
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

CCAS Undergraduate	Table of Contents	Advising Syllabus
Introduction		2
CCAS Advising Mission		2
CCAS Advising Goals		2
Student Learning Outcomes		2
POD Advising Model		3
Accessing Academic Advising Services		3
CCAS Professional Academic Advisors		3
CCAS Faculty Advisors		3
CCAS Front Desk Services (Phillips Hall, Suite 107 - no appointment necessary!)		4
Pre-Professional Advisors		4
CCAS Academic Success Program		5
Communication		5
The Advising Partnership		5
Graduation Requirements		6
Academic Policy and Procedure Selective Guide*		7
Academic Standing		7
Add a Credit Hour		7
CCAS Petition for Exception to Stated Academic Policies		7
Course Overload		8
Dean's List Criteria		8
Duplicate Credit		8
First Year Academic Forgiveness		8
Internal Transfer		8
Late Withdrawal Request		9
LSPA Courses		9
Pass/No Pass Option		9
Withdrawal Policy		9
Online Resources		9
CCAS Undergraduate Advising Syllabus Forms Appendix		11

Columbian College of Arts & Sciences (CCAS) Undergraduate Advising Syllabus

Introduction

The CCAS Undergraduate Advising Syllabus provides students with a look at the various elements, expectations, and learning outcomes of the advising partnership throughout a student's academic experience at GW. The syllabus serves as a framework to guide individual advising appointments as well as a reference of online resources and campus partners that can assist students in pursuing their academic goals and personal interests. As an integral component of a student's support network, academic advisors provide students with options and resources to assist them with making informed decisions about their academic plan. In addition, academic advisors serve as student advocates and can assist with navigating challenges to educational progress.

CCAS Advising Mission

The CCAS Undergraduate Academic Advising Office supports a diverse community of students and alumni through meaningful conversations with advisors. Students will learn how to connect with resources, engage in opportunities, and think critically to develop their own individualized academic plans in the exploration of a liberal arts education. Advisors introduce strategies to foster personal and academic success in a welcoming, supportive environment that values each student's experiences, identities, and strengths.

As part of the teaching and learning mission of the University, the CCAS Undergraduate Academic Advising Office seeks to empower students to make intentional, informed decisions in pursuit of their academic, professional, and personal goals.

CCAS Advising Goals

1. Provide an inclusive environment in which all students feel safe, supported, and understood;
2. Cultivate students' knowledge and appreciation of an engaged liberal arts education;
3. Promote approaches for effective problem solving in all aspects of the student's undergraduate experience; and
4. Empower students to make decisions in ownership of their own undergraduate experience.

Student Learning Outcomes

Through engaging in a continuous and productive advising relationship, students will:

1. **Develop** mentorship relationships with faculty, staff, and alumni that introduces you to scholarly and professional opportunities.
2. **Appreciate** the value of an engaged liberal arts education and recognize its role in fostering lifelong learning in a globalized world;
3. **Learn** to access resources to help develop their academic and professional goals and interests;
4. **Utilize** the larger Washington, D.C. community as a source of growth, learning, and contribution;
5. **Recognize** how experiential skills-based learning informs personal development and [professional competencies](#);

6. **Explore** the value of various academic disciplines to select a program of study that meets personal interests and goals;
7. **Understand** stated degree requirements needed to complete your chosen academic program(s);
8. **Consider** positive and negative consequences of decisions that may affect progress towards degree completion;
9. **Seek** extracurricular and co-curricular opportunities available to complement your degree program;
10. **Practice** critical thinking skills to make intentional and strategic choices about educational plans; and

POD Advising Model

CCAS students are assigned based on their last name to an advising team called a POD (Place of Discovery), comprised of four full-time academic advisors and one Assistant Director:

POD 1 – Students with last names A-G
 POD 2 – Students with last names H-N
 POD 3 – Students with last names O-Z

Students will benefit from the community building, continuity of support, and collaborative expertise characteristic of the POD advising model.

Accessing Academic Advising Services

CCAS Professional Academic Advisors

- **Schedule** a 30 minute in-person or phone appointment with POD advisors through the CCAS Advising online booking system at go.gwu.edu/ccasadvising.
 - Students can view appointment availability by date and time (*Choose First Available* option) or choose a specific POD Advisor and view only that individual advisor's available appointments (*Choose Your Advisor* option). The online booking system displays appointment availability for two weeks in advance.
 - Some possible topics of discussion at your appointment: time management and goal setting; understand your degree requirements; review next semester's schedule; confirm graduation progress; research and internships for academic credit; explore major and minor options; taking courses at another institution or through the consortium; personal health and well-being concerns.
 - Students who arrive 10 or more minutes late forfeit their appointment and will need to reschedule, per the CCAS Advising [No Show Policy](#).
- **Drop-in** for a 10-minute session with POD advisors during [office hours](#) for answers to quick questions without an appointment.
- **E-mail** your POD advisors
 - POD 1 | POD1@gwu.edu
 - POD 2 | POD2@gwu.edu
 - POD 3 | POD3@gwu.edu
 - Include your GWID in your e-mail.
 - Please allow 1-2 business days for a response.
 - POD advisors monitor email during regular business hours, which are 8:00 a.m. to 5:00 p.m., from Monday through Friday. POD advisors are unable to confirm graduation progress over e-mail. Please schedule a 30 minute appointment to confirm graduation progress and evaluate remaining requirements.
- **First-year group advising workshops:** In October/November, first-year students will be required to attend a group workshop to get ready for Spring registration and to get a refresher of valuable resources for course planning.

CCAS Faculty Advisors

Each CCAS major and minor program has a [designated faculty advisor](#) who is the first point of contact for students who are interested in learning about or declaring a particular major and/or minor. Students can locate the

current list of departmental faculty advisors on the CCAS Advising website on the “[Declaring a Major](#)” page and a link to the [CCAS Declaration of Major/Minor](#) form. to declare their intended program(s) of study.

Faculty advisors are a key resource throughout a student’s educational career and can assist with:

- Declaring a major and/or minor;
- Creating a 4-year academic plan specific to the requirements of their major/minor degree program;
- Reviewing and clarifying the degree requirements listed in the *GW Bulletin*;
- Alerting major or minor students to prerequisite coursework and recommendations in terms of course sequencing;
- Approving course substitutions for major/minor degree requirements (students should include their POD advisors on all e-mail correspondence - using pod1@gwu.edu; pod2@gwu.edu; pod3@gwu.edu - related to DegreeMAP petitions or course substitutions);
- Suggesting research and internship opportunities related to your major or minor; and
- Evaluating potential career paths or graduate programs related to your major or minor.

Students who have declared majors and/or minors should schedule periodic appointments with their faculty advisors to review their current schedules and remaining degree requirements.

CCAS Front Desk Services (Phillips Hall, Suite 107 - no appointment necessary!)

- Submit a [major/minor declaration form](#) that has been signed by your faculty advisor or department designee
 - Submit a major declaration waiver form to lift a “Declare Your Major” Hold
- Submit a [Registration Transaction Form](#) (***RTF-EZ forms must be submitted in-person to Colonial Student Services in the Marvin Center, Ground Floor!***)
- Turn in academic forms, including but not limited to: [Undergraduate Transfer Credit Approval Form](#), [Consortium Registration/Drop](#), [Add a Credit Hour](#), [Incomplete Contract](#), [Late Graduation Application](#), [Double Degree Application](#), [Leave of Absence/Continuous Enrollment](#), [CCAS 2154: Elective Internship paperwork](#), [Academic Grievance Forms](#)
- Schedule appointments using iPads located in the lobby
- Turn in Mid-Semester grade reports (for students participating in the Academic Success Program)
- Pick up letters or other documents signed by an advisor (be sure to receive confirmation that it is ready for pick up and bring your ID)
- Submit a CCAS Exception Request or a Late Withdrawal Exception Petition

Pre-Professional Advisors

In addition to their POD advisor and faculty advisor, students who are interested in a health-related or legal career are strongly encouraged to meet with a pre-professional advisor.

Pre-Health Advisors support students and alumni 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.

Students who have a pre-health interest should:

- Consult the pre-health website (<https://prehealth.gwu.edu/>) for more information about accessing pre-health advising, reviewing the coursework required for pre-medical curriculum, and subscribing to the pre-health listserv.
- Meet the pre-health advisors by attending a pre-health information session.
- Schedule a 1:1 appointment with your designated pre-health advisor (after attending an information session).
- Research the requirements for becoming a successful pre-health candidate.
- Meet with a Career Services [Graduate and Professional Career Coach](#).

Pre-Law Advisors support students and alumni as they work towards being a successful candidate for law school. Students who are interested in attending law school should:

- Consult the pre-law website (<https://prelaw.gwu.edu/>) for more information about accessing pre-law advising, applying to law school, and subscribing to the pre-law listserv.
- Meet the pre-law advisors by attending an introductory workshop.
- Schedule a 1:1 appointment with a pre-law advisor (after attending an introductory workshop).
- Research the requirements to becoming a successful pre-law candidate.
- Meet with a Career Services [Graduate and Professional Career Coach](#).

CCAS Academic Success Program

The CCAS Academic Success Program offers programming to assess and develop skills to support student success at the University. Through cultivating individual development plans, students will work 1:1 with Academic Success Coaches to sharpen their competence in a variety of areas, including time management, study skills, assessment of academic strengths, working with faculty, and personal well-being. This program is a requirement for students on Academic Probation.

Communication

Academic advisors are required to uphold the confidentiality of a student’s educational record in compliance with the Family Educational Rights and Privacy Act ([FERPA](#)). Students who want to share their protected information with a parent, employer, or other third party must submit a completed [FERPA consent form](#) and a copy of their photo ID to the Registrar’s Office.

Our office has strong partnerships with faculty and other student services office on campus; in the scope of serving CCAS students, we may share your protected information with faculty members, campus partners, and/or other university administrators on a demonstrated “need to know” basis.

The Advising Partnership

CCAS Advising has enumerated the following expectations for the advising partnership in alignment with the [Student-Advisor Compact](#) drafted by the Student Association and approved by the Faculty Senate.

<u>Student Expectations</u>	<u>Advisor Expectations</u>
<ul style="list-style-type: none"> ● Communicate any concerns with navigating academic or personal challenges that may impact academic progress. ● Schedule advising appointments to review academic progress and goals on an ongoing basis. ● Take ownership for decisions affecting degree progress or academic performance. ● Engage actively in exploring various academic pathways suited to goals and interests and amend plans based on advising feedback. ● Read all emails and other forms of communication sent by the CCAS Advising Office regularly, including our e-newsletter <i>This Columbian Life</i>. ● Review DegreeMAP in consultation with your POD advisors and faculty advisor to monitor progress in completing credit, major, minor, and general education requirements. 	<ul style="list-style-type: none"> ● Understand and stay up to date on the policies and procedures of the University and College. ● Provide accurate and timely information on institutional, general education, and major/minor curriculum requirements, including course selection. ● Share resources and opportunities that help meet goals and navigate University administration. ● Create a safe and respectful environment through acknowledging individual needs. ● Assist students in exploring various academic fields and pathways to degree completion. ● Empower students to take ownership of their educational careers by providing support in identifying strengths, values, and interests. ● Prepare for appointments by reviewing student’s DegreeMAP, advising notes, faculty advisor notes, and email correspondence. ● Take a personal interest in the student’s needs and experiences across their

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Prepare for advising appointments by compiling questions and articulating goals for the appointment. ● Treat advisors and advising office staff with professionalism, respect, and courtesy. ● Maintain an active relationship with faculty advisors and develop mentors. ● Attend all scheduled appointments on time and if needed, cancel at least 24 hours in advance. ● Become familiar with degree requirements and University and College regulations through consulting campus resources. | <p>educational careers to ensure a productive and reciprocal relationship.</p> <ul style="list-style-type: none"> ● Participate in ongoing professional development and training to deliver quality advising and service. ● Provide appropriate referrals to campus resources and partners as needed. |
|---|---|

Graduation Requirements

1. **Students must complete at least 120 credit hours.**
 - No credit toward the degree is allowed for Lifestyle, Sport, and Physical Activity (LSPA) courses.
 - Credit for repeated courses will not be counted.
 - No more than 3 credits of Health and Wellness (HLWL) courses may count toward the 120 credits required for the bachelor's degree in Columbian College.
2. **Students must meet the [University general education requirement](#)**
 - Under the general education requirement, undergraduate students are required to take 19 credits in [approved courses](#) in the following areas: Written communication—one university writing course (UW 1020 or HONR 1015) and two writing-in-the-disciplines (WID) courses; critical or creative analysis in the humanities—one course in the humanities; quantitative reasoning—one course in either mathematics or statistics; scientific reasoning—one natural or physical science course with laboratory; and critical or quantitative analysis in the social sciences—two courses in the social sciences. All such courses will carry at least 3 credits.
 - Courses taken to fulfill any of the general education requirements, except UW 1020, may be counted toward the major.
 - Once a student has matriculated, all remaining GPAC courses must be done in residence at GW (study abroad taken during the fall and spring semesters is considered in residence)
3. **Students must complete the additional school-specific general education requirement (G-PAC) of their home school (CCAS)**
 - 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 course Oral Communication
4. **Students must complete the requirements of at least one major within their home school**
 - Prescribed curricula for majors are outlined under each department's heading in the [Bulletin](#).
 - For all majors, a minimum grade of C- must be attained in all courses numbered 2000 or above that are required for the major.
 - If a student receives a grade of D+, D, or D-, the student may either repeat the course until a satisfactory grade (C- or better) is attained, or with the permission of the department, substitute another course numbered 2000 or above.
5. **Students must fulfill the residency requirement**
 - Students must earn at least 60 credits at or through GW, which may include a University-authorized study abroad and study away program.
 - At least 30 of the 60 credits earned at or through GW must be in upper-level courses (numbered 2000 or above); at least 12 credits in upper-level courses must be in the major field, and at least 6 credits in upper-level courses must be in the minor field, if sought.

6. Students must have a cumulative GPA of at least 2.0
7. Students must [apply to graduate](#)

Academic Policy and Procedure Selective Guide*

Academic Standing

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.

Suspension for poor scholarship: 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 they meet any of the following criteria:

- The student's current semester GPA is below 1.0;
- The student has completed two successive semesters without achieving semester and cumulative GPAs of 2.0 or above; or
- The student has a semester or cumulative GPA below 2.0 in any three semesters at the University.

When is academic standing determined?

Academic standing is determined at the end of each fall and spring semester. Undergraduate students are considered to be in good academic standing if at the end of any semester their grade-point average (GPA) for that semester and their cumulative GPA are 2.0 or above. **Academic standing is not revisited after the summer term.** Please consult the [GW Bulletin](#) for further information about academic standing.

Federal regulations and university institutional policy require a specified level of academic achievement and the completion of a set number of credits within a given time frame. These set of criteria make up the standards for [Satisfactory Academic Progress \(SAP\)](#). For more detailed information, visit [here](#).

Add a Credit Hour

In exceptional circumstances and with the [written approval](#) of the professor and dean, a student may register for and earn an additional hour of credit in an upper-level undergraduate course within CCAS by doing a significant amount of extra work as assigned and supervised by the instructor.

The following criteria must be met in order to apply for an additional credit hour:

- Course must be offered by a department within the Columbian College of Arts & Sciences.
- Course must be considered upper-level (2000-4000).
- Instructor and student must agree upon and specify a significant amount of extra work.
- Deadline: Friday of the 10th week of classes during the Fall and Spring semesters and by the Friday of the 4th week of the Summer Session in which the course is being taken.

CCAS Petition for Exception to Stated Academic Policies

Under select circumstances, students can submit a [CCAS Petition for Exception to Stated Academic Policies Form](#) to request a policy exception for, but not limited to, the following:

- Exceeding the post-matriculation transfer credit maximum
- Extending Leave of Absence/Continuous Enrollment status beyond four semesters
- Being dropped from course(s) after the drop deadline
- Receiving a tuition refund
- Submitting an Additional Credit Hour application after the 10th week deadline

Students who are interested in submitting an exception request should discuss their circumstances with a POD advisor. **There is no guarantee that the requested exception will be approved so students are strongly encouraged to identify and discuss options with their advisor.**

Course Overload

After a student's first semester, a full-time student may request to register for more than 17 credits. To encourage academic performance of high quality, the College asks students to reflect on their prior academic performance and make an intentional, informed decision to request a course overload. All students who meet the requirements stated on the [CCAS Advising website](#) may request a course overload but note that no request is guaranteed approval. Students are charged additional tuition per credit hour over the 17 credits max.

Dean's List Criteria

Undergraduate students are eligible for the Dean's List per the criteria enumerated in the [GW Bulletin](#):

- ____ Earn 12 credits or more in a given semester
- ____ Attain a minimum semester grade point average of 3.75 in letter-graded coursework
- ____ Pass all non-graded credit courses
- ____ Have no unauthorized withdrawals (Z) or Incompletes (I) for that semester

Duplicate Credit

Students should be mindful of their AP credits, IB credits, and post-matriculation transfer credits to ensure that they do not earn duplicate credit for a course that they have already earned credit for. BanWeb and DegreeMAP will not alert a student of duplicate credit. In addition, there are courses offered at GW where credit cannot be earned for both because they are considered course equivalents (e.g., *GEOL 1001 and GEOL 1005*). Students should check the *University Bulletin* or consult with their advisor(s) if they are unclear whether a course will be considered duplicate credit.

First Year Academic Forgiveness

Undergraduate students are eligible to repeat for credit:

- One course, taken at GW during their first academic year (*first semester only for transfer students*); and in which they received a grade of D+ (1.3) or below.
- You may repeat a course under this policy at any time during your enrollment at GW.
- A course is **not** eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. (e.g., *Sally may not use this policy to repeat ECON 1011, for which she earned a D during her first semester at GW, if she registered for and completed ECON 1012 the following semester. [ECON 1011 is a prerequisite for ECON 1012.](#)*)
- The original grade remains on the transcript until the student repeats the course.
- Once the course is repeated, a permanent notation (RP) 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.

Students who are interested in utilizing the [first year forgiveness policy](#) should contact their POD advisors.

Internal Transfer

Students are admitted to a home school at the time of their admission to the university. Those who wish to change their home school must submit an [internal transfer request](#) to the Registrar's Office. Some schools may require that certain prerequisite courses have been taken and that minimum grades have been earned before the transfer is processed. Transfer into a college/school does not guarantee placement in a limited-enrollment major, and students will be transferred into an undeclared major. Requests to transfer schools will not be accepted prior to the second semester of the student's enrollment at GW. Students are encouraged to meet with an academic advisor in both their current college or school and the college or school they are requesting to transfer into prior to submitting an internal transfer request.

Late Withdrawal Request

CCAS undergraduate students who need to withdraw from a course after the last day of classes will need to submit a [Late Withdrawal Request](#). Students who are interested in filing a late withdrawal request should read through the guidelines posted on the Registrar’s [website](#) and discuss their specific circumstances with a POD advisor. Students who need to seek a retroactive withdrawal for a prior semester (for medical reasons, for example) should also file the aforementioned late withdrawal request in consultation with a POD advisor.

LSPA Courses

No credit toward the degree is allowed for lifestyle, sport, and physical activity (LSPA) courses.

Pass/No Pass Option

A junior or senior student in Columbian College who is in good academic standing may, with the approval of the instructor and the Office of Undergraduate Studies, take one course per semester that is usually graded on a letter-grade basis for a grade of P, Pass, or NP, No Pass. Students may not elect to take more than four P/NP courses under this regulation. Students may, however, also receive grades of P/NP in courses that are graded on a P/NP basis only. Courses taken under the P/NP option are not counted toward any general education (G-PAC) requirement or the requirements for any major or minor field. Transfer students may not elect this option until the second semester of enrollment in the University. Under no circumstances may a student change from P/NP status to graded status, or vice versa, after the end of the eighth week of class.

Withdrawal Policy

A course from which a student withdraws will be assigned a notation of “W” (Authorized Withdrawal) on the student’s transcript. The “W” notation does not factor into the student’s cumulative grade point average.

Undergraduate students whose home school is the CCAS may [withdraw](#) from any or all undergraduate courses offered through the Columbian College of Arts & Sciences, the Elliott School of International Affairs, the School of Business, the School of Public Health, and the School of Engineering and Applied Science through the last day of classes in the fall or spring semester (or summer session) in which the student is enrolled in the course.

In order to withdraw from a course after the tenth week of classes, but prior to the end of the semester, CCAS students must:

- Submit a Registration Transaction Form (RTF) Classic to the CCAS Advising Office in Phillips 107.
 - No supporting documentation is required.
 - The Advising Office will process the RTF Classic unless withdrawing from the course would result in the student taking fewer credits than they are required to take. Consult the “Withdrawal Implications” information on the Registrar’s [website](#) and the “Withdrawal FAQs” on the CCAS Advising [website](#).
- If applicable, connect with the relevant campus partners regarding withdrawal implications.

*= These academic policies are subject to change. To confirm the most up-to-date version, please read the applicable section of the *GW Bulletin* available online at <http://bulletin.gwu.edu/>.

Online Resources

<p><u>GW Campus Partners</u></p> <p>Office of Undergraduate Admissions: https://undergraduate.admissions.gwu.edu/</p> <p>Center for Career Services: https://careerservices.gwu.edu/ https://gwu.joinhandshake.com</p>	<p><u>Academic Planning Resources</u></p> <p>Registration Dates: https://registrar.gwu.edu/fall-spring-schedule</p> <p>DegreeMAP: https://registrar.gwu.edu/degreemap</p> <p>Schedule of Classes:</p>
--	--

<p>Colonial Health Center, including medical and mental health services: https://healthcenter.gwu.edu/</p> <p>Office of the Registrar: https://registrar.gwu.edu/</p> <p>Office of Student Financial Assistance https://financialaid.gwu.edu/</p> <p>Student Accounts Office https://studentaccounts.gwu.edu</p> <p>Colonial Central https://colonialcentral.gwu.edu</p> <p>Disability Support Services: https://disabilitysupport.gwu.edu/</p> <p>GW Housing: https://living.gwu.edu/</p> <p>Multicultural Student Services Center: https://mssc.gwu.edu/</p> <p>Office of Military and Veteran Student Services: https://military.gwu.edu/</p> <p>Office for Study Abroad https://studyabroad.gwu.edu/</p> <p>International Services Office: https://internationalservices.gwu.edu/</p> <p>GW Haven:* https://haven.gwu.edu/gw-policies-title-ix</p> <p>Student Engagement First-Generation Student Programs: https://studentengagement.gwu.edu/first-generation-student-support</p>	<p>https://my.gwu.edu/mod/pws/</p> <p>GW Bulletin: http://bulletin.gwu.edu/</p> <p>GWeb Information System: https://my.gwu.edu/</p> <p>Approved General Education Courses: https://advising.columbian.gwu.edu/general-education-courses</p> <p>Academic Commons: https://academiccommons.gwu.edu/</p> <p>Checking Student Account Holds: https://registrar.gwu.edu/holds</p>
--	---

**Per Title IX, CCAS academic advisors are considered responsible employees and have reporting obligations, meaning that conversations between students and advisors are neither private nor confidential.*

We hope you find this syllabus to be a helpful resource throughout your studies at GW. We look forward to serving as your academic partner and advocate as you make plans for your future!

CCAS Undergraduate Advising Syllabus Forms Appendix

If you need to....	Use this form	Eligibility and what to check	Where do you turn it in?	Video Link
Give parents, an employer, or other third party access to your educational records	<u>FERPA Consent/Waiver form</u>	Attach a copy of photo ID to the completed form	Registrar's Office (first floor of Marvin Center)	
<p>1. Register for a closed course</p> <p>2. Register for a course that requires permission of the instructor or department</p> <p>3. Waive the prerequisite(s) for a course</p> <p>4. Register for courses with a time conflict</p> <p>5. Repeat a course for credit</p> <p>6. Register for a variable credit course (e.g., academic internship)</p> <p>7. Change the grade mode (Pass/No Pass vs. letter grade)</p> <p>8. Add an additional credit hour to a course</p> <p>9. Change the level of a course (non-degree, undergraduate, graduate)</p>	<u>RTF-Classic</u>	You need the instructor's signature and be sure to sign and date the form on the lower left-hand side.	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
<p>1. Register for a closed course</p> <p>2. Register for a course that requires permission of the instructor or department</p> <p>3. Major/Level/Class/Degree restrictions</p> <p>4 Waive the prerequisite(s) for a course</p>	<p><u>RTF-EZ</u></p> <p>You can use this form to add a course until the 4th week of the semester (2nd week for summer) and for drops/withdrawals up until the 10th week (4th week for summer).</p>	You need the instructor's signature and be sure to sign and date the form on the lower left-hand side.	Registrar's Office (Marvin Center, First Floor)	

<p>Declare your major(s) and/or minor(s)</p> <p>Drop your current major and/or minor</p>	<p><u>Declaration of Major/Minor Form</u></p>	<p>Complete your 4-year academic plan.</p> <p>Get an authorized signature from the academic department.</p> <p>Sign and date the form.</p> <p>Turn the form into your <u>home</u> school.</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	
<p>Transfer pre- or post-matriculation credits from another regionally accredited institution to GW</p>	<p><u>Undergraduate Transfer Credit Approval Form</u></p>	<p>You may only transfer up to 3 courses or 9 credits of post-matriculation credits to GW.</p> <p>Post-matriculation transfer credits may not fulfill a GPAC requirement.</p> <p>Attach a copy of the course syllabus to the form and contact the relevant GW academic department to find out the GW equivalent course and get an authorized signature.</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	
<p>1. Request over 3 courses or 9 credits of post-matriculation transfer credit</p> <p>2. Request a tuition refund</p> <p>3. Request dual enrollment (e.g., taking classes at GW and another institution concurrently)</p> <p>4. Requesting GPAC credit for a course due to an administrative or faculty</p>	<p><u>CCAS Exception Request</u></p>	<p>Attach supporting documentation, if applicable.</p> <p>Sign and date completed form.</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	

<p>error which led student to taking a non-approved GPAC course by mistake</p> <p>5. Request for dual enrollment (taking classes at GW and another institution at the same time)</p> <p>6. Add a credit hour after the 10th week deadline</p> <p>7. Count “Not Counted” course in DegreeMAP towards 120 credit hours</p> <p>8. Exceed Academic Probation 13 credit cap</p> <p>9. First-Year Academic Forgiveness Policy</p> <p>10. Drop from course(s) after the deadline</p> <p>11. Follow GCRs as a readmit student</p> <p>12. Exception to course overload requirements</p> <p>13. LOA/CE Extension</p>	<p><u>CCAS Exception Request</u></p>	<p>Attach supporting documentation, if applicable.</p> <p>Sign and date completed form.</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	
<p>Add an additional credit to a CCAS eligible course</p>	<p><u>Add a Credit Hour</u></p> <p><i>Deadline is Friday of the 10th week of classes during the Fall and Spring semesters and by the Friday of the 4th week of the summer session in which the course is being taken.</i></p>	<p>Course must be offered by a department within CCAS.</p> <p>Course must be considered upper-level (2000-4000).</p> <p>Instructor and student must agree upon, specify a significant amount of extra work, and sign the form.</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	
<p>Withdraw from a course after the last day of the Fall and Spring semester or summer session</p>	<p><u>Late Withdrawal</u></p>	<p>Student should read <u>possible implications of a late withdrawal</u> and review</p>	<p>CCAS Academic Advising Office (Phillips Hall, Suite 107)</p>	

		Withdrawal FAQs to make an informed decision prior to submitting request		
Apply for graduation after missing the online graduation application deadline	Late Paper Graduation Application	Anticipated to graduate (see POD advisor)	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Apply for a second degree	Double Degree	<p>Student must have at least a 3.30 cumulative GPA and have not completed more than 90 credits toward graduation.</p> <p>Student must satisfy the general and related requirements for both degrees, when applicable, and the major requirements for both degrees</p> <p>Student must earn at least 150 total credits (at least 90 of which must be earned at GW)</p>	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Request an Incomplete (I) in a course	Incomplete Contract	If a satisfactory explanation has been given to the instructor for the student's inability to complete the required coursework - for reasons beyond the student's control - during the semester of enrollment, an Incomplete (I) can be issued.	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Repeat a course for which a first-year student received a grade of D- or	Freshman Forgiveness	If the class is a prerequisite, student cannot	Student must meet with their POD advisor to	

lower during their first year of study (transfer students: first semester only)		have completed the next course in sequence. Both courses must have the same course name and course number.	fill out and submit the form.	
Take a leave of absence or go on continuous enrollment status	<u>LOA/CE</u>	if they are enrolled in any courses at GWU (drop them) if they've broken enrollment (to see how many terms they need either LOA or CE)	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Take a course at a school within the <u>consortium</u>	<u>Consortium Registration Form</u>	Must be a degree-seeking GW student in good academic standing. Total number of credit hours cannot exceed six (6) per semester. Course cannot be offered at GW during the same semester/academic year.	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Take more than 17 credits during a semester (additional tuition charges apply)	<u>Course Overload</u>	Grades are posted from prior semester Eligibility requirements are <u>online</u>	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
Submit a claim for a case of alleged <u>arbitrary and capricious grading</u>	<u>Grade Dispute</u>	Meet with instructor; meet with department chair; put in an academic grievance with Associate Dean's office	CCAS Academic Advising Office (Phillips Hall, Suite 107)	

<i>Propose your own major degree program</i>	<u><i>Special Interdisciplinary Major</i></u>	Stringent eligibility requirements listed in packet.	CCAS Academic Advising Office (Phillips Hall, Suite 107)	
---	--	--	--	--