COLUMBIAN COLLEGE of ARTS and SCIENCES

OFFICE OF UNDERGRADUATE STUDIES
Phillips Hall 107
801 22nd Street, NW
Washington, DC 20052
Tel: 202-994-6210
Fax: 202-994-6213
advising.columbian.gwu.edu
facebook.com/CCAS.Advising
twitter.com/ccasadvising

HOURS OF OPERATION:
Monday–Friday 8:00 a.m.–5:00 p.m.
Welcome to the Columbian College of Arts and Sciences! There is so much to learn, do, and see here, and I am excited that you are part of writing the next chapter in an ongoing legacy of learning and discovery in the heart of the nation’s capital.

We are GW’s oldest and largest academic unit, encompassing 54 departments and programs, 56 majors, and 61 minors. You are joining a community of scholars—curious, questioning, and eager to examine and analyze issues and ideas. This is the perfect place to prepare for a productive life in a complicated, challenging world. It’s a place where a dynamic curriculum may lead directly to a career or inspire you to continue your education through Graduate study. It’s also a place where we encourage you to take chances, where outside-the-box and interdisciplinary learning is cherished, and where academic rigor and achievement go hand-in-hand with a spirit of exploration and adventure.

Columbian College’s general education requirements focus on analysis, critical thinking, and communication. Your faculty and professional advisors will help you navigate the requirement process and assist you in examining your interests to determine a focused field of study. I strongly suggest using DegreeMAP, GW’s online advising tool, to track degree requirements and your progress toward degree completion.

As an undergraduate, you’ll have the opportunity to participate in a variety of unique learning experiences. For example, our University Writing Program provides freshmen an introduction to academic writing in a small theme-based setting followed by two writing intensive courses in later years; in our Dean’s Seminars, freshmen experience the exhilaration of in-depth scholarship while completing part of their general education requirement; and our new Sophomore Colloquia engage second-year students deeply in a discipline through small class sizes and focused research on issues of high interest and impact. At the Columbian College, we deeply value research and encourage students to seek out opportunities to extend their learning. For example, students can further develop their research acumen with a Luther Rice Fellowship, which provides funding support to our sophomores and juniors who are engaged in research projects under the mentorship of senior faculty. And our juniors and seniors can collaborate with practitioners in the field through internships at museums, government agencies, and think tanks located here in Washington, DC.

I hope you will make use of the many resources that the college and university have created to help you succeed. These include The Colonial Health Center, the Office of Disability Support Services, the Office of Undergraduate Studies in Phillips Hall 107, and other resources listed in this book. In addition, the Columbian College website provides a wealth of valuable material, including our calendar of events, advising information, listings of special programs, and access to our Twitter and Facebook pages.

The years ahead are a time to absorb as much as you can in the classroom, augment book learning with other forms of knowledge, and, most importantly, follow your passion. I wish you all the best as you embark on an exciting educational adventure as a member of the Columbian College community!

Elizabeth Chacko
Associate Dean
Columbian College of Arts and Sciences
FERPA AND STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA), passed in 1974, is a federal law that protects the privacy of student education records. Generally, schools must have written permission from the student in order to release any information from a student’s education record.

Schools may disclose, without consent, “directory” information, which is defined by GW to include: name, local address, and telephone number; name and address of emergency contact; dates of attendance; school or division of enrollment; field of study; credit hours earned; degrees earned; honors received; participation in organizations and activities chartered or otherwise established by the university (including intercollegiate athletics); and height, weight, and age of members of athletic teams.

Students may request that directory information not be released.

Although the “F” in FERPA stands for “Family,” the right belongs primarily to the student. For that reason, a student’s record may be released to parents only: 1) through the written consent of the student, or 2) by submission of evidence that the parents declared the student as a dependent on their most recent Federal Income Tax Form, as defined by the Internal Revenue Code of 1986, Section 152. The forms to execute this release are available on the Registrar’s website.
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The Dean’s Seminars provide Columbian College students in their first year at the George Washington University with a focused intellectual challenge as they explore significant academic issues under the guidance of distinguished scholars and teachers. Students engage in directed critical inquiry, exploring the unique resources of the nation’s capital and the university. Students not only learn to evaluate the scholarship and traditions that have formed our world view, but also create their own scholarship of consequence.
WASHINGTON SEX SCANDALS

Professor Chad Heap
AMST 1000.10 CRN: 83059
G-PAC: Humanities
MW 2:20-3:35 p.m.

The release of a videotape of Donald Trump's lewd conversation about women with Access Hollywood host Billy Bush, Trump's attempts to revisit the Bill Clinton-Monica Lewinsky affair during the recent presidential campaign, and Congressman Anthony Weiner's sexually suggestive tweets: These are but a few of the sex scandals that have preoccupied Washington during the past couple years. This course explores the insights these scandals provide a number of broader historical transformations in American culture and politics, including the shifting contours of American citizenship and the definition of the nation, the shaping of political ideologies and party warfare, the emergence of mass media and its effects on molding public opinion, and the reconfiguration of the boundary between public and private in American life.

Chad Heap is an Associate Professor of American Studies and Undergraduate Advisor of the Women's, Gender, and Sexuality Studies Program.

ZOMBIE CAPITALISM

Professor Dara Orenstein
AMST 1000.11 CRN: 85708
G-PAC: Humanities & Oral Communication
T 12:45-3:15 p.m.

The Walking Dead. World War Z. "Obama Zombies." Why does the specter of the living dead loom so largely in contemporary U.S. culture? How is it useful? What does it illuminate about the relationship between capitalism and democracy that might otherwise remain inscrutable? And how has it served in this allegorical manner throughout modern U.S. history? How did it haunt the rise of mass production, or the growth of suburbs, or the eruption of a social movement like Occupy Wall Street? To answer such questions, in this seminar we will track the figure of the zombie from the Gilded Age to the crash of 2008, and from the sugar plantations of Depression-era Haiti and Louisiana to the tents of Zuccotti Park, drawing on readings from across the humanities and social sciences.

Dara Orenstein is an associate professor of American Studies, whose research and teaching interests focus on the histories of capitalism and photography, as well as critical geography and cultural & social theory. She received her Ph.D. in American Studies from Yale University in 2012.

SUBSTANCES AND SOCIETY

Professor Hugh Gusterson
ANTH 1000.10 CRN: 87550
G-PAC: Social Sciences & Cross-Cultural
TR 2:20-3:35 p.m.

This class examines the relationship between a number of mind-altering substances and cultural processes. The relationship between drugs and such phenomena as poverty, religion, technology, inter-generational conflict, colonialism, and global capitalism is analyzed. Students will learn about the physiological and psychological effects of these substances -- ranging from alcohol to LSD, cocaine, and Viagra -- and ask why different societies prohibit and sanction different drugs. Students will study the use of mind-altering substances in a number of "traditional" societies, and follow the development of a global trade in such substances as sugar, coffee, tea, nicotine, cocaine, and marijuana concurrent with the evolution of global capitalism as well as the use of LSD as a mind-control substance by the CIA and as a mind-altering substance in the 1960's counter-culture. Finally, the class examines the rise of Prozac, Ritalin, Viagra, and opioids as pharmaceutical products in recent years concurrent with the hardening of America's drug laws.

Hugh Gusterson is a professor of International Affairs and Anthropology.
Jane Austen’s celebrity has transcended the academic world and has become a part of popular culture. Her six completed novels have spawned sequels, ‘mash-ups’, and hundreds of books and articles, as well as movies, television series, and novels based on her novels. What is the source of such popular appeal? Does Austen’s own small body of work provide answers to the extraordinary proliferation of imitations, merchandise, fan clubs, blogs? In this course, we will consider the Austen phenomenon by discussing the work of an author who described her own output as ‘the little bit (two inches wide) of ivory in which I work’ and the massive scholarly and popular production engendered by that output.

*Tara Wallace* is a professor of English.

**WHAT’S NEW ABOUT NEW PLAYS**

*Professor Evelyn Schreiber*  
*ENGL 1000.11 CRN: 83064*  
*G-PAC/GENEDS: Humanities*  
*TR 12:45-2:00 p.m.*

This Dean’s seminar takes advantage of the theater offerings in Washington and asks the question: What is new about new plays? Are contemporary playwrights reworking classical themes or are their works entirely new entities? What themes reappear and how are they presented? The course also considers how classical plays are re-imagined for modern audiences. For example, is a Shakespearean work staged in a different political or social milieu than the original production? Why would directors make these types of artistic decisions? What does it mean for plays to be culturally relevant? Students will consider who attends the theater and who will be in the audience in the future. These questions form a large part of decisions about what plays are selected to be produced each year and the nature of those productions. We will read at least three classical plays and three new plays as well as attend two new plays.

Plays we will read, discuss, and act out scenes from: Oedipus the King by Sophocles, Oedipus El Rey by Luis Alfaro, At Home at the Zoo by Edward Albee, Waiting for Godot by Samuel Beckett, Othello by William Shakespeare, A Raisin in the Sun by Lorraine Hansberry, Clybourne Park by Bruce Norris, Appropriate by Branden Jacobs-Jenkins, and Cat on a Hot Tin Roof by Tennessee Williams.

*Evelyn Jaffe Schreiber*, Ph.D. is an Associate Professor of English at The George Washington University in Washington, D.C.

**FAIRY TALE FROM GRIMM’S TO DISNEY**

*Professor Jean Freedman*  
*GER 1000.10 CRN: 85716*  
*G-PAC: Humanities,* Global/Cross-Cultural, *Oral Communication*  
*MW 11:10 a.m.-12:25 p.m.*

For centuries folktales and fairy tales have fueled the popular imagination of children and adults. As an art form and communicative practice, however, the folktale and fairy tale have undergone radical transformations in form, style, structure, and meaning. Beginning with the work of nineteenth-century European collectors and editors and concluding with twentieth-century Anglo-American critics, authors, and filmmakers, this course examines the socio-historical development of folktales and fairytales in their traditional contexts as well as in modern transformations and critical re-readings.

*Jean Freedman* is a professor of German Language and Literature.
MODERN ARCHITECTURE AND DESIGN

Professor Stephanie Travis  
IA 1000.10 CRN: 87917
G-PAC/GENEDS: Art and Global/Cross-Cultural  
TR 1:00-2:15 p.m.

This course will introduce students to the history of modern architecture and design through the context of key buildings of the 20th/21st Century. Students will learn the leaders in architectural history, as well as innovative contemporary designers working today. Through lectures, readings, and discussions, an overview of the architecture, interiors, and furniture of the most significant and unique buildings in history will be explored and examined. By merging conceptual thinking, design thinking, and critical thinking in combination with history, this course will incorporate a complete exploration of modern architecture and design.

Stephanie Travis is an Associate Professor and Director of Interior Architecture and Design at GW. Stephanie received her Master of Architecture with distinction and Bachelor of Science in Architecture from the University of Michigan, Ann Arbor. Prior to GW, Stephanie worked in New York City as an architect. At GW, she focuses on studio courses in architectural design as well as sketching and history of modern architecture. Stephanie has published articles and presented at national and international design conferences on these topics. Her book, Sketching for Architecture + Interior Design (Laurence King, 2015), is published in English, French, Spanish, Portuguese, and Korean (with Chinese and Russian forthcoming).

PUBLIC POLICY AND FOREIGN POLICY

Professor Rachel Stein  
PSC 1000.10 CRN: 83124
G-PAC/GENEDS: Social Science  
F 12:45 p.m.-3:15 p.m.

What do Americans know about U.S. foreign policy? And do they care? How do their opinions influence the foreign policy-making process, if they do at all? This course will explore how the public, the media, and political leaders interact to shape U.S. foreign policy. We will consider these relationships in several different policy areas including the use of U.S. military force, international trade, and the environment.

Rachel Stein is an assistant professor of Political Science.

CONFLICT AND COMMERCE

Professor Yonatan Lupu  
PSC 1000.11 CRN: 86116
TR 11:10-12:25 p.m.

This course introduces students to the relationship between international commerce and international conflict. Throughout the semester, the course will cover theories of international economic exchange, theories of war, and, in more detail, theories and empirical evidence regarding the relationship between the two. These ideas are examined using World War I as a case study.

Yonatan Lupu is an assistant professor of Political Science.
SCIENCE IN THE DISTRICT
Professor Stephen Mitroff
G-PAC/GENEDS: Social Science
CRN: 85010

Academic theories are the foundation of research, and often theories can be best understood and tested when viewed in practice. Applying theories in the “real-world” can advance scientific thought, can improve everyday activities, can inform policies for highly important occupations, and, most simply, can be fun. In this course, we will explore the interplay between theory and practice by examining how cognitive psychology theories can be applied to real-world problems that arise both locally and globally. Luckily, here in Washington DC, we have access to agencies and institutions that play a major role in policy, and we can directly examine how cognitive psychology principles can be implemented to aid their efforts. For example, the core ideas of cognitive psychology (e.g., perception, attention, memory, language, and decision-making) underlie practices at the Department of Transportation, National Institutes of Health, Transportation Security Administration, Department of Homeland Security, Federal Drug Administration, National Rehabilitation Hospital, and more. We will discuss basic cognitive psychology principles, real-world instantiations of the principles, and the interplay between the two. We will visit several DC institutions to see the implementations in action.

Stephen Mitroff is an associate professor of psychology who joined George Washington in 2015 after spending the prior ten years at Duke University. His research combines basic science and translational applications to advance both academic theory and real-world practices.

HOLLYWOOD AND POLITICS
Professor Patricia Phalen
G-PAC/GENEDS: Social Science
CRN: 83366

In the 1950s, Senator McCarthy had film and television writers with the “wrong” political views blacklisted in Hollywood. Fifty years later, Michael Moore produced a film that attacked President Bush for having the “wrong” politics. These are just two of the more obvious connections between the world of Hollywood and the world of Washington, D.C. Pop culture and political culture in the United States share a long and complex relationship. Congress convenes hearings to uncover anti-American sentiment in the media. Actors run for and win, political office. Celebrity endorsements or condemnations affect national elections. In this course, we will explore the history and political effects of these connections. Students will study the personalities, organizations, products, and principles of political and pop culture and assess the benefits and costs of their symbiotic relationship.

Patricia Phalen is an Associate Professor in the School of Media and Public Affairs. She has a Master’s and Ph.D. in Radio/Television/Film from Northwestern University, and an MBA from Boston College.

POVERTY, PLACE, AND RACE
Professor Gregory Squires
G-PAC: Social Science
CRN: 86909

The primary objective of this course is to increase students’ understanding of the nature of poverty and racial inequality in the U.S., particularly within urban communities. The course will draw from a variety of disciplines including sociology, economics, political science, history, and urban planning. It will consist of a range of activities including classroom discussions, student presentations, films, policy papers, and more. Most importantly, the seminar will actively engage all participants in their learning.

Gregory Squires is professor of Sociology and Public Policy & Administration.
Global Dress and Culture examines a selection of dress customs in the context of historical urban, nomadic and rural groups, such as the Chinese court’s cultivation and use of silk in dress and subsequent trade in markets along the Silk Road; the urban communities of Ghana, where masterful strip-weaving techniques evolved into the prestigious Kente cloth that inspires some current global dress practices and artists alike; and the indigenous communities of Brazil, where dress is often comprised of body adornment and modification through the application of body paint and lip discs. Discussions centering on historical and contemporary dress practices, trade, geography and textile production will enrich our studies. Lectures are supplemented with guest speakers, local collection visits and the opening of The Textile Museum at The George Washington University.

Tanya Wetenhall is an Assistant Professor of Design. Her career spans the performing arts, costume studies, museums, and diplomacy. She has managed US tours of foreign dance companies, as well as individual artists touring Europe; directed fashion shows; worked as a cultural liaison for special interest groups visiting Russia, Central Asia, and Eastern Europe; and was a Specialist for the government of The United States at the US embassies in Moscow and Rome.
THE NATURE AND CULTURE OF CHILDREN  
Professor Jamie Cohen-Cole  
AMST 2000.10 CRN: 86708  
G-PAC: Oral Communication, Humanities  
MW 11:10-12:25 p.m.

The sciences and philosophy ask hard questions: What is the nature of knowledge? What characteristics define humanity? How much does culture matter? It turns out that these questions have provoked fierce disagreements for how we understand, raise, and educate children is tied to our visions of morality, politics, education, and the shape we want the future to take. This seminar adopts a historical approach to see how these questions and the debates about them have been approached by philosophers, biologists, anthropologists, and psychologists.

PHOTOGRAPHY: FROM PHOTOGRAM TO SCANOGRAM  
Professor Dean Kessman  
FA 2000.10 CRN: 87594  
G-PAC: Arts, Oral Communication  
M 1:00-5:30 p.m.

This course is designed for students who have an interest in exploring a variety of low-tech ways of producing analogue photographs and generating digital images. Students will learn to move fluidly from the chemical darkroom to the digital lab and back again. We will analyze examples from the history of photography that range from images captured by the earliest practitioners to work being produced today by contemporary artists. In addition to producing work throughout the semester, this knowledge will culminate in oral PowerPoint presentations that place their final projects within historical and contemporary contexts.

ABRAHAM LINCOLN: MAN AND MYTH  
Professor Tyler Anbinder  
HIST 2000.10 CRN: 87239  
G-PAC: Humanities, Oral Communication  
W 1:00-3:00 p.m.

The goals of the class are 1) to give students a thorough understanding of the life and times of Abraham Lincoln, one of our most beloved and important presidents, 2) to help students significantly improve their writing skills through numerous analytical writing assignments, and 3) allow students to demonstrate the ability to create a new scholarly argument based on a set of findings. In oral presentations, the goals are to 1) identify significant presentation topics; 2) prepare presentations that have a clear thesis and persuasive argument; 3) demonstrate topical and disciplinary knowledge through well-crafted and audience-appropriate language; and 4) demonstrate vocal and physical qualities that augment content and maintain audience interest.
ACADEMIC ADVISING IN THE COLUMBIAN COLLEGE OF ARTS AND SCIENCES (CCAS)

Good advising is critical to success in college. For most students, college will be the first time that they are responsible for decisions such as selecting courses or choosing a major. An academic advisor can help with these and other decisions; however, advising is a two-way street. Students and advisors share the responsibility for successful advising.

If students are familiar with the information in the Student Handbook and the University Bulletin, they will be able to ask pertinent questions and be active partners in their academic advising experience.

All students, whether first-year, upper-class, or transfer students, are ultimately responsible for selecting courses wisely in order to satisfy degree requirements while adhering to Columbian College and university policies.

CCAS ACADEMIC ADVISING VISION AND MISSION STATEMENTS

Vision: The CCAS Undergraduate Academic Advising Office seeks to empower students to make intentional, educated decisions in achieving their personal and academic goals.

Mission: The CCAS Undergraduate Academic Advising Office supports a diverse community of students in the exploration of a liberal arts education. Through meaningful conversations with advisors, students learn how to connect with resources, engage in opportunities, and think critically about developing individualized academic plans. Advisors introduce strategies to foster personal and academic success in a welcoming, supportive environment that values each student’s experiences and strengths.

THE OFFICE OF UNDERGRADUATE STUDIES

All CCAS students have an assigned group of professional academic advisor known as an advising pod in the Office of Undergraduate Studies. A student is assigned to his or her pod according to the student’s last name. Students can visit the CCAS Advising website to look up their assigned advising pod.

- POD 1: Students whose last name begins with A-G
- POD 2: Students whose last name begins with H-N
- POD 3: Students whose last name begins with O-Z

Professional academic advisors are knowledgeable about the policies and procedures of the college, including its general education curriculum and requirements for majors and minors. Their broad expertise allows them to give students a macro view of what students need to navigate GW successfully and prepare for life after graduation. Over the course of a student’s time at GW, the advisor will review the student’s progress toward the degree, prepare materials to help the student evaluate his or her progress, and identify avenues for fulfilling requirements.

In addition, the advisors are also available to speak with students experiencing academic problems or difficulties adjusting to life as a college student, and to direct them to the resources available to them, including Disability Support Services, Mental Health Services, and academic support services.
PROFESSIONAL ACADEMIC ADVISING SERVICES

- Assistance navigating GW
- Major exploration/declaration advising for students
- Attention to first-year student issues, such as transitioning to college and navigating university resources and requirements
- G-PAC/GenEds (General Education Curriculum: Perspective, Analysis, Communication)
- Registration advising
- Academic progress tracking and advising
- Academic Success Programs
- Graduation audit

To meet with an advisor, students have three options:

**Appointments:** This is the preferred way for students to meet with their advisor. Students should make an appointment for any issue that will take more than 10 minutes to discuss. These appointments are available in person and via phone. Visit the CCAS Advising website to book online.

**POD Office Hours:** During office hours (fall and spring semesters only), students are able to drop in to see advisors from their assigned POD without an appointment. Office hours make it easy for students to see an advisor for routine matters, or questions that need an answer right away. Office hours are on a first-come, first-served basis. Students with pre-professional questions should make an appointment to see the appropriate pre-professional advisor.

**Group Advising:** This is another way students can engage with their POD advisors and POD peers. Opportunities for group advising will be communicated later in the academic year.

**DEGREEMAP**

DegreeMAP (Measuring Academic Progress) is an online degree auditing system that allows students to see their academic history applied to their degree requirements. DegreeMAP is a comprehensive advising tool that encourages productive conversations between students and advisors. It allows students to make informed decisions about course selection, as they accurately track their degree progress with instant access to audit information.

DegreeMAP is an advising tool and is not a contract. It is the responsibility of each student to be aware of and understand the requirements of the selected degree program. Students should contact their academic advisor for assistance in interpreting or verifying the accuracy of any information contained within their audit.

For more information about DegreeMAP and how the Columbian College interacts with this system, please visit the CCAS Advising and Registrar’s websites.
DEPARTMENTAL MAJOR ADVISING

Once students declare a major, they will receive a departmental faculty advisor who will provide subject matter expertise and can tailor the student’s interests to the requirements of the major. Departmental faculty advisors can serve as mentors, role models, career counselors, writers of recommendation letters, and sources of information on graduate and professional studies. Students will maintain their professional academic advisor in CCAS as well.

Special/departmental honors may be awarded by the faculty to any member of the graduating class for outstanding achievement in the student’s major field of study. The student must fulfill university and departmental requirements in order to achieve these honors. Consult the specific department’s website as well as the GW Bulletin for regulations.

TRANSFER STUDENTS

The Office of Undergraduate Studies recognizes the special experiences of transfer students and values greatly the perspectives that transfer students bring to GW.

Transfer students are encouraged to read through the CCAS Transfer Student website for information on transfer credit, choosing a major, registering for courses, and acclimating to GW and CCAS. Transfer students are encouraged to schedule an appointment in person or via phone with their advising pod upon their admission and acceptance to GW, and can also email ccasug@gwu.edu for any general questions.

PRE-PROFESSIONAL ADVISING

GW students considering post-baccalaureate studies, or earning elective credit for an internship, should utilize the CCAS Pre-Professional Advising Office. The pre-professional advisors are CCAS advisors who also specialize in an area of post baccalaureate study/internship for credit. Pre-Professional Advising is available to all GW students and alumni only.

- Office location: Phillips Hall, Suite 107 (801 22nd Street, NW)
- Hours: Monday - Friday: 8am – 5pm
- Appointments: Book online

HEALTH PROFESSIONS PREPARATION

CCAS has two pre-health professions advisors who work with students interested in allopathic (M.D.) and osteopathic (D.O.) medical schools, as well as dentistry, veterinary medicine, physician assistant, nursing, and all other health professions.

PRE-LAW PREPARATION

Law schools require a student to have earned a bachelor’s degree, but there is no required, or even preferred, major for law school. Likewise, there are no required courses for admission to law school. The Pre-Law Advisor is available for individual appointments.

For more information on preparation for professional and graduate study, please see Part V of this Handbook, p. 35.
TERMS YOU NEED TO KNOW

**Academic Advisor:** A professional staff member in the Office of Undergraduate Studies who assists students with course selection and academic decision-making appropriate to their personal, professional, and academic needs and goals.

**Academic Probation:** Undergraduate students are placed on academic probation if at the end of any semester their GPA for that semester or their cumulative GPA is below 2.0. Students on academic probation must fulfill all probation-related requirements of their home school in order to register for classes.

**Academic Suspension:** Undergraduate students who have attempted at least 24 credits at the University (to include all letter, I, NP, P, R, W, and Z grades) will be subject to suspension for poor scholarship if their current semester GPA is below 1.0; they have completed two successive semesters without achieving semester and cumulative GPAs of 2.0 or above; or they have a semester or cumulative GPA below 2.0 in any three semesters at the University.

**Audit:** Taking a class for no academic credit. Generally, students are not required to do any academic work for a class they are auditing. A student who has been admitted to the university may register, with the permission of the instructor, to audit a class. An audited course may not be repeated at a later date for credit. Tuition for audited classes is charged at the same rate as courses taken for academic credit. (see p. 21)

**Baccalaureate Degree:** An undergraduate degree (Bachelor of Arts, Bachelors of Science, or Bachelor of Fine Arts) awarded after completion of a minimum of 120 academic credits and successful completion of all degree and major requirements.

**Bulletin:** The official catalog and source of information regarding university academic and administrative policies, major and degree requirements, course descriptions, etc.

**CCAS:** The Columbian College of Arts and Sciences, the liberal arts college within GW.

**Colonials:** The mascot name for GW teams.

**Consortium:** A group of universities in the Washington, DC area. Students may register for classes at any of the member schools. Participation is subject to the regulations of the school in which the student is enrolled. See the Registrar's website for specific regulations and information concerning registration for Consortium courses.

**Continuous Enrollment (CE):** A process by which a student may take a leave from GW to study at another institution, while remaining enrolled at GW. Once a student enrolls in a GW degree program, they must be continuously enrolled in the university. Generally, if a student wants to take classes elsewhere during the fall or spring semesters, they must register for “Continuous Enrollment.” A student may register for CE for a maximum of two semesters. It is not necessary to enroll in CE to take summer classes at another school, or for Study Abroad. Contact the Office of Undergraduate Studies (Phillips 107) for more details (also see Leave of Absence, p. 14).

**Course Overload:** When taking more than 17 credits per semester, students must petition the Associate Dean of Undergraduate Studies for permission. The Course Overload application is available only.

**Cross-School Major:** A major completed at another school within the university. A cross-school major may supplement but not replace a major in a student’s home school. CCAS students may do a cross-school major in the Elliott School (ESIA), the School of Engineering and Applied Sciences (SEAS), and the GW School of Business (GWSB).
Dean: An administrator who is also a faculty member. The Office of Undergraduate Studies is headed by an Associate Dean. The Dean is responsible for undergraduate student and curriculum issues. Unless otherwise noted, the term “Dean” in this handbook refers to the Associate Dean for Undergraduate Studies.

Dean’s List: An honor recognizing students for excellent academic performance during a single semester. (see the section on academic standing, p. 22, for details)

DegreeMAP: DegreeMAP is GW’s online advising tool for students and their advisors to track progress toward degree completion.

Drop/Add: The process by which students may change their schedules. This may be done on GWeb through the second week of class. After the second week of classes, schedule adjustments must be made using the Registration Transaction Form-EZ (RTF-EZ) submitted directly to the Office of the Registrar, Marvin Center Ground Floor. Any course(s) added must have the permission and signature of the instructor or department. Students may drop courses through the end of the fourth week of classes without academic penalty using an RTF-EZ (signature of instructor not needed). After the fourth week, it is considered a withdrawal and a notation of “W” will appear on the transcript. Students may withdraw using an RTF-EZ through the end of the tenth week of classes (signature of instructor not needed). Any changes to registration that require Dean’s permission (i.e., time conflicts, re-taking a course, changing from letter-grade to pass/no pass) must be completed using the Registration Transaction Form (RTF) and submitted to Phillips 107.

First-Year Academic Forgiveness Policy: Undergraduate students are eligible to repeat for credit one course, taken at GW during their first academic year (first semester for transfer students), in which they received a grade of D+ (1.3) or below. A student may repeat a course under this policy at any time during their enrollment at GW; however, a course is not eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. The student’s registration, including the repeated course, may not exceed 17 credits in the semester in which the course is repeated; students in the School of Engineering and Applied Science may not exceed 19 credits.

Full-Time: Taking at least 12 credit hours during each of the fall and spring semesters. Full-time status is required for International students, many scholarships, most financial assistance, some insurance policies, GW housing, and many other aspects of student life at GW. Some scholarships require that a student attempt 15 credit hours each semester.

G-PAC (General Education Curriculum–Perspective, Analysis, Communication): The general education curriculum of CCAS, which educates students to engage in active intellectual inquiry by developing analytical skills, communication skills, and diverse perspectives.

Grade-Point Average (GPA): The GPA is computed with a formula that includes points assigned to each grade (A through F) and the credit value of each class. The GPA is calculated for each semester and also on a cumulative basis, and is used to identify students for Dean’s List, graduation honors, semester warning, academic probation, or suspension. Minimum GPA standards must be achieved for successful major and degree completion. (see p. 40)

GWeb: The GW Information System through which students can access information about their records, as well as general information about the university.

Hold: A restriction placed on a student’s record by a GW department (e.g., Student Accounts, CCAS Advising, Gelman Library, Student Health). A hold will prevent any registration transactions from occurring until it is removed by the office that placed it.
Students should check for holds each semester, prior to registration. All CCAS freshmen, some students with no declared major, and students on semester warning or academic probation, will have a CCAS Advising hold placed on their account. Students must complete the DegreeMAP planner and review their tentative list of courses with their advisor prior to their registration date to remove this hold. Students with 45 earned hours and no major must declare a major to get their hold lifted.

**Honors:** Latin Honors—Recognition awarded at graduation to students whose academic records give evidence of particular merit. The student’s cumulative grade point average determines the level of honors as follows: cum laude, 3.4–3.59; magna cum laude, 3.6–3.79; summa cum laude, 3.8–4.0. This designation is entered on a student’s transcript and diploma. Special/Departmental—May be awarded by the faculty to any member of the graduating class for outstanding achievement in the student’s major field of study. The student must fulfill University and departmental requirements in order to achieve these honors. Consult the specific department’s website as well as the GW Bulletin for regulations.

**Incomplete:** When a student is unable to complete their work in a timely fashion due to circumstances beyond their control, and their prior class performance and attendance have been satisfactory, a student may choose to inquire with his/her professor to seek an Incomplete and finish remaining course work at a later date. The student is responsible for filing an Incomplete Contract with the CCAS Advising Office. (see p. 21)

**Leave Of Absence (LOA):** A process by which a student may take a leave from GW for either medical or personal reasons, while remaining enrolled at GW. Students on LOA may not register for classes at another college or university. Students who wish to go on LOA should contact the Office of Undergraduate Studies to register for “Leave Of Absence” for that semester. A student may register for a maximum of two LOAs and two CE’s. (also see Continuous Enrollment on p. 12)

**Major:** A concentrated, in-depth study of an academic area in which students meet established departmental requirements. See list of majors here. (see p. 28 for details)

**Minor:** A program of study in a subject within Columbian College, generally consisting of 18 credit hours of prescribed courses. See list of minors here. (see p. 33 for details)

**Part-Time:** Students taking less than 12 credit hours during the fall or spring semester are considered part-time students. International students, students receiving financial aid, and students living in GW housing must be full-time students. (see Full-Time, p. 13)

**Pass/No Pass:** A grading status available to juniors’ and seniors’ elective courses only. Please speak with an advisor about pass/no pass options. (see p. 23)

**Prerequisite:** Course(s), or course content mastery, which must be completed prior to taking subsequent courses in an academic discipline.

**Residency Requirement:** The rules governing the number of credits a student must take in CCAS and GW programs to be eligible to graduate. (see p. 19)

**Syllabus:** An outline which delineates course requirements, grading criteria, content, faculty expectations, deadlines, examination dates, grading policies, and other relevant data.

**Transfer Credit:** Generally, credits not earned at GW. (see p. 18)

**Withdraw (W):** Leaving a course after the fourth week, but before the end of the tenth week of class. A student who withdraws from a class will receive a notation of “W” on their transcript. A “W” does not affect a student’s GPA; however, you do not earn credit for a “W.”
WORDS OF ADVICE FROM CURRENT STUDENTS AND RECENT GRADUATES:

1. Your major, and some of your friends’ majors, may change; be willing to consider many options.

2. One interesting class will not delay graduation; G-PAC/GenEds classes can be fun and enlightening; classes other people think are easy can turn out to be a nightmare.

3. It’s normal to feel lonely first semester; talk to the people in your classes and set up study groups. You’ll make friends and get better grades.

4. A “D” is not the end of the world. Get good grades first semester and you can relax later.

5. To truly succeed you should put in two hours of study for every hour in class. Use the hours between and before classes; don’t count on doing everything after dinner.

6. Graduate schools and employers will look for people who know more than one language; study a language until you are comfortable speaking it.

7. You are responsible for your academics, and also for your money. Watch the limit on your phone bill, budget for fun times, and check out the egg sandwiches at the GW Deli.

8. Enjoy living in your first-year dorm; you will remember it fondly years later. Enjoy the cultural and academic resources of GW and DC; you’ll never have a better opportunity to do so.

9. Just because you don’t have to turn in an assignment doesn’t mean that you shouldn’t do it, and just because you’ve read the book doesn’t mean you shouldn’t go to class.

10. Take the time to develop your thinking, communication, public speaking, and problem-solving skills – these will serve you well in any future job.
PART III

POLICIES AND PROCEDURES
TRANSFERRING ACADEMIC CREDIT

TRANSFER CREDIT

Credits earned by taking classes at other colleges or universities, or through recognized tests such as A.P., and are accepted for credit by GW, are known as transfer credits. The GPA and grades do not transfer; accepted credit will be transferred with a notation of “TR.” Transfer credits may include courses taken at other institutions while attending GW (e.g., summer classes) as well as advanced standing credits.

The credits transferred will appear on the student’s GW transcript. Transfer students in particular are encouraged to make an appointment with an advisor in the Office of Undergraduate Studies (Phillips 107) after receiving notification of their transfer credits. During this session, the advisor will discuss how the credits apply toward the GW degree.

ADVANCED STANDING, ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE

- Credits earned at other institutions of higher education, or credit earned by examination (AP/IB) prior to enrollment at GW, is considered Advanced Standing.
- Students are responsible for sending transcripts and/or scores from all previous institutions to the GW Undergraduate Admissions Office for evaluation.
- Students should avoid registering for any courses for which they feel confident they will be receiving credit.
- Undergraduate credit is awarded for scores of at least 4-5 on most AP exams.
- For a complete list of accepted scores, please check the University Bulletin.
- Neither AP, IB, nor any other test will exempt a student from taking UW1020 or WID courses. AP/IB/credit can apply toward the General Education Curriculum if the course is equivalent to an approved course.
- Students may obtain a maximum of 24 hours of credit from AP and/or IB, combined.

TAKING COURSES AT ANOTHER INSTITUTION

Once a student has matriculated at GW, they may take courses at other institutions (e.g., over the summer), under the following guidelines:

- GW will accept a maximum of nine transfer credits or 3 courses from other institutions.
- Courses taken elsewhere, post-matriculation, cannot count for G-PAC/GenEds.
- Students must submit a Petition to Transfer Credit form, along with a description of the course, to the appropriate GW department for approval (e.g. math, sociology). After receiving departmental approval, students must bring the petition to Phillips 107 for the Advisor’s approval. Grades of at least “C-“ must be earned for credit to be assigned.
- Students should be aware of the residency requirements when considering taking courses elsewhere. (see the Residency Requirement below)
- Students may take courses at other institutions over the summer without the need to register for Continuous Enrollment, unless this is their last term.
- Credits earned through the Office for Study Abroad are excluded from the nine credit hour rule, except for those earned by international students taking classes in their home countries.
- International students wishing to either take courses in their home country during the summer, or take a semester off from GW and study in their home country, must register with the Office for Study Abroad.
CALCULATING TRANSFER CREDIT HOURS
Students should be aware that some universities are on a different academic calendar, which may affect the transfer of credits. For example, credit for a course taken at a school which operates on a quarter system will only count for two-thirds of its numerical value when transferred to GW, which operates on a semester system.

GETTING TRANSFER CREDITS POSTED
It is the student’s responsibility to ensure that an official transcript is sent from the outside institution to the Office of the Registrar following the successful completion of the course:

Office of the Registrar
Colonial Central, Marvin Center Ground Floor
800 21st St NW
Washington, DC 20052
transfercredit@gwu.edu

Up to 30 credit hours may be transferred through GW-approved study abroad at non-GW institutions. All credit hours earned through study abroad are processed by the Office for Study Abroad.

RESIDENCY REQUIREMENT
There are several components to the GW residency requirement. Students must meet them all in order to fulfill the residency requirement:

- To earn a GW degree, a student must complete at least 60 hours at or through the university.
- A minimum of 12 credits of upper-level course work within the major, and a minimum of 6 credits of upper-level course work within the minor must be completed in residence (at/through GW).
- Except for summer sessions, students may not be simultaneously enrolled in GW and another institution. This also applies to online courses. This does not apply to courses taken through the Consortium.

REGISTRATION
Registration for the spring semester usually begins in November; registration for the fall generally starts in March. Students are given priority for registration based on the number of credit hours they have earned, including transfer credits. The number of hours earned does not include those in progress. Registration dates, billing, and instructions on how to register, may be found on the Registrar’s website.

CCAS ADVISING HOLDS
A hold is a restriction placed on a student’s record by a GW department (e.g., Student Accounts, CCAS Advising, Gelman Library, and the Colonial Health Center). A hold will prevent any registration transactions from occurring until it is removed by the office that placed it. Students should check for holds each semester, prior to registration.

All CCAS freshman, some students with no declared major, and students on semester warning or academic probation, will have a CCAS Advising hold placed on their account. Students must complete the DegreeMAP planner and review their tentative list of courses with their advisor prior to their registration date to remove this hold. Students with 45 earned hours and no major must declare a major to get their hold lifted.
DROP/ADD

Students may drop and/or add courses online during open registration, on GWeb, through the second week of class.

After the second week of classes, schedule adjustments must be made using the Registration Transaction Form-EZ (RTF-EZ) submitted directly to the Office of the Registrar, Marvin Center Ground Floor. Any course(s) added must have the permission and signature of the instructor or department. Students may drop courses through the end of the fourth week of classes without academic penalty using an RTF-EZ (signature of instructor not needed).

After the fourth week, it is considered a withdrawal and a notation of "W" will appear on the transcript. Students may withdraw using an RTF-EZ through the end of the tenth week of classes (signature of instructor not needed).

Any changes to registration that require Dean's permission (i.e. time conflicts, re-taking a course, changing from letter-grade to pass/no pass) must be completed using the Registration Transaction Form (RTF) and submitted to Phillips 107.

Deadline dates for each semester are available online through the Registrar's website.

Note: Students should be sure to drop and add courses in the same web transaction or on the same form. Failure to stay within 12–17 credit hours may result in additional tuition charges.

DEPARTMENTAL APPROVAL

- If a course states departmental approval is needed, students need to inquire directly with that department.
- If approved, students should get the RTF-EZ or RTF (whichever is appropriate) signed by the department, and hand it into the Office of the Registrar, Marvin Center Ground Floor.

CLOSED COURSES

- If a course becomes closed, students can continue to monitor the schedule of classes during the online drop/add period to see if a spot becomes open, or to see if a wait list exists.
- Students may inquire with the professor of the course to see if they can be signed-in via the RTF-EZ, however students should keep in mind that not all courses are able to accommodate additional students due to content of the course.
- If a professor agrees to sign-in a student, this is not a guarantee, as another check for actual physical space in the classroom is made by the Office of the Registrar, after the RTF-EZ is submitted.
- If a student is in need of fulfilling a major/minor requirement in a limited period of time, they should contact their major/minor faculty advisor or the department.
- A course may be restricted to students in the major/minor, or a certain class year. In these cases, students must either declare the major/minor, or have current class standing required to sign up for the course.

ADDING AN HOUR TO A COURSE

- Students looking to add an hour to a course first need to get permission from the professor.
- The course must be an upper-level CCAS course (not an introductory 1000-1999 level course).
- If the professor approves, you will decide together on what additional work you will do to earn the extra credit hour.
- Complete the Add an Hour Form asking to add the hour to the course and explain why. The professor must sign this form and explain how you will earn the additional credit.
- Complete the Registration Transaction Form as well, along with the professor’s signature, to “add” the course for 4 credits and “drop” the course for 3 credits, for instance.
- Both forms should be turned into Phillips 107 or given directly to your Academic Advisor.
- Once the additional credit has been approved, the RTF will be processed.
CONSORTIUM COURSES

GW offers its undergraduate students the opportunity to enroll in courses at other universities through the Consortium of Universities of the Washington Metropolitan Area. For more information, visit the Registrar's website.

EXPLANATION OF COURSE NUMBERS

- The numbers 1000–4999 are used to designate courses intended for undergraduates.
- Courses numbered 1000–1999 are generally planned for students in their freshman and sophomore years. Courses numbered 1000 are Dean's Seminars, and are open only to CCAS freshman.
- Courses numbered 2000-4000 are considered upper-level courses, often have pre-requisites, and are primarily intended for sophomores, juniors, and seniors. Courses numbered 2000 are Sophomore Colloquium, and are only open to CCAS sophomores.
- Courses numbered 5000 and above are for graduate students. Only with the approval of the instructor may qualified seniors only take a graduate level course. Seniors should identify themselves to the graduate course professor to seek approval/get signed into the course.
GRADE STATUS

AUTHORIZED WITHDRAWAL/INCOMPLETE/UNAUTHORIZED WITHDRAWAL

When a grade has not been assigned for a course, the notation "W" (Authorized Withdrawal), "I" (Incomplete), or "Z" (Unauthorized Withdrawal) will be recorded. No refunds are given.

AUTHORIZED WITHDRAWAL

The notation "W" indicates that a student left a course after the fourth week of classes, but before the end of the tenth week, in the fall or spring semester. The notation remains on the student’s permanent record, and appears on the transcript, but has no effect on the student’s GPA. Students may retake a course for which they received a "W," but the notation will not be changed by retaking the course, or by taking its equivalent elsewhere.

INCOMPLETE

The notation "I" indicates that students have met the incomplete requirements which includes an explanation to the instructor for the student’s inability to complete the required course work in a timely fashion, due to circumstances beyond their control. Students are responsible for informing the instructor of these circumstances, and for seeking the instructor’s approval, before the date when grades must be reported. This notation may be applied only if the student’s prior performance and class attendance in the course have been satisfactory.

Incomplete work must be completed by the date set forth by the professor, but no later than one calendar year from the last day of the examination period for which the grade of "I" was assigned. If the professor has granted a student the option to take an incomplete grade and finish their coursework at a later date, both the professor and student are responsible for submitting an Incomplete Contract to Phillips 107. If the course work is not completed within this period, the grade automatically becomes an “F,” and constitutes a failing grade.

The notation "I" will not be changed by reregistering for the course at GW or by taking its equivalent elsewhere.

UNAUTHORIZED WITHDRAWAL

The notation “Z” is assigned when a student has registered for a course but has not attended class or done any graded work for the course. The notation remains on the student’s permanent record, and appears on the transcript, but has no effect on the student’s GPA. Students may re-register for courses in which they received a “Z,” but the notation will not be changed by reregistering for the course, or by taking its equivalent elsewhere.

AUDIT

To audit a class means to take the class without receiving academic credit. A student may register for a class, with the permission of the instructor, as an auditor. A notation of “AU” appears on the students’ transcript. A student who has audited a course may not repeat the course for credit. Tuition is charged at the same rate as for courses taken for credit.

Note: For most undergraduate students, there rarely will be a situation in which it is advantageous to audit a class. Students who want to take a class without having it affect their GPA would be better advised to wait until their junior or senior year and take the class Pass/No Pass.

PASS/NO PASS

Juniors and seniors who are in good standing may, with the approval of the Associate Dean, take one elective course per semester on a Pass/No Pass (“P/NP”) basis. Transfer students, however, cannot take a class “P/NP” until their second semester of enrollment at GW; and, in any case, not before having a total of 60 credit hours.

No student may take more than four courses under this regulation. Students may, however, also receive grades of “P/NP” in courses for which such grades are normally given. Once registered for a course which they later wish to take “P/NP,” the student must use a Registration Transaction Form and have the instructor’s signature, to drop the course for a letter grade, and add it again, indicating a grade choice of “P/NP.” Students cannot change grading status after the end of the eighth week of classes. Courses required for G–PAC/GenEd or a student’s major or minor cannot be taken “P/NP.”

Pass/No Pass courses do not count toward the 15 credits needed for the Dean’s List.
**FINAL EXAM POLICY**

Final examinations for undergraduate courses are scheduled by the Office of the Registrar. Final examination dates, times and all policies are posted on the Registrar’s website and at the Registrar’s Office in Colonial Central.

**UNIVERSITY POLICY REGARDING FINAL EXAMINATION CONFLICTS**

The Faculty Senate has recommended the following guidelines regarding final examination conflicts:

1. If a student has three or more final examinations scheduled on the same day, one of the examinations may be rescheduled.
2. Rescheduling a final exam must take place three weeks prior to the last day of classes, and whenever possible the rescheduled examination should be rescheduled for during the examination period.
3. The rescheduling of the exam should be achieved in consultation with the instructors involved, and whenever possible it should be the student who selects which examination to reschedule.

**ACADEMIC STANDING**

**DEAN’S LIST**

Undergraduate students who, in any one semester, earn 12 credits or more and attain a minimum semester grade point average of 3.75 in letter-graded course work, pass all non-graded credit courses, and do not have any Unauthorized Withdrawals or Incompletes, will be placed on the Dean’s List for that semester.

**PROBATION**

Requirements while on Probation: Students on academic probation will be required to meet with the Academic Advising Office at certain points throughout the semester so that we know students are holding themselves accountable for their progress, and so we can discuss strategies that most resonate with who students are and how they learn. Students will be required to complete different assignments during the course of the semester to reflect on previous semesters, gain perspective on how they are using their time, and track academic progress. If you are a student on Academic Probation, please review program requirements:

*Fall 2017 Academic Success Program*
SUSPENSION

Suspension is the revocation (cancellation) of a student’s enrollment in the university. A student may be suspended from the University for any of the following academic reasons:

1. cumulative grade-point average below 1.0 after attempting a minimum of 24 credit hours;
2. failure to attain a cumulative grade-point average of 2.0 or more after two successive semesters (or 24 credit hours attempted) on probation; or
3. failure to make adequate and timely progress toward the degree. A student suspended twice for poor scholarship will not be readmitted.

Suspension means that you must remain away from GW for at least one academic semester (fall or spring). You cannot register for any classes at GW during that semester away.

Seeking readmission to GW - To return to GW, you need to show evidence of successful academic performance at an accredited community college or 4-year institution during your time away. Here are the steps you need to take:

- Enter another accredited community college or 4-year institution as a non-degree, visiting, or guest student.
- Register for and successfully complete at least 12 credits of academic coursework in one semester (fall or spring).
- Earn at least a 3.0 semester GPA.
- Fill out the GW Readmission Application. Please keep in mind that there is a deadline to complete the Readmission Application and it is not guaranteed that your application will be approved should you meet the minimum criteria.
- Once grades are posted on a transcript, send the transcript to GW Office of Admissions.
- Wait to receive an email from GW Office of Admissions, alerting you about your readmissions status.

Withdrawal after the Deadline - If you think there were extenuating circumstances occurring after the withdrawal deadline that caused you to do poorly in the semester that resulted in your suspension (e.g., medical issues, family emergency), you can move forward with a request for a full or partial withdrawal from that semester. Please click here for more information about that process.

NOTE: If you complete this process and your request is approved for a full or partial withdrawal, then you may no longer have a suspension status. Depending on the circumstances, you may be required to obtain approval from the University before you can return to classes. If your request is not approved, you will need to follow the steps in #1 above in order to return.

Appeal - If you believe that the University should consider additional information determining your academic standing.

- If the appeal is successful, the student will be placed on academic probation and limited to 13 credits during the upcoming semester. The student will also need to complete the requirements of students on probation.
- If the appeal is denied, the suspension notation will remain on the transcript.
PETITIONS TO THE DEAN

On rare occasions, students may need to request an exception to a rule or policy of the Columbian College. These requests should be addressed to the Associate Dean for Undergraduate Studies via the Exception Request Form submitted to Phillips 107.

Petitions for exceptions generally fall into two categories:

- requests dealing with medical, psychological, or family emergencies
- requests for exceptions to academic requirements

MEDICAL, PSYCHOLOGICAL, OR FAMILY EMERGENCY REQUESTS

Medical, psychological, or family emergency requests must be accompanied by independently verifiable documentation from professionals (physicians, therapists, or, in the case of family deaths, obituaries or death certificates). Such documentation is supporting, but does NOT necessarily determine the outcome of the request. Students are required to meet staff members of Mental Health Services if the reason for the exception request is due to mental health issues.

ACADEMIC REQUESTS

Requests for exceptions to requirements in the major or minor do not need to be addressed to the Associate Dean. Students should speak to their departmental advisor.

Requests involving UW 1020 or WID courses must be submitted to the University Writing Program.

IMPORTANT INFORMATION ABOUT REQUESTS

In all cases, students should NOT assume that requests will be approved. Students should continue to attend class and complete assignments until a decision is received, particularly when requesting a withdrawal.

Petitions must be accompanied by any supporting documentation. Incomplete or missing documentation will result in a longer processing time.

A properly completed Exception Request normally takes 10 business days to process. Exceptionally busy times, such as the end of the semester, may result in longer decision times.

Requests that CCAS cannot waive include: requests to graduate with fewer than 120 credits, and requests to walk in Spring Commencement if more than 9 hours are needed for graduation.
First-Year Academic Forgiveness Policy

Undergraduate students are eligible to repeat for credit one course, taken at GW during their first academic year (first semester for transfer students), in which they received a grade of D+ (1.3) or below. A student may repeat a course under this policy at any time during their enrollment at GW; however, a course is not eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. The student’s registration, including the repeated course, may not exceed 17 credits in the semester in which the course is repeated; students in the School of Engineering and Applied Science may not exceed 19 credits.

Under this policy, the original grade remains on the transcript until the student repeats the course. Once the course is repeated, a permanent notation replaces the grade for the first attempt of the course in the semester in which it was taken. The grade earned in the repeated course appears on the transcript in the semester in which the course was repeated. Only the grade earned for the repeat enrollment is factored into the student’s cumulative grade-point average. The grade for the repeat enrollment is the final grade for the course, regardless of whether it is above or below the original grade.

- Both the original course and the repeat must be taken in residence at GW
- The repeat attempt must be the same subject and course number as the original. In the case of Special Topics courses the topic must also be identical.
- The repeat attempt must be taken under the same grade mode as the original.
- The original grade will be replaced with an academic notation of ‘RP’ designating the course was repeated under the forgiveness policy. ‘RP’ is not factored into the student’s cumulative grade-point average and any credit hours earned for the original attempt will no longer count.
- The grade for the repeat attempt is the final grade for the course, regardless of whether it is higher or lower than the original.
- Academic forgiveness repeat requests will be processed starting in the fifth week of the semester. Should the repeat attempt be dropped during the first four weeks of the semester, the original grade will remain on the transcript.
- A course in which a grade of ‘W’ or ‘Z’ was recorded may not be repeated under the forgiveness policy.
- Courses failed due to academic dishonesty may not be repeated under the forgiveness policy.
- Please make an appointment with your advising POD to discuss your Freshmen Forgiveness options.
PART IV

DEGREE REQUIREMENTS

- 120 Academic Credits
- Complete G-PAC/GenEds
- Complete a Major
- 2.0 GPA
- Fulfill GW & CCAS Residency Requirements
G-PAC/GenEds

GENERAL EDUCATION CURRICULUM: PERSPECTIVE, ANALYSIS, COMMUNICATION

The General Education Curriculum educates students to engage in active intellectual inquiry by developing analytical skills, communication skills, and diverse perspectives.

Across a range of disciplines, students acquire enhanced analytic skills in quantitative and scientific reasoning and critical and creative thinking, along with a global and cross-cultural perspective, local/civic engagement, and effective communication skills.

University Requirements

Students across the University must complete the following requirements:

- One course in mathematics or statistics—quantitative reasoning
- One course in natural and/or physical laboratory sciences—scientific reasoning
- Two courses in social sciences—quantitative, scientific, critical, or creative thinking
- One course in humanities—critical or creative thinking
- UW 1020
- Two writing intensive courses, or Writing in the Disciplines (WID), after successful completion of UW 1020

CCAS College Specific Requirements

Students in CCAS must complete additional requirements:

- One course in art (visual, performing, critical, or historical practices)—critical or creative thinking
- One additional course in natural and/or physical laboratory sciences—scientific reasoning
- One additional course in humanities
- One course that includes a global or cross-cultural perspective
- One course that includes local/civic engagement
- One Oral Communication course

General Curriculum Policies

- Students admitted to GW in the Fall 2011 or later follow the G-PAC curriculum
- Courses taken to fulfill any of the general education requirements, except UW 1020, may also be counted toward the major
- Credit by examination (AP, IB) and pre-matriculation transfer credit can count toward G-PAC if approved as a G-PAC equivalent course
- Once a student has matriculated, all remaining G-PAC courses must be done in residence (study abroad taken during the fall and spring semesters is considered in residence)
- Courses taken prior to the semester they were approved for G-PAC do not count towards G-PAC
MAJORS

The requirements for all majors are listed in the Bulletin for each department. Students are expected to read the Bulletin carefully, and to ask questions when they meet with their major advisor before declaring their major.

Columbian College requires that all upper-level (2000-4000) courses in the major must be passed with a grade of at least a “C-” to count toward the major. Students must get permission from their major advisor to repeat any courses that they passed with grades lower than a “C-”.

In all majors, at least 12 credits of upper-level (2000-4000) work must be taken in residence in the Columbian College. Additionally, in all minors, 6 credits in upper-level coursework must be taken in residence in the Columbian College. This rule applies to all students, including transfer students.

No required coursework for a major (or minor or G-PAC/GenEds) may be taken P/NP.

You can change your major or minor at any time; however, please keep in mind that you are not advised to change your major during your last two academic years (unless you have completed all of your core requirements). To do so, you should complete another Major/Minor Declaration Form to make the appropriate changes. Please note that changes to your curriculum might alter your graduation timeline.

THE SCHOOL OF MEDIA AND PUBLIC AFFAIRS (SMPA) OFFERS TWO COMPETITIVE MAJORS IN:

- Journalism and Mass Communication
- Political Communication

Interested high school students may apply to SMPA through a separate application process at the time of application to the university.

Current CCAS students may also apply to SMPA during the first semester of their sophomore year. Minimum requirements include the completion of prerequisites, a minimum GPA, an essay, and other criteria established by the programs.

Interested students should visit the SMPA website and contact the directors of the programs for more information. Achievement of one or more of the preliminary requirements does not guarantee admission. These are highly competitive programs.

CORCORAN SCHOOL OF THE ARTS & DESIGN

The Corcoran School of the Arts and Design bridges the George Washington University’s (GW) academically robust programs in the arts with Corcoran’s creative and inspired scholarship. Part of GW’s Columbian College of Arts and Sciences, the school functions as an incubator for artists and practitioners in arts-related fields, and serves to enrich students who are taking classes in other areas of the university. As such, it provides a platform for engagement that bridges creative expression and practical application with the breadth and depth of the larger liberal arts education.

The Corcoran School embodies and exemplifies what Columbian College has defined as the Engaged Liberal Arts, which strives to link disparate fields and better prepare our graduates for rich, multidimensional careers in the 21st century world. The challenges society faces are diverse, requiring different modes of thought. While the Corcoran School will prepare specialists, it will also enrich the overall educational experience for the breadth of students in the GW community.
THE COLUMBIAN COLLEGE OF ARTS AND SCIENCES OFFERS B.A., B.S., AND B.F.A. DEGREES, AND MORE THAN 50 MAJORS.

BACHELOR OF ARTS
Africana Studies
American Studies
Anthropology
Arabic Studies
Archaeology
Art History
Art History and Fine Arts
Astronomy and Astrophysics
Biology
Chemistry
Chinese Language and Literature
Classical Studies
Communication*
Criminal Justice
Dance
Economics
English
English and Creative Writing*
Environmental Studies
Fine Arts
French Language, Literature, and Culture
Geography
Geological Sciences
German Language and Literature
History
Human Services & Social Justice
Japanese Language and Literature

Judaic Studies
Mathematics
Music
Organizational Science
Peace Studies
Philosophy (traditional)
Philosophy: Public Affairs
Physics
Political Communication*
Political Science
Political Science: Public Policy Focus
Psychology
Religion
Russian Language and Literature
Sociology
Spanish and Latin American Languages, Literatures, and Cultures
Special Interdisciplinary Program*
Speech and Hearing Science
Theatre
Women’s, Gender, and Sexuality Studies

BACHELOR OF FINE ARTS
Interior Architecture
Digital Media Design (BFA)
Fine Arts

Graphic Design (BFA)
Photojournalism

BACHELOR OF SCIENCE
Biology
Biological Anthropology
Biophysics
Chemistry
Economics
Mathematics

Political Science
Geological Sciences
Physics
Statistics
CROSS SCHOOL MAJOR IN THE ELLIOTT SCHOOL OF INTERNATIONAL AFFAIRS

Asian Studies
International Affairs
Latin American Studies
Middle Eastern Studies

CROSS SCHOOL MAJOR IN THE SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Applied Science & Technology (BA)
Computer Science (application required)
Computer Science (BA or BS)

CROSS SCHOOL MAJOR IN THE MILKEN INSTITUTE SCHOOL OF PUBLIC HEALTH

Public Health (BS)

CROSS-SCHOOL MAJOR IN THE GW SCHOOL OF BUSINESS

Finance* (BS)

* These majors require a special application process. Please contact the department involved for more information.
CHOOSING A MAJOR

Choosing a major is an individual decision, and should be the result of careful evaluation by the student of their interests and educational goals. Students would do well to explore various disciplines during their freshman and sophomore years in order to help identify a major in which they would be interested.

Below are some other suggestions to help you explore majors:

- Take at least one elective course that interests you each semester.
- Read the list of majors offered in the Columbian College and cross out all of the majors which hold no interest for you. Next, look at the majors that are left. Read descriptions for upper-level courses for these majors and consider which sound interesting. This exercise may help you to narrow your choices.
- Consider your strengths.
- What subjects do you particularly enjoy?
- Consider your interests.
- Talk to professors in the majors you are considering about the merits and the career possibilities of their particular fields.
- Talk to other students about their majors.
- Think about your long-term goals. Talk with professionals about their jobs and why they chose to work in those fields. Ask them how to best prepare for careers in their professions.
- Spend some time in the Career Center (Marvin Center, Suite 505) to explore possible careers and the academic preparation they require.
- Attend a Columbian College Major Exploration Workshop.
- Consult with a counselor in the Career Center.
- Participate in an internship or co-op experience to test your interest in a particular field.
- Read all about declaring a major on the CCAS website.

DECLARING A MAJOR

Most CCAS students will declare their major in their third full-time semester (or after completing 45 credits, whichever comes first), and no later than the registration period before the fifth full-time semester. Transfer students are recommended to declare their major during their first (or second) semester at GW.

To declare a major, students must complete a Declaration of Major Form with a faculty member in the chosen major. To find the appropriate faculty member, view the checklist in the chosen major found on the CCAS Advising website. There, students will find instructions on whom to contact. At this meeting, students will review the major requirements and devise a tentative course of study to complete the major.

Submit the signed Declaration of Major Form to Phillips 107.

Once students declare a major, they will receive a departmental faculty advisor who will provide subject matter expertise and can tailor the student’s interests to the requirements of the major. Departmental faculty advisors can serve as mentors, role models, career counselors, writers of recommendation letters, and sources of information on graduate and professional studies.

Students will maintain their professional academic advisor in CCAS as well.
CROSS SCHOOL MAJOR/MINOR

Columbian College students may declare an additional major:

- **Elliott School of International Affairs** (ESIA): Asian Studies, International Affairs, Latin American Studies, or Middle Eastern Studies
- **School of Engineering and Applied Science** (SEAS): Applied Science and Technology or Computer Science (application required)
- **GW School of Business** (GWSB): BS in Finance (application required)
- **Milken Institute School of Public Health**: BS in Public Health

Students interested in applying should consider:

- CCAS students considering an ESIA major must complete a [Declaration of Major Form](#), which is available in Phillips 107, and meet with an ESIA advisor.
- A student who is considering a second major in SEAS is required to inform SEAS of this consideration so that a SEAS advisor may be assigned early in the student’s program. Students interested in declaring a second major in Computer Science must meet certain [admission criteria](#) and should email [seasadvising@gwu.edu](mailto:seasadvising@gwu.edu) for more information.
- CCAS students who wish to pursue the GWSB [BS Degree with a major in Finance](#), must apply and be admitted to this competitive program. Interested students should visit the GW Business School website to find the Finance Major Curriculum Sheet for non-Business students, application instructions and deadlines, as well as other related materials.
- CCAS students considering the Public Health [major must apply](#) and be admitted to the major. At that time, the student can decide if they wish to transfer internally to the Milken Institute or continue to reside in CCAS and double major.

Note: CCAS students must complete their CCAS major in order to graduate. A cross school major may not substitute for the CCAS major, but only supplement it. Upon graduation, the student’s diploma and transcript will list both majors, but will not list ESIA, SEAS, or GWSB or MISPH.

Cross School Minors

Students may also pursue a [minor](#) outside of the Columbian College.
MINORS
Students have the option of declaring up to two minors, but are not required to do so. Not all Columbian College departments offer undergraduate minors; the requirements prescribed by departments that do are listed in the Bulletin. To declare a minor, students must complete the Declaration of Major/Minor Form, have it signed by a faculty member in the department of the chosen major, and submit it to Phillips 107.

A minimum of 6 credits in upper level course work must be taken at GW. Students must earn grades of at least “C-” in all upper-level courses for the minor, including any courses transferred from other institutions. Courses passed with a grade below “C-” may be used to fulfill a curricular requirement in the minor, but will not be counted toward the total number of credit hours required for the minor.

Courses may fulfill requirements for both a major and a minor. However, some minors have restrictions on the number of courses that can double-count between the major and minor, and some minors are not allowed depending on the student’s major (i.e., a student cannot minor in Criminal Justice with a Sociology major, and vice versa). Students should speak with their departmental and professional advisors for restrictions.

Minors are available in the following fields:

- Africana Studies
- American Studies
- Applied Ethics
- Arabic and Hebrew Languages and Cultures
- Arabic Studies
- Archaeology
- Art History
- Art History and Fine Arts
- Biological Anthropology
- Biology
- Biophysics
- Chemistry
- Chinese Language and Literature
- Classical Studies
- Communication
- Creative Writing
- Criminal Justice
- Cross-Cultural Communication
- Dance
- Economics
- English
- Film Studies
- Fine Arts
- French Language, Literature, and Culture
- General Anthropology
- Geographic Information Systems
- Geography
- Geological Sciences
- German Language and Literature
- Graphic Design
- History
- Human Services & Social Justice
- Italian Language and Literature
- Japanese Language and Literature
- Jazz Studies
- Journalism & Mass Communication
- Judaic Studies
- Korean Language and Literature
- Law and Society*
- LGBT and Sexuality Studies
- Linguistics
- Logic
- Mathematics
- Mind–Brain Studies
- Music
- Organizational Communication
- Organizational Sciences
- Peace Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Public Policy
- Religion
- Russian Language and Literature
- Sociocultural Anthropology
- Sociology
- Spanish and Latin American Languages, Literatures, and Cultures
- Speech, Language, and Hearing
- Statistics
- Theatre
- Women’s, Gender, and Sexuality Studies

*This minor requires a special application process. Please contact your academic advisor for more information.
CROSS SCHOOL MINOR IN THE ELLIOTT SCHOOL OF INTERNATIONAL AFFAIRS

International Affairs

CROSS SCHOOL MINOR IN THE SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Applied Science and Technology
  Biomedical Engineering
  Computer Engineering
  Computer Science
  Electrical Engineering
  Mechanical Engineering
  Operations Research

CROSS SCHOOL MINOR IN THE GW SCHOOL OF BUSINESS

Business Administration

CROSS SCHOOL MINOR IN THE MILKEN INSTITUTE SCHOOL OF PUBLIC HEALTH

Exercise Science
  Nutrition
  Public Health

CROSS SCHOOL MINOR IN THE SCHOOL OF MEDICINE AND HEALTH SCIENCES

Clinical Research Administration
  Emergency Health Services
  Health Sciences
  Human Anatomy

CROSS SCHOOL MINOR IN NAVAL RESERVE OFFICER TRAINING CORPS

Naval Science

“Take some time for yourself; make sure you are majoring in your passion, not what others have decided for you.”

—GW Student
“The best preparation for graduate study is a good undergraduate record.”

—GW Academic Advisor
Health professions advisors are available in Phillips Hall, Suite 107, to counsel students on course choices and specific academic requirements necessary for admission to a school in the health professions. Visit the CCAS Advising website to schedule an appointment. The pre-medical curriculum consists of the following courses which should be completed by the end of the junior year for students interested in attending a health professions school directly after graduation:

- **BISC 1111–1112 or BISC 1115–1116 and 1120/1125-1126**: Introductory Biology for Science Majors*
- **CHEM 1111–1112**: General Chemistry
- **CHEM 2151–2154**: Organic Chemistry
- **PHYS 1011–1012/1021–1022/1025–1026**: General Physics or University Physics**
- **BISC 3261/CHEM 3165**: Biochemistry***
- **MATH 1220–1221, 1231, or 1232**: Calculus*
- **STAT 1051, 1053, 1111, or 1127**: Statistics*
- **SOC 1001 and PSYC 1001**: Social Sciences**

*If you have AP credit for BISC 1111-1112; 1115-1116; or 1125-1126 you do not need to repeat at GW. However, medical schools will expect you to have a minimum of 8 credit hours of upper-level BISC coursework with lab components.

**General Physics (PHYS 1011 and PHYS 1012) is a trigonometry-based physics course and University Physics (PHYS 1021 – PHYS 1022 and PHYS 1025 – PHYS 1026) is calculus-based. MATH 1231 is a prerequisite to PHYS 1021-1022 and PHYS 1025-1026. Medical schools do not show preference for University Physics over General Physics. Choose the course based on your interests and your schedule.

***A new MCAT exam was introduced in 2015. This exam has substantial biochemistry and social science content. A course in biochemistry and courses in psychology and sociology are therefore strongly recommended for all pre-medical students, even if it is not required by the schools to which you are applying.

Many pre-medical students major in one of the sciences; however, students should select a major that is of interest to them. A science major is not a prerequisite for admission to any health professional school. The above pre-medical curriculum is not a major, and declaration of a major in a specific field is required for graduation. The quality and scope of the undergraduate studies are of primary concern. Students are expected to have a strong science and overall grade point average.

**Pre-Health Advising**

For students considering a career in healthcare, there are more paths to consider than one may think. Health professions advisors are available to counsel students on course choices and specific academic requirements necessary for admission to a school in the health professions. Allied health professionals are growing in number and will continue to play an integral role in advancing health care systems globally. These professions include, but are not limited to: dentistry, nursing, veterinary medicine, physical therapy, pharmacy, chiropractic or podiatric medicine, public health, and optometry.

The general health professions prerequisite curriculum mostly mirrors the pre-medical curriculum requirements, and depending on the professional school, may include a few additions. Students interested in these fields are encouraged to schedule appointments with a health professions advisor and seek guidance as they develop their academic plans and consider professional school programs.
LAW SCHOOL PREPARATION

The decision to attend law school is a serious one with significant personal and financial implications, and should be approached as such. Becoming a lawyer requires three years of full-time, postgraduate study followed by a rigorous state bar examination. In deciding whether to attend law school, students should do as much research as possible. A good place to start is the website of the Law School Admissions Council.

PRE-LAW ADVISING

Law schools require a student to have earned a bachelor’s degree at the time of law school enrollment, but there is no required, or even preferred, major for law school. Likewise, there are no required courses for admission to law school. The law touches every area of life and society, and students come to law school from every conceivable field of work and undergraduate and post-graduate study. The practice and study of law does, however, require certain skills, including the ability to think and read critically, analyze situations, communicate effectively both orally and in writing, perform research, listen effectively, and manage time. These are skills that can be developed in any major or course; thus, students interested in law school are encouraged to take advantage of the wide variety of courses and areas of study available through the university. In deciding on a major, students should choose something that interests them and will keep them engaged. Doing so will lead to higher grades, which will in turn increase their chances of getting into the law school of their choice.

The pre-law advisor is available by appointment in Phillips Hall, Suite 107. Visit the CCAS Advising website to schedule. In addition, information about various law schools is available at Gelman Library, through the website of the Law School Admissions Council, and on the websites for individual law schools.

GRADUATE SCHOOL

Students who wish to pursue graduate course work either at the master’s or doctoral level are focused students who are seeking to advance their professional skills or contribute to the advancement of knowledge through research. Some students may work toward a graduate degree while completing their undergraduate work, and other students are required to have their bachelor’s degree requirements in hand prior to applying.

Students considering graduate school should consider their long-term goals, and the market for the degree they will obtain. While all education is valuable for its own sake, earning a graduate degree is a costly, time-consuming endeavor and should be taken seriously. Professional programs tend to look for work experience and may or may not desire that you already have coursework in the field. Research-based programs prefer that students have course work in the field since the student will then have to develop original research.
CCAS 2154: ELECTIVE INTERNSHIP

Internships are excellent opportunities for students to apply their academic knowledge in a professional environment and gain a practical understanding of the field in which they are interning. Internships, whether paid or unpaid, are also valuable supplements to academic work, and the Columbian College gladly provides the opportunity for undergraduates to earn academic credit for their internships.

In order to ensure consistency and fairness to all students, the Columbian College has established general academic requirements that students must satisfy to receive credit for their internship. The amount of work varies depending upon the number of credits that each student wishes to receive. Students must be engaged in meaningful work at the internship site to qualify for academic credit.

STUDENT ELIGIBILITY

- Be an undergraduate with at least 24 semester hours completed in residence
- Have no more than one Incomplete on transcript
- Hold a cumulative GPA of at least 2.5

ACADEMIC REQUIREMENTS:

- Research Paper: Each student must complete a research paper due by the last day of class, which incorporates scholarly literature, on a subject relevant to the internship. A paper proposal should be submitted to the faculty advisor who the student has found to mentor the internship experience. Faculty advisors have final approval on all aspects of the research paper except the length, which is set by the Columbian College.
- Related Readings: Each student must read a designated number of pages of literature, agreed to with the faculty advisor, relevant to their internship and research paper. In addition, faculty advisors have the authority to set deadlines and assign any related work (e.g., reflection papers on the readings).
- Internship Hours: See the following table for minimum requirements:

<table>
<thead>
<tr>
<th>Number of Credit Hours</th>
<th>Minimum # of Hours Per Week at Internship</th>
<th>Minimum Pages of Research Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>summer only – please inquire</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>6 hours per week</td>
<td>8—10 pages</td>
</tr>
<tr>
<td>2</td>
<td>10 hours per week</td>
<td>12—15 pages</td>
</tr>
<tr>
<td>3</td>
<td>15 hours per week</td>
<td>16—20 pages</td>
</tr>
</tbody>
</table>

GRADE OF “PASS/NOPASS” WILL BE DETERMINED BY:

- The faculty advisor’s review of the graded work
- The internship supervisor’s Final Evaluation of Student Performance
- Verification that the number of required hours has been met

Application materials as well as contact information of the CCAS Internship Coordinator can be found on the CCAS Undergraduate Pre-Professional website.
APPENDIX A

COMPUTING YOUR GRADE-POINT AVERAGE (GPA)

The grade-point average (GPA) is computed with a formula that includes points assigned to each grade (A through F) and the credit value of each class. The GPA is calculated for each semester and also on a cumulative basis, and is used to identify students for Dean’s List, graduation honors, semester warning, academic probation, or suspension. Minimum GPA standards must be achieved for successful major and degree completion.

The GPA is obtained by dividing the total quality points by the total number of credit hours attempted (see the example below). The following is a list of values for each letter grade.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The grade-point average is calculated as follows:

1. Assign Quality Point Equivalents (QPE) to letter grades.
2. Multiply the credit hours for each course by the QPE to calculate grade points.
3. Total the credit hours and grade points.
4. Divide the total grade points by the total credit hours.

EXAMPLE: To compute the GPA:

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Credit Hours</th>
<th>QPE</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.00</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>B</td>
<td>6.00</td>
<td>3.00</td>
<td>18.00</td>
</tr>
<tr>
<td>C+</td>
<td>3.00</td>
<td>2.30</td>
<td>6.90</td>
</tr>
<tr>
<td>F</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total:</td>
<td>15.00</td>
<td></td>
<td>36.90 / 15.00 = 2.46 GPA</td>
</tr>
</tbody>
</table>
# APPENDIX B

## UNIVERSITY SERVICES

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions, Office of Rice Hall</td>
<td>202-994-6040</td>
<td>• Recruits undergraduates</td>
</tr>
<tr>
<td>2121 Eye Street, NW</td>
<td></td>
<td>• Accepts transcripts from other universities</td>
</tr>
<tr>
<td>Suite 201</td>
<td></td>
<td>• Assigns transfer credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>202-994-6200</td>
<td>• Check cashing services (up to $100 a day)</td>
</tr>
<tr>
<td>Colonial Central</td>
<td></td>
<td>• Tuition payments</td>
</tr>
<tr>
<td>Marvin Center, Ground Floor</td>
<td></td>
<td>• Exam waiver payments</td>
</tr>
<tr>
<td>800 21st Street, NW</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Career Services</td>
<td>202-994-6495</td>
<td>• Lists available internships and employment opportunities</td>
</tr>
<tr>
<td>Marvin Center, Suite 505</td>
<td></td>
<td>• Résumé and interview services</td>
</tr>
<tr>
<td>800 21st Street, NW</td>
<td></td>
<td>• Career counseling</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colonial Central</td>
<td>202-994-9000</td>
<td>• Student financial assistance</td>
</tr>
<tr>
<td>Marvin Center, Ground Floor</td>
<td></td>
<td>• Student Accounts</td>
</tr>
<tr>
<td>800 21st Street, NW</td>
<td></td>
<td>• The Registrar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• GWorld</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cashier</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Support Services (DSS)</td>
<td>202-994-8250</td>
<td>• Academic accommodations</td>
</tr>
<tr>
<td>Rome Hall</td>
<td></td>
<td>• Learning specialist services</td>
</tr>
<tr>
<td>801 22nd Street, NW</td>
<td></td>
<td>• Academic skills assistance</td>
</tr>
<tr>
<td>Suite 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Student Affairs</td>
<td>202-994-6710</td>
<td>• Enhances the student experience through an array of programs and services</td>
</tr>
<tr>
<td>Rice Hall</td>
<td></td>
<td>• Addresses personal crises or emergencies affecting academics</td>
</tr>
<tr>
<td>2121 Eye Street, NW</td>
<td></td>
<td>• Non-academic student disciplinary actions</td>
</tr>
<tr>
<td>Suite 401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Phone Number</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GWWorld Card Program</td>
<td>202-994-1795</td>
<td>- Student ID cards issued and replaced</td>
</tr>
<tr>
<td>Colonial Central</td>
<td></td>
<td>- Changes to meal plans</td>
</tr>
<tr>
<td>Marvin Center, G05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800 21st Street, NW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libraries:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multicultural Student Services Center</td>
<td>202-994-6558</td>
<td>- Access to scholarly journals, books, and reference materials of all types</td>
</tr>
<tr>
<td>2127 G Street, NW</td>
<td></td>
<td>- Special collections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Research support services</td>
</tr>
<tr>
<td>Eckles Library</td>
<td>202-242-6620</td>
<td></td>
</tr>
<tr>
<td>Mount Vernon Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 Foxhall Road, NW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marvin Center</td>
<td>202-994-7470</td>
<td>- GW Student Union</td>
</tr>
<tr>
<td>800 21st Street, NW</td>
<td></td>
<td>- Academic offices, student services, bookstore</td>
</tr>
<tr>
<td>Undergraduate Studies, Office of Phillips Hall 107</td>
<td>202-994-6210</td>
<td>CCAS academic advising services</td>
</tr>
<tr>
<td>801 22nd Street, NW</td>
<td></td>
<td>Academic success programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Majors exploration/declaration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classroom to career programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-professional advising</td>
</tr>
<tr>
<td>University Operator</td>
<td>202-994-1000</td>
<td>GW directory assistance</td>
</tr>
<tr>
<td>812 20th Street, NW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“It’s a great experience to get involved in a student club/organization—you get plugged into the GW community and gain essential leadership skills.”

—GW Academic Advisor