



Doctor of Health Sciences  
Leadership in Clinical Practice and  
Education

Program Handbook

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THE GEORGE WASHINGTON UNIVERSITY  
SCHOOL OF MEDICINE AND HEALTH SCIENCES

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## Welcome

Welcome to the Doctor of Health Sciences (DHSc) program at The George Washington University. This program encourages clinical health professionals to advance their expertise and professional practice in either the clinical or academic environment. You bring many assets to the program and your faculty, colleagues, advisors, mentors, and a host of other stakeholders are excited to guide/accompany you on this journey. Success in the program is due in no small part to your ability to learn from others, reflect on your own assumptions, and make changes to promote your personal growth and professional advancement.

## Purpose of the Handbook

This handbook is designed as a guide for students enrolled in the DHSc program at The George Washington University (GW). The handbook outlines the policies and regulations of the program relating to graduate students. These policies and regulations are to be considered an addendum to those outlined in the current School of Medicine and Health Sciences (SMHS) Bulletin, the [Guide to Student Rights and Responsibilities](#), and the [University Policy on Academic Integrity](#). The current School of Medicine and Health Sciences Bulletin can be found at the Health Sciences website <http://bulletin.gwu.edu/medicine-health-sciences/>

The program reserves the right to revise the policies and procedures outlined in this handbook as needed to facilitate the goals and mission of the program. The most updated version of the handbook will be posted in the Blackboard Orientation Course under the Student Resources link. Students are expected to remain current on all policies and procedures affiliated with their program of study. This handbook does not constitute a contractual obligation on the part of GW or the School of Medicine and Health Sciences.

Please contact the program officials with any questions you may have concerning the information in this handbook or any other university publication.

# Introduction

## The Unique Character of a Doctor of Health Sciences Program

Gain mastery of the design, implementation and evaluation of health care programs, lead interprofessional teams, and evaluate evidence to advance health care. The program prepares those with a clinical health background from a range of professions who seek to build competencies in advanced practice, whether that be in the clinical or academic environments.

The program has a very limited residency requirement and is primarily conducted online. Therefore, you are able to continue in your profession full-time, learning when and where it is most convenient to you. There are two residencies required over separate weekends during the seminar courses. As a professional doctorate, the program requirements culminate with a finalized manuscript ready for submission to a peer review journal.

The program offers two concentrations in either clinical or educational practice.

- Clinical Practice Leadership Track
- Educational Practice Leadership Track

This program serves to elevate the practice of health professionals working in either the clinical or education environment. The DHSc admits professionals who are interested in pursuing a career and advancement to a leadership position, either in a clinical or educational role. The program fosters the advanced skills and credentialing needed to meet expectations associated with leadership positions as well as the challenges imposed by the complexities of today's academic and health care environments.

## General Information

The DHSc program is housed in the Department of Health, Human Function, and Rehabilitation Sciences (HHFR) within The George Washington University School of Medicine and Health Sciences. The program is situated in the division of Health Sciences. Health Sciences offers more than 50 academic and research programs within the School of Medicine and Health Sciences (SMHS). The five tenants upon which the mission of Health Sciences is built upon are as follows:

- Interdisciplinary education
- Clinical training
- Community service learning
- Leadership
- Scholarship

As a globally recognized academic medical center, [GW SMHS](#) embraces the challenge of eliminating health disparities and transforming health care to enrich and improve the lives of those we serve. GW is an independent academic institution chartered by the Congress of the United States in 1821. It values a dynamic, student-focused environment and is a center for intellectual inquiry and research.

## **About the Department of Health, Human Function, and Rehabilitation Sciences.**

The Department of Health, Human Function, and Rehabilitation Sciences captures the broad array of education, clinical practice innovation, and research being accomplished—each focused on improving the quality of lives of patients and families. Comprised of dedicated faculty and staff, our doctoral programs approach education and leadership development from an interdisciplinary or interprofessional perspective. In this way, we cultivate students' skills in critical thinking and research while guiding important insights into students' chosen field of study. We embrace the fundamental concepts of adult learning and encourage collaboration, experiential learning, creative thinking, and self-direction.

## **Doctor of Health Sciences Program Overview**

The Doctor of Health Sciences Program consists of 48 credits with the option for a track in either clinical or academic leadership in the health professions. Of these 48 credits, 18 credit hours are in core content, 15 credits in research methods and inquiry, 9 credits in the chosen track, and 6 credits in electives. One elective needs to be a research methods course. The program is built to be completed at a part-time pace, to support an adult learner, and is offered in a distance education format to facilitate clinicians and other working health care professionals. There is a residency requirement during the seminar phase of the program. In Seminar I and Seminar III, students are required to come to campus for an extended weekend in order to collaborate with peers and advisors related to their scholarly and research projects.

Throughout the program, students work to identify gaps in knowledge and best practice in health care, a process that is facilitated by previous work experiences as well as ongoing engagement in authentic contexts, primarily in clinical and education settings. Students learn how to use program theory to identify projects, strategies, and initiatives to address those gaps. The interprofessional health care content throughout the program and track-specific coursework will strengthen skills to lead innovation and change as an effective member of a collaborative team.

## **The DHSc Experience**

You will matriculate into the DHSc program in either the Fall or Spring semester. We have a suggested course sequence for both entry dates. Your courses and advising will begin right away. Before starting your coursework, you will complete an online orientation. During the orientation, you will learn more about the resources at GW to support your academic endeavors. You will also virtually meet the Department Chair and Program Director.

### *Program Learning Objectives*

Graduates will:

1. Design programs to advance the practice of health professionals in academic and clinical settings.  
Examples of track specific objectives:
  - a. Academic Track: Create educational programs that prepare participants to serve as effective health professionals in complex health care environments.

- b. Clinical Track: Design strategies to improve clinical practice guidelines and/or clinician performance in current health care contexts.
- 2. Collaborate with interprofessional stakeholders to foster improvements in education and practice in healthcare.
  - Examples of track specific objectives:
    - a. Academic Track: Collaborate with interprofessional stakeholders to build educational practices that foster team work in patient-centered care.
    - b. Clinical track: Collaborate with interprofessional teams to address a common goal such as improved efficiency and effectiveness in use of resources, or improved satisfaction among patients and health care providers.
- 3. Apply systematic methods to appraise gaps in knowledge and best practice in healthcare.
  - Examples of track specific objectives:
    - a. Academic track: Analyze gaps in educational research to support the effective preparation of health professionals to provide high quality patient/client-care practice.
    - b. Clinical track: Analyze gaps between the evidence of best practice and current practice in health care practice environments.
- 4. Advance the body of knowledge through action-oriented research and scholarship.
  - Examples of track specific objectives:
    - a. Academic track: Design and test an educational innovation to support improved outcomes in health care education.
    - b. Clinical track: Design and test a guideline to support effective clinical practice and improved outcomes in a health care environment.

## Coursework

### Core DHSc Courses

The DHSc program requires a total of 48 credits. Fourteen core courses (42 credits) are required and two courses (6 credits) are electives. All courses are 3 credits unless otherwise noted.

Core courses include:

- HFR 8101 Interprofessional Collaboration in Practice
- HFR 8102 Health Professional Practicum I
- HFR 8103 Health Professional Practicum II
- HFR 8107 Program Theory and Innovation in the Health Professions
- HFR 8116 Academic and Clinical Leadership in the Health Professions
- HFR 8203 Bioethical Implications of Health Research
- HFR 8215 Advanced Statistical Methods for Clinical and Translational Research
- HFR 8270 Research Methods in Health Professions I
- HFR 8271 Research Methods in Health Professions II
- HFR 8996 Seminar I
- HFR 8997 Seminar II

## HFR 8998 Seminar III

### Clinical Practice Leadership Track Courses (pick 3):

CML 6203 Health Information, Quality, and Outcomes  
HCQ 6200 Introduction to Health Care Quality  
HFR 8313 Knowledge Translation in Health Care  
HFR 8314 Health Care Research

### Educational Practice Leadership Track Courses (pick 3):

HFR 8212 Teaching Strategies in the Health Professions  
HFR 8213 Curriculum Development in the Health Professions  
HFR 8214 Assessment in Health Professions Education  
HFR 8215 Technology and Education in Health Professions

### **Elective Courses**

Students must select 2 courses (6 credits) to fulfill the elective requirement. The below are options to consider; you may select a course not on the list with the approval of your program advisor. You may also select a course in the track that you are not completing. Recall that one elective must be related to building research method competencies. Courses below with an asterisk will qualify.

COHM 6220 Finance for Health Care Operations  
\*HFR 8123 Qualitative Methods for Health Professional leadership  
HFR 8220 Measurement of Human Function and Learning  
\*HFR 8221 Mixed Methods of Translational Health Sciences  
HSCI 6241 The Health Care Enterprise  
HSCI 6297 Independent Study for Health Professionals

### **Course Descriptions**

Please visit the SMHS Bulletin to view all up to date course offerings and descriptions.

[Doctor of Health Sciences Program Bulletin](#)

### **Course Sequence: Fall and Spring Start**

We have outlined recommended courses based on if you matriculate into the DHSc program in either the Fall or Spring. It is recommended you take 2 courses each semester in order to complete the program in two academic calendar years. You will work with the Program Associate to register for your courses. Note that course sequences may be altered to accommodate increases or decreases in demand.



**Course Sequence for Academic Leadership Track:**

	Spring Start Sequence		Fall Start Sequence
Spring 1	HFR 8270 Research Methods I	Fall 1	HFR 8203 Bioethical Implications of Health Research
	HFR 8107 Program Theory and Innovation		HFR 8116 Leadership in the HP
Summer 1	HFR 8271 Research Methods II	Spring 1	HFR 8270 Research Methods I
	HFR 8212 Teaching Strategies in the HP		HFR 8107 Program Theory and Innovation
Fall 1	HFR 8203 Bioethical Implications of Health Research	Summer 1	HFR 8271 Research Methods II
	HFR 8116 Leadership in the HP		HFR 8212 Teaching Strategies in HP
Spring 2	HFR 8101 Interprofessional Collaboration in Practice	Fall 2	HFR 8102 HP Practicum I
	HFR 8102 HP Practicum I		HFR 8213 Curriculum Development in HP
Summer 2	HFR 8103 HP Practicum II	Spring 2	HFR 8101 Interprofessional Collaboration in Practice
	HFR 8214 Assessment in HP Education		HFR 8103 HP Practicum II
Fall 2	HFR 8996 Seminar I	Summer 2	HFR 8996 Seminar I
	HFR 8213 Curriculum Development in HP		HFR 8214 Assessment in HP Education
Spring 3	HFR 8997 Seminar II	Fall 3	HFR 8997 Seminar II
	Elective		Elective
	HFR 8215 Technology and Education		
Summer 3	HFR 8998 Seminar III	Spring 3	Seminar III
	Elective		Elective
			HFR 8215 Technology and Education

**\* NOTE: Students will take 3 of the 4 courses in their track (highlighted in blue).**

**Course Sequence for Clinical Track**

	Spring Start Sequence		Fall Start Sequence
Spring 1	HFR 8270 Research Methods I	Fall 1	HFR 8203 Bioethical Implications of Health Research
	HFR 8107 Program Theory and Innovation		HFR 8116 Leadership in the HP
Summer 1	HFR 8271 Research Methods II	Spring 1	HFR 8270 Research Methods I
	HFR 8313 Knowledge Translation in Health Care		HFR 8107 Program Theory and Innovation
Fall 1	HFR 8203 Bioethical Implications of Health Research	Summer 1	HFR 8271 Research Methods II
	HFR 8116 Leadership in the HP		HFR 8313 Knowledge Translation in Health Care
Spring 2	HFR 8101 Interprofessional Collaboration in Practice	Fall 2	HFR 8102 HP Practicum I
	HFR 8102 HP Practicum I		HCQ 6200 Introduction to Health Care Quality
Summer 2	HFR 8103 HP Practicum II	Spring 2	HFR 8101 Interprofessional Collaboration in Practice
	HCQ 6200 Introduction to Health Care Quality		HFR 8103 HP Practicum II
Fall 2	HFR 8996 Seminar I	Summer 2	HFR 8997 Seminar I
	CML 6203 Health Information, Quality and Outcomes		CML 6203 Health Information Quality and Outcomes
Spring 3	HFR 8997 Seminar II	Fall 3	HFR 8997 Seminar II
	Elective		Elective
	HFR 8314 Health Care Research		HFR 8314 Health Care Research
Summer 3	HFR 8998 Seminar III	Spring 3	HFR 8998 Seminar III
	Elective		Elective

**\* NOTE: Students will take 3 of the 4 courses in their track (highlighted in green).**

## Advisors & Mentors at GW DHSc

You will have a program advisor (DHSc Program Associate) to support you throughout the program. We also recommend that you schedule a meeting with the Program Director each semester to discuss your career aspirations and how the program is going.

### Program Advisor

The program advisor (DHSc Program Associate) facilitates doctoral students' access to needed resources, assists with course registration, and provides guidance on administrative policies and procedures throughout the duration of the program.

### Program Director

The Program Director is responsible to:

1. Monitor progress in the program.
2. Assist in identifying student's specific learning needs.
3. Support students in developing and updating an individualized development plan.
4. Encourage the student to use available educational and research resources.
5. Advise the student in the selection of electives.
6. Assist the student in understanding the unique characteristics of a Doctor of Health Sciences degree.

### Seminar Sequence Mentorship

Once students enter the Health Professional Practicum (HFR 8102/HFR 8103) courses and Seminar series of their program, they will be provided guidance from additional members:

- Seminar Course Instructor: This is a GW Health Sciences faculty member that is experienced in either the clinical or the health professional educational setting, depending on a student's track and topic area. The instructor will work with the student to:
  - Approve the research question
  - Guide the structure and content of the investigation
  - Approve the selection of the target peer reviewed journal
  - Approve the final manuscript
- Research Mentor: This individual can be external or internal to GW but will have a specific expertise in the area the student is investigating. Students are asked to identify an appropriate mentor with expertise aligned with their research area early in the process.

# Student Resources

## *Distance Learning Student Services*

### **GW Information Technology**

In order to access many university systems and resources that are otherwise protected from off-campus access, you will need to use the [GW VPN](#), which creates an encrypted channel from your location to the GW network. You can use [WebEx](#) to meet for a group project, consult with a tutor, or even attend class. WebEx is collaborative web conferencing tool that allows for real-time video meetings and sharing of computer content over the internet.

### **GW Libraries**

The GW Libraries support the GW community in teaching, learning, and research. As an off-campus student, the full suite of services provided by GW Libraries are available to you. You can [schedule research consultations](#), search online [journals](#) and [papers](#), and have books sent to your home.

### **Tutoring**

Academic Commons provides free peer-to-peer learning services to GW students, regardless of major. Academic Commons specializes in supporting the quantitative courses, including accountancy, chemistry, economics, and mathematics.

### **Disability Support Services**

Disability Support Services recognizes disability in the context of diversity. The team works collaboratively with students, faculty and staff across the campus to foster a climate of universal academic excellence, while also promoting disability culture and GW's broader diversity and inclusion initiatives.

### **Mental Health Services**

Counseling & Psychological Services (CAPS), a division of the Colonial Health Center, offers a range of services and resources to GW students. In addition to the support of loved ones, information and basic guidance through CAPS' Self Help Library can provide you with information and education that can help resolve personal difficulties and help you acquire the skills, attitudes, and knowledge that will enable you to take full advantage of the GW experience.

### **Center for Career Services**

The Center for Career Services offers comprehensive career resources for GW degree-seeking students, alumni and international exchange students, ranging from a [job-search portal](#), online résumé and cover letter [critique](#), online [interview practice](#), and [identifying](#) strengths and interests.

### **University Writing Center**

The University Writing Center [provides assistance](#) to the GW community seeking to strengthen their abilities as writers and to become stronger editors of their own work.

## **Bookstore**

You can purchase textbooks, GW apparel, and technology. Textbooks are also available for rent through the bookstore. Some technology is available at educational discounts.

## **Student Association**

The Student Association is GW's primary governing and advocacy body for all students at GW. They are a group of committed, passionate Colonials united by the mission to contribute to an even better GW.

## *University Resources Quick Links*

- [Office of Student Life](#)
- [Colonial Printing](#)
- [Office of Ethics, Compliance, and Privacy](#)
- [Disability Support Services](#)
- [Information Technology](#)
- [Division for Student Affairs](#)
- [Himmelfarb Library](#)
- [HIPAA](#)
- [Multicultural Student Services Center](#)
- [Military and Veteran Services](#)
- [Student Conduct](#)
- [Division of Safety and Security](#)
- [SMHS Bulletin](#)
- [Colonial Health Center](#)
- [Student Services Hub](#)
  - [Office of the Registrar](#)
  - [Student Accounts](#)
  - [Office of Student Financial Assistance](#)
- [University Bulletin](#)
- [Academic Calendar](#)
- [Schedule of Classes](#)
- [Events Calendar](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [University Policies](#)
- [Writing Center](#)

# Policies & Procedures

## Bulletins

Academic policies for Health Sciences graduate students, including those related to admission, transfer credits, academic standing, degree requirements, and enrollment status are provided in the following documents:

- [George Washington University Bulletin](#)
- [Health Sciences Programs Bulletin](#)

## University Policies

Visit the [GW Division of Student Affairs](#) to review University policies and procedures related to the topics below:

- [Guide to Student Rights and Responsibilities](#)
- Drug-Free Schools & Communities Act

Visit the [GW Office of Ethics, Compliance, and Privacy](#) to review University policies and procedures related to the topics below:

- Disability Policy
- Equal Opportunity, Nondiscrimination, Anti-Harassment and Non-Retaliation
- Sexual and Gender-Based Harassment and Interpersonal Violence Policy
- Web and Digital Content Accessibility Policy

Within the [Guide to Student Rights and Responsibilities](#), the following policies and procedures are outlined:

- Statement of Student Rights and Responsibilities
- Student Grievance Procedures
- Code of Student Conduct
- Additional Conduct Regulations
- Code of Academic Integrity
- Privacy of Student Records

Visit the [Office of the Registrar University Policies](#) page for additional information regarding the topics below:

- Class Attendance
- Collection of Student Address Information
- Electronic Mail and Official University Communication
- Equal Opportunity/Affirmative Action Statement
- FERPA and the Release of Student Information
- Graduation Retention Information
- Military Duty
- Police Statement
- University Policy Regarding Religious Holidays
- Request to Amend Student Records

- Student Consent Form

### ***Grading Policy.***

The following grading system is used for graduate students: A, Excellent; B, Good; C, Satisfactory; F, Fail; other grades that may be assigned are A-, B+, B-, C+. Symbols that may appear include AU, Audit; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal; CR, Credit; NC, No Credit.

### ***Unauthorized Withdrawal:***

The symbol of Z is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have completed no graded work. At the end of the academic year, students' records are reviewed; if there is more than one Z per Semester, a student's record will be encumbered until released by the student's advising office. The symbol of Z is not a grade but an administrative notation.

### ***Course Repeats:***

Except for courses that specifically state that repetition for credit is permitted, a candidate for a degree at GW may not repeat a course in which a grade of C for graduate students or better was received, unless required to do so by the department concerned. A Registration Transaction Form must be submitted to the Health Sciences Student Services for processing, accompanied with a written statement by the Program Director authorizing the repeat registration.

### ***Incompletes:***

The symbol I (Incomplete) indicates that a satisfactory explanation has been given to the instructor for the student's inability to complete the required work of the course during the Semester of enrollment. At the option of the instructor, the symbol I may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be turned in will be graded F, Failure.

If granted an Incomplete, the student must work with their instructor to develop a learning contract. Failure to complete work by the agreed-upon due date will result in failure of the assignment(s).

Students who are granted an Incomplete must work with their instructor to develop a learning contract (see Appendix B). This document outlines the work to be completed, due dates, and includes acknowledgement by the student and instructor that failure to complete work by the stated due dates will result in failure of the assignment(s). Incomplete work must be made up by a date agreed upon by the instructor and the student but no later than the last day of the examination period for the semester immediately following the semester or summer session in which the notation of I is assigned. An extension of one additional semester can be requested by the student and may be approved by the program director.

When work for the course is completed, the instructor will complete a grade change form and submit it to the Office of the Registrar. The final grade will replace the symbol of I. If work for the course is not completed

within the designated time, the grade will be converted automatically to a grade of F, Failure, 0 quality points, and the grade-point average and academic standing recalculated. For additional guidance, see the University Bulletin.

**The Grade-Point Average (GPA):** Scholarship is computed in terms of the grade-point average, obtained by dividing the number of quality points by the number of credits for which the student has registered, both based on his or her record in this university. The grade-point average is computed as follows: A, 4.0; A-, 3.7; B+, 3.3; B, 3.0; B-, 2.7; C+, 2.3; C, 2.0; F: 0.0; for each credit hour for which the student has registered as a degree-seeking student. Grades of C-, D+, D, and D- are not used for doctoral students. In the case of a student who is allowed to repeat a course, the first grade received remains on the student's record and is included in the grade-point average. Courses marked AU, CR, I, IPG, P, NP, R, W, or Z are not considered in determining the average, except that courses marked I will be considered when a final grade is recorded. With the exception of Consortium courses, grades in courses taken at other institutions are not considered in computing the grade-point average.

**Academic Standing:** Students' cumulative GPA are reviewed at the conclusion of each semester. A 3.0 GPA is required to remain in good academic standing and graduate from the program. A student may be placed on one of the following academic standings based on their GPA:

- **Warning:** A graduate student whose GPA falls at or above 3.0 but below 3.2 will receive a warning notification. The warning may be delivered to the student the form of an email. A record of warning notifications is maintained by the Health Sciences Dean's Office.
- **Academic Probation:** A full- or part-time graduate degree or certificate candidate whose cumulative GPA falls below 3.0 will be placed on academic probation. For full-time students, probation extends for 9 credits or "full-time" as defined by the program; for part-time students, probation during the period in which the student attempts 9 credits of coursework. While on probation, full-time students may register for no more than a total of 9 credits (or "full-time" as defined by the program) unless an exception is approved by the program director and the appropriate dean; part-time students may register for a combination of 9 credits, but may not register for additional credits; e.g., a part-time student who attempts 6 credits in one semester would be restricted to 3 credits in the following semester of enrollment.
- **Continued Probation:** Used to denote subsequent semesters of enrollment during the probationary term.

Visit the [SMHS Bulletin: Academic Standing](#) for additional details on academic standing.

## Registration Policy

### *Maintaining Continuous Registration.*

As per the guidelines provided in the [SMHS Bulletin](#), all DHSc students are required to maintain continuous registration from their first Semester of enrollment through successful completion of their program. Maintaining continuous registration means that the student is enrolled in at least one class or on an approved LOA or CE every Fall and Spring Semester until graduation. Summer is generally considered an optional term, but due to the DHSc suggested program schedule, it is highly recommended in order to optimize the effectiveness of the course sequence.



Student breaking enrollment without an authorized leave of absence, will be required to reapply for admission to resume their studies. Readmission is not guaranteed. Students who reapply for admission are subject to the criteria, regulations, curricula, and tuition rate at the time of readmission.

Under specific circumstances, continuous registration may be maintained by registering for Continuous Enrollment (CE) or a Leave of Absence (LOA). Each is briefly described below in the GWU University Graduate Student Bulletin:

### **Continuous Enrollment (CE).**

Continuous Enrollment is reserved for times in which a student is engaged in and appropriately registered for one of the following non-credit-bearing activities with the prior approval of the school in which the student is enrolled: cooperative work semester; study abroad program; attendance at another institution with prior approval to have work transferred back to the GW program; completion of outstanding work in courses in which a grade of Incomplete or In Progress was received; or non-course instructional activities unique to the particular school. This status is generally limited to one year and approved on a semesterly basis. Students who plan to attend other institutions and apply credit earned toward graduation from this University must first obtain written approval from the program director and the appropriate dean.

### **Leave of Absence (LOA).**

A degree student who finds it necessary to interrupt active pursuit of the degree may petition their program for a leave of absence for a specific period of time, generally limited to one calendar year and approved on a semesterly basis. As noted above, degree students who discontinue active enrollment without being granted a leave of absence, or a student granted a leave who does not return to active study at the close of the period of approved absence, must apply for readmission and be subject to the regulations and requirements then in force. Access to University resources are suspended while the student is on leave.

### ***Registration Procedures***

Students will work with the DHSc program administrator to register for courses each semester. The administrator will contact students individually during the course registration period to facilitate enrollment.

### ***Course Drops and Withdrawals***

DHSc students should speak to their academic advisor before dropping or withdrawing from a course.

### ***Drop vs. Withdraw***

A dropped course is removed from the student's record and typically incurs a refund. A withdraw results in a grade of W and does not include a refund. The Health Sciences drop/refund schedule is available here and is updated each semester: <https://smhs.gwu.edu/academics/health-sciences-programs/student-services/course-drop-refund-schedule>

After the add/drop period, DHSc students need approval from their advisor, program director, Department Chair, and Senior Associate Dean for Health Sciences for course drops. Both a Course Drop/Withdrawn Petition and a

Registration Transaction Form must be submitted for review. If the student is requesting to drop all courses, a request for a LOA should be included to maintain enrollment.

Withdraw requests prior to the deadline only require a Registration Transaction Form, but students should consult with their advisor prior to submitting the request. Requests to withdraw after the deadline require the same petition process as dropping a course after the deadline.

Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course and may result in a transcript notation of Z (unauthorized withdrawal) or a failing grade. Students are not dropped from courses for non-participation. Courses can be dropped only through the add/drop procedure described above.

### **Academic Integrity.**

GW SMHS faculty and students have the joint responsibility of maintaining the academic integrity and guaranteeing the high standard of conduct of the institution. An ethical code is based upon the support of both faculty and students who must jointly accept the responsibility to live honorably and to act when necessary to safeguard the academic integrity of this University.

Students enrolled in doctoral programs in the School of Medicine and Health Sciences assume an obligation to conduct themselves in a manner appropriate to The George Washington University's mission as an institution of higher education and in accordance to the Code of Academic Integrity. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; fabrication; plagiarism; knowingly furnishing forged or false information to any agent of the University for inclusion in an academic record; academic dishonesty; violation of the rights and welfare of animal or human subjects in research; and misconduct as a member of either School or University committees or recognized groups or organizations.

All members of the GW community are responsible for immediately informing the instructor, program director, Department Chair, the Office of Academic Integrity, and/or the Academic Integrity Council of any suspected violations of its Code of Academic Integrity. The Academic Integrity Council, composed of four students and two faculty members, is responsible for implementing its Code of Academic Integrity according to the procedures set forth therein. This includes formal hearings of suspected violations. Students and faculty should become familiar with the Code of Academic Integrity, copies of which are provided in student and faculty publications and materials, posted on the GW website, and can be obtained at the Office of Academic Integrity.

### **Dismissal:**

A doctoral student who has received two or more course grade(s) below "B" (3.0) may be recommended for dismissal. Additional conditions for dismissal and the full policy may be found in the Regulations section of the Health Sciences [Bulletin](#).

### ***Student Appeals Process.***

DHSc students have the right to appeal any University decision made regarding their academic record. All appeals follow the same informal and formal attempts as resolution. Grade appeals include an additional aspect of the formal process, which is specified in the Regulations section of the SMHS [Bulletin](#) called *Appeal Procedures*

*for Cases of Alleged Improper Academic Evaluation.* For appeals not involving academic evaluation, please refer to the process below:

### **Mistreatment of Health Science Students**

The School of Medicine and Health Sciences is committed to maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance, and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe. The Code of Conduct in the Learning Environment establishes the expectations of faculty, residents, students, other health professionals, and staff in the learning environment. If a student believes he/she has been mistreated he/she has two options to address that mistreatment, consultation and formal complaint. Both procedures are outlined in the [Mistreatment Policy and Procedures](#). Students may choose from several resources for consultation including faculty and the designated student Ombudsperson. The Health Sciences Student Ombudsperson is Patrick Corr. He may be contacted via email ([pcorr@gwu.edu](mailto:pcorr@gwu.edu)) or phone (571-553-0329).

### **Application for Graduation.**

All DHSc students are to complete the online graduation application in GWeb for the Semester in which they plan to graduate. The deadlines to submit the application via GWeb are March 15 for Spring, July 15 for Summer, and November 15 for Fall. If a student does not complete their degree requirements in the Semester anticipated in the initial graduation application, they must re-apply for graduation in a later Semester. Student must be actively enrolled (either in classes or on CE) in the Semester in which they are applying for graduation.

The Health Sciences Dean's Office will contact the student regarding all graduation and commencement matters (tickets, parking, obtaining regalia, etc.) if they indicated on the graduation application that they plan to attend Commencement. Information pertaining to graduation can also be found on the main GW and Health Sciences websites.

## **Student Accounts and Financing a Graduate Education**

Health Sciences admission decisions are made without regard to financial need. Descriptions of available financial assistance are provided in the School of Medicine and Health Sciences' Sources of Aid (<http://smhs.gwu.edu/fin-aid/sources>) and the GW Office of Graduate Student Assistantships and Fellowships website (<http://www.gwu.edu/~fellows/>). Students enrolled at other campuses or centers should contact their program faculty to determine if there is tuition support available.

NOTE: Please review the eligibility factors for details on financial aid eligibility (see *Important Information Regarding Federal Student Loan Eligibility*, below). Students following the recommended program of study will be considered half-time students (6 credits per semester). Please contact Office of Student Financial Assistance directly for specific information about financial aid eligibility.

Students utilizing federal financial aid must also be aware of Satisfactory Academic Progress (SAP) regulations for graduate students. These are minimum academic standards that must be met in order to receive federal financial assistance.

## **Billing**

The George Washington University bills by Semester. Statements are available approximately 4-6 weeks prior to the start of the Fall and Spring Semesters and approximately 3-4 weeks prior to the Summer Semester. An email notification is sent when the bill is ready to view. GW does not mail paper statements; all billing is done electronically through the Student Accounts eBill system.

Students always have access to their eBill and Student Account status through GWeb. Students are strongly encouraged to check their Student Account regularly to ensure that the account is in good standing. Students can add Authorized Users (e.g., parent, relative, spouse) so they may also review account activity and/or make online payments.

Should any issues arise with your eBill, please contact the Student Accounts Office:

### **Student Accounts Office**

Finance Division  
45155 Research Place  
Ashburn, VA 20147  
Phone: 202-994-7350 | Fax: 571-553-1099  
sao@gwu.edu

**Due Dates:** Payment for each term is due on the first day of the Semester or upon registration for any courses added after the first day. If an outstanding balance remains after the start of the Semester, a monthly statement including late payment fees and finance charges will be sent. This statement will have a new due date. Please remit payment by this date to avoid additional late payment fees and finance charges. Students are not dropped from classes for non-payment.

**Late Payment:** Failure to meet payment deadlines results in an administrative hold, late fees, and finance charges. The administrative hold will remain on the account until the balance is paid in full. It is the student's responsibility to ensure that payment arrangements are made in a timely manner.

**Financial Hold:** A financial hold can be placed on a student's account for a variety of reasons. The Student Accounts Office applies financial holds for outstanding balances, returned checks, and invalid addresses. It is the student's responsibility to monitor their account for holds.

### **Monthly Payment Plans.**

The university has partnered with ECSI to offer an interest-free monthly payment plan available to all students. Specific information regarding these payment plans may be found online through the [Office of Student Financial Assistance](#).

### **Student Health Insurance.**

GW offers a voluntary comprehensive health insurance through [Aetna Student Health](#). In Accordance with the

Affordable Care Act, many benefits that are offered include:

- An unlimited lifetime maximum benefit
- Prescription benefit coverage
- Preventative services covered at 100% (at preferred providers)
- Contraception covered 100% (at preferred providers)

Additional information regarding Student Health Insurance may be found through Colonial Health Center. Note: Students may opt out of GW's insurance plan through any private plan that meets university criteria for coverage.

### **Tuition Awards and Scholarships.**

There are a limited number of merit-based scholarships for Doctor of Health Science students. New admits and continuing students will be automatically considered once registered each semester. However, there are no guarantees scholarships will be awarded every semester. Scholarship availability is dependent on student eligibility, outlined below, and funding available.

Any student registered in the DHSc is eligible. The minimum eligibility for a scholarship includes:

1. Good academic standing (above 3.2 GPA)
2. No outstanding financial obligations to the university,
3. Demonstrated professional or academic achievement

Scholarships are awarded for one semester. Students will be considered each semester based on academic performance. The student will lose their eligibility for scholarship if the student's overall GPA falls below 3.2 or the student receives a semester GPA below 3.2.

Tuition awards and scholarships are credited to the student's account at the beginning of each Semester after the student has registered for the required credits. These awards cover the cost of tuition for coursework that is credited towards the student's degree program, up to the total amount of the award. Any part of the tuition award that is not used within the academic term stated reverts back to the department and cannot be converted to cash.

The student has full responsibility, unless the award letter states otherwise, for covering the costs of the following charges upon registration: The Student Association fee, tuition charges above the tuition award, late registration fees, special course-related fees, and the health insurance fee. The student will also be liable for any payment due and charges for courses that are (1) not on the student's program of study, or (2) not taken for credit. Consortium courses are allowed if the particular course is not offered at GW and if the consortium course is included in the student's official program of study document. Student tuition and fees can be found on the [Student Accounts website](#) under the School of Medicine and Health Sciences.

**Award Termination:** All or part of a tuition award or scholarship may be terminated at any time if the conditions of the award as described in the award letter are not met or if poor academic performance warrants it. This also includes course registration situations in which a student drops a course once the Semester has begun and does not replace it with another approved course carrying the same number of credit hours. In this case, the tuition

award will be withdrawn and the student will be liable for any payment due. In some cases, the entire award is withdrawn. The George Washington University reserves the right to terminate a tuition award or scholarship immediately and without prior notice if, in the judgment of the Department Chair or awarding department and in concurrence of the Senior Associate Dean for Health Sciences, such action is warranted.

**Tax Implications:** It is the responsibility of the student to understand the federal and state income tax implications of receiving a tuition award or scholarship. The University has no tax withholding or reporting requirements related to the tuition component of a tuition award or scholarship. The Tax Department's website (<http://taxdepartment.gwu.edu>) provides general information to assist students in determining tax liability and reporting obligations. Because tax liability depends on a student's particular circumstances, students are advised to contact a personal tax advisor or the IRS with any questions or concerns

**Student Loan Implications:** It is the responsibility of the student to understand the student loan implications of receiving a tuition award or scholarship. If the student has applied to borrow any sum, and have financial awards, then an adjustment may be made to the loan amount. It is recommended that the student consult with a representative from the Office of Student Financial Assistance (OSFA) for additional information. The OSFA is located in Colonial Central (Marvin Center, lower-level), 202-994-6620, [finaid@gwu.edu](mailto:finaid@gwu.edu), <http://financialaid.gwu.edu>.

## **Financial Aid**

Several offices on campus provide information on financial assistance for graduate and certificate students. Information about funding opportunities is provided by the [Office of Graduate Student Assistantships and Fellowships](#). Forms and information on federal loans for graduate students can be obtained from the [Office of Student Financial Assistance](#).

### **Important Information Regarding Federal Student Loan Eligibility.**

Graduate student Federal Loan Eligibility Factors can be found on the [Financial Aid website](#). Graduate students must meet the following federal requirements:

- Enrolled at least half-time which is defined as 4.5 credit hours in the fall and spring semesters, 3 credit hours in the summer.
- Admitted to a degree seeking graduate program, or a graduate certificate program which the school has deemed eligible under federal Gainful Employment regulations.
- Be a U.S. Citizen or eligible noncitizen.
- Not be in default or have an overpayment on previously awarded federal funds.
- Registered for Selective Service if male.
- Maintain Satisfactory Academic Progress (SAP).
- For the Federal Direct Graduate PLUS Loan only a minimum credit check is required for all borrowers.

For details regarding any of these policies and for evaluation of SAP, visit the [Office of Student Financial Assistance](#).

# Appendix

## Appendix A: Continuous Enrollment/ Leave of Absence Form

<p><b>THE GEORGE WASHINGTON UNIVERSITY</b> WASHINGTON, DC</p>	<h3>LEAVE OF ABSENCE / CONTINUOUS ENROLLMENT REGISTRATION FORM</h3>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Semester</th> <th style="text-align: left;">Year</th> </tr> <tr> <td><input type="checkbox"/> Fall</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Spring</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Summer</td> <td>_____</td> </tr> </table>	Semester	Year	<input type="checkbox"/> Fall	_____	<input type="checkbox"/> Spring	_____	<input type="checkbox"/> Summer	_____									
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**Continuous Enrollment Status**  
A student is considered to be continuously enrolled when registered for courses through GW or when registered for continuous enrollment and engaged in and appropriately registered for activities such as the following, with the prior approval of the school in which the student is enrolled: cooperative work semester; study abroad program; attendance at another institution with prior approval to have work transferred back to the GW program; completion of outstanding work in courses in which a grade of Incomplete or In Progress was received; or non-course instructional activities unique to the particular school. This status is generally limited to one year.

**Leave of Absence**  
A degree student who finds it necessary to interrupt active pursuit of the degree may petition his or her advising office for a leave of absence for a specific period of time, generally limited to one calendar year. A degree student who discontinues active enrollment in degree studies without being granted a leave of absence, or a student granted a leave who does not return to active study at the close of the period of approved absence, must apply for readmission and be subject to the regulations and requirements then in force. The right to the use of university facilities is suspended while the leave is in effect.

**If being granted a leave of absence, it is for the following reason (please indicate only one):**

<input type="checkbox"/> Receive mental health/medical assistance	<input type="checkbox"/> Federal Government Foreign Aid Service (e.g., Peace Corps)
<input type="checkbox"/> Fulfill family responsibilities	<input type="checkbox"/> Official Church Mission
<input type="checkbox"/> Paid work for financial reasons	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Military Service/Called to Active Duty (do not include students already on active duty who are transferred to another posting)	

**If being granted continuous enrollment status, it is for the following reason (please indicate only one):**

<input type="checkbox"/> Internship
<input type="checkbox"/> Temporary enrollment at another institution
<input type="checkbox"/> Study Abroad
<input type="checkbox"/> Completion of prior Incomplete coursework
<input type="checkbox"/> Other: _____

*Please drop all other registered coursework for the semester. I understand and acknowledge that there is a \$35 registration fee per semester for a leave of absence or continuous enrollment.*

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">STUDENT</th> </tr> <tr> <td style="height: 40px;"> </td> </tr> <tr> <td>Signature: _____ Today's Date: _____</td> </tr> </table>	STUDENT		Signature: _____ Today's Date: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">AUTHORIZED SCHOOL OFFICIAL</th> </tr> <tr> <td><input type="checkbox"/> Prior to start of the semester    OR    Effective Date: ____ / ____ / ____</td> </tr> <tr> <td>Signature: _____ Today's Date: _____</td> </tr> </table>	AUTHORIZED SCHOOL OFFICIAL	<input type="checkbox"/> Prior to start of the semester    OR    Effective Date: ____ / ____ / ____	Signature: _____ Today's Date: _____
STUDENT							
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AUTHORIZED SCHOOL OFFICIAL							
<input type="checkbox"/> Prior to start of the semester    OR    Effective Date: ____ / ____ / ____							
Signature: _____ Today's Date: _____							

REG\_1718\_1



## Appendix B: Learning Contract



### Learning Contract Department of Health, Human Function, & Rehabilitation Sciences

Please accept the following as a contract for completion of course number \_\_\_\_\_

currently being taught by \_\_\_\_\_ (faculty member name).

I, \_\_\_\_\_ (student name) have requested to receive an incomplete in

course number \_\_\_\_\_. In order to complete the course, I am required to do the following assignments/activities:

Assignment 1 \_\_\_\_\_ Date due \_\_\_\_\_

Assignment 2 \_\_\_\_\_ Date due \_\_\_\_\_

Assignment 3 \_\_\_\_\_ Date due \_\_\_\_\_

I understand that if I am not able to meet the due date, in order to receive credit for the assignment, I must apply for an addendum or extension. Addendums or extensions must be agreed upon by the faculty member and then approved by the Program Director. If an assignment is not complete and there is no addendum or extension, a grade of 0 will be provided.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date