



School of Medicine
& Health Sciences

THE GEORGE WASHINGTON UNIVERSITY

Post Professional Occupational Therapy
Program Handbook
2020-2021 edition

The George Washington University
School of Medicine and Health Sciences
Department of Health, Human Function, and Rehabilitation Sciences

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Welcome

Welcome to the post professional Occupational Therapy (pOTD) program at The George Washington University. This program represents a transformational journey that will train you to advance your clinical reasoning and practice skills. 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 to ultimately become an occupational therapy clinical scholar.

Purpose of the Handbook

This handbook is designed as a guide for students enrolled in the pOTD 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 [Student Resources](#) link on the program website. 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 Post-Professional Occupational Therapy Program

The pOTD program is designed for practicing occupational therapists who seek to advance their clinical reasoning and practice skills. The program enables graduates to transition from the level of generalist to that of a translational occupational therapy clinical scholar. After obtaining this degree, graduates are able to develop, evaluate, and promote new occupational therapy approaches to evaluation and treatment that reflect a transdisciplinary perspective. As such, the program values the diversity and integration of perspectives that students bring to the program and encourages students to work beyond their previous training.

General Information

The pOTD 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 (SMHS). The pOTD program's mission is aligned with that of the SMHS, which is dedicated to improving the health of our local, national, and global communities by:

- Educating a diverse workforce of tomorrow's leaders in medicine, basic science, and health sciences.
- Healing through innovative and compassionate care.
- Advancing biomedical, translational, and health services delivery research with an emphasis on multidisciplinary collaboration.
- Promoting a culture of excellence through inclusion, service, and advocacy.

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.

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 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.

Post-Professional Occupational Therapy Program Overview

Program Philosophy

We believe people achieve health and well-being when participating in life activities and are included in the fabric of society. We believe occupational therapy empowers people and communities for meaningful engagement in life activities that promote full inclusion in society.

Mission

The GW pOTD program's mission is to prepare graduates who deliver evidence informed occupational therapy with a global reach, who advocate for the profession and whose leadership demonstrates a commitment to ensuring occupational justice and inclusive engagement in society.

Vision

The GW pOTD program aspires to influence the diversity in occupational therapy, amplifying our location in the nation's capital to develop practitioners and leaders who innovate and address the unmet occupational needs through collaboration with local, national, and global communities.

Why GW's Post-Professional Occupational Therapy Program?

Program Learning Outcomes Competencies

1. Critically evaluate evidence to uncover knowledge-to-practice gaps in Occupational Therapy.
2. Apply empirical knowledge and the scientific method to address issues within the field of Occupational Therapy.
3. Appraise empirically-based approaches to address measurement needs in a given research, clinical, or teaching context.
4. Develop a plan for an Occupational Therapy program grounded in an occupation-based theory.
5. Disseminate scholarly findings using multiple methods of communication to advance Occupational Therapy practice.

The Post Professional OTD Experience

You will matriculate into the pOTD program in either the Fall or Spring semester. We have a suggested course sequence for both entry terms. 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. We recommend that you reach out to the Associate Program Director to learn more about the different tracks you can take to complete your electives and to start discussing your area of interest for your Capstone (it is never too early!). We will describe the required core courses, recommended course sequence, and the advising and mentoring structure. Later, we will dive into an overview of the Capstone and associated policies and procedures.

Coursework

Core pOTD Courses

The pOTD program requires completion of a total of 36 credits. Eight core courses (24 credits) are required and four courses (12 credits) are electives. The core courses will facilitate students' learning of essential concepts such as completing a literature review with systematicity; creating an innovative program aligned to success criteria and targeted outcome measures; and exploring an area of interest by designing qualitative, quantitative, and mixed methods research questions and designs. Coursework emphasizes measurement, and aims to ensure graduates understand the psychometric properties and clinical interpretations of the assessments we use daily in the clinic learn to create measurements, and ultimately incorporate clinical research, knowledge translation, and program development measurement into the Capstone project.

Core courses include (3 credits each):

- HFR 8123 Qualitative Methods for the Health Professions
- HFR 8270 Research Methods for the Health Professions I
- HFR 8271 Research Methods for the Health Professions II
- OT 8220 Measurement of Human Function and Learning
- OT 8272 Mixed Methods in Translational Health Sciences
- OT 8274 Program Theory and Health Innovations
- OT 8275 Capstone Preparation
- OT 8276 Doctoral Capstone

Elective Courses

Students must complete a total of 12 credits of electives. Elective courses may be selected a la carte or you may choose to follow a track and complete the program with an emphasis in Teaching and Learning, Clinical Research, or Advanced Special Practitioner. To have an emphasis for your pOTD, you must complete at least 9 credits from the specific track. All courses are 3 credits unless otherwise stated.

Teaching & Learning

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

Clinical Research:

- HFR 8313 Knowledge Translation in Health Care
- HFR 8314 Health Care Research
- OT8215 Quality Improvement Through Translational Practices
- Select 1 course from another track or the list of Additional Electives

Advanced Special Practitioner:

- Register for HSCI 6297 Independent Study for Health Professionals in order to learn from the expertise of our esteemed faculty members.
- Select 3 courses that complement the area of independent study from the other tracks or the list of Additional Electives

Additional Electives: includes coursework in areas including Cognition, Health Care Quality and Policy, and Leadership in the Health Professions

- **Cognition**
 - OT 8448 Neurocognitive Disorders
 - OT 8450 Cognition and Cognitive Rehabilitation
- **Health Care Quality and Policy**
 - HCQ 6200 Introduction to Health Care Quality
 - CML 6203 Health Information, Quality, and Outcomes
 - HSCI 6241 The Health Care Enterprise
 - COHM 6220 Finance for Health Care Operations
- **Leadership in the Health Professions:**
 - HFR 8101 Interprofessional Collaboration in Practice
 - HFR 8116 Academic and Clinical Leadership in the Health Professions

Course Descriptions

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

[Advanced Practice Clinical Doctorate in Occupational Therapy Bulletin](#)

Course Sequence: Fall and Spring Start

We have outlined recommended courses based on if you matriculate into the post-professional OTD program in either the Fall or Spring. It is recommended you take 2 courses (6 credits) each semester in order to complete the program in two academic calendar years. Additionally, this sequence ensures students utilizing federal financial aid will qualify for part-time aid. You will work with the Program Manager to register for your courses.

Course Sequence (Fall Start)

Year	Semester	Course Number	Title
1	Fall	HFR 8123	Qualitative Methods for Health Professionals
			<i>Elective 1</i>
	Spring	HFR 8270	Research Methods for the Health Professions I
		OT 8274	Program Theory and Health Innovations
	Summer	HFR 8271	Research Methods for the Health Professions II
		OT 8220	Measurement of Human Function and Learning
2	Fall	OT 8272	Mixed Methods in Translational Health Sciences
			<i>Elective 2</i>
	Spring	OT 8275	Capstone Preparation
			<i>Elective 3</i>
	Summer	OT 8276	Doctoral Capstone
			<i>Elective 4</i>

Course Sequence (Spring Start)

Year	Semester	Course Number	Title
1	Spring	HFR 8270	Research Methods for the Health Professions I
		HFR/OT 8274	Program Theory and Health Innovations
	Summer	HFR 8271	Research Methods for the Health Professions II
		OT 8220	Measurement of Human Function and Learning
	Fall	HFR 8123	Qualitative Methods for Health Professionals
			<i>Elective 1</i>
2	Spring	OT 8272	Mixed Methods in Translational Health Sciences
			<i>Elective 2</i>
	Summer	OT 8275	Capstone Preparation
			<i>Elective 3</i>
	Fall	OT 8276	Doctoral Capstone
			<i>Elective 4</i>

Advisors & Mentors at GW pOTD

You will have an academic advisor (pOTD Program Manager) to support you throughout the program. We also recommend that you schedule a meeting with a faculty advisor (Associate Program Director) each semester to discuss your career aspirations to ensure the four electives are tailored to meet those needs. The faculty advisor is not automatically your Capstone Chair. However, the faculty advisor will help you identify faculty members inside and outside of the pOTD program that may align with your interests and shape your Capstone.

Academic Advisor

The pOTD Program Manager serves as the academic advisor for students in the program. The academic advisor facilitates doctoral students' access to needed resources, assists with course registration, provides support to students adjusting to the demands of doctoral education, and guides students in the creation of individual development plans.

Faculty Advisor

The faculty advisor (Associate 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 post-professional occupational therapy doctoral degree.

In addition to these advising responsibilities, faculty advisors may be active in doctoral courses, serving as course directors, course coordinators, and/or content experts. The faculty advisor may also serve as a member of the Capstone committee, including the Capstone advisor, as long as other eligibility requirements are met.

Capstone Project Proposal

Students should be aware that **no part** of the recruitment of study participants, data collection, or analysis of previously collected data can occur until approval for the study has been obtained by the Office of Human Research in the form of a study protocol.

What is a Capstone?

Your doctorate is in Occupational Therapy and therefore your capstone must be linked to the profession. Students may consider conducting feasibility studies, pilot studies, program design and evaluation that are occupation-based. At GW, our program has a strong foundation of measurement and knowledge translation. Therefore, you may also consider scoping/systematic reviews, quality improvement projects, or the design and implementation of a continuing education course or academic course.

For some history, you can see projects that are published to the [Himmelfarb Library](#) Health Sciences repository. Not every student chooses to publish their Capstone. The decision to publish the Capstone will be made between the student, committee advisor, and the program chair.

What is the Capstone process?

There are three distinct phases: 1) Idea Generation, 2) Capstone Preparation (OT 8275), and 3) Doctoral Capstone (OT 8276).

1. **Idea Generation:** All of your core and elective courses should allow you to explore different facets of your capstone interest. Additionally, it is highly recommended that you meet with the Associate Program Director each semester to discuss your capstone topic of interest. During your core program coursework, you will learn how to apply different methodologies, methods, and knowledge translation plans.

2. Capstone Preparation: Ideally, by the time you reach the Capstone Prep course, you will have a capstone topic identified. During this course, you will develop your capstone proposal, develop a knowledge translation plan, generate a timeline for your proposal, and solidify your capstone advisor and content expert. During Capstone Prep you may also submit an IRB proposal. You will determine if your capstone is considered Human Subjects Research and complete all necessary IRB forms as indicated. An IRB proposal must have a full time, GW faculty member identified as the Principal Investigator.
3. Doctoral Capstone: During the Capstone course you will be executing your capstone. This means you will be implementing your project, collecting data, analyzing data, and synthesizing the findings to share in a written document and during the Capstone Colloquium at the end of the semester. During the Colloquium, we will have occupational therapy practitioners, faculty, and other welcomed attendees listen to a presentation about your work with time for questions and answers.

The capstone is to be written in good, formal English following APA format. Different students will have different editing needs and the faculty advisor can assist in determining how to meet those needs. The student's committee should not be expected to provide help with editorial formatting and grammatical errors. This is the responsibility of the student writing the capstone.

Composition and Roles of Capstone Project Advisory Committee.

The purpose of the committee is to help guide the learner in the development and implementation of the project, the knowledge translation/dissemination plan, and the evaluation plan.

Written final approval for the composition of the Capstone Project Advisory Committee must be obtained from the pOTD Program Director and will include at minimum, a Capstone Advisor and a Content Expert. One of the advisors must be a GW faculty.

The Capstone Advisor: The capstone advisor must be a regular status GW faculty member. The capstone advisor does not need to be an OT, but if not, the second faculty member on the committee must be an OT.

Role of the Capstone Advisor:

The role of the capstone advisor is to manage the project from beginning to end, advise the student on most all aspects of the development of the capstone project and processes involved. All process questions should be directed to the capstone advisor. Although the role of the capstone advisor is to facilitate topic development, collaborate and facilitate research design methods, provide feedback on text flow and comprehensiveness of the capstone proposal and final capstone paper, students should be certain to collaborate with all committee members throughout the process to gain input and receive feedback on work.

The Capstone Advisor will most likely also serve as Principal Investigator. Please refer to GW's policy on Principal Investigator. <https://humanresearch.gwu.edu/student-initiated-research>

Content Expert/Stakeholder Committee Member: Regular status or adjunct faculty member and/or Stakeholder. Examples of stakeholder committee members may include consumers, health care administrators, policymakers, or other occupational therapy or rehabilitation practitioners.

Role of the Content Expert/Stakeholder Committee Member:

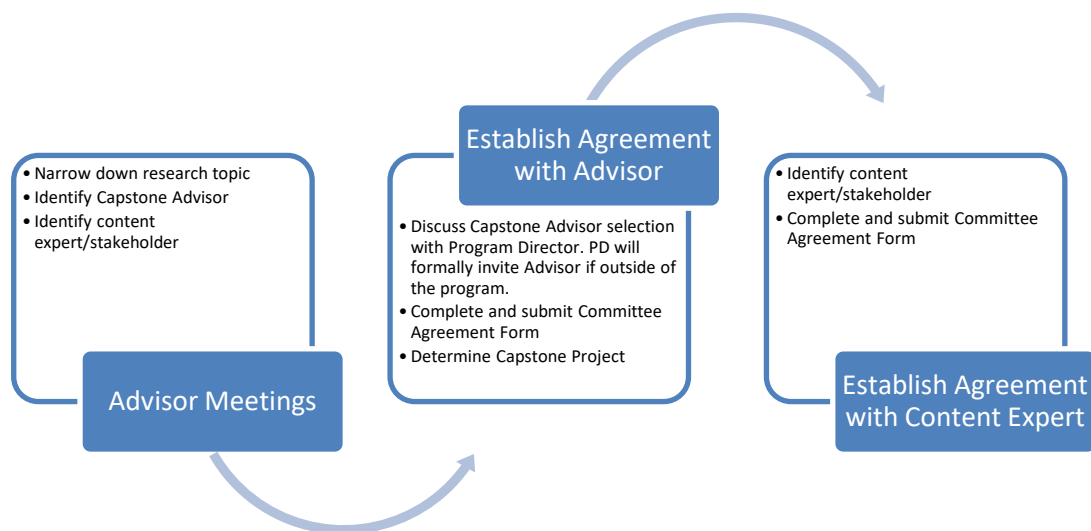
Read the student’s project proposal and provide feedback to the student about the content of the project. The feedback should strengthen the project by directing the student to current research and/or other resources about the topic being examined. May also facilitate topic development and provide input on research design.

Process to Establish the Capstone Project Advisory Committee

When you begin your pOTD journey at GWU, we recommend that you meet with an advisor each semester. Your Program Advisor will likely be the Program Director or the Associate Program Director. The purpose of these meetings is to assist you in developing your capstone topic during your first semester. We recognize your ideas may change and evolve throughout the program. During the Program Advising meetings, you will be encouraged to explore faculty expertise within and outside of GW. These program advisor meetings will be crucial in identifying your Capstone Advisor and Content Expert (e.g. capstone committee) during the Capstone Prep course (OT 8275).

The Capstone Committee must be discussed with and approved by the Program Director. If the Capstone Advisor is outside of GW, the Program Director will formally invite the individual to serve in this role. The OTD student must complete and submit a committee agreement form and determine their capstone project in conjunction with their capstone committee members.

Using the chart below as a guide, students will



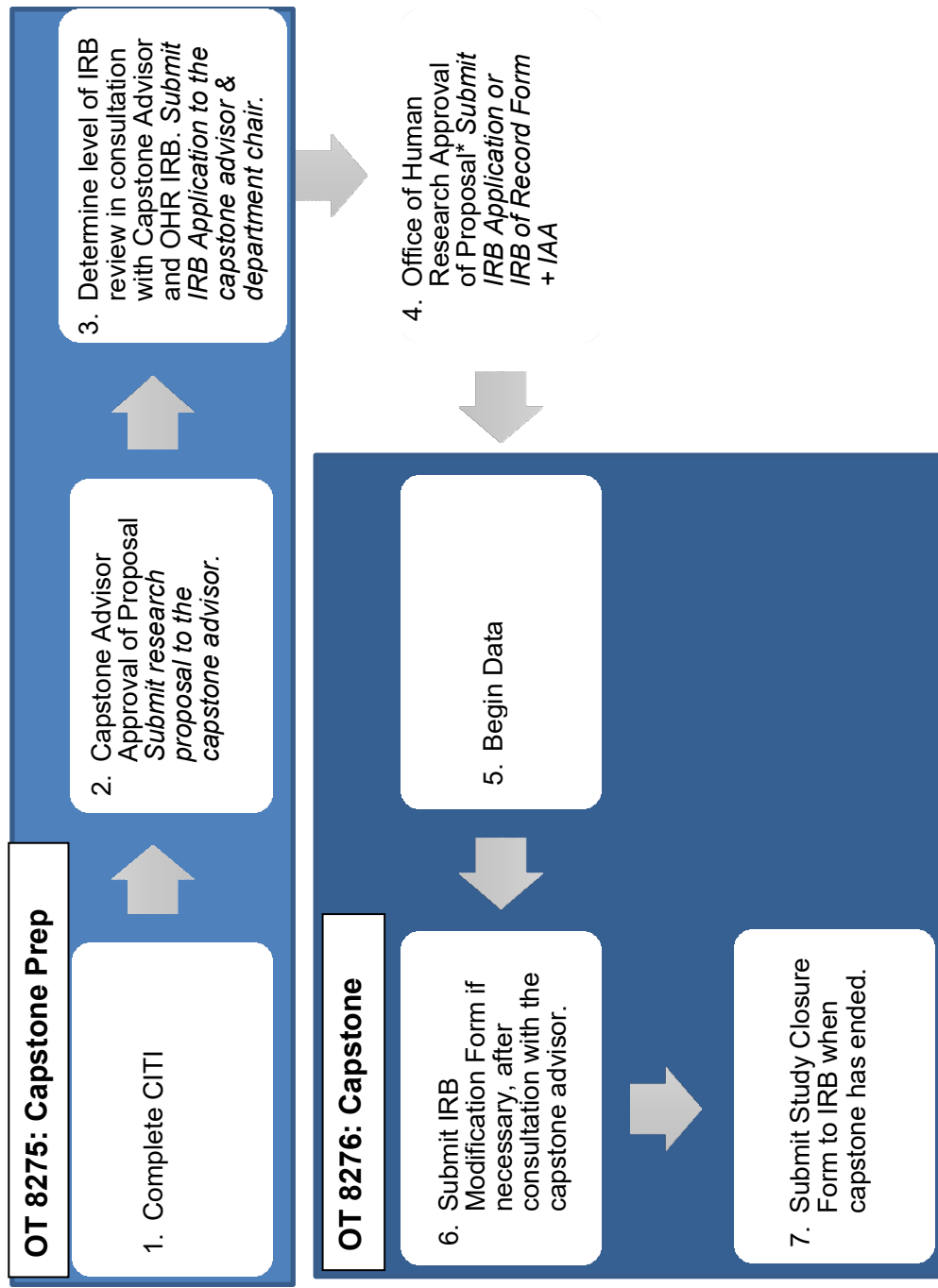
Form Relevant to the Capstone

A copy of this form can be found in Appendix A of this Student Handbook.

- Capstone Advisory Committee Agreement Form

Student Responsibility

It is the student's responsibility to initiate a discussion with the capstone committee about their expectations for submitting drafts of the capstone and negotiate the amount of time the committee members will need to review the document and provide feedback. These discussions must be documented as an *Agreement of Expectations* and submitted to the Program Director. Keep in mind that conventionally, faculty members require a minimum of 14 business days to review documents. More time may be needed at certain times of the academic year (e.g., semester start or end). It is advisable to notify committee members in advance when drafts will be submitted for review and feedback.



*IRB only needs to be submitted if the capstone project is determined to be human subjects research.

Why is my Capstone requiring Institutional Review Board (IRB) approval? Office of Human Research Approval of Proposal

All students must obtain additional approval of their proposed research and methods by submitting a separate proposal and application to the GW Office of Human Research (OHR) Institutional Review Board (IRB). The Office of Human Research (OHR) assesses if: 1) the proposed research will expose human subjects to risks, 2) practical precautions have been taken to minimize those risks and inform the subjects of the risks, and 3) the remaining risks are justified by the potential benefits of the research.

Prior to initiating the study, all students must submit the required IRB application, which may include multiple forms and supplementary materials, to the IRB. The IRB will provide one of three types of review of your new application for research depending on the level of risk to human subjects:

- Full Board Review
- Expedited Review
- Exempt Registration

Students cannot conclude for themselves if the proposal involves human subjects research. Rather, students should consult the Human Subject Research Determination Worksheet (HRP-207), the capstone advisor and, the OHR IRB to make an initial determination. Since OHR prohibits students from serving as principal investigator (PI), the capstone advisor will serve as the PI on the proposal.

Students may submit a study for IRB review after capstone proposal approval is granted by the dissertation committee and CITI training is completed by all team members. When submitting to the IRB, the student must indicate that the submission is a student proposal and must obtain the signature of the capstone advisor and the Department Chair prior to submission.

Since the review process could take as little as 10 days or as long as 6 weeks, the application and study materials should be submitted to this office for review at a minimum of 6 weeks prior to the student's anticipated research start date; otherwise, OHR may be unable to accommodate the timeline for review. Considering this timeline, students should allocate sufficient time to draft and receive feedback on the IRB application as well as any data collection tools that will be submitted. Students may also be required to submit additional forms, including but not limited to, the following:

- Student Investigator's Responsibilities form (HRP-290)
- Consent document or Waiver or Alteration of Consent Supplemental form (HRP-294)
- HIPAA Waiver (Partial HRP-281 or Full HRP-280)
- Research Team Personnel form (HRP-201) for studies with multiple team members beyond the PI and Primary Contact
- Data Collection Tools (such as surveys or interview guides)
- Recruitment materials
- Site Permission letters

OHR may communicate directly with the student to ask for further clarification or additional protection for human subjects. If the protection of human subjects is judged inadequate, the student should consult with their capstone advisor about how to proceed.

It is important to note at this point, that unless the student successfully presents their capstone within one year of the proposal approval, it is their responsibility to submit a Continuing Review form to the [Office of Human Research](#) every 12 months, with a signature from the PI (capstone advisor).

In some cases, the student may have an opportunity to conduct human subjects research at an outside institution, such as an employer's clinic or collaborator's hospital. In such cases, the approval and monitoring of the study will vary according to the situations described below. Regardless of which situation applies, the student's proposal must be approved by the GW capstone advisor. Further, the student should consult with the GW capstone advisor before, during, and after the IRB approval process about the appropriate IRB (i.e., the GW OHR IRB or the outside IRB), the role of the capstone advisor, and a PI determination.

Anytime researchers from multiple institutions are involved in the same research, the student must engage with the GW capstone advisor in an assessment to determine appropriate IRB review of the student's proposal. The proposal must align with the reviewing IRB's review policy for student research. Since duplicate submissions are considered by the federal rules governing human subjects research to be burdensome, students must select an appropriate streamlined IRB review process.

Examples of potential situations, including typical situations and those that involve an outside IRB are provided below.

Situation 1: GW student not affiliated with an outside institution that seeks to initiate dissertation research at GW. Follow the procedures outlined above. This is a typical situation.

Situation 2: GW student not affiliated with an outside institution that seeks to use data collected as part of a project separate from capstone proposal. The student may use the same dataset. However, the student must initiate a new study (by, for instance, asking a different research question) for these data to be used as part of capstone proposal. The student should consult with GW's IRB to determine whether a new IRB application or simply a modification is required.

Situation 3: GW student affiliated with an outside institution that is leading a research project or team as the PI. The student may use the same dataset. However, the student must initiate a new study (by, for instance, asking a different research question) for these data to be used as part of the capstone project. This student should consult the original IRB that approved the research project and any rules related to the governance of student-led human subjects research at the outside institution. The student will need to consult the GW capstone advisor for approval and further guidance.

Situation 4: GW student initiates research at another institution for the sole purpose of completing the capstone project. The outside institution has determined the project "exempt". Student should request concurrence from the GW IRB. No GW application is necessary for a concurrence submission but the student should submit the documents and approval letter from the outside institution so the GW IRB can make an appropriate determination. The GW IRB may agree with the other institution and concur with determination or not agree and require the student to complete an application for review.

Situation 5: GW student initiates research at another institution for the sole purpose of completing the capstone proposal. The outside institution has determined the project "expedited". The student should request GW's agreement to rely on the "IRB of Record" at the outside institution. In such cases, the student should submit an IRB of Record Request Form, IRB Authorization Agreement (IAA), and supporting documents submitted to the other institution to GW's IRB. Note that IAAs will only be successful if the study is considered to be of minimal risk. Once received, OHR will work with the proper authorities at the institution to execute the Agreement. Anyone covered by the IAA may not begin any work on the project until IRB approval has been granted AND all parties have signed the agreement. Students should consult OHR to access the most up to date forms and research timelines.

Regardless of whether or not an IAA is used and approved, all students must complete a full IRB Application to be submitted to and reviewed by the Capstone Advisor, even if the IRB application was provided by an outside institution.

It should be emphasized that if the student must submit an application to GW for review, they need a GW PI. If the student is listed as PI at another institution, the outside IRB will determine whether the student can be a PI. In all cases, the student must consult with the GW capstone advisor about a process for ongoing discussion about the research and compliance. Ongoing discussion about compliance is required and any adverse events must be reported to the PI, GW capstone advisor, and IRB. Reportable events are not limited to physical injuries. Such events include but are not limited to the following (See the GW OHR website for additional examples):

- A protocol violation (e.g., failure to obtain informed consent, omitting required study procedures, failure to report an adverse event).
- A protocol deviation (e.g., failure to report the withdrawal of a participant in an adequate time frame; use of expired recruitment materials).
- Unanticipated problems (e.g., injury sustained by research staff during the study, breach of privacy/confidentiality, unsolved subject complaints, disappearance of study drug, higher than expected volume of protocol deviations).

Students are NOT authorized to collect capstone data until ALL approvals have been received. This portion of the handbook sets forth the general procedures for developing a successful capstone.

To move successfully through the capstone process, **the student must take responsibility to meet deadlines agreed upon with their capstone advisor, and deadlines set by the school for the**

presentation of their capstone. The capstone advisor and the program will make efforts to assist in the process, but ultimately, responsibility rests with the student.

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](#)
- Sexual Harassment and Sexual Violence Policy & Procedures
- Threats and Acts of Violence Policy
- Drug-Free Schools & Communities Act
- Other University Policies

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

- Statement of Student Rights and Responsibilities
- University Policy on Equal Opportunity and Non-Discrimination
- University Policy on Sexual Harassment
- 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

GW Policy Finder

Please visit the [GW Policy Finder](#) website to review other University policies not listed above.

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. 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 pOTD students are required to maintain continuous registration from their first Semester of enrollment through successful completion of their

capstone. 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 pOTD suggested program schedule it is required.

Should the student break continuous enrollment at the University and not request and be granted a leave of absence (see below), they must apply for readmission and, if granted, be subject to the requirements and regulations then in force. Failure to maintain continuous registration is considered breaking enrollment. If a student breaks enrollment, they will have to reapply for admission to resume their studies. Readmission is not guaranteed. Students who break enrollment and must reapply for admission are subject to the current criteria, regulations, curricula, and tuition rate at the time of readmission.

Under very 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.

Leave of Absence (LOA).

A degree student who finds it necessary to interrupt active pursuit of the degree may petition the program for a leave of absence for a specific period of time, generally limited to one calendar year and approved on a semesterly basis. 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.

Please note: During an LOA, faculty members are not to help students with the capstone and students will not have access to many of the University's resources. If the student does not enroll each Semester and has not been granted a LOA or CE, they will break enrollment and need to discuss their options for readmission with the Program Director.

Continuous Enrollment for Capstone Projects

The student should be able to complete the capstone project using courses: OT 8275 Capstone

Preparation and OT 8276 Capstone. If the student is not finished, then the student will need to petition for Continuous Enrollment (CE) status. See section above on Continuous Enrollment. CE is only provided in this case if the student requires more time to finalize capstone documents.

If the student requires more time, inclusive of mentorship and guidance, after OT 8276 then the student will be required to enroll in HSCI 6297: Independent Study for 1 credit. This one credit course is required each Semester until the capstone is approved or program time limits are reached, as defined by the SMHS policy, whichever comes first. Students will be charged the prevailing per credit rate and associated fees each Semester of enrollment in HSCI 6297. Rates are posted on the Health Sciences website.

Deceleration.

The doctoral program is structured to be completed within two years. Upon entry into the program, students are expected to follow the recommended program of study. Students who are having difficulty maintaining a full workload should speak to their advisor about other options (see [Leave of Absence](#)). Some courses need to be taken in a particular order (e.g. OT 8272 Mixed Methods is only to be taken after successful completion of HFR 8270 Researcher Methods I, HFR 8271 Research Methods 2, and the HFR 8123 Qualitative course).

Registration Procedures

Students will work with the pOTD 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

pOTD students should speak to their academic advisor before dropping or withdrawing from a course (see Deceleration, above).

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, pOTD 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 an 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 take action 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, 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 grades 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.

pOTD 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:

Informal Attempts at Resolution: Prior to appealing a decision through the Health Sciences Dean's Office, the student should first attempt to resolve the matter with the faculty member(s) most directly responsible. The student must submit a written appeal to the relevant faculty member(s) within ten calendar days of the time of the perceived academic infraction, with a copy to the Program Director. The letter requesting an appeal must include the following information:

1. A description of the reason for requesting the appeal.
2. A detailed description and timeline of events.
3. A statement explaining outcome sought by student.
4. A clear plan of action if the appeal is approved.

If no resolution results, the student should then begin the student appeal process outlined in the Bulletin mentioned above. You can find the Grade Appeal Form for Cased of Alleged Improper Academic Evaluation on the [Health Sciences website](#) under "Academic Forms".

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) or phone (571-553-0329).

Application for Graduation.

All pOTD 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. Students following the program of study will be considered full-time students from Semester 1 - 5, and half-time students in Semester 6. Students will be below half-time status starting Semester 7. 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.

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.

GW SMHS offers limited tuition award and scholarship assistance for students in the Health Sciences. These resources come from a variety of different endowed and restricted scholarship funds as well as through research or contracted training grants. To qualify, an applicant must be a U.S. citizen or permanent resident, be enrolled full-time in an approved program of study, and demonstrate exceptional potential for success in their program as evidenced by their post- secondary academic achievement, professional experiences, and leadership in the community. No additional scholarship application is required for consideration.

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 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.

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 OFSA is located in Colonial Central (Marvin Center, lower-level), 202-994-6620, finaid@gwu.edu, <http://financialaid.gwu.edu>.

Important Information Regarding Federal Student Loan Eligibility.

Federal regulations require students to maintain good academic standing and make [Satisfactory Academic Progress \(SAP\)](#) in order to remain eligible to receive federal student loans. The federal standard for *making satisfactory academic progress* is measured three ways: cumulative GPA, Percentage of Credits Earned (PACE), and maximum time frame. For details regarding any of these policies and for evaluation of SAP, visit the [Office of Student Financial Assistance](#).

Full-Time/Half-Time Certification.

Students utilizing federal financial aid and intend to register for less than the number of credit hours required in the Fall and Spring Semesters (full-time = 9; half-time = 4.5 credit hours) to receive aid may apply for full or half-time status by completing the Full-/Half-Time Certification Form. The requirements and limitations of this certification are listed on the first page of the form. The form should be completed and submitted to the Health Sciences Dean's Office (hsp@gwu.edu) after student registration and academic advisor approval.


Note: Students enrolled in Summer Semester classes are considered half time as long as they are enrolled in at least 3 credits. They will not need to complete and submit the Full-/Half-Time Certification Form for the Summer Semesters.

Students registered for CE may be certified as half-time and will be reviewed on a case-by-case basis.

Appendix

Appendix A: Relevant Capstone Forms

- Advisory Committee Agreement Form

	Occupational Therapy Doctorate Program
Doctorate of Occupational Therapy Capstone Project Advisory Committee Agreement to serve	
<i>Capstone Project Title:</i>	

<i>Student:</i>	
Signature _____	Date _____
Printed Name _____	Email address: _____
<i>Committee Advisor:</i>	
Signature _____	Date _____
Printed Name _____	Email address: _____
<i>Committee Member 2:</i>	
Signature _____	Date _____
Printed Name _____	Email address: _____
<u>OTD Program Director final approval for the composition of the Capstone Project Advisory</u>	
Signature _____	Date _____
Printed Name _____	Email address: _____

Appendix B: Continuous Enrollment Form

Continuous Enrollment/Leave of Absence Forms can be found [here](#).

<p>THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC</p>	<h2 style="margin: 0;">LEAVE OF ABSENCE / CONTINUOUS ENROLLMENT REGISTRATION FORM</h2>	<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	_____
Semester	Year									
<input type="checkbox"/> Fall	_____									
<input type="checkbox"/> Spring	_____									
<input type="checkbox"/> Summer	_____									

GWid	LAST NAME	FIRST NAME	EMAIL ADDRESS

SCHOOL	STUDENT LEVEL	STUDENT MAJOR/DEGREE	REQUESTED REGISTRATION STATUS
	<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> LAW <input type="checkbox"/> MEDICINE		<input type="checkbox"/> LEAVE OF ABSENCE <input type="checkbox"/> CONTINUOUS ENROLLMENT

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

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.

<p>STUDENT</p> <hr/> <p>Signature: _____ Today's Date: _____</p>	<p>AUTHORIZED SCHOOL OFFICIAL</p> <p><input type="checkbox"/> Prior to start of the semester OR Effective Date: ____ / ____ / ____</p> <p>Signature: _____ Today's Date: _____</p>
---	---

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Appendix C: 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 D will be provided.

Student Signature

Date

Faculty Signature

Date

Program Director

Date