



Corcoran School
of the Arts & Design
Columbian College of Arts & Sciences

Corcoran School of the Arts & Design
Student Handbook 2024-2025

Table of Contents

Introduction to Corcoran School of Arts and Design	2
Introduction to the Handbook	2
Contacts at the Corcoran	2
Corcoran-wide Opportunities	4
DEAI	6
Buildings and Access	6
Studio Spaces	7
Student Rights and Responsibilities	8
Grade Scale	11
Academic Resources and Policies	11
Health and Safety	15
Student Services	17

The Corcoran School of the Arts and Design

The Corcoran School of the Arts Design at the George Washington University is comprised of seven program areas and offers 24 degrees at the undergraduate and graduate levels.

We exemplify the Columbian College's Engaged Liberal Arts credo, which strives to link disparate fields and better prepare our graduates for rich, multidimensional careers in the evolving world in which we live. The challenges society faces are diverse, requiring different modes of thought, and we prepare our students by encouraging inquiry and collaboration. While we at the Corcoran School can prepare specialists, we pride ourselves on the diversity of our practices and view ourselves as a place of possibility for our students.

Director: Lauren Onkey, lonkey@gwu.edu

Deputy Director (Assistant Director of Academic Affairs): Laura Schiavo, lschiavo@gwu.edu

Introduction to this Handbook

The Corcoran School of the Arts and Design at the George Washington University (GW) is part of GW's Columbian College of Arts & Sciences (CCAS) and as such, you are expected to abide by CCAS policies. This handbook is not a replacement for CCAS guidelines and policies. It is a guide to help orient you as a student within the Corcoran and navigate certain pertinent CCAS requirements, procedures, and deadlines.

This version of the Corcoran Student Handbook is for both Undergraduate AND Graduate students and is **up-to-date as of August 1, 2024**. This handbook will be updated and re-issued before each school year. During your time at the Corcoran, please make sure you are familiar with the most current handbook.

If you have any questions, each program has a Program Administrator, Program Head, and advisors to assist you as well as an Assistant Director of Academic Affairs for the Corcoran (contact info below). As you advance in your studies at the Corcoran, some programs will also have you work with Thesis and Capstone Professors (not listed in this document).

Contacts at the Corcoran

- **Program Administrator:** logistical questions about classes, registration, calendars, etc.
- **Advisors** (may be undergraduate advisor, Director of Undergraduate Studies (DUS), graduate advisor, or the Director of Graduate Studies (DGS) depending on your program): program of study planning, graduation requirements, internship planning, career advice, petitions, references and recommendations, etc.
- **Program Head:** issues that may be impacting your time in the program, career advice, mentoring, etc.
- **Assistant Director of Academic Affairs:** any issues that are not settled by your program or overarching issues that you think the Corcoran as a whole should address.
Laura Schiavo: lschiavo@gwu.edu

In addition to your Corcoran Program Advisors, undergraduate students are assigned CCAS POD Advisors based on last name:

- Pod 1 - For last names A–G
E-mail: POD1@gwu.edu
- Pod 2 - For last names H–N
E-mail: POD2@gwu.edu
- Pod 3 - For last names O–Z
E-mail: POD3@gwu.edu

Graduate students are assigned a Student Services Coordinator through CCAS. This person serves as a resource designed to assist you in navigating university policies and procedures and connecting you to all of your available resources. <https://columbian.gwu.edu/graduate-students>
Your Student Services Coordinator works in conjunction with your academic advisor assigned by your program and can be reached by email at: ccasgradserv@gwu.edu

Corcoran Programs and Contacts:

ART HISTORY: BA and MA including combined BA/MA

- Program Head: Bibi Obler, bobler@gwu.edu
- Program Administrator: Jacob Rangel, cahist@gwu.edu
- Undergraduate Advisor: Alexander Dumbadze, dumbadze@gwu.edu
- Graduate Advisor: Mika Natif, mmn215@gwu.edu

DESIGN: Graphic Design (BFA), Exhibition Design (MA), Interaction Design (BFA, BA, MA)

- Program Head: Kevin Patton (Fall 2024) kevinpatton@gwu.edu; Andrea Dietz (Spring 2025) ahdietz@gwu.edu
- Program Administrator: Sheila Robinson, cdes@gwu.edu
- Advisor Graphic Design: Aasawari Kulkarni, akulkarni@gwu.edu
- Advisor Exhibition Design: Melina Misri, mmisri@email.gwu.edu
- Advisor Interaction Design: Kevin Patton, kevinpatton@gwu.edu

INTERIOR ARCHITECTURE: BFA, MFA, MA

- Program Head: Stephanie Travis, stravis@gwu.edu
- Program Administrator: Liz Meitner, ciarc@gwu.edu
- Director of Graduate Studies, MFA + MA: Catherine Anderson, catand@gwu.edu
- Graduate Advisor, MA: Douglas Crawford, dcrawford@gwu.edu (on leave, Fall 2024)
- Undergraduate Advisor, BFA: Nadia Volchansky, nvitalieva@gmail.com

MUSEUM STUDIES: MA, Certificate (campus), Museum Collections Management and Care (online)

- Program Head and Graduate Advisor: Suse Anderson, suse@gwu.edu
- Program Administrator: Devin Costa, cmst@gwu.edu
- Graduate Advisor: Schillica Howard, schillica.howard@email.gwu.edu
- Graduate Advisor: Laura Schiavo, lschiavo@gwu.edu
- Graduate Advisor: Max van Balgooy, mvanbalgooy@gwu.edu

MUSIC: BA

- Program Head: Loren Kajikawa, kajikawa@gwu.edu
- Program Administrator: Mara Sherman, cmus@gwu.edu
- Undergraduate Advisor: Eugene Montague, eugene_m@email.gwu.edu

STUDIO ARTS: Fine Arts (BA, BFA, and MFA), Dual BA in Art History and Fine Arts, Fine Art Photography (BFA), Photojournalism (BFA), New Media Photojournalism (MFA), Social Practice (MFA)

- Program Head: Dean Kessmann, kessmann@gwu.edu
- Program Administrator: csarts@gwu.edu
- DUS for BFA in Photojournalism, BA in Fine Arts with a Concentration in Photojournalism: Matt Eich, matteich@gwu.edu
- DUS for BFA and BA in Fine Arts & Dual BA in Art History and Fine Arts: Michele Carlson, michelecarlson@gwu.edu
- DGS for MA in New Media Photojournalism: Susan Sterner, [ssterner@email.gwu.edu](mailto:sssterner@email.gwu.edu)

THEATRE and DANCE: Theatre (BA), Dance (BA)

- Program Head: Holly Dugan, hdugan@gwu.edu
- Program Administrator: Isabella Matousek, ctad@email.gwu.edu
- Undergraduate Advisor for Dance, Anna Kimmel, anna.kimmel@gwu.edu

ACADEMY OF CLASSICAL ACTING: (MFA)

- Program Head and DGS: Alec Wild, alecwild@gwu.edu or awild@shakespearetheatre.org
- Program Administrator: Madeline Caldis, mcaldis@shakespearetheatre.org

Corcoran-wide Opportunities

Workshops

Corcoran-wide student workshops on a range of topics such as DEIA, exhibition prep, and AV tech, will be offered during the year. Workshops tailored to specific programs and careers, such as resume writing, may also be offered. Information on workshops and signups are found here:

<https://corcoran.gwu.edu/corcoran-student-workshops>

CORX classes

Cross-curriculum classes intended to serve students from across multiple programs will be offered with the **course designation: CORX**.

William Wilson Corcoran Visiting Professor of Community Engagement

This position builds on the school's robust community engagement legacy and encourages interdisciplinary connections. The visiting professor will teach classes and hold workshops/seminars for the Corcoran during the academic year.

The 2024-2025 William Wilson Corcoran Visiting Professor is Eric Gottesman.

Eric Gottesman is a co-founder of For Freedoms, an initiative for art and civic engagement that won the 2017 ICP-Infinity Award and was named the "largest creative collaboration in United States history." A recipient of Guggenheim and Fulbright Fellowships, Gottesman has never made an artwork alone. His work is always collaborative. His art addresses nationalism, migration, structural violence, history and

intimate relations. His projects question accepted notions of power and, by engaging communities in critical self-reflection and creative expression, propose models for repair.

Exhibit your work! We encourage our students to show and exhibit their work. We have many spaces to display your work on campus and people to help you complete the details to make it a successful learning experience: <https://corcoran.gwu.edu/student-exhibitions>

Please email corcexhibits@gwu.edu if you would like to propose an exhibition.

Exhibitions, Performances & Conversations: See what exhibitions, performances and lectures are happening at the Corcoran: <https://corcoran.gwu.edu/exhibitions-performances-conversations>

Living, Learning Community (LLC)

First-year undergraduate Corcoran students have the option to participate in a creative, intellectual living environment that raises awareness of the power of the arts and design in our daily lives and the impact it has on our community. Priority placement is given to Corcoran Scholars students, however, students from across the Corcoran can apply. <https://corcoran.gwu.edu/artsliving>

The Corcoran LLC residence hall is Mitchell Hall on Foggy Bottom campus. The **faculty liaison for 2023-2024 is Laura Schiavo**: lschiavo@gwu.edu

Corcoran Peer Mentor Program

Incoming first year students in Corcoran programs are matched with upper-level Corcoran students for the fall semester to make connections and ease the transition to college life. The **faculty representative is the Assistant Director of Academic Affairs (Deputy Director), Laura Schiavo**: lschiavo@gwu.edu.

Corcoran Student Ambassador Program is a Federal Work Study Position for current students to develop leadership skills, represent GW's Corcoran programs, provide support for the Corcoran Recruitment and Admissions Office and make a positive impact on prospective students and families as they navigate the application process. Corcoran Student Ambassadors created this welcome guide for new students: https://corcoran.gwu.edu/sites/g/files/zaxdzs5196/files/2024-06/csad-2324-7-corcoran-student-resource-booklet_remediation_v2_a11y.pdf

Corcoran Ambassador positions are listed on Handshake through GW's Student Employment Office when available.

Student Employment Opportunities

Many of our students secure part-time positions on campus while studying at GW. Employment opportunities on campus are posted through Handshake: <https://gwu.joinhandshake.com/login> Be sure to check each semester for the latest available positions. In addition, Corcoran posts external job and internship opportunities that may be of interest to our students: <https://corcoran.gwu.edu/corcoran-careers>

Your program may also post offerings targeting your discipline. (Ask your program for details.)

Diversity, Equity and Inclusion

The Corcoran supports and protects a diverse and inclusive learning environment. Its commitment to these principles is based on the premise that an environment that embraces a diversity of identity and self expression will result in a stronger community and superior creative and scholarly output.

The Corcorans DEI Committee supports the cultivation of an academic, physical, and social space in which the exchange of perspectives and opinions and creative and scholarly processes can flourish without diminishing difference and plurality of experiences. The committee contributes to the creation of an open and supportive environment for all students, staff, and faculty leading to a greater sense of belonging, mutual support, and shared purpose through programming that fosters dialogue and exchange; the sharing of resources; and intentional mentoring.

To read more and become involved, please see <https://corcoran.gwu.edu/dei-committee> or write to us at csaddei@gwu.edu.

Other Resources

Columbian College of Arts and Science, in which the Corcoran sits, is committed to creating a diverse, equitable and inclusive environment for its students, faculty, staff and other members of our community. For more information, go to: <https://columbian.gwu.edu/diversity-equity-and-inclusion>

If you need to report a Bias-Related Act, GW has an Office for Diversity, Equity and Community Engagement through which you can report an incident: <https://diversity.gwu.edu/how-report-bias-related-act>

Once admitted to GW, **students are able to set up their preferred name and gender identity** in our current student systems. [The Multicultural Student Services Center website](#) has helpful information about changing name and gender at GW on the student's GWorld ID Card, GWMail account, and on class rosters.

The LGBTQIA+ Resource Center website at: <https://mssc.gwu.edu/lgbtqia-resource-center> and a separate page entitled [Trans @ GW](#) also includes GW's non-discrimination policy and the different procedures relating to name and gender changes for transcripts, diplomas, employment records, and other official documents. We hope that you feel our support during this process and that you reach out to us should you experience any difficulties.

Buildings and Access

All GW students need a GW ID Card (GWorld Card) to access campus spaces and services, including all Corcoran spaces. The GWorld office is located in the University Student Center at 800 21st St NW, Washington, DC 20052 gworld.gwu.edu

Corcoran Programs are spread over nine buildings. A full listing of Corcoran buildings, facilities, equipment and studios, including necessary forms to request the use of spaces and lockers, is available at <https://corcoran.gwu.edu/our-spaces>

The main Corcoran building is the **Flagg Building**, 500 17th Street NW. Washington D.C. 20006. Here you will find the **Administrative Offices (Director, Deputy Director and various staff)**, **Hammer Auditorium**, classrooms used by programs across the Corcoran, student spaces, galleries, and faculty offices for **Design, Interior Architecture**, and some **Studio Arts** faculty, as well as studio spaces. The **Interior Architecture** program is housed entirely in the **Flagg Building**.

Smith Hall of Art. 801-C 22nd Street NW, Washington D.C., 20052, on the main Foggy Bottom campus, houses **Art History** and some **Studio Arts** faculty, classrooms, lecture halls, studios, and Gallery 102 <https://corcoran.gwu.edu/gallery-102>

The **Music program** is housed in the basement of **Phillips Hall**. 801-A 22nd Street NW Washington D.C., 20052 on the main Foggy Bottom campus. It houses faculty offices, classrooms, practice rooms, and instrument storage.

Museum Studies faculty offices and a small conference room are located in a townhouse at 2142 G Street, NW. Washington, DC 20052 on the main Foggy Bottom campus.

The **Theatre and Dance** Administrative office is located in Building XX at 814 20th Street, NW (3rd Floor). **Dance Studios** are located in Building J at 2131 G Street NW on the Foggy Bottom campus as well as in the University Center at 800 21st Street, NW. The **Scenic Lab** is also located in the University Center. The **Costume Design Studio** is located in Samson Hall at 2036 H Street NW.

Classical Acting is on the Foggy Bottom campus at 2129 G Street, NW.

Studios Spaces

Please note that using our spaces requires that you be a currently registered Corcoran student, training before use, and are contingent on class schedules. Visit <https://corcoran.gwu.edu/our-spaces> for updates about spaces, forms, and other information.

If you have any questions about studio spaces, contact corcorantechs@gwu.edu

Studio Staff

Kaitlin Jencso, **Studio Manager** / Instructional Technologist, **Lens-Based Media**

Instructional Technologist, **Scene Shop**

Joe Bradley, Instructional Technologist, **Ceramics**

Caroline Casey, Studio Technician, **2D**

Alessandra Echeverri, Instructional Technologist, **Printmaking**

Daniel Jonas, Instructional Technologist, **Wood and Metal**

Studio Technician, **3D**

Student Rights and Responsibilities

As Corcoran students, it is important that you know your rights and responsibilities and how to navigate the system if you have any issues or concerns.

Rights

1. Corcoran graduate students have the right to exercise academic freedom in researching, learning, and participating in University programs and activities.
2. Should a student ever feel they have been discriminated against please refer to GW reporting options: <https://studentconduct.gwu.edu/student-discrimination-reporting-options>
3. Should a student ever feel it appropriate to allege an instance of arbitrary or capricious academic evaluation procedures, please refer to: <https://columbian.gwu.edu/arbitrary-or-capricious-academic-evaluation-procedures>
4. Students have the right to pursue activities, collaboration, research, and publications to increase their academic and/or professional development without fear of discrimination, harassment, or other adverse conduct.
5. With regard to academic, creative, and professional work, students have a right to
 - a. Ownership of and access to their intellectual property. If work is conducted in association with an outside institution, the assignment will designate that intellectual property rests with the student.
 - b. Participation in activities to foster their professional development including, but not limited to, internships, relevant conferences, volunteer experiences, workshops, and courses;
 - c. Professional and academic guidance from their advisor and from faculty and staff other than their advisor;
 - d. Treatment with courtesy and respect by faculty, administration, and other students
6. Students have the right to report any other forms of conduct not covered by the procedures and policy outlined in points 3 and 4 above that they consider adverse to their achievement of educational success. These issues might include requiring clarification about assignments or expectations, or inquiring about refinements of the structure of a class.
 - a. Students are encouraged (but not required) to bring concerns directly to the professor who is teaching the class to seek to clarify or resolve the issue. (Be sure you have read the syllabus carefully before doing so.) Know that all professors are dedicated to creating a welcoming, safe place for learning and exchange, and have developed a syllabus intended to structure your development, skill-building, and intellectual growth.
 - b. If you feel uncomfortable bringing your concern to your professor, you should contact the program head. The program head will bring your concerns to the professor anonymously, unless you request otherwise.
 - c. If the program head is the professor for the class in question, bring your concerns to the Corcoran Assistant Director of Academic Affairs who will relay those concerns anonymously to the program head.
 - d. If intervention by the program head does not resolve the concern or problem, or if the program head fails to act, or if the issue is not otherwise satisfactorily resolved, the

student should contact the Assistant Director of Academic Affairs of the Corcoran School of the Arts and Design who may consult with the Director.

- e. If intervention by the Assistant Director/Director Corcoran does not resolve the concern or problem, or fails to act, or if the issue is not otherwise satisfactorily resolved, the student should turn to the CCAS Dean's Office (undergraduate or graduate as appropriate).

7. As a general rule, most problems are able to be resolved at the program level. We will take all grievances seriously when they come from your honest assessment of the situation and we will work with you to 1) reestablish trust and a necessary level of comfort and 2) provide all the information students need to succeed in their classes.

Responsibilities

Corcoran students should be familiar with the University's Code of Student Conduct, the primary document governing non-academic student behavior. It defines prohibited conduct for students and student organizations and sets up a conduct system to address reported violations and preserve student rights. See <https://studentconduct.gwu.edu/code-student-conduct>

Academic Integrity

All students must comply with the GW Code of Academic Integrity. The code was created with input from students, faculty, librarians and administration and is promoted and administered by the Academic Integrity Council. It applies to all graduate and undergraduate students. It states, in part: "Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information."

In addition to the above, academic dishonesty includes but is not limited to:

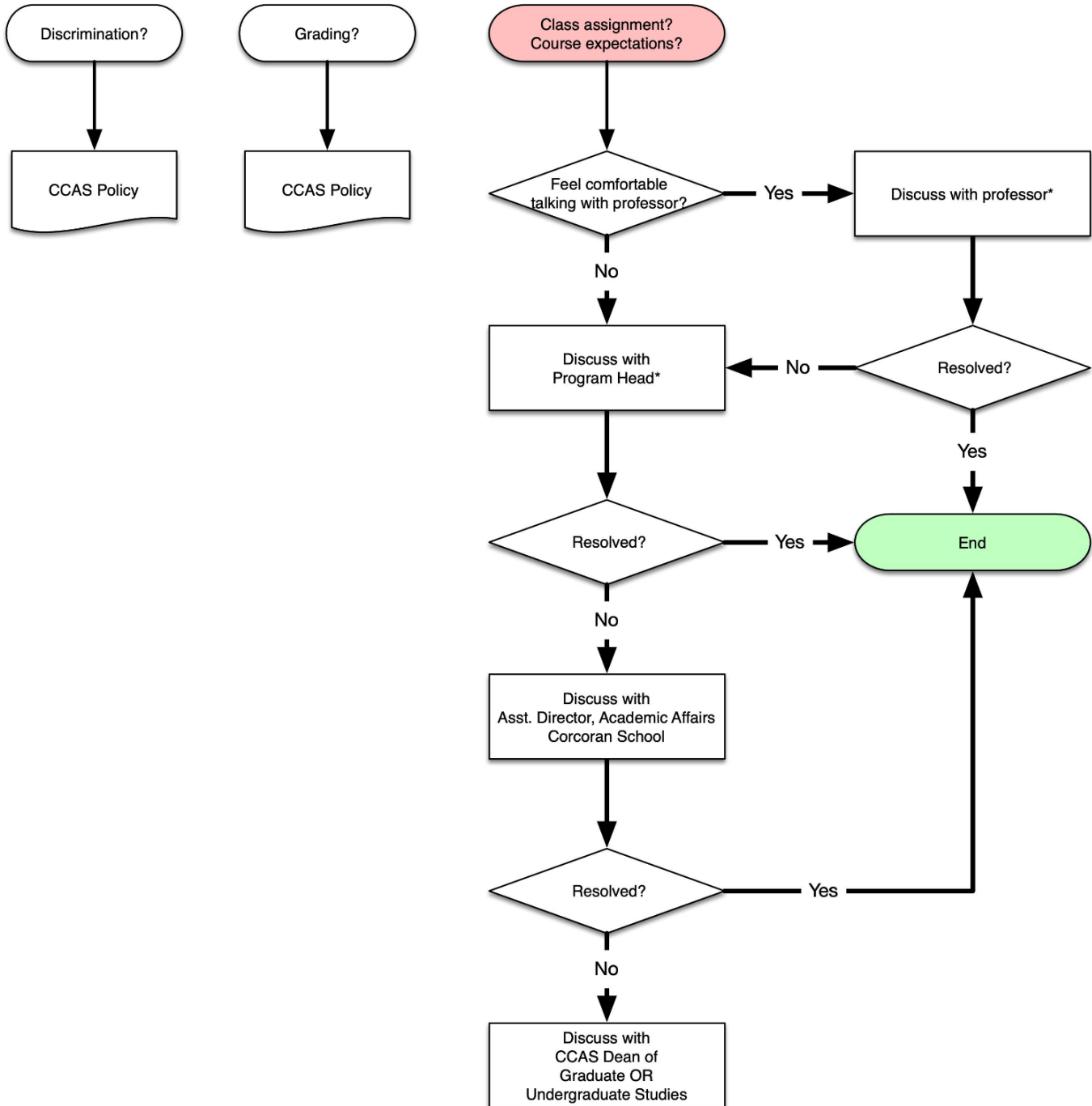
- Using other people's design work as own
- Not giving credit to designer of work used in a presentation
- Tracing over a photograph if assignment is to sketch from life
- Tracing over a drawing that is not students own
- Handing in work done that was done in a previous course

The Code of Academic Integrity is available on the web at: <https://studentconduct.gwu.edu/academic-integrity>

With regard to academic and creative work, students are responsible for

- a. Adhering to professional and academic standards of conduct
- b. Adhering to the code of academic integrity, including mastering proper citation and having a clear understanding of plagiarism and how to avoid it.

Student Rights and Responsibilities
 Corcoran School of the Arts and Design
 Columbian College of Arts and Sciences (CCAS)
 George Washington University



*If the program head is the professor for the class in question, bring your concerns to the Assistant Director of Academic Affairs for the Corcoran School, who will relay those concerns anonymously to the program head.

The Corcoran School of the Arts & Design uses the following Grade Scale when submitting Final Grades. *Faculty retain the flexibility to develop grading protocol internal to their individual courses. At the conclusion of the semester, however, all final grades entered into official GWU records will be defined as:*

A	94 to 100
A-	90 to less than 94
B+	87 to less than 90
B	84 to less than 87
B-	80 to less than 84
C+	77 to less than 80
C	74 to less than 77
C-	70 to less than 74
D+	67 to less than 70
D	64 to less than 67
D-	60 to less than 64
F	0 to less than 60

Academic Resources and Policies

Students are responsible for the information provided by CCAS. Please reference it for all important academic policies. Below are some summaries of key policies that we are highlighting for you.

Links to CCAS forms that you may need to submit during your time in school:

Undergraduate forms: <https://advising.columbian.gwu.edu/forms>

Graduate forms: <https://columbian.gwu.edu/graduate-student-forms>

Email

University email is the designated, official communications channel for the Corcoran. Students are required to check and correspond through their university email for GW-related communications. Students will be contacted on important and official school business through their GW accounts and are responsible for information relayed over GW email.

GW Bulletin

Use the GW Bulletin to find detailed information about academic policies as well as requirements for degrees, including for minors and GPAC (general education) for undergraduate students.

<http://bulletin.gwu.edu/>

DegreeMAP

[DegreeMAP](#) is GW's online degree-auditing system. It provides the requirements for your program of study, applies your academic history to those requirements, and keeps track of your courses, grades, and progress towards graduation. You can access DegreeMAP through the [GWeb Information System](#).

GW-wide class schedules (including all Corcoran classes) for past, current, and upcoming semesters are located at <https://my.gwu.edu/mod/pws/>

Blackboard

Blackboard is the officially designated resource for instructors to share class information including syllabus, supplies, readings, and assignments. It is your responsibility to check the Blackboard site regularly for communication and materials. <https://blackboard.gwu.edu/>

Blackboard communications (announcements, emails from professors, etc.) will come through your GW email account.

If you need assistance with Blackboard, resources are here: <https://it.gwu.edu/blackboard>

Academic Calendar

Students should familiarize themselves with the Academic Calendar at the beginning of every semester. The university academic calendar sets the start of classes, break, reading days, and final exams. The calendar can be found at <https://www.gwu.edu/academic-calendar>.

Finals in Corcoran programs can take the form of critiques, performances, or papers/projects. Refer to your syllabi and program for specific directions.

Accommodations for Religious Holidays

Diversity is a defining attribute of the GW community and we welcome students from all backgrounds. With such a varied community, we adapted accommodations for religious holidays without academic penalty. The Faculty Senate has set guidelines pertaining to the observation of religious holidays. These have become university policy and are as follows:

1. that students notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.
2. that faculty continue to extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.
3. that faculty who intend to observe a religious holiday arrange at the beginning of the semester to reschedule missed classes or to make other provisions for their course-related activities.
4. that, prior to each semester, the administration circulate to faculty a schedule of religious holidays most frequently observed by GW students
5. that student members of other religious groups are also entitled to the same courtesies and accommodations.
6. that the administration conveys this policy to students by including it in the Schedule of Classes and other places deemed appropriate.

Course Registration

Each semester students should review the **GW Registrar's website** for specific registration deadlines and be aware of when registration opens, late registration dates and fees, and the add/drop period.

Failure to register without an approved leave of absence may require students to apply for readmission.

Registration for classes is conducted primarily via the GWeb system: <http://gweb.gwu.edu> except for Consortium classes or classes requiring departmental/instructor approval, in which case a Registration Transaction Form (RTF) or an RTF-EZ is used.

Full-time graduate students must register for at least **9 credit** hours a semester. **Part-time** students must register for **6 credit** hours a semester.

Most **undergraduate** programs at GW require **full-time enrollment (at least 12 credits per semester)**. Note that some academic programs may require more than 12 credits each semester based on the progression of the curriculum. Less than 12-credits per semester is considered part-time.

If you have financial aid, make sure you understand if there are consequences for part-time enrollment.

Students **registered for more than 18 credits per semester** will be charged at the current undergraduate per credit hour rate for each credit exceeding that limit.

<https://studentaccounts.gwu.edu/undergraduate-tuition>

Drop/Add

Beginning the first week of classes, students who wish to add a course(s) and drop a course(s) as an even exchange may do so without financial loss if these transaction requests are made during the same class week (by the drop date for a refund) for an equal number of credit hours. Please be advised that individual program adjustments may incur tuition charges and/or fees if they are not even exchanges, or involve courses other than those at the Foggy Bottom or Mount Vernon campuses.

Withdrawing from a Course

If you are considering withdrawing from a course after a semester begins, please make sure you are aware of the refund policy and schedule. For fall and spring semesters, prior to the start of a semester (before the first day of classes) will have 100% of the tuition charges canceled.

Courses dropped beginning the first day of classes are subject to the university refund schedule, which governs the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal:

Before the end of the first week of the semester (by 11:59pm Sunday)	90%
Before the end of the second week of the semester (by 11:59pm Sunday)	60%
Before the end of the third week of the semester (by 11:59pm Sunday)	40%
Before the end of the fourth week of the semester (by 11:59pm Sunday)	25%
After the fourth week of classes	None

Undergraduate Courses taken by Graduate Students

Graduate students may enroll in upper-level undergraduate courses but only with approval in advance from the student's graduate advisor and a written agreement from the professor of the course affirming additional coursework to accommodate the graduate credit.

Transferring Credits

Students may petition to transfer credits to count towards their GW degree. Approval of transfer credits is made by the Registrar.

Undergraduate students should follow the guidelines provided here:

<https://advising.columbian.gwu.edu/transferring-credit>

Graduate students should follow the guidelines provided here:

<https://columbian.gwu.edu/transfer-credit>

Consortium (Washington Area Consortium of Universities)

GW is a member of a cooperative arrangement between 13 local universities that is designed to permit the sharing of academic resources by member institutions and to offer qualified students the opportunity to enroll at other institutions for courses not available on their own campus. Please note, **students register and pay tuition at GW for all consortium courses**. Registration for consortium classes is managed by GW Registrar's Office and more information can be found at:

<https://registrar.gwu.edu/consortium>

Consortium registration can take a long time, so it is important to get your forms in as soon as possible! Registration is NOT guaranteed – courses may be closed, or subject to approval from the Dean/department at the visited institution.

Minimum GPA

To earn a Bachelor's degree, 120 credits in academic coursework must be passed with a minimum cumulative grade-point average of at least 2.0. Note that some courses outside Columbian College do not count toward the 120-credit requirement. General education, major, and other requirements must be met to graduate.

In order to graduate from a Master's program at GW, you must maintain a 3.0 GPA (some programs may be higher). If you do not maintain the minimum cumulative GPA required by your program, you may be placed on academic probation or dismissed from your program. For more information, visit:

<https://columbian.gwu.edu/academic-standing>

Academic Warning Status for Graduate Students

Students who are not on academic probation but whose academic progress has raised concerns about the ability to complete degree requirements, will be placed on Academic Warning if:

- a single Incomplete is received within the first nine credits of the degree;
- two or more Incompletes are on the transcript at any given time, or;
- a grade of C, C-, or F is given but the GPA is above the minimum required to remain in good academic standing in the program.

Students placed on academic warning will receive an email from the Office of Graduate Studies and be encouraged to address any ongoing academic issues. Please note, this will NOT place any restrictions on enrollment and there will be NO changes in academic standing on transcripts.

Incompletes

Incompletes can be granted with permission of the instructor when some element(s) of a semester's coursework has not been completed, but the student has a passing grade and is otherwise making progress toward the successful completion of the course. When a professor and student agree on an incomplete, the professor creates an incomplete contract that is signed by the student, with an agreed upon date for the completion of the missing work. This agreement must be approved by the Program Head and signed by the faculty member and the student.

According to CCAS policy, **graduate students have one semester** beyond the end of the respective course to complete all missed assignments but a shorter time can be agreed upon. If not fully completed in this timeframe, the incomplete automatically turns into an IF (Incomplete Failure).

Undergraduate students must complete work within the designated time period agreed upon by the instructor, student, and school, but **no more than one calendar year** from the end of the semester in which the course was taken. If work for the course is not completed within the designated time, the grade is converted automatically to a grade of *F*, Failure, 0 quality points, and the grade-point average is recalculated.

Petition or Exception Request

This is a formal process (form available on the GW website or through your advisor) for an exception to a university rule or policy. The petition system is also used for leave of absence, withdrawing from a course after the deadline, or for a University fee to be waived. All petitions must first come to your program advisor who will submit it to the CCAS Dean's Office noting whether or not they support the petition. The Dean's office makes the final determination.

Undergraduate forms: <https://advising.columbian.gwu.edu/forms>

Graduate forms: <https://columbian.gwu.edu/graduate-student-forms>

Health and Safety

Student Health Center

Provides students with mental health and medical services. For hours of operation and to make an appointment, visit: <https://healthcenter.gwu.edu/>

Disability Support Services

Disability Support Services (DSS) at GW recognizes disability in the context of diversity. If you are a student with a disability, you are encouraged to register with this office. For forms, registration deadlines, and other important information, please visit <https://disabilitysupport.gwu.edu/>

We also encourage you to discuss any issues or concerns with your faculty advisor. We are all here to help ensure that you have a successful academic career at GW.

CARE Network

Students, parents, faculty, and staff can identify students that may need additional support through the CARE Team's online form. The CARE Team is a cross-departmental support system that recognizes that student concerns are often multi-faceted. Students are connected to resources through inter-departmental collaboration to provide them with appropriate and personalized outreach.

<https://studentlife.gwu.edu/care-team>

Campus SafeRide and GW Rider App

SafeRide provides a **free and safe ride to and from Foggy Bottom Campus residence halls and academic buildings during late night hours for students, faculty and staff** who prefer to not walk alone. This SafeRide service operates seven days a week during the academic year (except on designated university holidays) from **8:00 pm until 4:00 am**.

Access this service in three ways:

1. Download the GW Rider App, which is available in the Apple or Google Play stores. Log into the app using GW's Single Sign-On (SSO) and request a ride (*similar to how you request an Uber or Lyft*).
2. Log in to the website using GW's SSO and request a ride.
<https://transportation.gwu.edu/safe-ride>
3. Call 202-994-RIDE (7433) between 8:00 p.m and 4:00 a.m

Emergency procedures

The University has developed emergency procedures to provide direction to members of the University community for a variety of emergency situations. You can find detailed information on University procedures at

<https://safety.gwu.edu/emergency-response-handbook>

Sexual Assault and Harassment

Title IX Office

If you are **not in immediate danger**, call the Title IX Office during normal business hours: 202-994-7434

The Sexual Assault & Intimate Violence (SAIV) Helpline is there for assistance after hours:

SAIV Team: 202-994-7222

If you prefer, you can submit a report through the Title IX office: <https://titleix.gwu.edu/report-incident>

using this form: https://cm.maxient.com/reportingform.php?GeorgeWashingtonUniv&layout_id=5

University Police Department

The University Police Department provides police, security, and emergency services on campus 24 hours a day, 365 days a year. GWPD also serves as a resource for information on emergency procedures, theft and crime prevention, and campus crime statistics. **If you have an emergency on campus, call 911 or GWPD: 202-994-6111**. Their website is <https://safety.gwu.edu/police>

Student Services

University Student Center

The Student Center at 800 21st Street. The building is home to the GWorld office, university counseling, the university bookstore, various meeting spaces, and Colonial Central, which houses the office of the registrar and financial aid. Student Employment, International Services, and Career Services. <https://studentlife.gwu.edu/university-student-center>

GWorld Card Office

The Gworld Card Office is located in the University Student Center, 800 21 st NW, G05. All students should obtain their GWorld card as soon as they arrive on campus at the beginning of their studies. In addition to serving as your library card and providing access to campus buildings, GWorld cards also serve as debit cards for purchases on campus and at participating area businesses and for printing. *Be sure to have your GWid number when getting a GWorld.* <https://gworld.gwu.edu/>

Technology

Technology information specific to the Corcoran and request forms, are linked here: <https://corcoran.gwu.edu/our-spaces>

The **PaperCut portal** at go.gwu.edu/CSADservice is the only method to submit print jobs. Refer to the PDF on the Our Spaces webpage for details.

General GW Technology support information is available at: <https://it.gwu.edu/support>

Phone: 202-994-GWIT (4948)

ithelp@gwu.edu

Career Services

Undergraduates can contact the Center for Career Services for personal career coaching, self-assessment, and resume and portfolio building: <https://careerservices.gwu.edu/>

E-mail: gwcareercenter@gwu.edu

Graduate Student Services offers career counseling offers a wide range of tools to help graduate students on the path to their future careers. Find job and internship postings, networking events with prospective employers, guidance for international students, connections with like-minded alumni, and sign up for one-on-one meetings to review resumes and cover letters.

<https://careerservices.columbian.gwu.edu/graduate>

Financial Services & Funding

The Student Accounts Office administers Financial Aid. They are available to answer questions regarding FASFA, student loans, and other types of aid. They are located in the Student Services Hub in the University Student Center (Ground Floor), 801 21st Street NW. For more information:

<https://studentaccounts.gwu.edu/>

The Office of Graduate Student Assistantships and Fellowships provides general information on fellowship opportunities at GW as well as national opportunities. Opportunities are posted on their website: <https://gradfellowships.gwu.edu/>

CCAS **graduate** students may be eligible to apply for additional funding opportunities that support research or academic activities:

<https://columbian.gwu.edu/funding-current-grad-students>

International Students

GW's International Services Office provides resources for international students to help navigate administrative challenges of studying in the United States. This office also provides international students with advising through appointments and front desk staff can help with basic questions during open office hours. This office also has programming and workshops specifically for international students. <https://internationalservices.gwu.edu/>

Libraries

GW Libraries provides research materials, one-on-one research help, and workshops on technology and study skills. Gelman Library is located just off of Kogan Plaza on the Foggy Bottom campus. Your GWorld card acts as your library card and is required to enter the library and check out books. Access all library materials and services at library.gwu.edu. Contact Art and Design Librarian Shira Eller at sfl@gwu.edu

Writing Center

Located in Gelman Library, the Writing Center provides peer tutors who work with **undergraduate** and **graduate** students at all levels of writing ability, at any stage of the writing process, and with all kinds of writing projects, including course papers, theses, dissertations, scientific reports, and personal statements. Appointments for all locations can be made through the Writing Center's website: <https://writingcenter.gwu.edu/>

University Parking

Information on student parking at GW can be found at <https://business-services.gwu.edu/student-parking>

Metro (train)

Foggy Bottom Campus Metro Stop: **Foggy Bottom**
Flagg Building closest Metro Stop: **Farragut West**

U-Pass Program provides full-time students with unlimited use of Metrorail and Metrobus for a discounted, flat fee. <https://transportation.gwu.edu/upass>

GW Shuttles: Vern Express (VEX)

GW Shuttles provide free shuttle service between the Foggy Bottom and Mount Vernon Campuses. For maps, schedules and rules and regulations, go to: <https://transportation.gwu.edu/mount-vernon-shuttle-vern-express>