Corcoran School of the Arts & Design

Student Handbook

Table of Contents

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

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

Director: Lauren Onkey, lonkey@gwu.edu
Assistant Director of Academic Affairs: Mary Coughin, coughlin@gwu.edu

_____

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

This version of the Corcoran Student Handbook is for both Undergraduate AND Graduate students and is **up-to-date as of August 15, 2022**. This handbook will be updated and re-issued before each school year. During your time at the Corcoran, please make sure you are familiar with the most current handbook.

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

_____

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

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

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

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

Programs and Contacts
ART HISTORY: BA and MA including combined BA/MA
- Program Head: Barbara von Barghahn, bvb@gwu.edu
- Program Administrator: Andy Johnson, cahist@gwu.edu
- Undergraduate Advisor: Lisa Lipinksi, llipinski@email.gwu.edu
- Graduate Advisor: Mika Natif, mmn215@gwu.edu

DESIGN: Graphic Design (BFA), Exhibition Design (MA), Interaction Design (BFA, BA, MA)
- Program Head: Siobhan Rigg, srigg@gwu.edu
- Program Administrator: Athena Naylor, cdes@gwu.edu
- Advisor Graphic Design: Aasawari Kulkarni, TBD email
- Advisor Exhibition Design: Andrea Dietz, ahdietz@gwu.edu
- Advisor Interaction Design: Kevin Patton, kevinpatton@gwu.edu

INTERIOR ARCHITECTURE: BFA, MFA, MA
- Program Head: Stephanie Travis, stravis@gwu.edu
- Program Administrator: Liz Meitner, ciarc@gwu.edu
- Director of Graduate Studies, MFA + MA: Catherine Anderson, catand@gwu.edu
- Graduate Advisor, MA: Douglas Crawford, dcrawford@gwu.edu
- Undergraduate Advisor, BFA: Nadia Volchansky, volna@gwu.edu

MUSEUM STUDIES: MA, Certificate (campus), Museum Collections Management and Care (online)
- Program Head and Graduate Advisor: Laura Schiavo, lschiavo@gwu.edu
- Program Administrator: Roxann Edwards, cmst@gwu.edu
- Graduate Advisor: Suse Anderson, suse@gwu.edu
- Graduate Advisor: Max vanBalgooy, mvanbalgooy@gwu.edu

MUSIC: BA
- Program Head: Loren Kajikawa, kajikawa@gwu.edu
- Program Administrator: Katelyn Hensel-Etim, cmus@gwu.edu
- Undergraduate Advisor: Eugene Montague, eugene_m@email.gwu.edu

STUDIO ARTS: Fine Arts (BA, BFA, and MFA), Dual BA in Art History and Fine Arts, Fine Art Photography (BFA), Photojournalism (BFA), New Media Photojournalism (MFA), Social Practice (MFA)
- Program Head: Dean Kessmann, kessmann@gwu.edu
- Program Administrator: Elizabeth Mott, csarts@gwu.edu
- DUS for BFA in Photojournalism, BA in Fine Arts with a Concentration in Photojournalism: Matt Eich, matteich@gwu.edu
- DUS for BFA and BA in Fine Arts & Dual BA in Art History and Fine Arts: Allyson Vieira, allysonvieira@gwu.edu
- DGS for MFA in Fine Arts & MFA in Social Practice: James Sham, mrsham@gwu.edu
- DGS for MA in New Media Photojournalism: Susan Sterner, ssterner@email.gwu.edu

THEATRE and DANCE: Theatre (BA), Dance (BA)
- Program Head: Carl Gudenius, cfg@gwu.edu
- Program Administrator: Dalton Lamberth, ctad@email.gwu.edu
- Undergraduate Advisor for Theatre, Carl Gudenius, cfg@gwu.edu
- Undergraduate Advisor for Dance, Maida Withers, withers@gwu.edu

ACADEMY OF CLASSICAL ACTING: (MFA)
- Program Head and DGS: Alec Wild, alecwild@gwu.edu or awild@shakespearetheatre.org
- Program Administrator:

_____

Corcoran-wide Opportunities

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

CORX classes
Cross-curriculum classes intended to serve students from across multiple programs will be offered with the **course designation: CORX**. These may be team-taught by Corcoran faculty or by a single professor.

William Wilson Corcoran Visiting Professor of Community Engagement
This position builds on the school's robust community engagement legacy and encourages interdisciplinary connections. The visiting professor will teach classes and hold workshops/seminars for the Corcoran during the academic year. The **2022-2023 William Wilson Corcoran Visiting Professor is Aurna D'Souza,** who writes about modern and contemporary art, intersectional feminisms and other forms of politics, and how museums shape our views of each other and the world.

Exhibit your work! We encourage our students to show and exhibit their work. We have many spaces to display your work on campus and people to help you complete the details to make it a successful learning experience: https://corcoran.gwu.edu/student-exhibitions
Please email corcexhibits@.gwu.edu if you would like to propose an exhibition.

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

Living, Learning Community (LLC)
First-year undergraduate Corcoran students have the option to participate in a creative, intellectual living environment that raises awareness of the power of the arts and design in our daily lives and the impact it has on our community. Priority placement is given to Corcoran Scholars students, however, students from across the Corcoran can apply. The Corcoran LLC residence hall is Mitchell Hall on Foggy Bottom campus. The **faculty liaison for 2022-2023 is Erin Speck:** jespeck@gwu.edu
https://corcoran.gwu.edu/artsliving

Corcoran Peer Mentor Program
Incoming first year students in Corcoran programs are matched with upper-level Corcoran students for the fall semester to make connections and ease the transition to college life. The **faculty representative is the Assistant Director of Academic Affairs, Mary Coughlin:** coughlin@gwu.edu

Corcoran Student Ambassador Program is a Federal Work Study Position for current students to develop leadership skills, represent GW's Corcoran programs, provide support for the Corcoran Recruitment and Admissions Office and make a positive impact on prospective students and families as they navigate the application process. Corcoran Student Ambassadors created this welcome guide for new students: https://corcoran.gwu.edu/sites/g/files/zaxdzs2941/f/Resource%20Guide_v5.pdf

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

Student Employment Opportunities
Many of our students secure part-time positions on campus while studying at GW. Employment opportunities on campus are posted through Handshake: https://gwu.joinhandshake.com/login Be sure to check each semester for the latest available positions. In addition, Corcoran posts external job and internship opportunities that may be of interest to our students: https://corcoran.gwu.edu/student-opportunities
Your program may also post offerings targeting your discipline (ask your program for details).

_____

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

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

Faculty on the 2022-2023 Corcoran DEIA Committee are:
Lauren Onkey
Mary Coughlin

Suse Anderson

Michele Carlson
Bibiana Obler
Kevin Patton
Siobhan Rigg
Tanya Wetenhall
Ning Yu

_____

Corcoran Student Groups

Current students are welcome to join a student-led group, **Corcoran Students of Color (CSOC)**. Founded in 2019, Corcoran Students of Color is a student-run collective to nurture the community of BIPOC student artists from every discipline to give them a place to commiserate, collaborate, and critique. In doing this, your artistry will be nurtured and elevated from a perspective different from what you typically receive in class. This group, open to undergraduates, graduate students, majors and minors, is meant to be a support system for artists, performers and scholars of color.

If you have any questions about the collective, please feel free to email CSOC's faculty advisor, James Sham at mrsham@gwu.edu

Additional student organizations are found here: https://corcoran.gwu.edu/student-organizations

_____

Buildings and Access

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

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

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

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

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

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

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

The **Academy of Classical Acting** is on the Foggy Bottom campus at 2129 G Street, NW.

_____

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

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

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

Abby Bender, Instructional Technologist, **Scene Shop**

Joe Bradley, Instructional Technologist, **Ceramics**

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

Alessandra Echeverri, Instructional Technologist, **Printmaking**

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

Nat Lewis, Studio Technician, **3D**

_____

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

Rights
1. Corcoran graduate students have the right to exercise academic freedom in researching, learning, and participating in University programs and activities.

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

3. Should a student ever feel they have been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, they should consult the following CCAS policy. https://studentconduct.gwu.edu/student-grievance-procedures

4. Should a student ever feel it appropriate to allege an instance of arbitrary or capricious academic evaluation (wrongful grade), they should refer to the CCAS policy. https://studentconduct.gwu.edu/student-discrimination-reporting-options or https://compliance.gwu.edu/reporting

5. Students have the right to pursue activities, collaboration, research, and publications to increase their academic and/or professional development without fear of discrimination, harassment, or other adverse conduct.

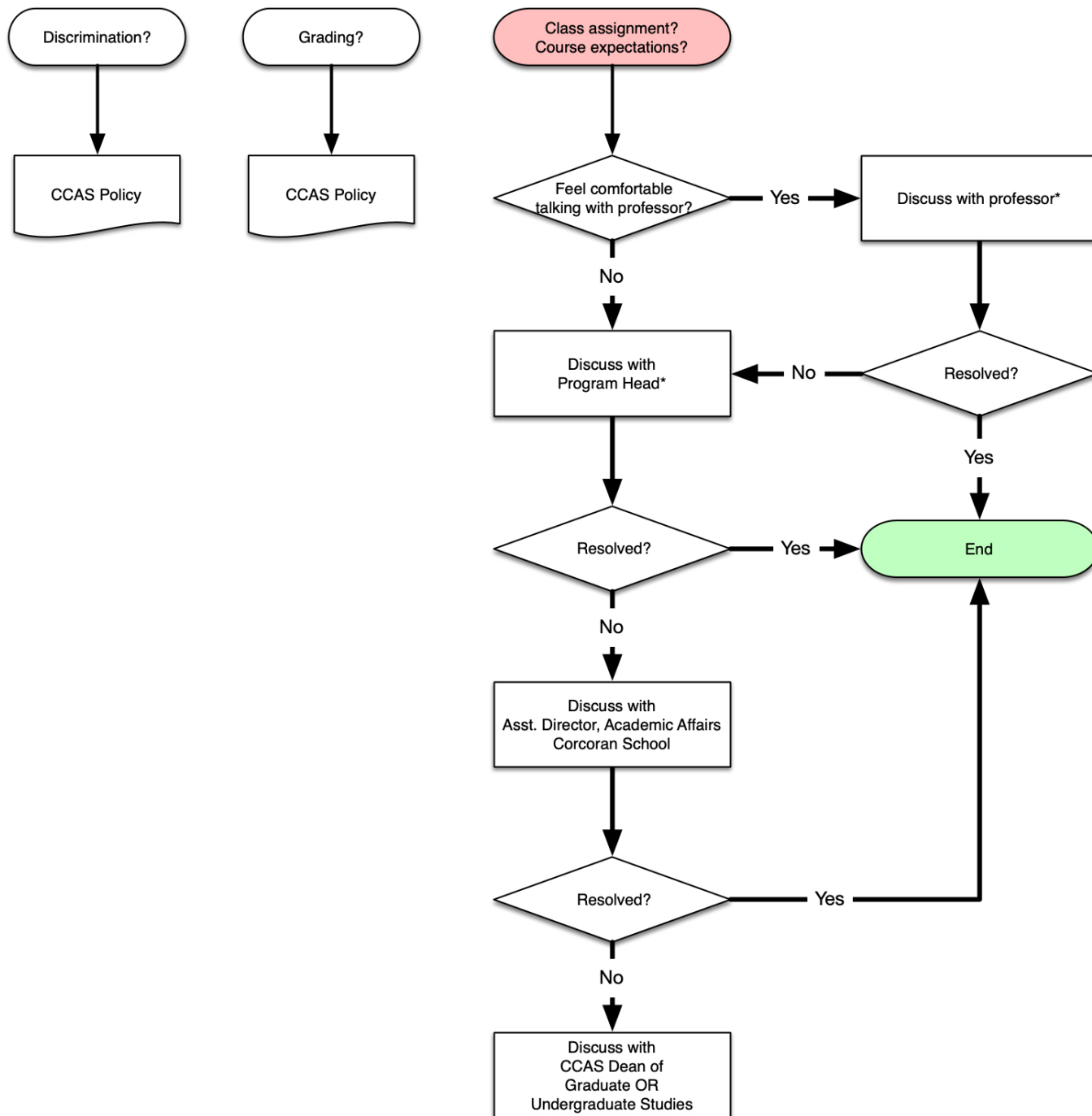6. With regard to academic, creative, and professional work, students have a right to
   a. Ownership of and access to their intellectual property. If work is conducted in association with an outside institution, the assignment will designate that intellectual property rests with the student.
   b. Participation in activities to foster their professional development including, but not limited to, internships, relevant conferences, volunteer experiences, workshops, and courses;
   c. Professional and academic guidance from their advisor and from faculty and staff other than their advisor;
   d. Treatment with courtesy and respect by faculty, administration, and other students

7. Students have the right to report any other forms of conduct not covered by the procedures and policy outlined in points 3 and 4 above that they consider adverse to their achievement of educational success. These issues might include requiring clarification about assignments or expectations, or inquiring about refinements of the structure of a class.
   a. Students are encouraged (but not required) to bring concerns directly to the professor who is teaching the class to seek to clarify or resolve the issue. (Be sure you have read the syllabus carefully before doing so.) Know that all professors are dedicated to creating a welcoming, safe place for learning and exchange, and have developed a syllabus intended to structure your development, skill-building, and intellectual growth.
   b. If you feel uncomfortable bringing your concern to your professor, you should contact the program head. The program head will bring your concerns to the professor anonymously, unless you request otherwise.
   c. If the program head is the professor for the class in question, bring your concerns to the Corcoran Assistant Director of Academic Affairs who will relay those concerns anonymously to the program head.
   d. If intervention by the program head does not resolve the concern or problem, or if the program head fails to act, or if the issue is not otherwise satisfactorily resolved, the student should contact the Assistant Director of Academic Affairs of the Corcoran School of the Arts and Design who may consult with the Director.
   e. If intervention by the Assistant Director/Director Corcoran does not resolve the concern or problem, or fails to act, or if the issue is not otherwise satisfactorily resolved, the student should turn to the CCAS Dean's Office (undergraduate or graduate as appropriate).

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

Student Rights and Responsibilities
Corcoran School of the Arts and Design
Columbian College of Arts and Sciences (CCAS)
George Washington University
August 15, 2022

```
Discrimination?
    │
    ▼
CCAS Policy


Grading?
    │
    ▼
CCAS Policy


Class assignment?
Course expectations?
    │
    ▼
Feel comfortable          Yes          Discuss with professor*
talking with professor? ──────────►
    │ No                                         │
    ▼                                            ▼
Discuss with        No               Resolved?
Program Head*  ◄──────────
    │                                            │ Yes
    ▼                                            ▼
Resolved?          Yes              End
    │           ──────────►
    │ No
    ▼
Discuss with
Asst. Director, Academic Affairs
Corcoran School
    │
    ▼
Resolved?          Yes
    │           ──────────► End
    │ No
    ▼
Discuss with
CCAS Dean of
Graduate OR
Undergraduate Studies
```

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

Responsibilities

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

In addition to the above, academic dishonesty includes but is not limited to:
• Using other people's design work as own
• Not giving credit to designer of work used in a presentation
• Tracing over a photograph if assignment is to sketch from life
• Tracing over a drawing that is not students own
• Handing in work done that was done in a previous course

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

With regard to academic and creative work, students are responsible for
      a. Adhering to professional and academic standards of conduct
      b. Adhering to the code of academic integrity, including mastering proper citation and having a clear understanding of plagiarism and how to avoid it.

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

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

GW Bulletin

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

DegreeMAP

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

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

Blackboard
Blackboard is the officially designated resource for instructors to share class information including syllabus, supplies, readings, and assignments. It is your responsibility to check the Blackboard site regularly for communication and materials. Blackboard communications (announcements, emails from professors, etc.) will come through your GW email account.

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

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

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

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

Course Registration
Each semester students should review the **GW Registrar's website** for specific registration deadlines and be aware of when registration opens, late registration dates and fees, and the add/drop period. **Failure to register without an approved leave of absence may require students to apply for readmission**.

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

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

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

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

Students **registered for more than 18 credits per semester** will be charged at the current undergraduate per credit hour rate for each credit exceeding that limit. ($1,995 per credit hour for 2022-23 academic year). https://studentaccounts.gwu.edu/undergraduate-tuition

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

Withdrawing from a Course
If you are considering withdrawing from a course after a semester begins, please make sure you are aware of the refund policy and schedule. For fall and spring semesters, prior to the start of a semester (before the first day of classes) will have 100% of the tuition charges canceled.
Courses dropped beginning the first day of classes are subject to the university refund schedule, which governs the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal:

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

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

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

Undergraduate students should follow the guidelines provided here:
https://advising.columbian.gwu.edu/transferring-credit

Graduate students should follow the guidelines provided here:
https://columbian.gwu.edu/transfer-credit

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

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

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

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

Academic Warning Status for Graduate Students
Students who are not on academic probation but whose academic progress has raised concerns about the ability to complete degree requirements, will be placed on Academic Warning if:
- a single Incomplete is received within the first nine credits of the degree;
- two or more Incompletes are on the transcript at any given time, or;
- a grade of C, C-, or F is given but the GPA is above the minimum required to remain in good academic standing in the program.

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

Incompletes
Incompletes can be granted with permission of the instructor when some element(s) of a semester's coursework has not been completed, but the student has a passing grade and is otherwise making progress toward the successful completion of the course. When a professor and student agree on an incomplete, the professor creates an incomplete contract that is signed by the student, with an agreed

upon date for the completion of the missing work. This agreement must be <u>approved by the Program Head and signed by the faculty member and the student.</u>

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

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

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

Undergraduate forms: https://advising.columbian.gwu.edu/forms
Graduate forms: https://columbian.gwu.edu/graduate-student-forms

---

Health and Safety

Colonial Health Center
GW's Colonial Health Center provides students with mental health and medical services, including COVID 19 testing. For hours of operation and to make an appointment, visit:
https://healthcenter.gwu.edu/

COVID-19
Check GW's website for updates on COVID-19 protocols for campus: https://onward.gwu.edu/

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

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

CARE Network
The university maintains a CARE Network where faculty can report concerns or flag any behavioral, grade, financial, mental health, or other issues that may be making it difficult for students to succeed at GW. The CARE Report form gets routed to dedicated contacts in key offices, who work to provide specialized outreach to the student. If you receive notification that a faculty member has submitted a CARE report for you, feel free to reach out to that faculty member and discuss your concerns and theirs.

Campus SafeRide and GW Rider App

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

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

Emergency procedures

The University has developed emergency procedures to provide direction to members of the University community for a variety of emergency situations. You can find detailed information on University procedures at
http://www.gwu.edu/safety/health/program/environment_health_safety/emergency_procedures.cfm

Emergency Action Plan: http://www.gwu.edu/safety/health/pdf/emergencyactionplan.pdf

Sexual Assault and Harassment

The Sexual Assault Response & Consultation (SARC) team is a **24/7 resource** for any GW community member affected by sexual or gender-based harassment, sexual assault, sexual exploitation, intimate partner violence or stalking.
SARC Team: 202-994-7222

If you prefer, you can submit a report through the Title IX office: https://titleix.gwu.edu/report-incident
using this form: https://cm.maxient.com/reportingform.php?GeorgeWashingtonUniv&layout_id=5

University Police Department

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

---

Student Services

University Student Center

The Student Center at 800 21st Street. The building is home to the GWorld office, university counseling, the university bookstore, various meeting spaces, and Colonial Central, which houses the office of the registrar and financial aid. Student Employment, International Services, and Career Services.

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

Technology
Technology information specific to the Corcoran is linked here: https://corcoran.gwu.edu/our-spaces

This includes information about submitting for large format ink-jet prints, laser jobs and 3D prints to submit to via the web portal: go.gwu.edu/CSADservice

The **PaperCut portal at** go.gwu.edu/CSADservice **is the only method to submit jobs.** Refer to the PDF on the Our Spaces webpage for details or use this link: https://corcoran.gwu.edu/sites/g/files/zaxdzs2941/f/downloads/22-01-STUDENTS.pdf

General GW Technology support information is available at: https://it.gwu.edu/support
Phone: 202-994-GWIT (4948)
ithelp@gwu.edu

Career Services
Contact the Center for Career Services for personal career coaching, self-assessment, and resume and portfolio building: https://careerservices.gwu.edu/
E-mail: gwcareercenter@gwu.edu

Financial Services & Funding

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

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

CCAS **graduate** students may be eligible to apply for additional funding opportunities that support research or academic activities: https://columbian.gwu.edu/funding-opportunities-current-graduate-students

International Students

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

Libraries
Gelman Library (http://library.gwu.edu/) is located in the middle of the Foggy Bottom campus. Your GWorld card acts as your library card and is required to enter the library and check out books. Any

library fees (or other school fines) which are placed on your account will freeze your account – preventing students from registering.

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

University Parking
Information on parking at GW can be found online at http://www.parking.gwu.edu/.

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

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

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