

SCHOOL OF MEDICINE AND HEALTH SCIENCES

Dean J. Akman

Senior Associate Dean for Health Sciences R. Bushardt

Associate Deans M. Corcoran, C. Golden

Assistant Dean K. Wright

The George Washington University School of Medicine and Health Sciences (SMHS) is dedicated to improving the health of local, national, and global communities by:

- Educating a diverse workforce of tomorrow's leaders in medicine, science, and health sciences.
- Healing through innovative and compassionate care.
- Advancing biomedical, translational, and health services delivery research with an emphasis on multidisciplinary collaboration.
- Promoting a culture of excellence through inclusion, service, and advocacy.

As a globally recognized academic medical center, GW embraces the challenge of eliminating health disparities and transforming health care to enrich and improve the lives of those we serve.

Medical Programs

For information about GW medical programs, please refer to the medicine and health sciences website (<http://smhs.gwu.edu>).

Health Sciences

GW Health Sciences (<http://smhs.gwu.edu/academics/health-sciences>) comprises four (<https://smhs.gwu.edu/academics/health-sciences-programs/departments>) academic departments: Clinical Research and Leadership (<http://smhs.gwu.edu/crl>), Integrated Health Sciences (<https://smhs.gwu.edu/academics/health-sciences-programs/departments/ihs-programs>), Physician Assistant Studies (<http://smhs.gwu.edu/pas>), and Physical Therapy and Health Care Sciences (<http://smhs.gwu.edu/pths>). SMHS Health Sciences Programs prepare professionals for roles in selected specialties within health care. These programs emphasize the interdependent roles and responsibilities of professionals in health care practice, research, and leadership.

The mission of GW Health Sciences is built upon five tenets:

- Interdisciplinary education provides a foundation for the future of health care delivery and generates collaborative structures and models for benchmarking and improvement.
- Clinical training is a foundation for professional development in clinical practice.
- Community service learning applies to communities broadly and is an important component of education for the

transformation of communities of practice, research, and access in health care.

- GW Health Sciences is uniquely positioned to cultivate leadership capacity development within the health sciences, medical, and scientific communities that we serve.
- Scholarship among faculty, staff, and students alike contribute to the process of new knowledge creation and are a foundation for advancing translational science in health care.

REGULATIONS

- **Preamble (p. 1)**
- **Admission (p. 2)**
 - International Applicants (p. 2)
 - Unclassified Students (p. 3)
 - Readmission (p. 3)
 - Transfer Credit for Graduate Students (p. 3)
 - Transfer Credit/Advanced Standing for Undergraduates (p. 3)
- **Evaluation of Academic Performance (p. 3)**
- **Academic Standing (p. 5)**
- **Programs of Study (p. 6)**
- **Policies and Definitions (p. 6)**
- **Graduation Requirements (p. 7)**
- **Financial Aid (p. 8)**

Preamble

Students enrolled in Health Sciences Programs are required to conform to all rules, regulations, and policies with University-wide applicability, including those contained in the Guide to Student Rights and Responsibilities (hereinafter "the Guide"). In this regard, the Guide's Policy on Equal Opportunity; Policy on Sexual Harassment; Student Grievance Procedures; Privacy of Student Records, and Articles I-IV, VI, and VII of the Guide's Statement of Student Rights and Responsibilities apply to Health Sciences students. However, because of the unique curriculum and degree requirements of the School of Medicine and Health Sciences, the following Regulations for Health Sciences students (hereinafter "Regulations ") have been adopted. Policies of the School of Medicine and Health Sciences (SMHS) Health Sciences Programs are listed on the SMHS bulletin website at <http://bulletin.gwu.edu/medicine-health-sciences>. Additionally, select Health Sciences Programs maintain program handbooks (hereinafter "Handbooks") for additional program-specific policies.

To the extent these Regulations or Handbooks are silent as to a particular right or procedure, such right or procedure is not intended to be afforded under these Regulations or Handbooks. In the case of any inconsistency or ambiguity between these Regulations and University-wide rules,

regulations, and policies, including the Guide, these Regulations shall govern. For Health Sciences Programs with Handbooks, in the case of any inconsistency or ambiguity between these Handbooks, Regulations, and University-wide rules, regulations, and policies, including the Guide, these Handbooks shall govern. Additionally, policies of the School of Medicine and Health Sciences (SMHS) are listed on the SMHS website at <https://smhs.gwu.edu/academics/health-sciences-programs/student-services/policies-forms>. Students are expected to comply with all SMHS policies. Failure to do so may result in disciplinary action.

Admission

To be considered for admission, applicants must submit a completed application form online, together with all required supporting documentation and a non-refundable application fee. Students applying to clinical programs should review the criminal background check and drug screen policies prior to application: <https://smhs.gwu.edu/academics/health-sciences-programs/admissions/background-checks-and-drug-screenings>

Bachelor of Science in Health Sciences (BSHS) programs are designed for transfer students; applicants are expected to have completed a minimum of 45 credits of coursework from a regionally accredited post-secondary institution prior to entry. Applicants to the post-baccalaureate and graduate programs must hold a bachelor's degree from a regionally accredited college or university, with the exception of the PhD and OTD programs which require a master's degree or entry-level professional doctorate. Official transcripts must be submitted from each academic institution attended, regardless of whether credit was earned or is desired. The transcript(s) must indicate a minimum cumulative grade-point average of 2.5 on a scale of 4.0 for undergraduate and post-baccalaureate applicants, and a 3.0 on a scale of 4.0 for graduate students. The applicant must be in good standing and eligible to return to the academic institution most recently attended. Dual degree applicants must have a minimum cumulative grade-point average of 3.3 on a scale of 4.0. With evidence of special promise, an applicant whose academic record falls short of the minimum GPA may be accepted on a conditional basis; see Conditional Admission, below. Students who have been suspended or dismissed academically will not be considered for admission for at least one year from the date of their last suspension or dismissal.

Applicants should refer to the individual program descriptions for information on prerequisites and supporting documents, since these vary by program. It is the responsibility of applicants to ensure that all required application materials are submitted by the designated deadlines. Unofficial copies, facsimiles, or photocopies of transcripts, certificates, or diplomas will not be accepted. All records become the property of the University and cannot be returned.

Conditional Admission—Admission with conditions to one of the health sciences programs may be offered at the discretion

of the Health Sciences Dean's Office and the program director. The terms of admission are outlined in the letter of acceptance from the University. When conditions have been not been met, notification is sent from the Health Sciences Dean's Office. Students dismissed for not meeting the conditions of their admission from non-clinical programs must sit out one calendar year before re-applying. Readmission is not guaranteed. Students enrolled in clinical programs should consult their program handbook for program-specific dismissal policies and procedures.

Advance Tuition Deposit—Upon notification of acceptance, an advance tuition deposit will be required of students in selected programs, including those re-admitted. The deposit is credited toward tuition and is non-refundable. Payment of the orientation fee, if applicable, must be submitted along with the tuition deposit and is also non-refundable.

International Applicants

The following additional requirements pertain to international applicants:

Required Records—Official copies of all required documentation (transcripts, diplomas, and certificates as well as any other records listing subjects studied, grades received, examinations taken, the results of state examinations, and degrees received) must be submitted in the language in which the institution keeps its official records. If these documents are in a language other than English, they must be accompanied by a certified English translation. In addition, an evaluated copy completed by an acceptable international evaluation service must be submitted regardless of whether or not the official record is in English.

Language Tests—Applicants whose native language is not English or who are not citizens of countries where English is the official language must submit official test scores for either academic IELTS or TOEFL or PTE. The following are the minimum scores for admission consideration.

1. Academic IELTS: an overall band score of 7.0, with no individual band score below 6.0.
2. TOEFL: 600 paper-based or 100 Internet-based.
3. PTE: overall score of 68

The IELTS/TOEFL/PTE requirement may be waived for applicants who hold a bachelor's degree or higher from a regionally accredited U.S. college or university; applicants who hold a bachelor's degree or higher from an international higher education institution must demonstrate through an evaluation that the institution is equivalent to a U.S. regionally accredited college or university, and the language of instruction at the institution where the degree was completed is English. Waivers may exist for citizens of countries where the official language is English, as determined by the GW International Services Office.

Financial Certificate—A Financial Certificate must be completed and submitted with the application for admission by all international students planning to study at the University under the authorization of either a student (F) or exchange visitor (J) visa. Satisfactory completion and submission of the Financial Certificate is required for the issuance of a Form I-20 or IAP-66.

Unclassified Students

A student who wishes to take individual courses in health sciences programs must obtain permission to register as an unclassified student by the Office of Admissions in the Health Sciences Dean's Office. If permission is granted, application is made with the Office of Non-Degree Students. Permission to take individual courses, if granted, will generally be limited to a total of 6 credits.

Credit earned for courses taken as an unclassified student may be transferred to a degree program at the University if the courses are applicable to the program, have been taken for credit, and have been completed with the minimum grade required in the program. This should not exceed 6 credits. Successful completion of coursework taken as an unclassified student does not guarantee admission to a degree program.

Readmission

Students who were previously registered in a health sciences program at the University, but who did not register during the immediate preceding semester (summer sessions excluded) and who did not receive an approved leave of absence, must apply for readmission. In some cases, students may be eligible to submit a Readmission Request Form (<http://smhs.gwu.edu/academics/health-sciences-programs/student-services/policies-forms>) instead of a full re-application. Please consult with the program office to determine eligibility. Students seeking a different degree or field of study must apply to the new program. The Readmission Request Form is not applicable for the Physician Assistant, Physical Therapy, Pre-Medicine, or Transitional Health Sciences programs - re-application is required. Students who have attended other academic institutions while not enrolled at this University must have complete official transcripts sent directly to the Office of Admissions, Health Sciences Programs, from each institution attended. Readmission is not guaranteed. All applications and requests for readmission are considered on the basis of regulations and curricula currently in effect.

Transfer Credit for Graduate Students

The University reserves the right to refuse transfer credit in part or in whole or to allow credit provisionally. A maximum of one quarter of the credits of graduate coursework required for a degree may be approved for transfer to a graduate program in the Health Sciences. These credits may come from enrollment in non-degree coursework at GW, or from another degree granting school of GW, or another accredited college or university. Eligible coursework must: (a) graduate-level credit, (b) not applied toward completion of requirements for another

degree, and (c) earned with a minimum acceptable grade of a B (grades of B- and below do not transfer). Requests for transfer credit must be submitted in writing and approved by the program director and the Health Sciences Dean's Office after admission to the program. Students in clinical programs or the PhD program should refer to their program handbook for program-specific transfer credit policies and procedures.

Transfer Credit/Advanced Standing for Undergraduates

Transfer credit may be awarded for appropriate coursework completed at other regionally accredited institutions provided minimum grade requirements have been met. The minimum acceptable grade is C for coursework to be applied toward an undergraduate degree (grades of C- and below do not transfer). Transfer credit may also be considered from Advanced Placement (AP) and International Baccalaureate Credit (IB) credit. Please refer to GW undergraduate admissions (<https://undergraduate.admissions.gwu.edu/bring-credits-gw>) for information on maximum credits, minimum scores, and GW course equivalents for AP and IB credits. Advanced standing may also be awarded for non-traditional classroom or clinical experience as determined by the individual programs. The University reserves the right to refuse transfer credit in part or in whole or to allow credit provisionally. Health sciences degree programs vary in the amount of advanced standing they will award. For bachelor's programs, no more than 66 credits will be accepted as advanced standing from a two-year institution. Degree candidates who are currently enrolled at this institution and plan to take courses at other regionally accredited institutions for transfer credit must first obtain program approval.

Evaluation of Academic Performance

Faculty members are responsible for evaluating the performance of students in a meaningful, useful, and timely manner and for assigning grades on a basis that is rational, just, and unbiased. The authority for assigning grades rests with academic departments or with faculty in the respective programs. Official grades for coursework can be obtained from the Office of the Registrar each semester and are not given out by instructors.

Grades in Undergraduate Degree or Certificate and Post-Baccalaureate Certificate Programs

—The following grading system is used: *A*, Excellent; *B*, Good; *C*, Satisfactory; *D*, Low Pass; *F*, Fail. At the discretion of the program and individual faculty, "+" or "-" (plus or minus) grades also may be assigned. Except for courses that specifically state that repetition for credit is permitted, a candidate for an undergraduate degree or undergraduate-level certificate (including post-baccalaureate certificate) at this University may not repeat a course in which a grade of *D* or above was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. If a course is repeated, the first grade remains on

the student's record and is included in the cumulative GPA. SMHS is excluded from the First-Year Academic Forgiveness Policy. Symbols that may appear on the transcript include *CR*, Credit; *AU*, Audit; *P*, Pass; *NP*, No Pass; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

Grades in Graduate Degree and Certificate Programs—The following grading system is used: *A*, Excellent; *B*, Good; *C*, Minimum Pass; *F*, Fail. At the discretion of the program and individual faculty, "+" or "-" (plus or minus) grades also may be assigned. Except for courses that specifically state that repetition is permitted, a candidate for a graduate degree or certificate at this University may not repeat a course in which a grade of *C* or above was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. For graduate courses where a grade of *C*- or below was received, the course must be repeated for credit. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA. Symbols that may appear on the transcript include *CR*, Credit; *AU*, Audit; *P*, Pass; *NP*, No Pass; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

Incomplete/In Progress—The symbol of *I* indicates that the instructor has received a satisfactory explanation for the student's inability to complete the required work of the course. The grade may be used only if the student's prior performance in the course has 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 will result in the grade of *F* for the course. Incomplete work must be made up by a date agreed upon by the instructor and the student but no later than the last day of the examination period for the semester immediately following the semester or summer session in which the notation of *I* is assigned. An extension of one additional semester can be requested by the student and may be approved by the program director. When work for the course is completed, the grade earned replaces the symbol *I* on the transcript. An Incomplete that is not changed within the allotted time reverts to an *F*.

The symbol of *IPG* is reserved for courses (such as special projects) in which the final class date extends beyond the official University deadline for submitting grades. Once the course has been completed, the *IPG* will be removed from the transcript and the earned grade recorded.

Unauthorized Withdrawal—The symbol of *Z* is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. At the end of the academic year, students' records are reviewed; if there is more than one *Z* per semester, a student's record may be encumbered until

released by the student's advisor or academic dean. The symbol *Z* is not a grade, but an administrative notation.

The Grade-Point Average—Scholarship is computed in terms of the grade-point average, based only on the student's record in this University. The grade-point average is computed from grades 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; *D+*, 1.3; *D*, 1.0; *D-*, 0.7; *F*, 0, for each credit for which the student has registered in a degree program. In undergraduate courses, grades of *F* will be computed in the grade-point average but will not be considered as fulfilling degree requirements. In graduate programs, final course grades below *C-* are recorded as *F*.

Appeal Procedures for Cases of Alleged Improper Academic Evaluation*—Students who believe that a grade or evaluation is unjust or inaccurate may use the following appeal procedures:

1. The student must submit a written appeal to the relevant faculty member within 10 calendar days of the time the grade is posted, with a copy to the program director.
2. Resolution should be sought first at the program and departmental levels. A review shall be conducted by the program director and chair, consulting as appropriate the student and faculty involved.
3. If a mutually satisfactory resolution is not achieved, the student may, within five calendar days of the decision being rendered, submit a written letter of appeal to the Senior Associate Dean for Health Sciences. In considering the student's appeal, the Senior Associate Dean will determine whether or not the grading procedures employed were fair, equitable, objective, and consistent.
4. The Senior Associate Dean for Health Sciences may refer the appeal to the Health Sciences Evaluation Committee chair, who will form a three-person committee to serve as a peer review body. The committee will consist of the director of the program and two other members of the Health Sciences Evaluation Committee who are not involved in the case. Should the chair of the Health Sciences Evaluation Committee be the member of the faculty alleged to have made the improper academic evaluation, the appropriate dean will choose the three members of the peer review body from the members of the Health Sciences Evaluation Committee. If a sufficient number of faculty are not available from within the committee, other faculty from the health sciences programs will be appointed.
5. The peer review body will review the student and course materials in order to render a recommendation to the Senior Associate Dean for Health Sciences. In the event that the peer review body chooses to conduct a hearing, the student may not have legal representation present. Students will be allowed to move forward in didactic coursework until the grade appeal is resolved and a final decision rendered. However, students will

not be allowed to move forward in clinical coursework until the grade appeal is resolved and a final decision rendered.

6. The peer review body will advise the Senior Associate Dean for Health Sciences on the outcome of their review and recommendations. Final action rests with the Dean for the School of Medicine and Health Sciences.

*Please use the Appeal Form for Cases of Alleged Improper Academic Evaluation (<http://smhs.gwu.edu/academics/health-sciences-programs/student-services/policies-forms>) to facilitate the first two parts of the appeal process. For students in the Medical Laboratory Sciences, Physician Assistant, Physical Therapy, or Translational Health Sciences programs, please refer to your student handbook for specific program information.

Academic Standing

An enrolled student is considered to be in good academic standing by the School of Medicine and Health Sciences provided that he or she is not on academic probation or suspension. The policies outlined below apply to all candidates for health sciences programs. In addition, Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Translational Health Sciences students must comply with policies and procedures outlined in their respective student handbooks.

Warning—An undergraduate whose GPA falls between 2.5 and 2.69, and a graduate student whose GPA falls between 3.0 and 3.2 will receive a warning notification from the program. The warning may be delivered to the student the form of an email. A record of warning notifications will be kept with program records and Health Sciences Student Services.

Academic Probation—A full- or part-time undergraduate degree candidate whose cumulative GPA falls below 2.5 will be placed on academic probation and that status noted on the student's transcript. This probation extends over the period during which the student attempts an additional 12 credits of coursework. While on probation, students will be allowed to register for no more than 12 credits per semester, unless approved by the program director and the appropriate dean.

A full- or part-time graduate degree candidate whose cumulative GPA falls below 3.0 will be placed on academic probation. For full-time students, probation extends for one semester of full-time coursework as defined by the program; for part-time students, probation extends during the period in which the student attempts 9 credits of coursework. While on probation, full-time students may register for no more than a total of 9 credits unless an exception is approved by the program director and the appropriate dean; part-time students may register for a combination of 9 credits, but may not register for additional credits, e.g. a part-time student who attempts 6 credits in one semester would be restricted to 3 credits in the following semester of enrollment.

If the program director and department chair determine that extenuating and valid circumstances exist, a student may be granted an extension of the probationary period. If granted, the student will be notified by the program director outlining conditions to be met by the student. The student must return a statement to the program director by email or postal system mail confirming that he/she has read, understands, and agrees to the conditions.

If the student fails to attain the conditions in the time specified, the student will be suspended (see Suspension, below). If the student succeeds in raising his/her cumulative GPA to the minimum scholarship requirements, academic probation will be lifted. A student who has been placed on probation more than one time will be recommended for dismissal.

Suspension—Students on probation who have not raised their cumulative GPA within the allowed number of credits (12 for undergraduate and 9 for graduate students) may be suspended. A student suspended for poor scholarship may not register for any coursework at the University, even as an auditor. The program director mails or emails a Letter of Suspension notifying the student of suspension.

A student who is suspended for failure to raise the cumulative GPA may apply for readmission after one calendar year. Evidence must be presented to the student's program director, demonstrating that the student is better prepared to pursue academic coursework. Any student suspended twice for poor scholarship will not be readmitted. If the student fails to achieve the minimum GPA at the end of the semester following readmission, the program director may recommend that the student be dismissed and further enrollment prohibited; such a recommendation will be reviewed by the appropriate dean, whose recommendation will be forwarded to the Dean of the School of Medicine and Health Sciences.

Dismissal—Any student who has received one or more failing grades in a single semester, or who has been placed on probation more than one time, may be recommended for dismissal by the program director. If the program recommends dismissal, notice will be sent to the student via email or conventional mail informing him/her that the recommendation for dismissal is being reviewed by the Senior Associate Dean for Health Sciences in consultation with the program director and chair. At the discretion of the Senior Associate Dean, the recommendation may also be forwarded to the Health Sciences Evaluation Committee before sending to the Dean for the School of Medicine and Health Sciences. The final decision about dismissal rests with the Dean for the School of Medicine and Health Sciences. A student who is dismissed may apply for readmission after the lapse of one calendar year. Readmission is not guaranteed. Students enrolled in clinical programs should consult their program handbook for program-specific dismissal policies and procedures.

Programs of Study

Students enrolled in undergraduate degree or undergraduate-level certificate programs (including post-baccalaureate certificates) must meet with their academic advisor (in person or electronically) to review a program of study, listing all coursework required for the degree or certificate, including applicable transfer credit. Changes to the program of study can be made through petition to the program. Changes may require approval of Senior Associate Dean for Health Sciences.

Transfer Within Health Sciences Programs—To apply for a transfer from one health sciences program to another, a written request must be submitted to the Office of Student Services, Health Sciences Programs, along with the necessary supporting documentation required by the program. To change from certificate to degree program may require an admissions application.

Transfer Outside Health Sciences Programs—No internal transfers are permitted from a health sciences program to another GW school or college. To transfer outside of the health sciences, a student must follow the full admission processes for the other GW program.

Changes Within Health Sciences Programs—A student may not substitute one course for another without approval of the program director, the department chair, and the appropriate dean. After the deadlines for adding or dropping courses, a student must obtain the permission of the course instructor, the program director, and the appropriate dean to withdraw from a course or to change status from credit to audit or audit to credit.

Adding and Dropping Courses—During the registration period (typically before the end of the second week of classes) students may add or drop courses using GWeb. There is no automatic drop for non-payment or no show. After the second week of classes, students who wish to add or drop a course must complete a Registration Transaction Form (<http://smhs.gwu.edu/academics/health-sciences/students/forms-policies>) and submit the form to the Student Services Office. Adding a course after the second week requires a signature of the instructor or other authorized member of the department.

For courses following the traditional academic calendar, a course dropped during the first four weeks of classes will not appear on the student's transcript. A course dropped after the fourth week but before the end of the eighth week will be assigned a notation of W (Authorized Withdrawal). Deadlines for summer or accelerated courses may vary. Please check the Health Sciences Student Services Course/Drop Refund Schedule (<http://smhs.gwu.edu/academics/health-sciences-programs/student-services/course-drop-refund-schedule>).

For courses following the traditional academic calendar, the deadline for dropping a course without academic penalty is the end of the eighth week of classes. After the end of the eighth week of classes, dropping a course without academic

penalty is only possible after the student presents a petition to the Senior Associate Dean for Health Sciences and receives written permission. Deadlines for summer or accelerated courses may vary. Please check the Health Sciences Student Services Course/Drop Refund Schedule (<http://smhs.gwu.edu/academics/health-sciences-programs/student-services/course-drop-refund-schedule>).

All charges for courses from which the student withdraws are subject to the refund policy listed under Fees and Financial Regulations in this Bulletin. Students taking summer or accelerated courses should refer to the Health Sciences Student Services Course/Drop Refund Schedule (<http://smhs.gwu.edu/academics/health-sciences-programs/student-services/course-drop-refund-schedule>) for additional information. Failure to withdraw by these procedures can result in an extended financial obligation and the recording of a grade of F (Failure) or a notation of Z (Unauthorized Withdrawal).

Policies and Definitions

Credit—Credit is awarded only after registration for a course and satisfactory completion of the required work, or upon assignment of advanced standing.

Auditing—A student who has been admitted to a health sciences program may register as an auditor in a class only with the permission of the instructor, the faculty advisor, and the appropriate dean. An auditor receives no academic credit and is not required to take active part in the class or to pass examinations. A student who takes a course as an auditor may not repeat it later for credit. The regular program tuition rate is charged for audited courses.

Attendance—Students may attend only those classes for which they are officially registered. Regular attendance is expected. A student suspended for any cause may not attend classes during the period of suspension. Students are held responsible for all of the work of the courses in which they are registered, and all absences must be excused by the instructor before provision is made to make up the work missed.

Transcripts of Record—Official transcript of student records are issued by the Office of the Registrar and may be requested through GWeb by any student or former student who has paid all charges, including any outstanding student loan installments, due the University at the time of the request. A fee is charged for each transcript. Partial transcripts are not issued.

Continuous Enrollment—Once entered in a degree or certificate program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements each semester of the academic year until such time as the degree is conferred or certificate completed. Students who break continuous enrollment at the University and do not request and receive a leave of absence (see below) must apply for readmission and, if granted, are subject to the requirements and regulations then in force. Students who plan to attend

other institutions and apply credit earned toward graduation from this University must first obtain written approval from the program director and the appropriate dean.

Leave of Absence—A student who must interrupt active pursuit of the degree or certificate may petition the appropriate dean, through the program director, for a leave of absence for a specified period of time, generally limited to one calendar year. If the petition is approved, the student must register for leave of absence in each fall and spring semester, following regular registration procedures. The request should be made using the Petition Request Form (<http://smhs.gwu.edu/academics/health-sciences/students/forms-policies>). Students who discontinue their studies without being granted a leave of absence and students granted leaves who do not return to active study at the close of the period of approved absence must apply for readmission and are subject to the regulations and requirements then in force. The right to use University facilities is suspended while the leave is in effect.

Policy Regarding Students Called to Active Military Duty—Any student who is a member of a military reserve unit or the National Guard and is activated or called to active duty early in a semester or summer session will be entitled to a full refund of all tuition and fees that he or she has paid toward the expenses of that academic term. If the notification of the call to active duty comes after the mid-term examinations or after other substantial graded work has been completed, the student will have the option of either taking a full refund of tuition and fees or taking an Incomplete in his or her courses with the privilege of returning to complete all required coursework at some future date without payment of any further tuition and fee charges. It is the responsibility of the student to present evidence of his or her activation to the Health Sciences Student Services and the Office of Student Accounts and to request the appropriate refund.

Should a degree student called up for active duty find it necessary to interrupt active pursuit of the degree he or she may petition the Senior Associate Dean for Health Sciences for a leave of absence for a specified period of time, generally limited to one calendar year. Deans are encouraged to grant any request to extend the leave of absence for longer than the customary period should military service require an absence of more than one year.

All students on active duty will be automatically exempted from the request for a \$50 voluntary library contribution without requiring any communication from them or their initials on the bill.

Criminal Background Check and Drugs Screens—Some criminal offenses preclude students from participating in patient care. In addition, some professional licensure boards prohibit licensure for those convicted of specific offenses. Thus, students from professional programs are subject to the statutory and/or regulatory requirements independently imposed by law, or as required by affiliating entities. Students

must meet any and all requirements of the clinical facility, which may be more extensive than referenced herein. Inability to participate in patient care or being subject to any other exclusion prescribed by law will preclude successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable. Please see <https://smhs.gwu.edu/academics/health-sciences-programs/admissions/background-checks-and-drug-screenings> for more information on criminal background check and drug screen policies and procedures.

Right to Change Rules and Programs—The University reserves the right to modify or change requirements, rules, and fees. Such regulations shall go into force whenever the proper authorities may determine. The right is reserved by the University to make changes in programs without notice whenever circumstances warrant such changes. For the most up to date requirements, rules, and fees contact the Health Sciences Dean's Office (<http://smhs.gwu.edu/academics/health-sciences>).

Complete Withdrawal From the University—A student who wishes to withdraw from all courses, and the university must complete a Complete Withdrawal Form (<http://registrar.gwu.edu>) and submit it to the Office of the Registrar. The deadline for complete withdrawal from all courses without academic penalty is the end of the eighth week of classes, with the exception of summer and short courses, which may have different deadlines. Complete withdrawal after the eighth week requires a petition to the appropriate dean. A student who wishes to withdraw from one or all courses, but not the university, should submit a Registration Transaction Form. A student who wishes to withdraw from the University upon completion of currently registered courses should notify their program director and Health Sciences Student Services.

All charges for courses from which the student withdraws are subject to the refund policy listed under Fees and Financial Regulations in this Bulletin. Failure to complete a Complete Withdrawal Form can result in an extended financial obligation and the recording of grades of *F* (Failure) or notations of *Z* (Unauthorized Withdrawal). There is no automatic drop for non-payment or no show.

Graduation Requirements

Degrees are conferred in January, May, and August. Degree-seeking students graduating from health sciences may participate in the commencement ceremony held each year in May.

To be recommended for graduation by the faculty, students must have met admission requirements; have completed satisfactorily the scholarship, curriculum, residence, and other requirements for the degree; have filed an application for graduation prior to the published deadline; and be free from all indebtedness to the University. Registration, either for coursework or for continuous enrollment, is required for the

semester or summer session at the close of which the degree is to be conferred.

Applications for graduation must be filed by October 1 for fall graduation, February 1 for spring graduation, and July 1 for summer graduation.

Undergraduate Residence Requirements— Bachelor of Science in Health Sciences programs follow the Residence Requirement under University Regulations (<http://bulletin.gwu.edu/university-regulations>).

Graduate and Doctoral Residence Requirements— Graduate and doctoral programs may set higher residency requirements; students should consult the program office or program handbook, if applicable.

Honors—Bachelor's degrees with honors are awarded to students whose academic records give evidence of particular merit. The student's grade-point average determines the level of honors as follows: *cum laude*, 3.4 to 3.59; *magna cum laude*, 3.6 to 3.79; *summa cum laude*, 3.8 to 4.0. The grade-point average includes all coursework completed at GW and is not rounded off. To be eligible for an honors designation, a student must complete at least 60 credits of coursework at GW.

The grade-point average is calculated by the Office of the Registrar, and the honors designation is entered on the transcript and the diploma of those students who earn an honors designation. If honors are entered in the commencement program, honors status will be determined on the basis of work completed by the end of the seventh term and entered only for those students who have completed seven-eighths of the credits required for the degree. Honors indicated on the diploma are calculated on the basis of all coursework completed. The diploma and transcript are the official indication that a degree was conferred and honors awarded.

Certificate Completion—Students planning to complete a certificate by the end of a semester must submit a certificate completion form (<http://registrar.gwu.edu/certificate-completion>) by April 1 for spring semester, July 1 for summer semester, and December 1 for fall semester. Students completing a certificate are not recognized at the university commencement and are not issued tickets to the ceremony.

Financial Aid

The George Washington University financial assistance for undergraduate students is described in *Financial Aid Sourcebook* from The George Washington University Office of Student Financial Assistance (<http://financialaid.gwu.edu>). Undergraduate aid consists of two basic types: awards for academic achievement or talent without reference to financial circumstances (merit scholarships) and scholarships, grants, loans, and employment based on academic achievement and demonstrated financial need. All undergraduate gift aid (institutional scholarships and grants, and federal

grants) requires that the recipient be working on the first undergraduate degree and be registered for a full-time course load at GW. Students are limited to eight semesters of institutional aid. Institutional aid is not available for online programs nor graduate programs. Loans and resident assistantships not based on financial need are available.

Several offices on campus provide information on financial assistance for graduate and certificate students. Information about funding opportunities is provided by the Office of Graduate Student Assistantships and Fellowships (<http://www.gwu.edu/~fellows>). Forms and information on federal loans for graduate students can be obtained from the Office of Student Financial Assistance. (<http://financialaid.gwu.edu>) Information on the Federal Work-Study Program, cooperative education opportunities, and on- and off-campus employment is available from the GW Career Center (<http://careerservices.gwu.edu>). Gift aid (scholarships, grants, fellowships, assistantships, etc.) is taxable to the extent that it exceeds the allowable costs of tuition, fees, and required books and supplies or is dedicated to other costs, such as room and board. Federal grants may be taxable if, together with other gift assistance, they exceed the allowable costs. In the case of a student who is awarded tuition scholarships, grants, or awards from more than one source, the combined amount cannot exceed tuition charges; institutional aid will be adjusted to this limit.

In general, consideration for financial aid is restricted to students in good academic standing who meet the minimum grade-point average for particular awards and are not financially encumbered by any other University office. Applications for institutional or federal aid cannot be processed if the relevant tax returns have not been filed in accordance with the IRS Code. Documents submitted as part of aid applications become the property of the University and cannot be returned. Federal regulations require that the University report suspected cases of fraud or misrepresentation to the appropriate federal, state, and local authorities.

Information on financial aid is accurate at the time each Bulletin is prepared for press. Future changes in federal regulations or institutional policies may alter the application requirements or program guidelines.

UNDERGRADUATE

Associate's programs

- Associate in Science in the field of histotechnology (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/as-health-sciences-histotechnology>) (military contract)
- Associate in Science in the field of health sciences (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/as-health-sciences>)
- Associate in Science in the field of health sciences laboratory technology (<http://bulletin.gwu.edu/medicine->

health-sciences/undergraduate-programs/as-health-sciences-laboratory-technology)

Bachelor's programs

- Bachelor of Science in Health Sciences with a major in bioinformatics (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/bshs-bioinformatics>)
- Bachelor of Science in Health Sciences with a major in clinical health sciences (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/bshs-clinical-health-services>)
- Bachelor of Science in Health Sciences with a major in clinical management and leadership (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/bshs-clinical-management-leadership>)
- Bachelor of Science in Health Sciences with a major in clinical research administration
- Bachelor of Science in Health Sciences in the field of cytotechnology (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/bshs-cytotechnology>)(military contract)
- Bachelor of Science in Health Sciences with a major in emergency medical services management
- Bachelor of Science in Health Sciences with a major in global leadership in disaster response
- Bachelor of Science in Health Sciences with a major in leadership for emergency action and disaster response
- Bachelor of Science in Health Sciences with a major in medical informatics (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/bshs-medical-informatics>)
- Bachelor of Science in Health Sciences with a major in medical laboratory science

Combined programs

- Dual Bachelor of Science in Health Sciences with a major in clinical management and leadership and Master of Science in Health Sciences in the field of clinical management and leadership
- Dual Bachelor of Science in Health Sciences with a major in clinical management and leadership and Master of Science in Health Sciences in the field of health care quality
- Dual Bachelor of Science in Health Sciences with a major in clinical research administration and Master of Science in Health Sciences in the field of clinical research administration
- Dual Bachelor of Science in Health Sciences with a major in clinical research administration and Master of Science in Health Science in the field of regulatory affairs
- Dual Bachelor of Science in Health Sciences with a major in emergency medical services management and Master of Science in Health Sciences in the field of clinical management and leadership

- Dual Bachelor of Science in Health Sciences with a major in medical laboratory services and Master of Science in Health Sciences in the field of molecular diagnostic sciences (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/dual-bshs-mls-mshs-mds>)

Minors

- Minor in anatomy (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-anatomy>)
- Minor in blood banking for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-bbmls>)
- Minor in chemistry for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-cmls>)
- Minor in clinical research administration (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-cra>)
- Minor in emergency health services
- Minor in health sciences (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-hs>)
- Minor in hematology for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-hmls>)
- Minor in microbiology for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-mmls>)

GRADUATE

Master's programs

- Master of Science in Health Sciences in the field of clinical management and leadership (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-clinical-management-leadership>)
- Master of Science in Health Sciences in the field of clinical microbiology (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-clinical-microbiology>)
- Master of Science in Health Sciences in the field of clinical research administration
- Master of Science in Health Sciences in the field of clinical and translational research
- Master of Science in Health Sciences in the field of emergency medical services leadership
- Master of Science in Health Sciences in the field of health care quality (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-health-care-quality>)
- Master of Science in Health Sciences in the field of immunohematology and biotechnology (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/mshs-immunohematology-biotechnology>)
- Master of Science in Health Sciences in the field of integrative medicine (<http://bulletin.gwu.edu/medicine->

health-sciences/graduate-programs/ms-integrative-medicine)

- Master of Science in Health Sciences in the field of medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-medical-laboratory-science>)
- Master of Science in Health Sciences in the field of molecular diagnostic science (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-molecular-diagnostics>)
- Master of Science in Health Sciences in the field of regulatory affairs (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-regulatory-affairs>)
- Master of Science in Health Sciences in the field of physician assistant (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-physician-assistant>)
- Master of Science in Health Sciences in the field of translational microbiology (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-translational-microbiology>)

Joint degree programs

- Master of Science in Health Sciences in the field of physician assistant and Master of Public Health (Milken Institute School of Public Health) (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/dual-pa-mph>)

Military contract program

- Master of Science in Health Sciences in the field of immunohematology (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/ms-immunohematology>)

Doctoral programs

- Doctor of Philosophy in the field of translational health sciences (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/phd-translational-health-sciences>)
- Doctor of Physical Therapy (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/doctoral-physical-therapy>)
- Advanced Practice Clinical Doctorate in Occupational Therapy (<http://bulletin.gwu.edu/medicine-health-sciences/graduate-programs/advanced-practice-clinical-doctorate-occupational-therapy>)

CERTIFICATES

Post-baccalaureate certificates

- Post-baccalaureate certificate in medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/medical-laboratory-science>)
- Post-baccalaureate certificate in blood banking for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/blood-banking-mls>)

- Post-baccalaureate certificate in chemistry for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/chemistry-mls>)
- Post-baccalaureate certificate in hematology for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/hematology-mls>)
- Post-baccalaureate certificate in microbiology for medical laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/microbiology-mls>)
- Post-baccalaureate certificate in pre-medicine (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/pre-medicine>)

Graduate certificates

- Graduate certificate in clinical research administration (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/clinical-research-administration>)
- Graduate certificate in clinical and translational research (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/clinical-translational-research>)
- Graduate certificate in clinical research practice (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/clinical-research-practice>)
- Graduate certificate in health care quality (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/health-care-quality>)
- Graduate certificate in integrative medicine (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/integrative-medicine>)
- Graduate certificate in regulatory affairs (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/regulatory-affairs>)

Undergraduate certificate (military contract)

- Undergraduate certificate in the field of health sciences laboratory science (<http://bulletin.gwu.edu/medicine-health-sciences/certificate/health-sciences-laboratory-science>)

COURSES

Explanation of Course Numbers

- Courses in the 1000s are primarily introductory undergraduate courses
- Those in the 2000s to 4000s are upper-division undergraduate courses that can also be taken for graduate credit with permission and additional work
- Those in the 6000s and 8000s are for master's, doctoral, and professional-level students
- The 6000s are open to advanced undergraduate students with approval of the instructor and the dean or advising office

- Anatomy & Regenerative Biology (ANAT) (<http://bulletin.gwu.edu/courses/anat>)
- Clinical Management Leadership (CML) (<http://bulletin.gwu.edu/courses/cml>)
- Clinical Research and Administration (CRA) (<http://bulletin.gwu.edu/courses/cra>)
- Emergency Health Services (EHS) (<http://bulletin.gwu.edu/courses/ehs>)
- Health Care Quality (HCQ) (<http://bulletin.gwu.edu/courses/hcq>)
- Health Sciences (HSCI) (<http://bulletin.gwu.edu/courses/hsci>)
- Informatics (INFR) (<http://bulletin.gwu.edu/courses/infr>)
- Integrative Medicine (INTM) (<http://bulletin.gwu.edu/courses/intm>)
- Medical Laboratory Science (MLS) (<http://bulletin.gwu.edu/courses/mls>)
- Occupational Therapy (OT) (<http://bulletin.gwu.edu/courses/ot>)
- Pharmacogenomics (PHRG) (<http://bulletin.gwu.edu/courses/phrg>)
- Physician Assistant (PA) (<http://bulletin.gwu.edu/courses/pa>)
- Physical Therapy (PT) (<http://bulletin.gwu.edu/courses/pt>)
- Regulatory Affairs (RAFF) (<http://bulletin.gwu.edu/courses/raff>)
- Translational Health Sciences (THS) (<http://bulletin.gwu.edu/courses/thhs>)