Graduate Student Handbook
2019-2020 Academic Year

Doctoral Students

Columbian College of Arts and Sciences
George Washington University

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About

The Columbian College of Arts and Sciences (CCAS) is GW's intellectual and creative backbone—a place where research thrives, critical thinking is encouraged, collaboration is constant and real-world training goes hand-in-hand with learning.

As pioneers of the Engaged Liberal Arts, we equip students with the skills and competencies needed to be effective, responsible 21st-century citizens.

Columbian College is GW's largest and most comprehensive academic unit. It is home to 42 academic departments, three affiliated schools, 8,000 undergraduate and graduate students, 28 research centers and nearly 500 full-time faculty—including Fulbright and Guggenheim scholars, award-winning artists, cutting-edge scientists and critically acclaimed authors.

To review all CCAS policies and university regulations visit the University Bulletin.

Your CCAS Contacts

Your Director of Graduate Studies (DGS)

Each graduate program has a Director of Graduate Studies (DGS) who will be your main point of contact regarding your academic program requirements.

You must meet with your DGS before registering for courses in the first semester to ensure you are informed of exactly which courses you need to take and what is required to complete your graduate program. Your DGS' contact details can be found in the Graduate Program Director listing on the Office of Graduate Studies Contacts page.

You should also discuss the possibility of transferring any graduate credit earned at other institutions with your DGS, and submit the necessary paperwork to the Office of Graduate Studies.

Program of Studies

When you meet with your DGS, you will draw up a program of studies. This is a detailed plan of your degree program. It should include a list of all courses you will take each semester and a list of non-course requirements that you must complete, with dates by which you intend to complete them. You should keep a copy of your Program of Studies and consult it regularly as you progress through the program. The program of studies may be modified, with approval of your DGS, during your time in the program.

Manager of Doctoral Student Services

The Manager of Doctoral Student Services is your main point of contact within the Graduate Studies Office and can assist you with a wide range of administrative requirements. Please note, your advisor and DGS must provide your academic advising.

Your GW email address

All email correspondence will be sent to your GW email address. As a student, your email address ends in "@gwmail.gwu.edu" but you will still receive mail addressed to "@gwu.edu". However, if you are a GW employee, or at any point you become a GW employee (including as a Graduate Assistant) you will also have an email address that ends in "@email.gwu.edu." If you are both a student and an employee, email sent to "@gwu.edu" can only be forwarded to one of the two accounts. You will either need to check both accounts regularly, or contact the Division of Information Technology to ensure that email sent to "@gwu.edu" forwards to the correct account (although you should still check your second account to make sure you do not miss any important information).

DegreeMAP

DegreeMAP, the University's advising tool, maps out each student's degree program requirements and completion status, and should be used in conjunction with your Program of Studies to track your program progress.

DegreeMAP is accessed via GWEB. Students and advisors are strongly encouraged to consult DegreeMAP each semester to ensure degree program requirements are being met. Occasionally, course substitutions (petitions) are needed to update your DegreeMAP record. Only your DGS can submit these petitions. In order to be cleared for graduation your DegreeMAP must reflect 100% completion.

Registration

General registration opens for the Fall and Summer semesters in late March or early April, and for Spring semester in early November. All initial registrations made on or after the first day of classes of a semester will be charged a late registration fee. Registration dates and deadlines can be found on the [Registrar's website](#).

All CCAS graduate students are required to register continuously each Fall and Spring semester until the completion of their program. Registration during the summer is optional except for those who plan to complete their degree requirements in the summer semester and those whose program of studies requires summer registration. Failure to register may require that a student apply for readmission. Readmission is not guaranteed.

Workload

You must register for **at least 3 credits each Fall and Spring semester,** unless you have completed all of your coursework (see the Continuing Research/Continuous Enrollment section of this handbook) or are on an approved Leave of Absence (see the Leave of Absence section of this handbook). The credit hours required for half-time and full-time status are below:

Minimum: 3 credits per semester

Maximum: 15 credits per semester. More than 15 credits require approval from your DGS and the Associate Dean for Graduate Studies.

Less than half-time: 3-4 credits per semester

Half-time: 5-8 credits per semester

Full-time: 9-12 credits per semester

Students who work more than 20 hours a week should not register for more than 6 credits.

Failure to register for the minimum number of credits may lead to problems with student loans, with your degree completion deadline, or (for international students) with your student visa.

Half-Time / Full-Time Certification Request

There are times when a student is enrolled in fewer than the credit hours required for half-time or full time status, but because they are engaged in one of the following academic activities, they may request half-time or full-time certification: thesis/dissertation research, cooperative education, preparing for comprehensive examination, and required internship/externship/practicum. The Half-Time/Full-Time Certification Request form is available

on the Registrar's website. Students must first register and have the form signed by your DGS before submitting it to the Office of Graduate Studies for the Associate Dean's signature.

International students on an F-1 or J-1 visa must remain as full-time students for visa purposes. You should complete the Full-Time Certification Request form or the Reduced Course Load form, depending on your situation, available on the International Services Office website.

You must be registered for the applicable semester before submitting your request.

Continuing Research (CR) and Continuous Enrollment (CE)

If you have completed all of your required course work, all special departmental requirements, and all dissertation research registration requirements, and are within the deadline to complete your program (see the Timeframe section) you will register for one credit of (CR) Continuing Research – Doctoral each semester until the completion of your degree. Continuing Research is listed in the schedule of classes under Columbian College as CCAS 0940 for doctoral students.

If you are completing your program in the Summer semester you may register for Continuous Enrollment (CE). Continuous Enrollment is a zero-credit course, so there is no tuition charge. To register for CE you must contact the Manager of Doctoral Student Services.

There is a special section of Continuous Enrollment designed for international students completing their degree requirements in the summer. While it is still zero credits, in order to comply with visa regulations, the title of the course is Continuing Research. This is different from the 1-credit Continuing Research course (CCAS 0940) mentioned above, and you will need to contact your Manager of Doctoral Student Services in order to register.

If, in a Fall or Spring semester, a student is otherwise eligible to register for either Continuing Research (1.0 credits, normal tuition) or Dissertation Research (8999) and either 1) is otherwise entitled to receive one or more credits of tuition support from CCAS in the semester in question or 2) is awarded external funding in competition for the semester in question, then the Associate Dean for Graduate Studies may approve a petition to register instead for Continuous Enrollment. Registration for international students receiving external funding whom the Associate Dean approves for CE will be restricted to the 0 credit Continuous Research course. Semesters of Continuous Enrollment or Continuing Research count against the time limit for completion of degree requirements. Continuous Enrollment in summer semesters is permitted on a routine basis, without petition. CCAS must process your CE registration. Please contact OGS directly.

Leave of Absence (LOA)

A Leave of Absence (LOA) is a period of time where you may be permitted to pause your study due to various reasons including financial difficulty, work commitments, family responsibilities, medical emergencies, military deployment etc. Students will be permitted LOA for no more than

2 semesters unless it is for a medical/family emergency or military deployment. You must apply for LOA before or during the applicable semester. Retroactive LOA will not be approved.

If your LOA request is approved, your Program Coordinator will inform you and submit the required registration paperwork to the Office of the Registrar. You will not have access to University facilities or resources, including the library, during LOA.

You are not required to pay any tuition for LOA.

Dropping and Adding Courses

If you drop a course or withdraw from your program before first day of classes of a semester, you will get a full refund, including all tuition and related fees. If you drop or withdraw after the start of the semester, the following financial penalties apply:

Fall and Spring semester	What you will be refunded
On or before the end of the 1st week of the semester	90%
On or before the end of the 2nd week of the semester	60%
On or before the end of the 3rd week of the semester	40%
On or before the end of the 4th week of the semester	25%
After the 4th week of the semester	0%

Summer semester	What you will be refunded
Within the 1st 7 calendar days of the summer session	85%
After the 1st 7 calendar days of the summer session	0%

Off-campus courses and courses that do not follow the traditional semester may have a different refund schedule.

You may make adjustments to your registration by dropping and adding an equal number of credit hours, without penalty, during the first four weeks of the semester. To ensure you are not charged you must drop a course and add an equivalent credit hour course within the same week, and you must do so using the same method, either through GWEB, or by using a Registration Transaction form available on the Registrar's website.

You may continue to adjust your schedule within the first 4 weeks of the semester. If you drop a course after the 4th week you will receive a grade of W (Withdrawn). You may not drop any classes after the 10th week.

Withdrawing from your Program

If you find it necessary to withdraw completely from the University you must notify the Office of Graduate Studies in writing. If you want to resume your degree at a later date, you will be required to reapply for admission. If you wish to resume your degree within 2 years of leaving the program, you may be required to back register for one credit hour for each semester spent away from the program.

Tuition

Students will be billed for tuition by the Office of Student Accounts after registering for courses. Tuition rates are determined by your degree program and are charged by credit hour. For example, students admitted to Foggy Bottom campus programs pay the on-campus tuition rate for any courses they register for, regardless of course format or location. Tuition rates are found here.

Academic Standing

All CCAS graduate students are required to maintain a cumulative degree GPA of at least 3.0 (B). Some programs require a higher cumulative GPA. Please refer to the Graduate Bulletin for the minimum GPA requirement for your program. Deficiency and prerequisite coursework (if required) are not included in calculating your cumulative degree GPA even though they may appear on your graduate transcript. These courses also do not count toward the credits required for your graduate degree.

Maintaining satisfactory academic standing is separate from the Financial Aid Office condition of satisfactory academic progress policy (SAP). SAP is required for all students who receive a federal loan. The SAP policy refers to your ability to access federal loans only and should not be confused with the Academic Standing Policy.

Probation and Termination

If you do not meet the minimum cumulative degree GPA required by your program, you may be put on academic probation or have your program terminated. While on probation you may be limited in the number of credits you may take and you may no longer be able to receive any failing or incomplete grades. You will be informed by the Office of Graduate Studies of the conditions that have been attached to your probationary period.

Your cumulative degree/certificate GPA will be reviewed after your probationary period. If you have not met the conditions of your probation and increased your degree GPA to at least 3.0, or

as specified in your terms of probation, you may be terminated from your program. If you meet the requirements of your probation, you may be reinstated to good academic standing or remain on extended probation depending the recommendation of your academic department.

Your University transcript indicates your academic standing for the Fall and Spring semesters. If you maintain the minimum required GPA, your transcript will indicate *Good Standing*. If you are placed on probation, your standing will change to *Probation*. If you are terminated, no standing will appear on your transcript.

Degree Timeframe

All PhD students must complete all degree requirements within eight years (16 semesters, not including summers). PsyD students must complete all degree requirements within five years (10 semesters, not including summers).

Students who have exceeded their CCAS program time limit must request an extension of time to degree in order to remain in the program. Requests for an extension on the completion of your degree requirements must include a detailed timeline for completion and must be approved by your DGS and the Associate Dean for Graduate Studies. If your extension request is not approved, your degree candidacy will be terminated.

Transfer Credit

A maximum of one-quarter (25%) of the credit hours of graduate coursework required for your degree may be approved for transfer to a graduate program in Columbian College. 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. For a transfer of credit to be approved, all of the following conditions must be met:

- Must be graduate-level work from an accredited institution
- Must have a grade of B or better
- Must have been taken no more than five years prior to admission
- Must not have been applied to the completion of requirements for another degree
- Must have approval from your Director of Graduate Studies
- An official transcript showing completion of the course work must be on file in the Office of Graduate Studies before the request can be considered

Requests for transfer credit must be submitted in writing and approved by your DGS and forwarded to the Office of Graduate Studies for review by the and the Associate Dean **during the first year in your program**.

Grades from transfer credit are not included in the calculation of your degree GPA unless they are courses taken at GW.

You are not permitted to transfer coursework taken outside the University once you have enrolled at GW, except under extraordinary circumstance; permission must be sought from your DGS and the Associate Dean in advance of registering for the course.

Students who hold a master's degree in a related field may request to transfer up to 30 credit hours (Advanced Standing). If you do not hold a master's degree then you may apply to have up to 30 credits transferred as long as the coursework was completed within two years of your enrollment in CCAS.

Consortium Courses

GW is part of the Washington Metropolitan Area Consortium of Universities, which allows you the opportunity to enroll at other member institutions for courses that are not available at GW.

Participation in this program is open only to students who are located at the Foggy-Bottom or Mt. Vernon campuses (with the exception of Corcoran students). You must be in good academic standing in order to participate. With prior approval, up to 12 credits toward the PhD or PsyD may be taken through the consortium. In all cases, at least one-half (50%) of the hours counting toward your degree must be taken at GW.

Access to Consortium courses is not guaranteed as priority is given to students enrolled at the home institution. DGS approval and the GW equivalent course number on the Consortium Registration form are required for the Associate Dean's review. Please visit the Registrar's website to obtain the form and for more information on Consortium courses.

International Students

English for Academic Purposes (EAP)

International students who have a TOEFL score below 100 or an IELTS score below a 7.0 (with no individual band score below a 6.0) are required to satisfactorily complete an English for Academic Purposes (EAP) course in the first semester. Your admission letter will indicate which EAP course you are required to take.

> *EAP 6110: Academic Writing and Research I (3 credits)*
>
> *EAP 6111: Academic Writing and Research II (3 credits)*

You will take a short exam in the first class of the semester to ensure you are in the correct EAP course. You may need to change EAP courses if the results of your exam indicate another course is better suited for you.

The EAP course credits do not count towards your degree credit requirements or your degree GPA. If you do not successfully complete the EAP course, you may be required to take the

course again, or you may be put on academic probation or terminated from your degree program.

For additional information on the content of each course, please visit the EAP website.

International Student Health Insurance

It is mandatory for all GW international students on an F-1 or J-1 visa to have adequate health insurance while registered as a GW student. Consequently, all international students are automatically enrolled in the University Student Health plan. You may choose to opt-out of the plan if you already have an adequate health insurance policy that meets the University's minimum requirements. To opt-out of the GW plan, you must submit an online waiver before the following dates:

Fall – September 30

Spring – January 31

Please visit the student health website for more information on the GW health insurance plan, minimum coverage requirements and how to opt-out.

Graduation and Degree Completion

Degrees are conferred in January, May, and August, and the Commencement ceremony is held in mid-May.

In order to have your degree conferred, you must apply to graduate through the Student Records menu in GWeb.

Certificate students must complete the Application for Certificate Completion, which must be downloaded from the Registrar's website and submitted to your Program Coordinator.

Application deadlines can be found on the Registrar's website. If you do not apply by the published deadlines, you will need to use a paper application form, and you will be charged a $35 late fee.

You must be registered in the semester in which you are intending to graduate. If you are graduating in a Summer semester, you may be eligible for the zero credit Continuous Enrollment (please see the Continuing Research/Continuous Enrollment section of this handbook).

To be cleared to graduate, you must have a cumulative degree GPA of at least 3.0 (greater for some programs). In addition, the University requires that each student's DegreeMAP record show 100% completion of credits and 100% completion of degree requirements.

If you cannot be cleared to graduate in your intended semester, you must register and re-apply for graduation for the following semester or summer session.

Participating in CCAS Doctoral Hooding and University Commencement

The CCAS Doctoral Hooding Ceremony and University Commencement are held in mid-May. To be eligible to participate you must have applied to graduate in the Spring semester, or the preceding Summer or Fall semesters. Doctoral students completing their degree in the summer may only attend the ceremonies in the May following their graduation. For example: you may participate in the May 2019 CCAS Doctoral Hooding and University Commencement ceremonies only if you complete your program in Summer 2018, Fall 2018, or Spring 2019. You may not participate if you are completing in Summer 2019 or Fall 2019.

CCAS Doctoral Hooding

CCAS PhD and PsyD graduates are honored at the CCAS Doctoral Hooding Ceremony, usually held on the Thursday evening of Commencement Weekend in May. As noted in the example above, doctoral students finishing in summer are not permitted to "walk through" the ceremony in the May preceding their graduation. In order to qualify for Spring graduation and attend any of the ceremonies, you must submit your approved dissertation to the Electronic Theses and Dissertations (ETD) website along with all of the supporting paperwork (please see the Final Examination section of this handbook).

Clinical Psychology PhD

Students in the Clinical Psychology PhD program who have finished all requirements with the exception of their internship may participate in the Spring Doctoral Hooding Ceremony. You must defend your dissertation and complete revisions by the April 1 deadline, and your internship must be complete by August 15. If you have not defended your dissertation by April 1, or your internship will not be complete by August 15, you are not permitted to attend the Spring ceremonies.

Professional Psychology PsyD

PsyD Students in the PsyD program who have finished all requirements with the exception of their internship may participate in the Spring Doctoral Hooding Ceremony. Your Major Area Paper (MAP) must be complete and submitted by the April 1 deadline, and your internship must be complete by August 15. If you have not completed your MAP, or your internship will not be complete by August 15, you are not permitted to attend the Spring ceremonies.

Master's degree along the way

Doctoral students may be eligible for a master's in their field prior to completion of their doctoral degree requirements. Degrees and requirements are determined by your field of study and your

department. Degrees along the way are not automatically conferred. Students must apply through GWeb (see section on Graduation). Prior to applying, you will need to inform your DGS and contact your CCAS Program Manager so that your record can be updated.

Master of Arts and Master of Science (MA, MS)

Upon recommendation of your department and approval of the CCAS Graduate Studies Office, the Master of Arts or Master of Science may be awarded to students who have successfully completed all requirements for that degree, including non-course requirements.

Master of Philosophy (MPhil)

Upon recommendation of your department and approval of the CCAS Graduate Studies Office, the Master of Philosophy (MPhil) may be awarded to students who have successfully completed all requirements for the Doctor of Philosophy degree up to and including the General Examination. The MPhil degree is not automatically conferred upon being advanced to candidacy. Students must complete the Degree along the way application form once you advance to candidacy.

Master of Psychology (MPsy)

Upon recommendation of the department and approval of the CCAS Graduate Studies Office, the degree of Master of Psychology (MPsy) may be awarded to students who have successfully completed 53 credits in the PsyD program and all other requirements established by the Department.

The Doctor of Philosophy (PhD)

The Doctor of Philosophy degree requires satisfactory completion of a minimum of 72 semester hours of approved graduate course work (including Dissertation Research). The program is divided into two units:

- **Pre-Candidacy** consists of course work, special departmental requirements, and the General Examination
- **Candidacy** includes the research, writing, and oral defense of the dissertation, known as the Final Examination

A minimum of 48, but no more than 60, of the 72 hours must be taken in Pre-Candidacy in preparation for the General Examination. The remainder of the 72 hours is taken in Candidacy as Dissertation Research credits, which must be taken in multiples of three. CCAS requires students take a minimum of 6 Dissertation Research credits; exceptions to this require the approval of the Associate Dean for Graduate Studies. The number of semester hours required for any part of the total program is assigned by the department and may exceed the minimum

required by CCAS. Many departments have special departmental degree requirements in addition to those listed here.

General Examination

The Ph.D. General Examination is designed and administered by the department and consists of several examinations, some written and some oral, that cover the whole range of the student's program of study.

If you fail any part of the General Examination you may, with the approval of the department, repeat the examination at the next scheduled examination date. If this is not approved, your degree candidacy will be terminated. If you fail the examination for a second time, or you do not perform at the level required by the department, no further opportunity is permitted and your degree candidacy is terminated.

Dissertation

Following the completion of all Pre-Candidacy requirements, the department will review the whole range of your academic performance with an eye to determining the likelihood that you will succeed at producing an acceptable Ph.D. dissertation. If your department decides that there is a good chance of success at this final, and most difficult, stage, and once a dissertation committee has been established, your department will recommend that you be advanced to Candidacy. Most departments require an approved dissertation proposal before they will recommend that you be advanced.

Upon entering Candidacy, you are expected to work closely with the department and the Dissertation Research Committee. The research committee consists of your director/co-director and two readers. The director or co-director must be a member of the department/program in which you are pursuing a Ph.D. You will register for Dissertation Research credits while working on the dissertation, and until the required 72 credits are completed. If you are still working on your dissertation, have completed 72 credits, and are within the degree deadline, you may register for 1 credit of Continuing Research (CCAS 0940) until you have completed the Ph.D.

When the dissertation is complete and approved by the Dissertation Research Committee the student takes the Final Examination or Defense. Information and deadlines on the electronic submission of post-defense, final approved dissertations can be found on the Electronic Thesis and Dissertation (ETD) website. The dissertation must be written, defended, and accepted (and all coursework completed) within eight years of entering the Ph.D. program. If the dissertation is not accepted within this period, and you are granted an extension on completing the degree, you may be required to repeat the entire General Examination. If your extension request is not approved your candidacy may be terminated due to lack of satisfactory progress. In special circumstances, the Associate Dean may approve a semester's extension, in which case you may be required to register for up to six hours of Reading and Research for Audit.

Human Research Requirements

If you are planning to conduct research at GW using human subjects, which will yield generalizable knowledge in the form of a journal article, poster presentation, or Master's thesis, you must obtain Institutional Review Board (IRB) approval before collecting data. Once you have defended your proposal to your committee, you can initiate the process by:

- Downloading and completing the Non-Medical Submission checklist and Non-Medical Submission form. These items can be obtained from the Office of Human Research website.
- Preparing a submission packet. You can refer to the submission checklist in order to decipher what you will need to turn in.

If you have any questions about this process, you may contact the Office of Human Research at any time by calling (202) 994-2715.

Failure to obtain IRB approval will result in the following:

- You will not be allowed to collect data until you obtain IRB approval.
- You will not be allowed to use the data collected for the intended research purposes. You may be asked to re-register for your thesis research credits and start the data collection phase over again.
- You will not be allowed to use the data collected for future research, i.e., you will not be able to use the information to publish or as the basis for a future study.
- If the study is funded, you will not have access to the funds.

Final Examination

The Final Examination or Defense is designed, scheduled, and administered by your department. It is an oral examination conducted by the Final Examination Committee, which consists of your Dissertation Committee (director and two readers at a minimum) and two other examiners, at least one of whom must come from outside your department or outside GW. Your current or prospective immediate supervisor of employment is not permitted to be an examiner.

Once you have successfully completed the Final Examination and the Committee has verified that any required revisions to the dissertation have been made, you must submit the following:

- your dissertation through the Electronic Thesis and Dissertation (ETD) website,
- the completed ETD Approval Form;
- The Survey of Earned Doctorates.

These materials must be submitted by the deadlines posted on the ETD website for the semester in which you are graduating. If you do not submit the required materials by the

deadline, CCAS will not be able to clear you for graduation. You will then need to register for the next semester and reapply for graduation.

Formatting guidelines are noted on the ETD site. The guidelines are designed to produce documents that are uniform in style, but they also allow for the particular requirements of various disciplines.

The certification page in the dissertation should only include the core research committee (director/co-director and two readers). Please use academic titles only (you can find this information in the University Bulletin). Do not use titles such as Dr., PhD, or MD.

Dissertations will first be sent to the Gelman Library for approval. Once approved by Gelman, the dissertation will be forwarded to CCAS for a final check. You may receive instructions from Gelman or CCAS to make changes and upload a revised edition of their work. The student will be notified by email once the dissertation has been approved and forwarded to ProQuest/UMI. Requested changes must be submitted in a timely manner in order for CCAS to clear you for graduation.

You must pay ProQuest/UMI fee directly on line. The amount charged will depend on the publishing option chosen by you. GW recommends students choose the Open Access option in the interest of making their scholarship as accessible as possible.

Accepted dissertations and any accompanying illustrations become the property of the University. The University is to be given credit for material used in the publication of any portion of a dissertation, whether as a direct quotation or as an adaptation.

The Doctor of Psychology (PsyD)

The program leading to the degree of Doctor of Psychology requires the satisfactory completion of a minimum of 83 credit hours of approved graduate course work. A maximum of 12 credit hours may be taken in courses offered by the other affiliated members of the Consortium of Universities. Doctor of Psychology degree candidates have an overall five-year (10 semester) time limit for completion of all course requirements.

Transfer of Credits

Provisions are the same as outlined in the Transferring Credits section above. This request should be submitted within the first year in the program.

Major Area Paper

All PsyD students must complete a Major Area Paper (MAP). Submission of the MAP is handled internally within the Professional Psychology program, and papers are not submitted to the ETD website at this time.

If you complete your MAP prior to the start of the semester in which you will begin your internship, you will be permitted to register for a special section of the zero-credit Continuous Enrollment course for the duration of your internship. If your MAP is not complete by the start of the semester in which you begin your internship, you are required to register for 1 credit of Continuing Research (CR). Your registration cannot be changed in the middle of a semester, so if you complete your MAP after the semester has started you must remain registered for CR. However, you may register for the zero-credit Internship course in subsequent semesters.

Your MAP must be complete by April 1 in order for you to walk in the Spring Doctoral Hooding Ceremony and other graduation ceremonies (please see the Doctoral Hooding section). If your MAP is not complete by April 1, you will be invited to attend the Hooding Ceremony in the following year.

The General Examination

You are required to complete the General Examination. If you fail to pass any part of the General Examination you may, with the approval of the program, repeat the examination at the next scheduled examination date. If you are not approved to retake the general examination, your degree candidacy will be terminated. If you fail a second time, no further opportunity to take the examination is permitted and your degree candidacy will be terminated.

Rights, Responsibilities, and Academic Integrity

Student Rights and Responsibilities

The University's Statement of Student Rights and Responsibilities is available from the Office of Student Rights and Responsibilities. This statement includes the Code of Student Conduct which defines student behavior that is considered to be disruptive to the academic enterprise and life within the campus community. The Code also details the procedures by which the University takes disciplinary action against students who violate the provisions of the Code. Student Grade Appeals are handled through the Columbian College of Arts and Sciences Arbitrary or Capricious Academic Evaluation procedures.

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 of 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. Copies of the University Code of Academic Integrity can be obtained from the following offices: all department chairs, all academic deans, the Registrar, and the Vice President for Academic Affairs or online.