students must also submit the [Survey of Earned Doctorates](#).

Honorarium Form

- Used to request an honorarium for outside co-director, reader or examiner. CCAS will provide \$100 if the Department adds \$50. The form must be

submitted, together with an outline of the recipient's credentials, *before* the recipient engages with the dissertation or thesis.

Termination of Degree Candidacy Form

- Recommends termination of a student's candidacy.

Important Websites

[Columbian College of Arts and Sciences](#)

[GW Main Page](#)

[Office of the Registrar](#)

[University Bulletin](#)

[Schedule of Classes](#)

[Office of Graduate Student Enrollment](#)

[Office of Fellowships and Graduate Student Support](#)

[Grad Life](#)

[Email Accounts](#)