This Student Handbook contains information applicable to the academic year 2014-15. The George Washington
University, the College of Professional Studies and the Graduate School of Political Management reserve the right to make
changes, additions and/or corrections that may become necessary throughout the year.

Updated August 2014
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I. VISION/MISSION STATEMENTS

The GSPM’s Vision

The premier graduate school of applied politics, strategic communications and civic engagement, dedicated to educating principled leaders who help democracy work.

The George Washington University’s Mission

The George Washington University, an independent academic institution chartered by the Congress of the United States in 1821, dedicates itself to furthering human well-being. The University values a dynamic, student-focused community stimulated by cultural and intellectual diversity and built upon a foundation of integrity, creativity, and openness to the exploration of new ideas.

The George Washington University, centered in the national and international crossroads of Washington, D.C., commits itself to excellence in the creation, dissemination, and application of knowledge.

To promote the process of lifelong learning from both global and integrative perspectives, the University provides a stimulating intellectual environment for its diverse students and faculty. By fostering excellence in teaching, the University offers outstanding learning experiences for full-time and part-time students in undergraduate, graduate, and professional programs in Washington, D.C., the nation, and abroad. As a center for intellectual inquiry and research, the University emphasizes the linkage between basic and applied scholarship, insisting that the practical be grounded in knowledge and theory. The University acts as a catalyst for creativity in the arts, the sciences, and the professions by encouraging interaction among its students, faculty, staff, alumni, and the communities it serves.

The George Washington University draws upon the rich array of resources from the National Capital Area to enhance its educational endeavors. In return, the University, through its students, faculty, staff, and alumni, contributes talent and knowledge to improve the quality of life in metropolitan Washington, D.C.
II. ADMINISTRATIVE DIRECTORY

The Hon. Mark R. Kennedy, Director
markkennedy@gwu.edu 202-994-6000

Christopher Arterton, Founding Dean and Professor
arterton@gwu.edu 202-994-6000

Steven Billet, Director of Legislative Affairs Program
and PAC Management Certificate
sbillet@gwu.edu 202-994-1149

Lara Brown, Director of Political Management Program
larambrown@gwu.edu 202-994-4545

Michael Cornfield, Research Director, Global Center for PMGT
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Larry Parnell, Director of Strategic Public Relations Program
lparnell@gwu.edu 202-994-7746

David Rehr, Director of Advocacy in the Global Environment Program
davidrehr@gwu.edu 202-994-6000

Suzanne Farrand, Director of Academic Administration
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Angelique Foster, Department Operations Manager
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Sarah Gunel, Senior Advisor/Chief of Staff
sbd@gwu.edu 202-994-8822

Mag Gottlieb, Director of Career Services
mag@gwu.edu 202-994-9590

For the College of Professional Studies
Ali Eskandarian, Dean
ea1102@gwu.edu 202-994-2083

Cassie Phillips, Office Manager
cap40@gwu.edu 202-994-7537
III. GSPM PROGRAMS OF STUDY

The GSPM offers a Master of Professional Studies in Political Management. This degree prepares students to win campaigns for elective office and policy positions, and to do so in a manner that benefits democracy and society as well as their organization and clients. Students learn to construct and implement campaign strategies which entail purposive communications with leaders, colleagues, citizens, and the general public, based on empirical evidence and ethical standards.

The GSPM offers a Master of Professional Studies in Legislative Affairs. This degree provides students with a comprehensive understanding of how Congress operates, how decisions are made on Capitol Hill, how to influence those decisions and accomplish specific objectives within the legislative process.

The GSPM offers a Master of Professional Studies in Strategic Public Relations. This degree follows an innovative approach to building professional credentials so that students may excel in this challenging profession. The program allows students to master core public relations skills and the practical application of strategic thinking.

The GSPM offers a Master of Professional Studies in Advocacy in the Global Environment. This degree offers innovative experiential learning opportunities for professionals involved in all aspects of global politics and advocacy, from lobbying to strategic public relations, campaigns, and influence building.

Students must familiarize themselves with GW, CPS, and GSPM graduate procedures and policies as presented here and in the current GW Graduate Bulletin. It is the students’ responsibility to ensure that they adhere at all times to all stated rules and regulations. The Graduate Bulletin lists the rules and regulations of individual departments, many of which have requirements in excess of those listed in the CPS policies. All GSPM students should read the 2014-15 Graduate Bulletin ([www.gwu.edu/~bulletin](http://www.gwu.edu/~bulletin)) for general information about GW, university regulations, degree requirements, programs of study and courses. The Graduate Bulletin is the official source of all information related to your graduate program.
## IV. 2014-15 ACADEMIC CALENDAR

### Fall Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, August 25</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>Monday, September 1</td>
</tr>
<tr>
<td>Thanksgiving Break (no classes)</td>
<td>Wednesday, November 26 – Friday, November 28</td>
</tr>
<tr>
<td>Make-up Day</td>
<td>Tuesday, December 2</td>
</tr>
<tr>
<td>* Regularly scheduled Tuesday classes will <strong>not</strong> meet.</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Saturday, December 6</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Monday, December 8 – Tuesday, December 9</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Wednesday, December 10 – Thursday, December 18</td>
</tr>
<tr>
<td>Fall Degree Conferral</td>
<td>January 31, 2015</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, January 12</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day (no classes)</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>President's Day (no classes)</td>
<td>Monday, February 16</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday, March 9 - Saturday, March 14</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, April 27</td>
</tr>
<tr>
<td>Make-Up Day</td>
<td>Tuesday, April 28</td>
</tr>
<tr>
<td>Designated Monday</td>
<td>Wednesday, April 29</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Thursday, April 30 – Friday, May 1</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Monday, May 4 – Tuesday, May 12</td>
</tr>
<tr>
<td>Commencement Weekend</td>
<td>Friday, May 15 – Sunday, May 17</td>
</tr>
<tr>
<td>Spring Degree Conferral</td>
<td>May 17, 2015</td>
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</table>

### Summer Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Session I Begins (6, 8, 10 and 14-Week Sessions)</td>
<td>Monday, May 18</td>
</tr>
<tr>
<td>Memorial Day (no classes)</td>
<td>Monday, May 25</td>
</tr>
<tr>
<td>6-Week Session I Ends</td>
<td>Saturday, June 27</td>
</tr>
<tr>
<td>Independence Day (no classes)</td>
<td>Friday, July 3</td>
</tr>
<tr>
<td>Session II Begins (6-Week Session)</td>
<td>Monday, July 6</td>
</tr>
<tr>
<td>8-Week Session I Ends</td>
<td>Saturday, July 13</td>
</tr>
<tr>
<td>10-week Session I Ends</td>
<td>Saturday, July 25</td>
</tr>
<tr>
<td>Summer Degree Conferral</td>
<td>August 31, 2015</td>
</tr>
</tbody>
</table>
V. DEGREE & REGISTRATION REQUIREMENTS

A. MASTER OF PROFESSIONAL STUDIES DEGREES

ADVOCACY IN THE GLOBAL ENVIRONMENT (PSAD) COURSE REQUIREMENTS

Advocacy in the Global Environment (PSAD)
Master’s degree candidates are required to complete 39 credit hours (13 courses) with a grade point average of 3.0 or better. 12 credit hours are dedicated to immersion multiple regions around the world, through GSPM’s Global Perspective Residencies.

CORE COURSES
All students are required to take the following courses (7 courses, 21 credit hours):
- PSAD 6225 Fundamentals of Global Political Management
- PMGT 6403 Political Data & Analysis
- PMGT 6402 Applied Political Communications
- PMGT 6404 Principled Political Leadership
- PSAD 6240 Global Advocacy: Strategies, Tools, and Tactics or PSAD 6270 International Public Relations and Global Advocacy
- PSAD 6250 Cultural Aspects of Global Engagement
- PSAD 6260 Comparative Political Management Environments

And four of the following (4 courses, 12 credit hours):
- PSAD 6200 Engaging North America (Washington, DC)
- PSAD 6200 Engaging Europe (Brussels)
- PSAD 6200 Engaging the Greater Middle East and Africa
- PSAD 6200 Engaging Asia (Hong Kong)
- PSAD 6200 Engaging Latin America (Sao Paulo)
- PSAD 6200 Engaging the United Kingdom (London)
- PSAD 6200 Engaging the Greater Middle East and Africa (Istanbul)

ELECTIVE COURSES (2 courses, 6 credit hours)
With your advisor’s approval, you may take electives from the Political Management, Legislative Affairs, and Strategic Public Relations programs. Some students also take courses at the Elliott School of International Affairs, the Trachtenberg School of Public Policy and Public Administration, the School of Business, or create an individually designed course with the permission of the program director and the approval of the GSPM director.

Full-time students may participate in unpaid internships at international organizations based in Washington, D.C., to further develop their knowledge base and skills.
POLITICAL MANAGEMENT (PMGT) COURSE REQUIREMENTS

Political Management (PMGT)
Master’s degree candidates are required to complete 36 credit hours (12 courses at 36 credit hours, or 10 courses at 30 credit hours plus a master’s thesis at 6 credit hours) with a grade point average of 3.0 or better.

CORE COURSES
Of the 36 credit hours that PMGT Master’s degree students must complete, either 15 or 18 credit hours will be devoted to satisfying the core course requirements, depending on whether the student elects to write a six credit thesis. Students may also complete nine credit hours in a focus area, although it is not required. The remaining credits needed to complete the overall requirement of 36 credit hours may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the academic adviser, up to nine credit hours offered by other departments and programs of GW or the Consortium of Universities of the Washington Metropolitan Area.

All students are required to take the following courses (4 courses, 12 credit hours):
- PMGT 6401 Fundamentals of Political Management - taken in first semester;
- PMGT 6402 Applied Politics Communications
- PMGT 6403 Political Data and Analytics
- PMGT 6404 Principled Political Leadership

And one of the following (1 course, 3 or 6 credit hours):
- PMGT 6495 Political Power and Practice (3 credit hours)
- PMGT 6498-99 Thesis Research (6 credit hours)

TOPICAL CLUSTERS

The program is designed to help students meet their specific career goals. Students may choose to focus their coursework in one of the following areas, or work with the program director to select courses from several areas to meet individual aspirations.

Applied Proficiencies
- PMGT 6450 Rules, Laws, and Strategy (3 credits; offered summer)
- PMGT 6452 Digital Strategy (3 credits; offered fall)
- PMGT 6454 Fundraising and Budgeting (3 credits; offered fall)
- PMGT 6456 Speechcraft (3 credits; offered fall)
- PMGT 6458 Crisis Management (3 credits; offered spring)
- PMGT 6460 Audience Research (3 credits; offered fall; prerequisite: PMGT 6403)
- PMGT 6462 Opposition Research (3 credits; offered summer)
- PMGT 6464 Influencing the Media (3 credits; offered fall)
- PMGT 6466 Political Advertising (3 credits; offered fall; prerequisite: PMGT 6430)
- PMGT 6468 Digital Advertising and Action (3 credits; offered spring; PMGT 6452)
- PMGT 6470 Digital Content Creation (3 credits; offered summer; prerequisite: PMGT 6452)
• PMGT 6472 Maximizing Social Media (3 credits; offered spring; prerequisite: PMGT 6452)
• PMGT 6474 Stereotypes and Political Strategy (3 credits; offered summer)
• PMGT 6476 Political Consulting (3 credits; offered summer)

Advocacy Politics
• PMGT 6410 Grassroots Engagement (3 credits; offered fall)
• PMGT 6412 Issues Management (3 credits; offered spring)
• PMGT 6414 Lobbying (3 credits; offered spring)
• PMGT 6416 International Lobbying (3 credits; cross-listed with Advocacy in a Global Environment program)
• PMGT 6418 Budget Politics (3 credits; offered in summer; prerequisite: PMGT 6414)
• PMGT 6420 Corporate Public Affairs (3 credits; offered spring every other year, beginning 2015)
• PMGT 6422 State and Intergovernmental Politics (3 credits; offered fall)

Electoral Politics
• PMGT 6430 Campaign Strategy (3 credits; offered spring)
• PMGT 6432 Managing Campaigns (3 credits; offered every other spring, beginning 2016; prerequisite: PMGT 6430)
• PMGT 6434 Running for Office (3 credits; offered every other summer, beginning 2015)
• PMGT 6436 National Campaign Dynamics (3 credits; offered fall)
• PMGT 6438 State and Local Campaigns (3 credits offered summer)
• PMGT 6440 Targeting and Voter Contact (3 credits; offered spring; prerequisite: PMGT 6403)
• PMGT 6442 Campaigns Around the World (3 credits, offered every other spring, beginning 2015)

ELECTIVE COURSES

With your advisor’s approval, you may also take electives outside the program. Many classes in the Legislative Affairs, the Strategic Public Relations, and the Advocacy in the Global Environment programs would make excellent electives for Political Management students. Some students also take courses at the Elliott School of International Affairs, the Trachtenberg School of Public Policy and Public Administration, the School of Business, or create an individually designed course with the permission of the program director and the approval of the GSPM director.

Full-time students may participate in unpaid internships at international organizations based in Washington, D.C., to further develop their knowledge base and skills.
LEGISLATIVE AFFAIRS (LGAF) COURSE REQUIREMENTS

Legislative Affairs (LGAF)
Master's degree candidates are required to complete 33 credit hours with a grade point average of 3.0 or better. All students in the program must complete the comprehensive examination in their final semester. Students who fail part of the exam may take it one additional time; a second failure results in program termination.

CORE COURSES
Of the 33 credit hours that LGAF Master's degree students must complete, 12 credit hours will be devoted to satisfying the core course requirements. Students also complete at least six credit hours in each of the two focus areas, American political processes and public policy analysis. The remaining courses needed to complete the overall requirement of 33 credit hours are electives that may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the program director, up to three appropriate graduate courses offered by other departments and programs of GW.

Students have the option to test out of LGAF 6204, Research Methods. Test-out times are scheduled through the Director of Academic Administration. Students who have earned a “B” or above in a graduate-level research methods course taken at another accredited university are waived of the LGAF 6204 requirement. All students are required to complete 33 credit hours; students who test out or waive out of the course will not receive course credit; rather they will be able to take an elective of their choosing in its place.

All students are required to take the following courses (4 courses, 12 credit hours):
- LGAF 6201 Politics and Public Policy
- LGAF 6202 Legislative Politics
- LGAF 6203 Executive-Legislative Relations
- LGAF 6204 Research Methods

THE FOCUS AREAS

American Political Processes (at least 2 courses, 6 credit hours)
- LGAF 6217 Budgetary Politics
- LGAF 6218 Judicial Politics
- LGAF 6219 American Presidency
- LGAF 6222 American Political Parties and Elections
- LGAF 6224 Interest-Group Politics
- LGAF 6228 Media and Politics
- LGAF 6240 Selected Topics in American Politics
- LGAF 6246 Congress and Foreign Policy
Public Policy Analysis (at least 2 courses, 6 credit hours)
- LGAF 6249 National Security Policy
- LGAF 6251 Budgetary Policy
- LGAF 6260 Domestic Policy Analysis Selected Topics
- LGAF 6270 Foreign Policy Analysis Selected Topics

Master’s Thesis Option (2 courses, 6 credit hours)
- LGAF 6299 Thesis Research I
- LGAF 6300 Thesis Research II

STRATEGIC PUBLIC RELATIONS (PSPR) COURSE REQUIREMENTS

Strategic Public Relations (PSPR)
Master's degree candidates are required to complete successfully 33 credit hours with a grade point average of 3.0 or better.

CORE COURSES

Of the 33 credit hours that PSPR Master's degree students must complete, 24 will be devoted to satisfying the core course requirements. Students also complete six credit hours in advanced Public Relations skills. The remaining course needed to complete the overall requirement of 33 credit hours is fulfilled by taking CPS 6300, Capstone, during the final semester.

All students in both the degree and the certificate programs are required to take the following courses (8 courses, 24 credit hours):
- PSPR 6201 PR Principles and Practices
- PSPR 6202 Advanced Writing for Communications Professionals
- PSPR 6203 Research Methods for PR Professionals
- PSPR 6204 Media Relations in the New Media World
- PSPR 6205 Business and Budgeting of PR
- PSPR 6206 Ethical Standards in PR and Public Affairs
- PSPR 6208 Strategic Marketing and Marketing Communications
- PSPR 6223 Public Opinion, Political Socialization and Public Relations

Elective Courses (2 courses, 6 credits)
- PMGT 6456 Speechcraft
- PMGT 6412 Issues Management
- PMGT 6458 Crisis Management
- PSPR 6222 Multicultural Marketing
- PMGT 6460 Audience Research
- PMGT 6414 Lobbying
- PMGT 6410 Grassroots
- PSPR 6210 Special Topics
B. GRADUATE CERTIFICATES

CERTIFICATE IN CAMPAIGN STRATEGY

Candidates are required to complete 18 credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Required Courses (5 courses, 15 credit hours)
- PMGT 6401 Fundamentals of Political Management
- PMGT 6402 Applied Political Communications
- PMGT 6403 Political Data and Analytics
- PMGT 6430 Campaign Strategy
- PMGT 6440 Targeting and Voter Contact

Elective Courses (1 course, 3 credit hours)
- PMGT 6432 Managing Campaigns
- PMGT 6434 Running for Office
- PMGT 6454 Fundraising and Budgeting

CERTIFICATE IN COMMUNITY ADVOCACY

Candidates are required to complete 18 credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Required Courses (5 courses, 15 credit hours)
- PMGT6401 Fundamentals of Political Management
- PMGT6402 Applied Political Communications
- PMGT6403 Political Data and Analytics
- PMGT6410 Grassroots Engagement
- PMGT6460 Audience Research

Elective Courses (1 course, 3 credit hours)
- PMGT6422 State and Intergovernmental Politics
- PMGT6440 Targeting and Voter Contact
- PMGT6414 Lobbying
CERTIFICATE IN DIGITAL POLITICS

Candidates are required to complete 18 credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Required Courses (3 courses, 9 credit hours)
- PMGT 6402 Applied Political Communications
- PMGT 6403 Political Data and Analytics
- PMGT 6452 Digital Strategy

Elective Course (3 courses, 9 credit hours)
- PMGT 6440 Targeting and Voter Contact
- PMGT 6468 Digital Advertising and Action
- PMGT 6470 Digital Content Creation
- PMGT 6472 Maximizing Social Media

CERTIFICATE IN PACs & POLITICAL MANAGEMENT

Candidates are required to complete 15 credit hours with a grade point average of 3.0 or better. The certificate courses may be transferred into either the Political Management or Legislative Affair degree.

Required Course (15 credit hours total)
- LGAF 6234 PACs and Congress

The remaining 12 hours are completed through electives:

PMGT (Take two of the following)
- PMGT 6454 Fundraising and Budgeting
- PMGT 6414 Lobbying
- PMGT 6410 Grassroots Politics
- PMGT 6420 Corporate Public Affairs
- PMGT 6450 Rules, Laws, and Strategy

LGAF (Take two of the following)
- LGAF 6202 Legislative Politics
- LGAF 6222 American Political Parties and Elections
- LGAF 6224 Interest-Group Politics
- LGAF 6260 Domestic Policy Analysis - Selected Topics (with program director approval)

CERTIFICATE IN PUBLIC RELATIONS

Candidates are required to complete 18 credit hours with a grade point average of 3.0 or better. The certificate courses may be transferred into the Strategic Public Relations degree.

Required Courses (6 courses, 18 credit hours)
- PSPR 6201 Public Relations Principles & Practices
- PSPR 6202 Advanced Writing for Communications Professionals
- PSPR 6203 Research Methods for PR/PA Professionals
- PSPR 6204 Media Relations in the New Media World
- PSPR 6205 The Business & Budgeting of Public Relations
- PSPR 6206 Ethical Standards in Public Relations & Public Affairs

C. THESIS OPTION

In completing the requirements for the Master of Professional Studies degree (PMGT and LGAF) students may elect to write a thesis. In order to select the thesis option, a GSPM student must have a grade point average of 3.33 or better over the first 24 credit hours (PMGT students) or the first 18 hours (LGAF students). The student registers for six credit hours of thesis research and must complete the thesis no later than four calendar years after matriculation as a candidate for the Master's degree.

Thesis research is done under the direction of a faculty member. The faculty member directing the thesis and the GSPM executive director must approve the subject. The thesis, in its final form (with one copy and a certificate of approval signed by the thesis director and by the executive director), must be presented to the Graduate Student Services office no later than the date announced in the Academic Calendar. All theses must meet the Electronic Thesis and Dissertation Submission (ETDS) guidelines and must be submitted electronically. Students are encouraged to request a copy of Writing a GSPM Master's Thesis from the Director of Academic Administration.

VI. GENERAL INFORMATION

A. REGISTRATION

All students register using the GWeb system (https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin). Registration policies and procedures are described on the registrar’s web site - http://registrar.gwu.edu/how-register.

For newly admitted students:
1. Go to http://my.gwu.edu/ then click GWeb Info System in the upper left corner. Enter the GWid that is given at the top of your offer of admission or your program plan. Enter your six-digit birthday (MMDDYY) as your PIN. Change your PIN for security purposes.

2. Go to http://helpdesk.gwu.edu/accounts to create your NetID. This gives you access to GWMail (email), MyGW (GW's portal of information) and Blackboard (online course software). Enter your GWid and new PIN, and create a NetID and password.

Once completed, go to step #3.

For continuing students:
3. Go to http://my.gwu.edu and sign on with your NetID and password.
4. Click on GWeb Info System and log in with your GWid and PIN to register for courses.

5. Select Student Records and Registration, then Registration Menu, then Register, Drop and/or Add Classes. Select a term, choose your program, and select your classes.

Registration Assistance:
8:30 a.m. - 5:30 p.m.
Monday - Friday
202.994.4900 (TTD: 202.994.4883)
registrar.gwu.edu/

If you are experiencing any technical difficulties with registration or logging into the GWeb system, please contact the University Helpdesk at ithelp@gwu.edu. Students are required to register each fall and spring semester, and we encourage students to take courses during the summer session as well.

B. ACADEMIC ADVISING

Students who have questions regarding academic advising should make an appointment to meet with their respective program director. Students are required to register for classes each fall and spring semester. Failure to register requires that a student apply for re-admission to the program. If a leave of absence is needed, please contact the Director of Academic Administration.

C. TRANSFER OF CREDIT

A student who is a degree candidate in CPS may request transfer of post-baccalaureate, graduate-level course work taken outside the School. No more than one-quarter of the semester hours of graduate course work required for a degree may be approved for transfer (up to nine hours).

Students who wish to transfer credit into the program should consult the program director as early as possible and submit a petition to CPS via the appropriate form. For a transfer of credit to be approved, all of the following conditions must be met:

- The course work must have been taken at an accredited college or university;
- The department must approve it as appropriate to the student's program of studies;
- It must have been taken within the past five years;
- It must not have been applied to the completion of requirements for another degree;
- The student must have received a grade of "B" or better;
- An official transcript showing completion of the course work must be on file in the CPS office before the request can be considered.

Once enrolled as CPS degree candidates, students are not permitted to transfer course work taken outside the university, except under extraordinary circumstances (petitions must be
made, in advance, through GSPM to the CPS Dean’s Office).

D. PROVISIONALLY ADMITTED STUDENTS AND GRADES

Students admitted provisionally into any of the GSPM programs must receive no less than a final grade of “B” in each of the first six credits they take in the program (nine credits for international students). This does not mean a “B” average, but a minimum of a “B” in each course. Furthermore, no student admitted provisionally may receive an “I” (Incomplete), “W” (Authorized Withdrawal), or “Z” (Unauthorized Withdrawal) during the provisional period.

E. CAREER SERVICES

During orientation, students start preparing for a career in practical politics and strategic communications. The GSPM Office of Career Services has extensive resources to help students in advancing their political careers, develop a career search strategy and conduct research on issues and organizations that match career interests. The GSPM Office of Career Services will assist students in preparing resumes, cover letters and perfecting interviewing techniques. Students are responsible for applying for and arranging interviews for jobs.

F. GRADUATION PROCEDURES AND CEREMONIES

Degrees are conferred in January, May, and August, although the May commencement ceremony is the only one for the academic year. To be eligible for the granting of a graduate certificate or master’s degree, students must complete all course requirements with a minimum GPA of 3.0, with no grades of "F" or "I".

Graduate Degree Program Requirements

Graduating students must file an Application for Graduation early in the student's final semester by the date noted in the academic calendar and all applicable fees must be paid. Master's students may obtain an application for graduation on the GSPM web site (registrar.gwu.edu/application-deadlines). Students who do not graduate at the end of that semester must reapply for graduation at the beginning of the next semester. Students must be enrolled during the semester in which they graduate. If a student is completing work for a course from a previous semester, he/she will need to be registered for “continuous enrollment.” The student will be required to pay the corresponding $35 registration fee.

GW Graduation Ceremonies

GSPM students may take part in GW’s graduation exercises, usually held on the third weekend in May. All GSPM students who have completed their degree requirements during the year (i.e., the prior July, December or May) are able to participate in these exercises. Students who have nine credits or fewer to complete in the summer following commencement are eligible to “walk” in the ceremonies. Events include a CPS school celebration on Saturday and the Sunday commencement for all GW graduates held on the
National Mall in Washington, D.C. Students must purchase or borrow academic gowns, hoods and caps to participate in both ceremonies.

VII. UNIVERSITY POLICIES AND PROCEDURES

A. UNIVERSITY REGULATIONS

The University has published important information on registration, student status, attendance, scholarship requirements (grades, incompletes, grade point average), academic dishonesty, student conduct, withdrawal, leave of absence, graduation requirements and other information. Students are required to know and conform to these policies and to further comply with rules set forth by the College of Professional Studies. You will find these University regulations stated in the GW Graduate Bulletin (see http://bulletin.gwu.edu/).

You must also become familiar with the University's Statement of Student Rights and Responsibilities http://studentconduct.gwu.edu/student-rights-responsibilities). This statement includes the Code of Student Conduct that defines student behavior considered disruptive to the academic enterprise and life within the campus community. The Code also details the University’ disciplinary process.

B. TUITION AND UNIVERSITY FEES

Students should take note of the tuition and university fees as listed in the GW Graduate Bulletin (http://bulletin.gwu.edu/). Please consult the GW Graduate Bulletin for specific courses and course numbers.

C. FINANCIAL ASSISTANCE

Financial aid questions should be directed to the Office of Student Financial Assistance in Colonial Central, Ground Floor, Marvin Central or by calling 202-994-9000 (option 2). Please have your GWid ready with your questions.

Loans, Work-Study, and Veterans' Benefits

The Office of Student Financial Assistance (OSFA) processes Federal Stafford loans and awards Federal Perkins loans and Federal Work Study based on both financial need and the availability of funds. You should file a Free Application for Federal Student Aid (FAFSA), Stafford Loan Application and GW Loan Questionnaire no later than the May 1st deadline to apply for financial assistance for the following fall semester or academic year. Additional information and application materials may be secured from the OSFA website at http://financialaid.gwu.edu/ or by stopping by Colonial Central on the Foggy Bottom Campus.
D. IMMUNIZATION REQUIREMENTS

The District of Columbia Immunization Law requires that students under the age of 26 have a record on file with the Student Health Service documenting a current Tetanus/Diphtheria booster (within ten years, prior to initial registration) and two doses of vaccine against Measles, Mumps, and Rubella that were given after the student’s first birthday. This applies to all students regardless of program of study or degree status. The Health Service can give any needed inoculations on a fee-for-service basis. Students who have not provided proof of necessary immunization by the end of the second week of classes may be removed from classes will be encumbered by the Student Health Service and will not be able to register for the next semester until such proof is given. If you are under the age of 26 and did not receive and submit an immunization form, contact the Student Health Service at (202) 994-6827 to request one.

E. WITHDRAWALS AND REFUNDS

Applications for withdrawal from the University or from a course after the registration period must be made in accordance with procedures outlined under University Regulations in the sections Complete Withdrawal From the University, and Adding and Dropping Courses, respectively. Financial aid recipients must notify the Office of Student Financial Assistance in writing. No refund of the tuition deposit required of entering students is granted.

In authorized withdrawals and changes in schedule, cancellations of semester tuition charges and fees will be made in accordance with the following schedule for the fall and spring semesters:

1. Complete withdrawal from all courses (on-campus students):

   Withdrawal dated on or before the end of the first week of the semester  90%
   Withdrawal dated on or before the end of the second week of the semester 60%
   Withdrawal dated on or before the end of the third week of the semester  40%
   Withdrawal dated on or before the end of the fourth week of the semester  25%
   Withdrawal dated after the fourth week of the semester                 None

2. Partial withdrawal: If the change in program results in a lower tuition charge, the refund schedule above applies to the difference.

4. Summer Sessions: In cases of authorized withdrawals from courses, refunds of 85% of tuition and fees will be made for courses dropped within the first seven calendar days of the start of a session. No refund will be made for courses dropped thereafter.

Courses that do not follow the traditional semester may have different refund policies.
The above information regarding cancellation of tuition charges and fees after withdrawal from the University may not apply to entering students who are recipients of federal aid; those students should check with the Student Accounts Office for the applicable cancellation schedule. Federal regulations require that financial aid recipients use refunds to repay financial aid received for that semester's attendance. This policy applies to institutional aid as well.

If a recipient of federal financial aid withdraws from the University or reduces his or her course load, federal regulations require that the University reevaluate the student's eligibility to determine the amount of aid the student is allowed to retain. If there is a credit balance on the student's account after the federal funds have been adjusted, institutional funds will be recovered from that amount.

In no case will tuition be reduced or refunded because of absence from classes. Authorization to withdraw and certification for work done will not be given a student who does not have a clear financial record.

F. ENROLLMENT STATUS

Once enrolled in a certificate or degree program, you must be continuously enrolled and actively engaged in fulfilling the requirements for the degree each semester of the academic year (fall and spring) until such time as the certificate or degree is conferred.

Students occasionally have a semester in which they are not enrolled for coursework, but are engaged in approved activities required for degree completion. There are also cases in which students may need to request a temporary leave for personal or professional reasons. In these instances, the students will need to enroll in one of the following designations to remain in active status with the University. Failure to enroll in either classes or one of the following designations will result in broken enrollment. Students who break enrollment and apply for readmission to the University will be subject to the admissions standards in place at the time the application is submitted.

Continuous Enrollment Status

Once entered in a degree program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements for the degree each semester of the academic year until such time as the degree is conferred. A student is considered to be continuously enrolled when registered for courses or when engaged in and appropriately registered for activities such as the following, with the prior approval of the school in which the student is enrolled: cooperative work semester; study abroad program; attendance at another institution with prior approval to have work transferred back to the GW program; completion of outstanding work in courses in which a grade of Incomplete or In Progress was received; or non-course instructional activities unique to the particular school. This status is generally limited to one year. Should the student break continuous enrollment at the University and not request and be granted a leave of absence (see below), he or she must apply for readmission and, if granted, be subject to the requirements and regulations then in force.
Leave of Absence

Should a degree student find it necessary to interrupt active pursuit of the degree, he or she may petition the dean for a leave of absence for a specific period of time, generally limited to one calendar year. A degree student who discontinues active enrollment in degree studies without being granted a leave of absence, or a student granted a leave who does not return to active study at the close of the period of approved absence, must apply for readmission and be subject to the regulations and requirements then in force. The right to use of University facilities is suspended while the leave is in effect.

G. THE CONSORTIUM OF D.C. AREA UNIVERSITIES

Degree students enrolled in on-campus programs who are interested in taking courses at any of the other institutions in the Consortium of Universities of the Washington Metropolitan Area, Inc., should consult the program announcements of the other institutions. Consortium registration forms and instructions may be picked up in the Office of the Registrar. In order to participate in the Consortium program, students must obtain the approval of an advisor and should ascertain from the department of the institution where the course is taught whether they are eligible for the course and whether there is space in the class. Specific inquiries should be addressed to the Registrar’s Office. Detailed information concerning Consortium policy and procedures is printed in the Schedule of Classes and is available on the Registrar’s Office website.

GSPM students enrolled in on-campus programs may take courses for academic credit at any of the universities in the Consortium, upon approval from the GSPM Executive Director, if they are not available at GW. See the Director of Academic Administration and/or the Registrar’s website for the needed forms.

In addition, students may borrow books from the other Consortium members’ libraries. To borrow books from the Consortium library students must use their GWID. or request them through Gelman Library circulation. Students may log on to the university system, Aladin, to borrow books.

H. GRADES

Grades are made available to students through the Office of the Registrar after the close of each semester. The following grading system is used: A, Excellent; B, Good; C, Minimum Pass; F, Fail; other grades that may be assigned are A–, B+, B–, C+, and C–. Symbols that may appear include CR, Credit; NC, No Credit; AU, Audit; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal.

Except for courses that specifically state that repetition for credit is permitted, a candidate for a degree at The George Washington University may not repeat a course in which a grade of C– or better was received, unless required to do so by the department concerned. A written statement to this effect must be submitted to the student's dean by the appropriate department chair.
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. At the end of the academic year, students' records are reviewed; if there is more than one $Z$ per semester, a student's record will be encumbered until released by the student's advisor or academic dean. The symbol of $Z$ is not a grade but an administrative notation.

**Incompletes**

The symbol $I$ (Incomplete) indicates that a satisfactory explanation has been given the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol $I$ may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be turned in will be graded $F$, Failure. If acceptable reasons are later presented to the instructor, that instructor may initiate an appropriate grade change, which in all cases will include the symbol $I$. The course work must be completed within the designated time period agreed upon by the instructor and student, but (except in the School of Business) no more than one calendar year from the end of the semester in which the course was taken. In the School of Business, the symbol $I$ must be changed by a date agreed on by the instructor and the student, but no later than the last day of the examination period for the fall or spring semester immediately following the semester or summer session in which the symbol $I$ is assigned. All students who receive an Incomplete must maintain active student status during the subsequent semester(s) in which course work is being completed. If not registered in other classes during this period, the student must register for Continuous Enrollment status.

When work for the course is completed, the instructor will complete a grade change form and turn it in to the Office of the Registrar. The grade earned will be indicated in the form of $I$, followed by the grade. The indication of $I$ cannot be removed and remains on the student's permanent academic record even after the course has been successfully completed. If work for the course is not completed within the designated time, the grade will be automatically converted to a grade of $IF$, Incomplete/Failure, 0 quality points, and the grade-point average and academic standing recalculated.

**The Grade-Point Average**

Scholarship is computed in terms of the grade-point average, obtained by dividing the number of quality points by the number of credit hours for which the student has registered, both based on his or her record in this University. The grade-point average is computed as follows: $A$, 4.0; $A-$, 3.7; $B+$, 3.3; $B$, 3.0; $B-$, 2.7; $C+$, 2.3; $C$, 2.0; $C-$, 1.7; $F$, 0, for each credit hour for which the student has registered as a degree-seeking student. Although credit value for a course in which a grade of $F$ is earned appears on the transcript for the purpose of calculating the grade-point average, no academic credit is awarded. In the case of a student who is allowed to repeat a course, the first grade received remains on the student's record and is included in the grade-point average. Courses marked $AU, CR, I, IPG,$
W, or Z are not considered in determining the average, except that courses marked I will be considered when a final grade is recorded. With the exception of Consortium courses, grades in courses taken at other institutions are not considered in computing the grade-point average.

I. ACADEMIC INTEGRITY

The University community, in order to fulfill its purposes, must establish and maintain guidelines of academic behavior. All members of the community are expected to exhibit honesty and competence in their academic work. Incoming students have a special responsibility to acquaint themselves with, and make use of, all proper procedures for doing research, writing papers, and taking examinations. Members of the community will be presumed to be familiar with the proper academic procedures and held responsible for applying them. Deliberate failure to act in accordance with such procedures will be considered academic dishonesty. Acts of academic dishonesty are a legal, moral, and intellectual offense against the community and will be prosecuted through the proper University channels. The University Code of Academic Integrity can be found at http://studentconduct.gwu.edu/code-academic-integrity.