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Welcome from the Dean

David S. Dolling, Ph.D.
Dean, GW School of Engineering and Applied Science

In 1884, William W. Corcoran transformed science and engineering education in the District of Columbia when he founded the Corcoran Scientific School, now known as The George Washington University’s School of Engineering and Applied Science (SEAS). Corcoran was a retired banker who saw the world’s growing confidence in scientific discovery in the late 1800s and marveled at the impact of technological advances in his own lifetime. Not wanting the District to be without such a center of scientific discovery—at a time when the first steel frame skyscraper was constructed, when gas powered automobiles were first being designed and built, when electric lighting was becoming commercially available—William Corcoran paved the way for future discoveries and transformation by providing the founding gift for the school.

Today, GW is once again of transforming science and engineering education and research in Washington, DC—this time with the recent opening of the Science and Engineering Hall (SEH). This new 500,000-gross-square-feet, 14-story structure includes new labs and core facilities that enable students and faculty to conduct on-campus, state-of-the-art research across many disciplines. It also provides more collaborative learning spaces, and facilities appropriate for hosting major symposia and workshops.

The school’s academic programs and research centers and institutes provide top-notch opportunities for learning, equal to the quality of the new facilities that host them. Through its six departments—Biomedical Engineering; Civil and Environmental Engineering; Computer Science; Electrical and Computer Engineering; Engineering Management and Systems Engineering; and Mechanical and Aerospace Engineering—SEAS offers graduate study leading to the degree of Master of Science, Doctor of Philosophy and Doctor of Engineering. The School also offers many graduate level certificate programs through its departments.

Research centers and institutes offer opportunities for student and faculty research, strengthening ties with counterparts in government and industry, and contributing to the development and harnessing of emerging technologies. These include biomedical engineering; bio inspired engineering; environmental engineering; computational fluid dynamics; mobile computing; big data science; crisis, disaster, and risk management; cybersecurity and privacy; energy; high-performance computing; autonomous systems research; cybersecurity and privacy; energy; high-performance computing; autonomous systems research; magnetic research; microelectronics, signal and image processing; materials science; nanotechnologies; networks research and systems engineering.

As you embark on your Ph.D., I would like to extend a personal welcome to you, as well as welcome you on behalf of the GW community, of which you are now a part. Your Ph.D. research, as evidenced through conference presentations, journal publications, and book chapters, will not only reflect well on you but will also bring recognition to SEAS. For your efforts the SEAS community of researchers thanks you in advance.
GW Academic Calendar: 2016-2017

Please note that these dates are subject to change. [http://bulletin.gwu.edu/academic-calendar/](http://bulletin.gwu.edu/academic-calendar/)

<table>
<thead>
<tr>
<th>Fall 2016</th>
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<tbody>
<tr>
<td>CLASSES BEGIN</td>
<td>(M) August 29</td>
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<tr>
<td>Labor Day (no classes)</td>
<td>(M) September 5</td>
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<tr>
<td>Thanksgiving Break</td>
<td>(W-F) November 23-26</td>
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| Designated Thursday| (W) November 25-
|                    | (S) November 28 |
| Last Day of Fall Semester Classes | (F) December 12 |
| Reading Days       | (R) December 13 |
| Last Saturday Class| (S) December 12 |
| Final examinations  | December 14-22 |

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<tr>
<th>Spring 2017</th>
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<tr>
<td>CLASSES BEGIN</td>
<td>(M) January 17</td>
</tr>
<tr>
<td>Inauguration Day</td>
<td>(F) January 20</td>
</tr>
<tr>
<td>Presidents' Day</td>
<td>(M) February 20</td>
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<tr>
<td>Spring Break</td>
<td>(M-S) March 13-18</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, May 1</td>
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<tr>
<td>Make-up Classes</td>
<td>(T) May 2</td>
</tr>
<tr>
<td>Designated Monday</td>
<td>(W) May 3</td>
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<tr>
<td>Reading Days</td>
<td>(R-F) May 4-May 5</td>
</tr>
<tr>
<td><strong>FINAL EXAMINATIONS</strong></td>
<td>(M-T) May 8-May 16</td>
</tr>
<tr>
<td>Commencement Weekend</td>
<td>(Fri-Sun) May 18-21</td>
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<tr>
<td>Spring Degree Conferral</td>
<td>May 21</td>
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</tbody>
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# Quick Reference

## School of Engineering and Applied Science

The George Washington University  
Science and Engineering Hall – 800 22nd Street, NW  
Washington, D.C. 20052

## Office of the Dean

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
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## Graduate Admissions Career Services

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<tbody>
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## Departments & Chairs

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<th>Department</th>
<th>Name</th>
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<tbody>
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</tr>
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SEAS Computing Facility
http://seascf.seas.gwu.edu

Science and Engineering Hall, B1 Level

The SEAS Computing Facility (SEASCF) is the academic computing service unit of the School of Engineering and Applied Science at GW. It was chartered to provide instructional computing facilities to the school. The computing laboratories of the school are available based on availability between classes. The server systems, including Unix shell access and computational grid are available around the clock.

Software is available for use in the laboratories of the school. These packages are purchased based on academic needs, either for specific class use or for general curriculum requirements. Some of these packages may not be licensed for general or sponsored research, and as such may not be available for use outside of the laboratories. In some cases the software may be installed on SEAS workstations outside of the laboratories. These are not licensed for individual or personal use. SEAS have various software licensing agreements in conjunction with certain vendors. These provide access to discounts for personal use or purchase.

Details are available on the http://seascf.seas.gwu.edu/softwarepackages/
Introduction
Welcome to the School of Engineering and Applied Science (SEAS) and to the start of the 2016-17 Academic Year. We are confident that your studies at GW will be rewarding for you intellectually and personally. As SEAS continues the growth of its research and academic programs, you hold the distinct honor of being the first group of doctoral students to start their studies in our brand new state-of-the-art Science and Engineering Hall (SEH). We moved into our new home earlier this year, and we hope you will join us in our excitement to see our research programs grow in their new home.

The Doctoral Student Handbook introduces the philosophy underlying doctoral study at the School of Engineering and Applied Science (SEAS), describes the stages of progression through the doctoral program, states applicable policies and procedures, provides advice, and includes copies of the forms that need to be filed as students’ progress through the program. The stated policies and procedures apply to all doctoral degree programs. However, each department may impose additional requirements and those are listed in Chapter 3 under Academic Department Specific Rules.

GWU and SEAS reserve the right to make changes to the policies, requirements, and procedures stated in this handbook. Students will be informed of important changes that affect them if they have provided the Departmental Office with current contact information. Changes will generally be applicable to all students at a specified date of implementation, but some changes will be applicable only to subsequently admitted students.

This SEAS handbook complements the GW SOURCE handbook for graduate students, which contains essential GW-wide information and regulations. The SOURCE is downloadable from http://www.gwu.edu/~gradinfo/Student_source.cfm. The SOURCE and the Graduate programs website contain the details on university policies, student services, tuition and fees, career and employment opportunities at http://graduate.admissions.gwu.edu/the-source

SEAS Office of Academic Affairs and the Office of Graduate Services provide overall administration and support of all SEAS doctoral programs. Most students’ contact will be with the departmental Advanced Degree Program Coordinators. Students are strongly encouraged to keep their contact information in this office up-to-date. Please note that updates of your contact information with the Registrar’s Office, which you can make when registering through the web, are not transmitted to SEAS Office of Graduate Services.

We hope the SEAS Doctoral Student Handbook will provide you with the information you need about The George Washington University School of Engineering and Applied Science doctoral programs during your studies. Please feel free to contact us or any other office listed in this handbook with your suggestions, comments, and for assistance.

Wishing you a successful and happy journey with SEAS,

[Images of Professors Rumana Riffat and Can Korman]

Associate Dean for Academic Affairs
Associate Dean for Research & Graduate Affairs

Doctoral Student Handbook 2016-2017
GRADUATE DEGREE PROGRAMS
1. OVERVIEW - MASTER OF SCIENCE PROGRAM

This Handbook serves primarily the doctoral students of SEAS. The on-campus masters degree programs are listed for information purposes. In the case when a doctoral student has to terminate her/his studies toward the doctoral degree, but she/he satisfied the requirements for the Masters Degree, she/he can apply to graduate with an M.S. degree in the appropriate program.

Entrance Requirements

Admission to the Master of Science degree program requires an appropriate bachelor's degree from a recognized institution and evidence of capacity for productive work in the field selected, such as may be indicated by undergraduate grades, GRE scores, and similar data. All applicants must submit scores from the Graduate Record Examination general test, except applicants from SEAS undergraduate programs and those applying to special cohort and contract programs. In general, a grade average of B (3.0 on a scale of 4.0) in the last 60 hours of undergraduate course work is required. Department-specific requirements can be found in the GW Graduate Bulletin. http://bulletin.gwu.edu/

Graduation and Scholarship Requirements

To meet graduation requirements, courses specified in a student’s Educational Planner through DegreeMAP must be completed with a minimum GPA of 3.0. This is in addition to the requirements specified for graduation under University regulations. Courses specified upon admission as deficiency or prerequisite courses do not form part of the program of study. Students who receive two grades of F or three grades below B− are barred from further enrollment in graduate courses and will not be readmitted as a degree candidate. Students may not repeat for credit a course in which they have received a grade of C− or above, unless required to do so by the department chair. A written statement requiring a student to repeat such a course for credit must be submitted to the registrar by the department chair. See further graduation policies under University Regulations.

Time Limits

A full-time student in the master’s program is allowed a maximum of three calendar years (excluding any time spent taking only English for Academic Purposes courses) to complete all degree requirements, from the date of first registration as a degree candidate in prerequisite or graduate courses. A part-time student in the master’s program is allowed a maximum of five calendar years. The time limit does not include any period of registration as an unclassified student before admission to degree candidate status or any period spent on approved leave of absence. Students who do not complete degree requirements within the allowed time will have their degree candidate status terminated. They may be readmitted to degree candidate status under conditions specified by the department chair and approved by the dean.
Transfer of Credit
With the approval of the student's advisor and department chair, not more than 6 graduate credit may be transferred, when applicable, to meet degree requirements of the School for a master's or professional degree candidate. The credit must have been completed with grades of A or B at another accredited and recognized institution, at a level of study equivalent to that being pursued at GW. It is required that the credit be earned no more than five years prior to admission to the GW program, and some departments require that it be earned more recently. Credit applied toward a previous degree may not be transferred. Transfer of credit regulations apply to courses taken as a non-degree student through GW's Office of University Students; that is, up to 6 credit hours may be taken in non-degree status before applying for admission to degree status. For purposes of transfer of credit, SEAS graduate certificate programs are not considered prior degrees; at the discretion of the department concerned, the credit hours earned in a SEAS certificate program may be applied to a subsequent master's degree program.

Master's Thesis Option
The master's thesis must demonstrate the student's ability to make independent use of the knowledge and discipline of thought acquired through graduate study, to undertake constructive work in a given field, and to communicate the results of the work in writing. Suitable work for which the student has professional responsibility may be considered, whether done on or off campus, provided no significant amount of work is completed without faculty supervision.

To register for the masters' thesis course sequence (6998-6999), the candidate must submit the thesis area to the appropriate department chair, on the form obtained from the department office and approved by the faculty advisor. At the beginning of the semester of expected graduation, the candidate must submit the thesis title to the dean, on the form available in the department office. While registered in the thesis course sequence, the student is entitled to the advice of the faculty member under whom the thesis is to be written. Students may consult with their advisors, but they have primary responsibility for the thesis. Students orally defend their thesis before a committee of program faculty.

The thesis in final form must be submitted to the department chair by the stated deadline. In the event a thesis is unfinished on the date specified, the student must register for continuing research. The overall time limit for earning the degree (see Time Limits, above) may not be exceeded. All theses must be submitted electronically and meet the formatting and other requirements set forth on line at www.gwu.edu/~etds.

Detailed regulations regarding the form and reproduction of the thesis are available in the department office.

Fields of Study
Graduate programs in the School of Engineering and Applied Science are available in ten fields of study. Each field in turn encompasses several areas of focus. The course of study corresponds to the unique interests of the student, who designs an individual program in close consultation with the assigned advisor. In most areas, students follow a prescribed core and elect approved courses from within the School of Engineering and Applied Science and from other schools of the University. Because engineering expertise includes a broad foundation in technology, engineering study may profitably be combined with study in other areas to sharpen the engineer's focus in practice.

2. DOCTORAL DEGREE PROGRAM (Ph.D.)
Doctoral programs are oriented toward preparing students to make original contributions to knowledge in a field, and entail writing a dissertation. The SEAS doctoral program is designed to prepare the student for a career of creative scholarship by providing a broad but balanced background of knowledge and guidance in the performance of research.

The doctoral Ph.D program is divided into two stages. The first comprises a study of related fields of learning that support the general area of research concentration and culminates in the preliminary or qualifying examination. The second, composed of original research and the presentation of findings in a written dissertation, culminates in the final examination. Upon successful defense of the dissertation and satisfying all the other requirements for the doctoral degree, the student will be awarded the doctoral degree.

**Entrance Requirements**

Admission to the Ph.D. program requires an appropriate bachelor’s or master’s degree from a recognized institution, evidence of a strong academic or relevant professional background, course work designated by the department as pertinent to the field to be studied, and capacity for research. With the exception of applicants from SEAS B.S. and M.S programs, applicants must submit scores from the Graduate Record Examination (GRE) general test. All applicants must submit a minimum of three letters of recommendation, at least one of which should be from the advisor and/or faculty members at the institution(s) from which a degree was earned. Students for whom the bachelor’s is the highest earned degree must have a minimum GPA of 3.3 (on a 4.0 scale) in undergraduate work. Students for whom the master’s is the highest earned degree, departmental requirements for the GPA in course work leading to that degree are as follows (on a 4.0 scale): Civil and Environmental Engineering, Electrical and Computer Engineering, and Mechanical and Aerospace Engineering—3.4; Computer Science, and Engineering Management and Systems Engineering—3.5. Consult the department concerned for field-specific admission requirements.

**Program Requirements**

The admission requirements for the doctoral program are provided on SEAS website:

http://www.seas.gwu.edu/ifps/grad_students.php

Upon admission to the first stage of the program (that is, study of related fields culminating in the preliminary/qualifying examination), the student is assigned a faculty advisor who directs his or her studies. In some departments a faculty committee may be appointed instead of a single advisor. Programs of study are structured to include a major field and two minor or supporting fields. Check with the department concerned for requirements.

A minimum of 30 credit hours in a formal program of study at the graduate level beyond master's study or, for students without a master's degree, a minimum of 54 credit hours in a formal program of study at the graduate level beyond the baccalaureate, is required. These credit hours will include both course credits and Dissertation Research credits. Individual requirements vary by department. Check with the department concerned for details. In many cases, particularly when the student undertakes a doctoral program in a field other than that in which the earlier degree was obtained, the program of study exceeds the minimum number of credit hours. Consult the department concerned for specific curriculum requirements.
Department Specific Requirements

• **Biomedical Engineering:**
  1. Students with an MS degree must take a minimum of 30 credits, of which at least 18 must be from graduate courses, and at least 12 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.

• **Civil & Environmental Engineering:**
  1. Students with an MS degree must take a minimum of 30 credits, of which at least 18 must be from graduate courses, and at least 12 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.
  2. Students with a BS degree must take a minimum of 54 credits, of which at least 42 must be graduate course credits, and at least 12 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.

• **Computer Science:**
  1. Students with an MS degree must take a minimum of 18 credit hours of courses available for graduate credit and 12 credit hours of dissertation research. For students without an MS degree, an additional 24 credit hours have to be completed, that may be divided between courses available for graduate credit and dissertation credit hours, subject to the approval of the student’s advisor.

• **Electrical & Computer Engineering:**
  1. Students with an MS degree must take a minimum of 30 credits, of which at least 18 must be credits from courses available for graduate credit, and at least 12 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.
  2. Students with a BS degree must take a minimum of 54 credits, of which at least 36 must be credits from courses available for graduate credit, and at least 12 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.

• **Engineering Management & Systems Engineering:**
  1. Students with an MS degree must take a minimum of 54 credits, of which at least 30 must be credits from courses available for graduate credit, and at least 24 must be dissertation research credits. The courses to be taken by the student must be approved by the student’s advisor.
  2. Students with a BS degree must take a minimum of 54 credits of graduate coursework and at least 24 credits of dissertation research. The courses to be taken by the student must be approved by the student’s advisor.

• **Mechanical & Aerospace Engineering:**
  1. For students with an MS degree, a minimum of 30 credits is required, of which at least 12 credits are graduate course credits.
  2. For students with a BS degree, a minimum of 54 credits is required, of which at least 36 credits are graduate course credits.

Departments may establish a tool requirement, such as an examination in a computer language.

Students admitted to doctoral study are encouraged to undertake one year of full-time study on campus.

To be admitted to the preliminary/qualifying examination, the student must have an overall grade-point average of 3.2. The Department of Mechanical and Aerospace Engineering and the Department of Engineering Management and Systems Engineering require a cumulative grade-point average of at least 3.4.
Transfer of Credit

With the approval of the student's advisor and department chair, graduate credit may be transferred, when applicable, to meet degree requirements of the School. For a doctoral candidate whose highest earned degree is a master's, up to 6 credit hours may be transferred. For a Ph.D candidate whose highest earned degree is a bachelor's degree, up to 24 credit hours may be transferred from another doctoral program. The credit must have been completed with grades of A or B at another accredited and recognized institution, at a level of study equivalent to that being pursued at GW. The professional and Ph.D degree programs require that the credit be earned no more than five years prior to admission to the GW program, and some departments require that it be earned more recently. Credit applied toward a previous degree may not be transferred. Transfer of credit regulations apply to courses taken as a non-degree student through GW’s Office of University Students; that is, up to 6 credit hours may be taken in non-degree status before applying for admission to degree status. For purposes of transfer of credit, SEAS graduate certificate programs are not considered prior degrees; at the discretion of the department concerned, the credit hours earned in a SEAS certificate program may be applied to a subsequent master's degree program.

Time Limits

In general, one year of study is the minimum amount of time to be spent in preparation for the qualifying/preliminary examination, although the student may apply for the examination whenever he or she feels properly prepared. Some departments might have time limits for taking the exam after matriculation. The qualifying examination is administered according to specific departmental regulations, and the entire degree program must usually be completed within seven years. A minimum of two years of full-time study and research should be expected in meeting the requirements for the degree. The time period for completion of the degree will be adjusted for an approved leave of absence. All time periods listed above are increased by two years for a student entering the Ph.D. program without a master's degree.

Continuing Research

All master's and Ph.D. students who have completed their required number of credits (including course work and dissertation research) must register each subsequent fall and spring semester for 1 credit hour of Continuing Research until ALL requirements are met.
Continuous Enrollment and Maintaining Residence

Students must be continuously enrolled in the School of Engineering and Applied Science unless the Dean grants a leave of absence. Failure to register each semester of the academic year will result in lapse of candidacy. Subsequent readmission is subject to whatever new conditions and regulations have been established by the School. See Continuous Enrollment Status under University Regulations.

All work for the degree must be done in residence unless an exception is granted by the department chair. A student in a degree program is expected to be registered and maintain continuous enrollment each semester in the School, until the degree is conferred. A student who breaks his or her registration must apply for readmission to the degree program under whatever conditions and regulations are in force at that time. To maintain continuous enrollment, a student may register in one of the following categories:

*Leave of Absence* applies to students temporarily transferred out of the area (i.e. short-time military or business transfer to another location) and students hospitalized or under a physician’s care for medical problem which prevents study (documentation is required). Continuous Enrollment/Leave of Absence form is required.

*Continuous Enrollment* applies only to students having completed all requirements for graduation, and awaiting graduation at the end of the semester. Paper registration is required. Continuous Enrollment/Leave of Absence form is required.

*Continuing Research* students who have completed their research credits, but are not yet ready to defend a thesis or dissertation, must register for 1 credit of Continuing Research each semester until ALL requirements are met. This status also applies to students who are preparing their Dissertation, or prepare to take the doctoral qualifying/preliminary examination.

Termination of the Program

If a Ph.D. student receives two grades of F or three grades below B–, graduate study is terminated and further enrollment prohibited. Courses in which the student earns grades below B– are not included in the total credit-hour requirement for the degree. Students who receive any grade below B– are required to review their programs of study with their advisors.

If a Ph.D. student fails to register in any semester for any SEAS courses, the candidacy is automatically terminated and the student loses GW status. If the student wants to continue studies in the program, she/he must apply for readmission under whatever conditions and regulations are in force at that time.

If a Ph.D. student wants to terminate the program of studies, she/he has to withdraw completely from GW; otherwise financial consequences might result from unauthorized withdrawal.
2.1. **Pre-candidacy**

Upon admission to the first stage of the program (that is, study of related fields culminating in the preliminary or qualifying examination), the student is assigned a faculty advisor who directs his or her studies. Programs of study are structured to include a major field and two minor or supporting fields. Check with the department concerned for requirements.

**Academic Advisor**

When applying for graduate study, the applicant may request on the application a specific professor to serve as academic advisor; in general, the department will honor such a request. If the advisor is not specified, one will be assigned based on the applicant’s research interests and the interests of the faculty member. In some departments a faculty committee may be appointed instead of a single advisor. The letter of admission will indicate the academic advisor. It is strongly recommended to establish contact with the assigned advisor as soon as possible.

The student should depend upon the academic advisor to explain all questions relating to the preparation and administration of the individualized degree program, and to assist in resolving problems which may arise during the course of study. In registering for courses, the advisor's signature is required only for the first time after enrollment. On the other hand, the student should feel free to consult the advisor as appropriate during the stay at GW, as that professor has the experience in the field, and is able to give very useful guidance. Do not expect the advisor to serve as a tutor in coursework, however.

It is important to develop a smooth working relationship with the advisor. If for any reason a student wishes to change to a different advisor, filling out a simple form will accomplish this. (See Appendix A: Forms)

**Professorial Advisor**

In addition to their faculty/academic advisor, all students completing doctoral, program have the opportunity to meet with a Graduate Professional Advisor who can assist with:

- Degree requirements
- Course registration
- Navigating DegreeMAP
- Dissertation paperwork
- Graduation clearance

Please visit: [https://graduate.seas.gwu.edu/graduate-advising](https://graduate.seas.gwu.edu/graduate-advising) to set up an appointment if necessary.

**Program of Study**

In consultation with the academic advisor, each student develops a program of study and enters it into the Degree MAP that governs the student's degree requirements, and that must be approved by the advisor and department chair. The form should be established soon after matriculation, and the program must be completed according to Education Planner in Degree MAP before the student is approved for graduation.
Minimum Course and Research Requirements

A minimum of 30 credit hours in a formal program at the graduate level beyond master's study or, for students without master's degrees, a minimum of 54 credit hours in a formal program at the graduate level beyond the baccalaureate, is required. These credit hours will include both course credits and Dissertation Research credits. See Department specific requirements on page 4.

Grading

Grades are made available to students through the Office of the Registrar after the close of each semester. The following grading system is used: A, Excellent; B, Good; C, Satisfactory; F, Fail; other grades that may be assigned are A+, B+, B, C+, C, and C-. Symbols that may appear include AU Audit; I Incomplete; IPG In Progress; W Authorized Withdrawal; Z Unauthorized Withdrawal; P Pass; NP No Pass.

Except for courses that specifically state repetition for credit is permitted, a candidate for a degree at this University may not repeat a course in which a grade of C- or better was received, unless required to do so by the department concerned. A written statement to this effect must be submitted to the student’s dean by the appropriate department chair.

No course repeated without the explicit written request for permission to repeat a course for credit by the Department Chair to the Associate Dean for Academic Affairs will count toward the program requirements, GPA, and/or the degree of the student.

The symbol 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 done 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 advisor or academic dean. The symbol Z is not a grade, but an administrative notation.

Incompletes The symbol I (Incomplete) indicates that a satisfactory explanation has been given the instructor for the student's inability to complete the required coursework 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 acceptable reasons are later presented to the instructor, that instructor may initiate an appropriate grade change, which in all cases will include the symbol I. The course work must be completed within the designated time period agreed upon by the instructor and student, but no more than one calendar year from the end of the semester in which the course was taken. When work for the course is completed, the instructor will complete a grade change form with the new grade, and turn it in to the Associate Dean. If work for the course is not completed within the designated time, the grade will be automatically converted to a grade of F, Failure, 0 quality points, and the grade-point average and academic standing recalculated. The form to Request an Incomplete is available in the Departmental Offices.

The Grade-Point Average—Scholarship is computed in terms of the grade-point average, obtained by dividing the number of quality points by the number of credit hours 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; $C-$, 1.7; $F$, 0, for each credit hour for which the student has registered as a degree-seeking student.

Although credit value for a course in which a grade of $F$ is earned appears on the transcript for the purpose of calculating the grade-point average, no academic credit is awarded. 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 cumulative grade-point average. Courses marked $AU$, $CR$, $I$, $IPG$, $W$, 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.

**Changes to the Program of Study**

To make changes to the program of study, a *Program of Study Change Request* form has to be completed, which must be signed by the current academic advisor and either the secondary or third faculty advisor who signed the original program plan of study. When requesting a course-waiver, additional approvals may be necessary.

**Exploration of Possible Dissertation Topics**

During the coursework, the student is advised to do preliminary research into fields and/or topics of potential areas for dissertation research, and get acquainted with the research areas covered by the program faculty. Direct consultation with program faculty might lead to a dissertation research topic sponsored by an external agency, or to useful contacts with local research organizations and corporations. The student, admitted to candidacy for the Ph.D degree, chooses the faculty member under whom he or she wishes to conduct research, according to the student’s professional interest and to the field of expertise of the faculty. The faculty member may accept or reject the request to serve as the student's research advisor. The original academic advisor might serve as the research advisor, but this is not required. The research area is approved by the research advisor, and throughout the remainder of the doctoral program the candidate conducts dissertation research under the direction of the research advisor. However, the student may consult other members of the faculty on an informal basis.

**Preliminary/Qualifying Examination**

The qualifying examination is the principal means of determining whether a student will qualify as a candidate for the doctoral degree and progress to the second stage of the program. Its purpose is to ascertain that the student's background and intellectual development are adequate to support doctoral research in the central field. (Some departments may administer a pre-qualifying examination prior to completion of the program of study. See the specific department requirements).
Preliminary/qualifying examinations cover the core curriculum; they may be written or oral, or both, and might be scheduled over a period of several days. They are conducted on dates established by the departments and are administered by a faculty committee. The student must register for the qualifying examination by the deadline, as specified by the program. The program’s examinations committee evaluates the results, reports its recommendations to the department, and upon favorable report of the examiners, to the Dean through the department chair, and then the student is admitted to candidacy for the degree. The student then begins specialized study and research under the supervision of a designated member of the faculty. The Preliminary/Qualifying examinations are graded on a Pass/No Pass basis.

At the discretion of the committee that prepared the examination, a student who fails any part of the qualifying examination may be given a second opportunity to qualify for candidacy. Usually, the entire examination must be retaken.

Students who fail to qualify for candidacy in a doctoral program of the School will be considered to have failed on a School-wide basis and will not be admitted to further doctoral study within the School. The EMSE department will default he/she to the professional degree program. All credit earned through the Dissertation Research courses will be lost.

Dissertation Research

The candidate should have a full-time SEAS faculty research advisor who directs the dissertation research leading to the dissertation, reviews the dissertation for presentation to the dissertation examining committee, and serves as the advocate to that committee. The candidate works closely with the research advisor and may look to her/him for financial support from sponsored research. The research advisor need not be the same individual as the academic advisor.

Normally, the student completes the course work and the qualifying examination before beginning research for the dissertation. If circumstances warrant, the student may begin research for the dissertation earlier in the program. To do so, first obtain permission from the research advisor and from the department.

In the performance of the dissertation research and in any published and public results, the candidate must obey GW policies regarding research misconduct and the use of copyrighted material. Details are available at:

http://library.gwu.edu/etd/copyright

Research Advisor

The principal criterion for selection of the research advisor by the student is that the area of research in which the advisor works should be of interest to the student. Having decided that an individual faculty member has a suitable research interest, the student may ask the individual to serve as his/her research advisor. The individual is not obliged to accept, in which case the student may select another faculty. Inability to find a research advisor means that the candidate is unable to continue in the program. Normally the research advisor is a member of the faculty in the department; although some other individual, for example industrial partners or research collaborators of the advisor may serve as a co-advisor with a full time department faculty being the primary research advisor. The department
Chair must approve all co-advisor requests. When an outside co-advisor is allowed, the GW faculty co-advisor should make a substantive contribution to the supervision process.

The research advisor serves on the examining committee both as advocate and as a committee member. The committee will elect its own chairperson, who should not be the research advisor, as its first order of business. The dissertation examining committee must be approved by the department chairperson prior to the date of the defense.

**Dissertation Research Proposal**

After being involved with the research selected as the dissertation topic, the candidate sets up a preliminary research plan, a dissertation research proposal. Students are required to present the written dissertation proposal to a committee. As the first phase of dissertation work, the dissertation proposal is to indicate what the candidate will study, why, and how. The proposal serves at least three purposes. It allows the dissertation committee to examine the plan of the research and suggest improvements that will enhance the merit of the research and dissertation. With the revisions suggested by the committee, it becomes a blueprint for the research work. It also can serve as a draft of the chapters of the dissertation.

**Dissertation Committee**

The dissertation research committee helps the student to define a research idea, provides feedback as it is developed, and ultimately approves the research proposal. As such, it plays a critical role in determining the quality of the final product. The student and the dissertation advisor should propose the membership of the dissertation research committee. In most cases, a departmental representative such as the department chair then signs off on the committee’s membership. Final approval rests with the Dean’s office. At least three individuals should serve on the dissertation committee; the research advisor is the dissertation director (also called the advocate) and two others. Students are required to present the written dissertation proposal to the committee (two of the members must be full-time faculty). The *Form 5 Dissertation Form* (See Appendix A: Forms) will be completed and included in the student’s records.

**Guidelines for Dissertation**

A dissertation is required as evidence of ability to perform original scholarly research and to present and interpret the results. The student is solely responsible for the content of the dissertation. Complying with copyright and academic integrity policies is the responsibility of the student.

The dissertation should embody the results of an extended original study and include material deemed worthy of publication in recognized scientific and engineering journals. The student is expected to attempt to have the results of the research published as soon as possible after he or she receives the degree and to submit copies of the published material to the dean. The Departments of Computer Science, and Engineering Management and Systems Engineering require submission of a conference paper or an article to a refereed journal prior to completion of degree requirements. The Department of Electrical and Computer Engineering requires the submission of a paper to a refereed journal and its acceptance for publication prior to the completion of degree requirements. Credit must be given in the publication to the fact that the material is abstracted, summarized, or developed from a dissertation submitted to The George Washington University in partial fulfillment of the requirements for the Ph.D. degree.

Detailed regulations regarding the form of the dissertation and preparation of the abstract are available in department offices. Accepted dissertations are submitted electronically, with a processing
fee paid directly to Proquest/UMI. The dissertation, with accompanying drawings, becomes the property of the University. (Refer to Appendix C: Dissertation Guidelines)

**Enrollment in Doctoral Research Courses**

Doctoral candidate students have to register for dissertation research courses in their program (designated as 8998 and 8999 courses). The registration requires departmental approval, and the Registration Transaction Form (RFT) is submitted to the Associate Dean’s office. The grade assigned for these courses is *IPG* (In Progress) confirming the progress of the candidate toward the doctoral degree. After students have taken all of their required dissertation research credits, they should take Continuing Research course(s) for 1 credit hour each fall and spring until they complete their program. The *IPG* grades are converted to *CR* automatically in the graduation clearance process.
2.3 The Dissertation Defense

The research advisor, with the advice offered by the dissertation committee, may decide that the research achieved by the doctoral student is sufficient to satisfy the requirement of the degree. The dissertation should embody the results of an extended original study and include material deemed worthy of publication in recognized scientific and engineering journals. It provides evidence of the ability of the candidate to perform significant original scholarly research and to present and interpret the results.

Each member of the examining committee, no later than 3 weeks prior to the defense, should receive a copy of the dissertation. At the same time, the candidate must provide a 350 word long abstract and other information to the department office for the purpose of preparing an announcement of the defense. A packet of forms and information is provided by the department to prepare for the defense. The candidate should consult his/her research advisor about scheduling the examination.

Upon acceptance of the dissertation by the advisory committee, an examining committee is formed for the purpose of administering the final dissertation examination (dissertation defense). The committee of examiners must consist of no fewer than five members, at least three of whom will normally be full-time faculty members with scholarly specialties within the area of concentration. It is required that an external examiner be invited, and serve on the committee. The research advisor serves on the examining committee both as advocate and as a non-voting committee member. The dissertation examining committee must be approved by the department Chair prior to the date of the defense.

The dissertation defense is an oral examination, which is open to the public. The candidate must demonstrate a mastery of the area of concentration, and of the materials and techniques used in the research. When the examining committee is convinced of the high quality and originality of the candidate's contribution to knowledge, the committee recommends the degree of Doctor of Philosophy (Ph.D.). The Chair of the department holds the recommendation until such time as conditions placed upon the dissertation by the examining committee have been fulfilled.

When the dissertation is accepted as complete, it should be submitted electronically no later than the date specified by the Registrar's Office. Detailed instructions for the format and submission instructions of the dissertation are given in Appendix C: Dissertation Guidelines.

A dissertation fee is required and it covers the expenses the handling and storing of the Dissertation.

The dissertation copyright is governed by http://www.gwu.edu/~psc/graduate/UMI_Dissertation_Copyright.pdf
2.4. Graduation

Application for Graduation

VERY IMPORTANT: You must apply to graduate.

Graduation applications are found online. Please visit: www.registrar.gwu.edu, and are due October 1 for graduation at the end of the Fall semester, and February 1 for graduation at the end of the Spring semester. Before applying, the student has to contact the graduate coordinator to ascertain that all graduate courses have been completed satisfactorily, and all other requirements for the degree are satisfied. The graduate coordinator compares the list of all graduate courses taken with grades, to the list of courses appearing on the Degree MAP and checks for all other necessary documentation. Discrepancies will hinder the graduation process.

The deadline for graduation applications for Spring 2017 for graduates is February 1. If you have any questions or concerns, please contact Jaime Bromley in the Graduation Services Office at diploma@gwu.edu.

The University no longer charges a graduation fee of $100. However, an additional $35 late processing fee will be charged for late submission of the application to the department after the posted deadlines; Please apply online. Do not submit payment with the application. This fee will be charged to your student account upon receipt of the application in the Office of the Registrar and is due immediately.

Graduation clearance / Checklist

After a successful final examination and thesis defense the departmental advance degree program coordinators assembles all the necessary documentation for final graduation clearance.

Degrees are conferred in January, May, and August. To be recommended by the faculty for graduation a student must have met the admission requirements of the school in which registered; completed satisfactorily the scholarship, curriculum, residence, and other requirements for the degree; filed an application for graduation by the published deadline date; and be free from all indebtedness to the University. Enrollment is required for the semester or summer at the close of which the degree is to be conferred, and all degree requirements must be completed by the last day of final examinations for that semester or summer session.

Scholarship and Residence - Students must meet the scholarship and residence requirements for the degree for which they are registered.

Walk Through Policy - Doctoral candidates who have not successfully defended their dissertation may not participate in either the May commencement or hooding ceremony.

http://www.gwu.edu/~regweb/web-content/graduation.html

The following clearance documentation should be submitted by the professional advisor to the ADAA:

1. Graduation clearance form

   signed by the person responsible for the validity of the data (designated faculty and Graduate
Records Coordinator) of the department.

2. **Dissertation Completion Certificate**
   signed by committee members and department chair.
   If any revision to the dissertation was required at the time of the defense, then the advisor should approve that the revisions are made and accepted.

3. A copy of the dissertation defense announcement should be in the students folder.

4. **ETD approval form**
   properly filled out (list of uploaded FINAL files, filenames, date of upload of the final dissertation).
   This is a legal form, and must be signed by the research advisor and the graduating student, and initialed by the SEAS ETD representative (Marilyn Shazier-Shields), certifying that the uploaded files are the final version of the dissertation.

5. **Application for graduation form**

6. **Dissertation Form (Form 5)**

7. **Degree MAP**

8. **BANNER Course Summary list**
   (student record), number of credit hours, GPA. Courses credited toward the degree should be marked (deficiencies do not count).

9. **Supplemental Grade change form(s)**
   (for research courses)

When proper documentation is provided, permission for the SEAS ETD representative (Marilyn Shazier-Shields) to submit the dissertation will be given by the ADAA, and the clearance package is returned to the department for final submission to Graduation Services. After the Office of the Graduation Services receives the clearance form, the degree will be awarded and the diploma will be ordered.

*Diploma Mailing Information* - Diplomas are mailed 8-12 weeks following the date of degree conferral, barring any unforeseen circumstances. Diplomas will be mailed to the Diploma Address in the records. The candidate is responsible for entering this address via the GWeb information system and for making any updates should they be necessary. Instructions are included on the Application for Graduation. This address must be entered BEFORE submitting the application for graduation.

If the diploma is not received 8-12 weeks after your graduation date, the online transcript should be checked to see if the degree was conferred. If it was conferred, the missing diploma needs to be reported to the Registrar’s Graduation Services Office within 6 months. After that time period a fee will be charged for a replacement diploma. It should also be checked to see if there are any financial holds on the account. A diploma will only be sent if the amount of balance owed is less than $500. If the degree was not conferred, it should be checked with the SEAS Deans Office.

**Commencement**

*Participation in the Commencement Ceremony*

Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current spring semester or who graduated the preceding fall semester or summer session. Doctoral candidates who need to complete their degree requirements may not participate in May commencement ceremonies.
Doctoral candidates who have not successfully defended their dissertation and completed their ETD Approval form by 1 April may not participate in either the May commencement or hooding ceremony. The commencement program does not include names and dissertation titles of doctoral candidates who have not successfully defended their dissertation by the end of March.

Students who apply after the published deadlines are not guaranteed commencement materials and may not be listed in the commencement program.

**Hooding Tickets** - will be distributed at the SEAS Dean's Office starting March, in exchange for a paper copy of the completed student graduation survey, or a copy of the email confirming completion. The survey can be found at www.gwu.edu/oapa/graduation. Each doctoral graduate may receive a maximum of four (4) tickets. If a student needs more than four, his/her name will be on the waiting list. If there are any tickets left over, they will be distributed to SEAS doctoral graduates who request more; however, we cannot guarantee that there will be any more to distribute. Each graduate will still be issued one parking pass upon request.

**SEAS Celebrations** - The SEAS Celebration is a formal cap & gown event. Caps & gowns may be ordered at the Commencement Fair or online at www.herffjones.com/college/graduation. (Please note when ordering online, there will be a $20 shipping fee). After that date, online ordering closes and graduates may purchase regalia from the GW Bookstore. Regalia differ according to the degree. All regalia pre-ordered at Commencement Fair must be picked up from the GW Bookstore. Online orders are shipped to address provided at time of purchase.

At the SEAS Celebration the graduating student’s name will be called and the graduate will walk across the stage and receive the Dean's personal congratulations, as well as the personal congratulations of faculty from the department. A professional photographer will be taking a photo of each graduate, recording the handshake with the Dean. The web site to order a photo is at www.photograds.com.

**Tickets for the SEAS Celebration** will be distributed from the Dean's Office, in the SHE building, starting Tuesday, March 21.

The Commencement Web site www.commencement.gwu.edu, will be up and operating as graduation approaches. Check regularly for updates and answers to frequently asked questions.

**Graduation Survey**

Each graduate should hand in a paper copy of the completed student graduation survey or a copy of the email confirming completion of the survey in exchange for SEAS tickets. The survey can be found at www.gwu.edu/oapa/graduation. There will be no shortage of tickets for the SEAS Celebration. At distribution you may ask for as many tickets as you need, but please be considerate and do not ask for more than you will actually use. Each graduate will also be issued one (and only one) parking pass for the evening of the Celebration. Please encourage the guests to use Metro if at all possible.

There will be a reception for graduates, their guests, and SEAS faculty and staff. This is a great opportunity for the family and friends to meet the professors who have made such a big difference in your lives.
After graduation

Stay in Touch

As a graduate of SEAS, you will join a group of more than 22,000 living alumni - a strong community of engineers, computer scientists, entrepreneurs, managers, researchers and many others. After you graduate, help maintain your connection with SEAS and other engineering alumni by keeping your profile up to date through the *GW Alumni Online Directory*

http://alumni.gwu.edu/connect/directory/index.html

Accurate and up to date information allows SEAS to keep you informed of school news and events happening in your area; it lets classmates reconnect with you; and it helps us to better serve you. A GW login is required and can be obtained through the Login/Registration link. You can also send an e-mail to the *SEAS Office of Development and Alumni Relations* (seas@gwu.edu) to have your information updated for you.

Office of Development and Alumni Relations
School of Engineering and Applied Science
The George Washington University
Science and Engineering Hall
800 22nd Street, N.W.
Washington, DC 20052
Phone: 202/994-8474
Fax: 202/994-2684
seasalum@gwu.edu
3. ACADEMIC DEPARTMENT SPECIFIC RULES

3.1. Department of Biomedical Engineering
For BME specific rules and regulations consult the BME website.
http://www.bme.seas.gwu.edu

3.2. Department of Civil and Environmental Engineering
For CEE specific rules and regulations consult the CEE Graduate handbook.
http://www.cee.seas.gwu.edu

3.3. Department of Computer Science
For CSci specific rules and regulations consult the CSci Graduate handbook.
http://www.cs.gwu.edu

3.4. Department of Electrical and Computer Engineering
For ECE specific rules and regulations consult the website:
http://www.ece.seas.gwu.edu/

In the EMSE Ph.D. program, if a student requires less than 9 credits (3 courses) to finish his or her program of study coursework, and desires to register as a full time student, he or she may register for additional credits of EMSE 8998 (Independent Study). EMSE 8998 credits over and above the program of study will be converted to EMSE 8999 (Dissertation Research) when the student’s clearance letter is signed by the Department Chair.

Doctoral students may include 6000 and 8000 level courses in their program of study. No more than nine (9) hours of independent study (EMSE 8998) may be included in the program of study, and no more that six (6) independent study credits may be taken with an individual faculty member.

Further details are available in the EMSE Doctoral handbook.

3.6. Department of Mechanical and Aerospace Engineering
http://www.mae.seas.gwu.edu
For MAE specific rules and regulations consult the MAE Graduate handbook.
4. **REGISTRATION PROCEDURES**

The Registration Transaction Form (RTF)
The RTF (see Appendix A: Forms) serves for paper registration whenever the on-line or telephone registration is not allowed; for example, when departmental approval is required for a course registration; for research course registrations, for add/drop; late registration; change of grading option; or any corrections to an existing registration. The RTF has to be completely filled out and dated by the student, and after obtaining the necessary signatures it has to be submitted to the ADAA Office, Science and Engineering Hall, Suite 2885.

For simple registration transactions (add/drop, late registration, withdrawal) an Easy RTF-EZ can be used. It has to be completely filled out by the student, and after the necessary signatures are obtained, the student has to take it to the Registrar's Office Student Services at the Colonial Central in the Marvin Center Ground Floor. Colonial Central is open Fall & Spring Semesters Monday – Thursday: 8:30am – 7:00pm, Friday: 8:30am – 5:30pm. ADAA approval is not required for RTF-EZ.

The RTF is typically submitted together with a Petition for Exception to Stated Academic Policies, or other documentation, as required to support the action on the RTF. The supporting documentation is included into the student’s folder, and no action by the Registrar is completed unless the corresponding RTF is submitted to the Registrar by the ADAA.

Late Registration

For the fall 2016 semester late registration takes place from August 29, through September 13, 2016. During the late registration period, an $80.00 Late Fee is assessed for any initial registration. Registration ends at 8:00 pm on September 13, 2016.

Adding and Dropping Courses

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

During the registration period (before the end of the second week of classes) students may add or drop courses using GWeb. After the second week of classes, students who wish to add or drop a course must complete a Registration Transaction Form (RTF-EZ) and submit the form to Colonial Central. Adding a course after the second week requires a signature of the instructor or other authorized member of the department.

A course dropped during the first four weeks of classes will not appear on the student's transcript. A course dropped after the fourth week but before the end of the eighth week will be assigned a notation of W (Authorized Withdrawal).
The deadline for dropping a course without academic penalty is the end of the eighth week of classes in the fall and spring semesters. After the end of the eighth week of classes, dropping a course without academic penalty is only possible after the student presents a petition to the Dean and receives written permission.

All charges for courses from which the student withdraws are subject to the refund policy listed under Fees and Financial Regulations in the Bulletin. Failure to withdraw by these procedures can result in an extended financial obligation and the recording of a grade of F (Failure) or a notation of Z (Unauthorized Withdrawal).

**Withdrawals and Incompletes**

The student may withdraw from a course at any time, without academic penalty, before the last day of classes by submitting a properly signed drop/add form through the proper channels. Upon withdrawal after the official end of the drop/add period (normally after the fourth week of classes), the grade of W will appear on the transcript. This has no effect on the grade-point average. See the Bulletin regarding the amount of tuition to be refunded. Tuition refunds are the responsibility of the University administration; SEAS has no control over these.

A grade of Incomplete carries with it a non-negotiable obligation to complete the course. The grade of I cannot be removed by registering for the course a second time at GW, or by taking its equivalent elsewhere. The only way to remove the I is to complete the course. An incomplete that is not removed within one calendar year is automatically changed to an F.

The School recommends that a student seek to remove an incomplete grade as soon as possible. The student must submit a formal request in writing to request receiving an incomplete grade. The instructor will state the work to be completed and the date by which it is to be completed in order to remove the grade of I. Only the instructor who granted the grade of I may change the grade.

**Late Withdrawal**

Students who wish to drop, add or withdraw from a course must complete a Registration Transaction Form (RTF); obtain approval from the instructor or department (only to ADD); and submit the completed form to the Dean's Office of the school in which the student is enrolled. A note from an instructor is NOT an acceptable form of dropping or withdrawing.

RTF’s are available at all departments, deans’ offices and the Office of the Registrar. The deadline for dropping a course without academic penalty is the end of the fourth week during the Fall and Spring semesters. A course dropped during the first four weeks of classes will not appear on a student’s transcript. A course dropped after the fourth week but before the end of the eighth week will be assigned a grade of W (Authorized Withdrawal). Any withdrawals after the eighth week of classes require a petition to the ADAA office.
Complete Withdrawal From the University

A degree-seeking student who wishes to withdraw from all courses during a given semester must complete a *Complete Withdrawal Form* and submit it to the Office of the Registrar. Forms are available online, at Deans' Offices, and in the Office of the Registrar. The deadline for complete withdrawal from all courses without academic penalty is the end of the ninth week of classes. Complete withdrawal after the ninth week requires a petition to the dean.

All charges for courses from which the student withdraws are subject to the refund policy listed under *Fees and Financial Regulations* in the Bulletin. Failure to complete a *Complete Withdrawal Form* can result in an extended financial obligation and the recording of grades of *F* (Failure) or notations of *Z* (Unauthorized Withdrawal).

5. FINANCING GRADUATE EDUCATION

5.1 Financial Support

The George Washington University offers a program of financial support for students which includes assistantships, fellowships, traineeships, graduate scholarships, research appointments, part-time employment, the Federal Work-Study Program, and loans. Several forms of aid, not based on financial need, are available. In general, consideration for financial aid is restricted to students in good academic standing who meet the minimum grade-point average for particular awards and are not financially encumbered by any other University office.

The University reserves the right to ask for documentation necessary to determine aid eligibility. Documents submitted as part of aid applications become the property of the University and cannot be returned. Federal regulations require that the University report suspected cases of fraud or misrepresentation to the appropriate federal, state, and local authorities.

Gift aid (scholarships, grants, fellowships, assistantships, tuition awards, etc.) is taxable to the extent that it exceeds the allowable costs of tuition, fees, and required books and supplies or is dedicated to other costs, such as room and board. Federal grants may be taxable if, together with other gift assistance, they exceed the allowable costs.

Application and correspondence concerning assistantships, fellowships, traineeships, or graduate scholarships should be sent directly to the department. Unless otherwise specified, application and supporting credentials should be submitted no later than February 1 proceeding the academic year for which the award is made. Application for admission to graduate study is a prerequisite for consideration.

Information in this section is accurate at the time this Handbook is prepared for press. Future changes in federal regulations or institutional policies may alter the application requirements or program guidelines.
Office of Graduate Student Assistantships and Fellowships

The Office of Graduate Student Assistantships and Fellowships provides information on awards that may be available in support of graduate study. These awards are generally sponsored by foundations, professional and learned societies, industries, and other organizations. Services are provided to entering and enrolled graduate students. Detailed information is available at www.gwu.edu/~fellows/.

Assistantships

*Research Assistantships (RA)* May be available in departments with faculty who are participating in sponsored research.

*Graduate Teaching Assistantships (GTA)* Available to graduate students in masters and doctoral programs in most departments of the University. A graduate teaching assistant receives financial compensation for a designated unit of service to the assistant's major department of instruction. All new graduate teaching assistants must attend an orientation program and complete an on-line course.

Fellowships, Scholarships, and Related Programs

*University Fellowships* Available to graduate students in master's and doctoral programs in most departments of the University. Fellowships are based on scholarship and each fellow may receive a stipend and/or tuition allowance.

External Funding Opportunities for Graduate Students

The Office of Graduate Student Assistantships and Fellowships provides information about endowed fellowships, for SEAS students only and about national fellowships. Some of these are listed below:

*National Science Foundation Graduate Research Fellowship Program Fellowship Competition* Potential applicants should consult the NSF's website for the Graduate Research Fellowship Program for more information and specific application instructions at: www.nsf.gov/grfp. Potential applicants should consult the NSF FastLane website for the availability of the Graduate Research Fellowship online application and deadlines are found at: www.fastlane.nsf.gov.

National Defense Science and Engineering Graduate Fellowship

Department of Defense Fellowship

The Department of Defense (DOD) is committed to increasing the number and quality of our nation's scientists and engineers. Usually, these students are supported wholly by the DOD grant or contract. Applications and deadlines can be found at: https://www.asee.org/resources/fellowships/ndseg/online/online.cfm.

The National Academies Ford Foundation Fellowships/Diversity Fellowships


Hertz Foundation Graduate Fellowships

Open to students of the applied physical sciences who are citizens or permanent residents of the United States. College seniors wishing to pursue the Ph.D. degree in any of the fields of
particular interest to the Foundation, as well as graduate students already in the process of doing so, may apply at:

*American Association of University Women Selected Professions Fellowships (AAUW)*
Awarded to women who intend to pursue a full-time course of study during the fellowship year in one of the designated degree programs where women have been traditionally underrepresented. Applicants must be U.S. citizens or permanent residents. Candidates in all programs except the master's in engineering and medicine are eligible to apply for support for the final year of study only and are expected to receive their degrees at the end of the fellowship year. Apply at: http://www.aauw.org/fga/fellowships_grants/selected.cfm.

*National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc.*
**GEM Fellowship**
The GEM Fellowship Program is designed to offer opportunities for underrepresented students to obtain MS and PhD degrees in engineering and the natural and physical sciences through a program of paid summer internships and graduate financial assistance. To apply and for further information including deadline dates please visit: https://was.nd.edu/gem/gemwebapp/.

*Department of Homeland Security Graduate Fellowships*
Open to US citizens and permanent residents. Areas of study include: physical, biological, social and behavioral sciences including science policy, engineering, mathematics, and computer science. For information on applying and deadline dates go to:
http://www.orau.gov/dhsed/.

*Bell Labs Graduate Research Fellowship Program*
Open to women and members of minority groups underrepresented in the sciences who are U.S. citizens or permanent residents:

*Society of Women Engineers (SWE)*
Various fellowship/scholarship opportunities open to U.S. citizens:
http://www.societyofwomenengineers.org/scholarships/Endowed.htm#PP.

Henry Luce Foundation Clare Booth Luce Graduate Fellowship Program
The Clare Booth Luce Program promotes the advancement of American women through higher education in the sciences, engineering, and mathematics. Preference is given for those expressing a career interest in academia. Open to women who are U.S. citizens:

Women In Engineering Programs and Advocates Network (WEPAN)
This database provides contact information for organizations that provide scholarships and fellowships for women in engineering and science. There is also a list of corporations, foundations and government agencies that offer grants to women pursuing degrees in the engineering fields:
http://www.wepan.org/funding.html.
Loan Funds

The Office of Student Financial Assistance offers financial aid in the form of Federal Stafford, Graduate PLUS, and alternative loans to students who have been admitted to one of GW graduate degree or approved graduate certificate programs. The information found in the website provides a brief description of our loan programs as well as an overview of the process involved in applying for these types of loans. Information about financial aid for graduate students is at: http://financialaid.gwu.edu

The Office of Graduate Student Assistantships and Fellowships also provides information about federal and private loans available to graduate students that may be used in support of graduate study. For additional information please contact Geri Rypkema by email: rypkema@gwu.edu or by phone at: 202-994-6822 on awards. Detailed information is available at www.gwu.edu/~fellows/.

Student Employment

Inquiries should be addressed to the Office of Fellowships and Graduate Student Support. In addition, the Career Center maintains a registry of both full-time and part-time positions available in the Washington area for undergraduate and graduate students. After registration, students may apply at the Center for interviews and referrals to positions for which they are qualified. For additional information please contact Chalvonna Smith or Courtney McClain by email: seascareers@gwu.edu.

International Students

The International Services Office (ISO): http://internationalservices.gwu.edu/ provides assistance and information to international students, scholars and faculty at The George Washington University. Particularly, ISO offers guidance regarding questions that concern the student stay at GW. Some of these include:

- Immigration advising and information on immigration regulations.
- Social and recreational activities and programs to foster intercultural relationships and learning.
- Cultural adjustment workshops and support groups.
- Orientation programs for international students new to GW.
- International students applying from outside the University may be appointed to graduate teaching assistantships (GTA) but must successfully complete an orientation and evaluation program held prior to registration.

For additional information please contact Adina Zepfel by email: engineering@gwu.edu
International students applying for graduate teaching assistantships must have minimum TOEFL scores of 600 (paper-based) or 250 (computer-based) or 100 (Internet-based) or an overall band score of 7.0 on the academic IELTS with no individual band score below 6.0. Those found to have difficulties with English will be required to enroll in specified courses in English for Academic Purposes and/or will be referred to the Speech and Hearing Center's speech enhancement program; such students will be assigned non-teaching duties in place of classroom instruction. They will be reevaluated each semester. If they are not designated as qualified to give classroom instruction by the end of one academic year, the teaching assistantship will not be renewed.

Graduate students who are presently enrolled at GW and have been proposed as candidates for graduate teaching assistantships by their departments must pass the Test of English for Academic Purposes at the levels indicated above and will be required to complete successfully an oral interview and the orientation and evaluation program before they will be considered for graduate teaching assistantships.

Students who wish to study in the United States should have sufficient funds available to cover expenses for one full year before attempting to enter a college or university. The cost at this University for one academic year (September 2016 – May 2017) is $1,310/credit hour, (9 credits per semester) plus fees; $19,980 housing, meals, transportation, and personal expenses, $500 books and supplies, $1,977 health insurance. Generally speaking, expenses for international students are about $2,000 over the stated figure, which includes room and board, tuition, books, clothes, and incidental expenses, but not travel, holiday, or medical expenses. Details at: http://www.gwu.edu/~gradinfo/TuitionFees_On-Campus_2016-2017.pdf

**Veteran Students**

Information regarding veterans’ education benefits may be obtained from the Veterans Benefits Office, located in Colonial Central, Marvin Center Ground Floor, (202) 994-9570, vetserve@gwu.edu.

When feasible, students entitled to educational benefits as active-duty personnel, veterans, or dependents of veterans should consult with the veterans’ counselor prior to submitting applications to the Veterans Administration. All such students should obtain the instruction sheet issued by the veterans’ counselor; it sets forth requirements to be fulfilled before certification of enrollment can be made to the Veterans Administration and includes other information of general interest. Eligible students should be aware they must be admitted to a degree seeking program by the start of their third semester in order to continue receiving veterans’ benefits.

A signed certificate attesting to the student's status must be obtained from the appropriate Dean's Office and mailed with the registration schedule and statement at the time of payment. Those students who are veterans and are requesting benefits must communicate their status to the Veterans Benefits Office, at least 30 days prior to course start date, in order to obtain an advance payment from the VA. Payment takes approximately 6-8 weeks. The Veterans Benefits office assists students entitled to educational benefits as active-duty personnel, veterans, or as widows or children of deceased or totally disabled veterans with any problems that may arise concerning their benefits. This office also processes certification of enrollment and attendance to the Veterans Administration so that educational allowances will be paid.
5.2 Financial Information

Tuition Fees

The following fees and financial regulations were adopted for on-campus programs for the academic year 2016-17. For students enrolled in graduate degree programs on the main campus of the School of Engineering and Applied Science tuition is charged at the rate of $1,490 per credit hour. http://studentaccounts.gwu.edu/graduate-tuition 2016-17.

The following fees may apply:
- Registration for Continuous Enrollment (CE) $35
- Course fees, if applicable (listed in the Schedule of Classes) varied
- Late registration fee (see Schedule of Classes for dates) $80
- Late payment fee $75

Voluntary Library Fee

Each semester, the Registration Schedule and Invoice includes a voluntary gift for the University libraries. Check the box labeled Library Gift Decline and omit the amount from your payment if you do not wish to include the library gift in your reimbursement to the University.

Past Due Accounts

Accounts that are past due are encumbered by the University. A student whose account is encumbered may not register for future semesters and may not receive diplomas or transcripts. Late payment fees and interest may also be assessed each month that the account has an overdue outstanding balance. Please see the University's Tuition Payment Disclosure Statement at http://colonialcentral.gwu.edu/billing/Disclosures/ for more information on those fees and billing practices.

Accounts that are more than 90 days past due are referred to an agency and/or attorney for collection. The student is then responsible for all charges, costs, and fees due to, or incurred by, the University as well as all costs, fees, and charges incurred by the agency and/or attorney, including attorney's fees. Students whose registrations have been revoked or canceled for failure to make timely payments are not permitted to attend class and may not occupy University housing.

Withdrawals and Refunds
Applications for withdrawal from the University or from a course after the registration period must be made in accordance with procedures outlined under University Regulations in the sections Complete Withdrawal from the University, and Adding and Dropping Courses, respectively. Financial aid recipients must notify the Office of Student Financial Assistance in writing. In authorized withdrawals and changes in schedule, cancellations of semester tuition charges and fees will be made in accordance with the following schedule for the fall and spring semesters:

| 1. Complete withdrawal from all courses (on-campus students) (Fall 2016-Spring 2017): |
|---------------------------------|-------------------|
| Withdrawal dated on or before the end of the first week of the semester | 90% |
| Withdrawal dated on or before the end of the second week of the semester | 60% |
| Withdrawal dated on or before the end of the third week of the semester | 40% |
| Withdrawal dated on or before the end of the fourth week of the semester | 25% |
| Withdrawal dated after the fourth week of the semester | None |

<table>
<thead>
<tr>
<th>2. Partial withdrawal: If the change in program results in a lower tuition charge, the refund schedule above applies to the difference.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulations governing student withdrawals as they relate to residence hall and food service charges are contained in the specific lease arrangements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Summer Sessions: In cases of authorized withdrawals from courses, refunds of 85% of tuition and fees will be made for courses dropped within the first seven calendar days of the start of a session. No refund will be made for courses dropped thereafter.</th>
</tr>
</thead>
</table>

Courses that do not follow the traditional semester may have different refund policies.

Refund policies of the University are in conformity with guidelines for refunds as adopted by the American Council on Education. Federal regulations require that financial aid recipients use such refunds to repay financial aid received for that semester's attendance. This policy applies to institutional aid as well.

In no case will tuition be reduced or refunded because of absence from classes. Authorization to withdraw and certification for work done will not be given to a student who does not have a clear financial record.
APPENDIX A: Forms
Academic and Administrative Forms

The following chart explains the purpose of administrative forms that are needed during GW education. The following forms are available on the Registrar’s website (http://www.gwu.edu/~regweb/web-content/index.html) by clicking on the Online Forms menu at the left side of the screen, including:

- Address Change
- Application for Graduation
- Certification Services
- Complete Withdrawal
- Confidentiality Flag
- Consortium Registration
- Credit Card Payment
- Diploma Replacement
- Grade Mailer
- Name / Student ID Change
- Notification of Diploma Address
- Student Consent
The following academic forms are available from the Professional Advisors, in the departmental offices, in the ADAA office, and online at: [http://www.seas.gwu.edu/](http://www.seas.gwu.edu/)

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose/use</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form 1</strong> Graduate Program of Studies</td>
<td>Graduate advising form For planning the academic program with the advisor (core courses, prerequisites and electives)</td>
<td>Begin the process with the academic advisor Forms are available via GWEB info system Degree Map</td>
</tr>
<tr>
<td>Application for Graduate Transfer Credit</td>
<td>Students may transfer in approved credits of courses taken no more than five years ago from an accredited university A maximum of 6 credits may be transferred into the doctoral program (check with your advisor)</td>
<td>Begin the process with the academic advisor Forms are available in the department.</td>
</tr>
<tr>
<td>Registration Transaction Form (RTF)</td>
<td>To be used for special registration</td>
<td>Forms are available in the Office of the Registrar (Colonial Central), in the departments, and in the ADAA Office</td>
</tr>
<tr>
<td>RTF-EZ</td>
<td>For standard registration transactions (add/drop, late registration, simple withdrawal) Apply on-line. See page 16 of this handbook</td>
<td>Forms are available in the Office of the Registrar (Colonial Central), in the departments, and in the ADAA Office</td>
</tr>
<tr>
<td>Request for Certification for Half-time/Full-Time Student Status</td>
<td>Certifies student status as a half-time or full-time for a requesting agency or organization</td>
<td>Begin the process with the advisor Forms are available in the department.</td>
</tr>
<tr>
<td>Continuous Enrollment/ Leave of Absence</td>
<td>See page 5 of this handbook</td>
<td>Must be submitted along with an RTF Available in the department</td>
</tr>
<tr>
<td>Late Withdrawal Form</td>
<td>To be used in the event a student withdraws from one or more classes after the end of the 9th week</td>
<td>Must be submitted along with an RTF and a Petition Form. Available in your department</td>
</tr>
<tr>
<td>Request for an Incomplete Grade</td>
<td>Request for additional time to complete course requirements</td>
<td>Available in the department</td>
</tr>
<tr>
<td>Petition for Exception to Stated Academic Policies</td>
<td>Request for exception to academic policies</td>
<td>Must be submitted along with an RTF Available in the department</td>
</tr>
<tr>
<td>Research course registration form BME, CEE, CS, ECE, EMSE, MAE</td>
<td>To register for 8998,399,8999 courses</td>
<td>Available in the department</td>
</tr>
<tr>
<td><strong>Form 4</strong> Notification For Doctoral Qualifying Examination</td>
<td>The intent to take the Qualifying Exam</td>
<td>Available in the department</td>
</tr>
<tr>
<td><strong>Form 5</strong> Ph.D. dissertation Form</td>
<td>Formal declaration of the title of the dissertation</td>
<td>Start with the research advisor</td>
</tr>
</tbody>
</table>

Doctoral Student Handbook 2016-2017
## Graduate REGISTRATION TRANSACTION FORM

http://registrar.gwu.edu • registrar@gwu.edu

### ADD

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>GRADE MODE*</th>
<th>INSTRUCTOR SIGNATURE</th>
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### DROP or WITHDRAW (please circle one)

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<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>TIME CONFLICT APPROVAL</th>
<th>GRADE MODE OPTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>□ YES □ NO</td>
<td>A= AUDIT</td>
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<td></td>
<td>C= LETTER GRADE</td>
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<td>P= PASS/NO PASS</td>
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<td></td>
<td></td>
<td>R= CREDIT/NO CREDIT</td>
</tr>
</tbody>
</table>

I request the above action be performed.

**AUTHORIZED SCHOOL OFFICIAL USE ONLY**

<table>
<thead>
<tr>
<th>□ Prior to start of the semester</th>
<th>OR</th>
<th>Effective Date: ___ / ___ / ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Signature: ________________

Today’s Date: _______
RETURN TO COLONIAL CENTRAL, MARVIN CENTER GROUND FLOOR.

REGISTRATION TRANSACTION FORM

WHO CAN USE FORM RTF-EZ? You can use this form if:
- the request is for the current term or a future term;
- the requested action is not one which could be performed through GWeb;
- Dean's Office approval is not required for the requested action;
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer; and
- if withdrawing from a course, it is before the end of the 8th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

<table>
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<tr>
<th>TERM</th>
<th>Date</th>
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<tr>
<td>☐ Spring</td>
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<tr>
<td>☐ Summer</td>
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<tr>
<td>☐ Fall</td>
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GWid

Name

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<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MI</th>
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</table>

REGISTER/ADD

A student is not guaranteed enrollment in any course until the request is approved and processed by the Office of the Registrar. Confirmation of enrollment may be viewed through GWeb.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR/DEPT APPROVAL</th>
</tr>
</thead>
</table>

DROP/Withdraw

Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>COURSE TITLE</th>
</tr>
</thead>
</table>

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

Student Signature

REGISTRAR'S USE ONLY

Initials/Date

THE GEORGE WASHINGTON UNIVERSITY

Doctoral Student Handbook 2016-2017
# Dissertation/Project Completion Certificate

<table>
<thead>
<tr>
<th>Students Full Name:</th>
<th>GWID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Field of Study:</td>
</tr>
<tr>
<td>Admit Date:</td>
<td>Examination Date:</td>
</tr>
<tr>
<td>Qualifier Date:</td>
<td>Research Hours Completed:</td>
</tr>
<tr>
<td>Advisors Name:</td>
<td>Expected Graduation Date:</td>
</tr>
</tbody>
</table>

## Examining Committee Members (Names and Signatures)

1. 
2. 
3. 
4. 
5. 
6. 
7. 

## Recommendation:

- Passed: 
- Recessed: 
- Failed:

## Comments:


## Department Chair’s Signature:

Date:

## Associate Dean’s Signature:

Date:

---

For Advising Office Use Only

Received Date: \[\text{Initials:}\]

Decision Notification Date: \[\text{Initials:}\]

Processed Date: \[\text{Initials:}\]

Submit forms to:

Your department

For Graduate Inquiries: seasgrad@gwu.edu
Continuous Enrollment/Leave of Absence Form

INSTRUCTIONS:
1. Complete all requests for information in the white box below
2. Attach completed Registration Transaction Form (RTF)
3. Attach all supporting documentation (e.g., Doctor’s letter, Military Orders, etc.)

EXPLANATION OF TERMS:
Continuous Enrollment—Applies only to students having completed all requirements for graduation and awaiting graduation at the end of the semester. This status also applies to students on Cooperative Education Work Assignment and taking no classes. No telephone registration is permitted.

Leave of Absence—Applies to students temporarily transferred out of the area (e.g. short-time military or business transfer to another location) and students hospitalized or under physician’s care for a medical problem which prevents study (documentation is required). Leave of Absence registration may be initiated via telephone through your department.

*Please review the following for SEAS Policy: [http://bulletin.gwu.edu/engineering-applied-science/#seasregulationstext](http://bulletin.gwu.edu/engineering-applied-science/#seasregulationstext)

ADDITIONAL NOTES: Course Registration Number (CRN), Department Code, Course Number, Section Number & Credit Hour information for Continuous Enrollment and Leave of Absence can be obtained from your department office, the SEAS Undergraduate Records & Advising Office (Tompkins-104), or the SEAS Associate Dean’s Office (SEAS - 2800)

This form does NOT apply to requests for Continuous Research. The registration category Continuous Research applies to graduate students who have satisfactorily completed all credit hour requirements for their programs, but need more time in residence to complete research, prepare Dissertation/Thesis, or prepare for and take the Doctoral Qualifying Examination. One credit hour of Continuous Research must be taken each fall and spring semester until ALL requirements are complete. Continuous research registration may be initiated via telephone through your department. This form does not apply to requests for Continuous Research.

<table>
<thead>
<tr>
<th>Student Name: ______________________________</th>
<th>GWID: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester: ______________</td>
<td>Major: ______________________</td>
</tr>
<tr>
<td>Level (circle one): Graduate</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Status Requested (circle one): Continuous Enrollment</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>Reason(s) for request (If additional space if needed, use the back of this form):</td>
<td></td>
</tr>
<tr>
<td>____________________________________________________________</td>
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<td>____________________________________________________________</td>
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<td>____________________________________________________________</td>
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</tr>
<tr>
<td>Student Signature: _________________________</td>
<td>Date: ____________________</td>
</tr>
</tbody>
</table>

**THIS SECTION IS TO BE COMPLETED BY THE PROFESSIONAL ADVISOR**

| Professional Advisor Name (please print clearly): ____________________________ | Date: ____________________ |
|--------------------------------------------------------------------------------|
| Professional Advisor Signature (signature constitutes advisor approval): __________ |

For Advising Office Use Only

<table>
<thead>
<tr>
<th>Received Date: ______________</th>
<th>Initials: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Notification Date: ______________</td>
<td>Initials: ______________</td>
</tr>
<tr>
<td>Processed Date: ______________</td>
<td>Initials: ______________</td>
</tr>
</tbody>
</table>

Submit forms to:

Your department

For Undergraduate Inquiries: seasadvising@gwu.edu

For Graduate Inquiries: seassgrad@gwu.edu
Form 5
Doctoral Dissertation Program

Department of ________________________________

Student’s Full Name: (Mr. / Ms. Mrs.)

______________________________ GWID: ____________________

Address (local):

____________________________________________________________________

Address (permanent):

____________________________________________________________________

Phone (h): ____________________ (w): ____________________

Faculty Advisor: ____________________________________________

Director of Research: _________________________________________

Field of Study: _______________________________________________

Tentative Dissertation Title:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

______________________________
Director of Research Signature & Date

______________________________
Department Chair Signature & Date

______________________________
Associate Dean Signature & Date

For Advising Use Only
Received Date: ________________ initials: ________________
Decision Notification Date: ________________ initials: ________________
Processed Date: ________________ initials: ________________

Submit forms to: Your department
For Graduate Inquiries: scarsgrad@gwu.edu
Research Course Registration Form

Web registration does not apply for these courses. In order to register, complete a Registration Transaction Form in addition to this and obtain approval from your advisor on each.

Student Information

Name: ___________________________  GWID: ___________________________
Email Address: ___________________  Phone Number: ___________________
Department: ______________________  Semester/Year: ___________________

Course Information

Course: ___________________________  Section Number: ___________________
CRN: ______________  Credit Hours: ___________  Undergrad/Grad/Doctorate: ___________

Required Approval

Advisor Name: ____________________  Signature: ____________________  Date: ________
Instructor Name: __________________  Signature: ___________________  Date: ________
Chair Name: ______________________  Signature: ___________________  Date: ________

For Advising Office Use Only

Received Date: _______________  Initials: __________
Decision Notification Date: __________  Initials: __________
Processed Date: _______________  Initials: __________

Submit forms to:
Your department
For Graduate Inquiries: seasgrad@gwu.edu
# Petition for Exception to Stated Academic Policies Form

## Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>GWID</td>
<td>GW Email</td>
</tr>
<tr>
<td>Field of Study</td>
<td>Degree</td>
</tr>
<tr>
<td>Department</td>
<td>Semester</td>
</tr>
</tbody>
</table>

**Instructions:**

1. Complete all requests for information on this form.
2. Attach all supporting documentation (e.g. relevant correspondence, course syllabus, medical documentation).
3. If necessary, attach completed University and/or SEAS form(s) needed for the requested action (e.g. RTF, H/SS form).
4. Have your Faculty Advisor review your petition and complete Faculty Advisor Section below.

## Exception/Action Requested

---

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Administrative Reason</th>
<th>Personal Reasons</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Other</th>
</tr>
</thead>
</table>

**Explanation** (if additional space is needed, attach typed sheet):

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---

## Required Signatures

**Student Signature:**

Date: __________

**Faculty Advisor Decision:**

- [ ] Approve
- [ ] Disapprove

**Faculty Advisor Signature:**

Date: __________

**Associate Dean Decision:**

- [ ] Approve
- [ ] Disapprove

**Associate Dean Signature:**

Date: __________

---

**For Advising Office Use Only**

- **Received Date:**
- **Initials:**
- **Decision Notification Date:**
- **Initials:**
- **Processed Date:**
- **Initials:**

**Submit forms to:**

Your department

For Undergraduate Inquiries: seasadvising@gwu.edu

For Graduate Inquiries: seasgrad@gwu.edu
Request for an Incomplete Grade

Student Name (print clearly): __________________________ GWID: __________________________
       (Last)                                               (First)
Semester: __________________________ Major: __________________________ Dept: __________________________
Level (check one): Undergraduate Graduate

* Please review for SEAS Policy: http://bulletin.gwu.edu/engineering-applied-science/#seasregulationstext

Course Information/Instructor Approval

Department: __________________________ Course #: __________________________ Section: __________________________
Course Title: __________________________ Grade or Pass/No Pass: __________________________

Course Completion Date: __________________________

I request an incomplete grade (I) in the course listed above for the following reason(s):

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Conditions of Approval for the Incomplete (I) Grade (including work to be completed):

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

I expect to complete this course by (must be less than 2 semesters):

___________________________________________________________________________________________

TO BE COMPLETED BY INSTRUCTOR

At this time, the student has completed _____% of the course work for this course.

Instructor Decision (check one): Approve Disapprove

Instructor Signature: __________________________ Date: __________________________

In addition, I am currently registered for the following courses this semester:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Student Signature: __________________________ Date: __________________________

TO BE COMPLETED BY FACULTY ADVISOR

Faculty Advisor Decision (circle one): Approve Disapprove

Faculty Advisor Signature: __________________________ Date: __________________________
Application for Graduate Transfer Credit Completion

Student's Full Name: (Mr./Ms./Mrs.) ________________________________

GWID: ___________________ Department: __________________________

* Please review the following for transfer policy: [http://bulletin.gwu.edu/university-regulations/](http://bulletin.gwu.edu/university-regulations/)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course #</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

GW Equivalent Course #:

Title:

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<table>
<thead>
<tr>
<th>Institution</th>
<th>Course #</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

GW Equivalent Course #:

Title:

---

Student Signature: ___________________ Date: __________

Faculty Advisor Approval (circle): Yes  No

Printed Name: ___________________ Signature & Date: __________

Department Approval (circle): Yes  No

Printed Name: ___________________ Signature & Date: __________

Comments:

---

For Advising Office Use Only

Received Date: ___________ Initials: ___________

Decision Notification Date: ___________ Initials: ___________

Processed Date: ___________ Initials: ___________

Submit forms to:

Your department

For graduate inquiries: SEASgrad@gwu.edu
The George Washington University
Electronic Theses/Dissertations (ETD) Access / Approval Form

The information on this form should match exactly the record entered into the GW ProQuest ETD online system,
(http://www.etaladmin.com) and should be submitted to your school or college's graduate office at the same
time you submit your thesis or dissertation online.

Student’s Full Name as on Thesis or Dissertation: ________________________________

GWID: ________________________________  ETD Submission ID#: ______________

Mailing Address:

__________________________________________________________

Email: ______________________________________  Phone: _______________________

Degree (Official Abbreviation): _____________________  Planned Graduation Date: _____

School or College: ________________________________

Program: __________________________________________

Campus:  □ Foggy Bottom  □ Virginia Campus  □ Other: ________________________

Type of Submission:  □ Dissertation  □ Thesis

Exact Thesis/Dissertation Title:

________________________________________________________________________

Name(s) of PDF File(s) Submitted to ProQuest: ______

Date of File: ______________

Thesis or Dissertation:
_______________________________________________________________________

Supplements, if any:

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________

Student and Thesis Advisor/Dissertation Director Certifications

Research Approvals
I hereby certify that I have obtained the required institutional approvals if my research involves human subjects, protected health information, animals, radiation or other hazardous materials, and the like (see http://www.gwu.edu/research). In addition, this thesis or dissertation does not contain personally identifiable information that would compromise assurances of confidentiality to research participants.
Part B: Copyright (See Copyright and Patent Issues for more information.) Please select one of the following options:

1. [ ] I own the copyright in the thesis or dissertation as its author. I hereby grant to the George Washington University and its agents the non-exclusive, world-wide, royalty-free license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other rights, title, and interest in my thesis or dissertation and may use all or part of my thesis or dissertation in future works (such as conference presentations or papers, articles, or books).

2. [ ] I have produced my thesis or dissertation for the U.S. Government as an officer or employee and therefore the thesis or dissertation is not subject to copyright (17 U.S.C. § 105).

Further, I hereby certify that, where warranted, I have obtained and attached hereto written permission statements from the owners of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below.

Part C: Release Statement (See Publication Issues for more information.)

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above-mentioned document will be placed in the GW ProQuest ETD archive with the following status (choose one option from each of the options below). In all cases, the full text of all theses and dissertations will be available for unrestricted open access worldwide through the GW Libraries and Washington Research Library Consortium (WRLC) catalog either immediately or after the embargo period expires.

1. [ ] Unrestricted Open Access: Release the entire thesis or dissertation for free, open access worldwide.
   a. [ ] Immediate Release (Preferred option except in rare situations noted below), or
   b. [ ] Embargoed: Keep the thesis or dissertation from public access for a period of
      [ ] 6 months, [ ] 1 year, or [ ] 2 years while I pursue a commercial opportunity (such as a book contract or patent) or to meet research sponsor requirements. I understand that patent applications must comply with the GW Patent and Scholarly Works Policy.

OR

2. [ ] Traditional Publishing: Release the entire work for purchase through ProQuest.
   a. [ ] Immediate Release (Option of choice except in rare situations noted below), or
   b. [ ] Embargoed: Keep the thesis or dissertation from public access for a period of
      [ ] 6 months, [ ] 1 year, or [ ] 2 years while I pursue a commercial opportunity (such as a book contract or patent) or to meet research sponsor requirements. I understand that patent applications must comply with the GW Patent and Scholarly Works Policy.

Thesis Advisor/Dissertation Director Verification of ETD:
I have reviewed the final electronic version of my thesis or dissertation to be submitted to GW ProQuest and have determined that it is an accurate representation of the document reviewed and approved by the Dissertation Research Committee or Thesis Advisor.

The undersigned agrees that this ETD Access / Approval Form updates any and all previous statements submitted heretofore.

Signed: ____________________________ Printed Name: ____________________________ Date: __________

Signed: ____________________________ Printed Name: ____________________________ Date: __________

Signed: ____________________________ Printed Name: ____________________________ Date: __________
APPENDIX B: Doctoral Student Checklist

SEAS Doctoral Student Checklist

PHASE 1: Pre-Candidacy

*Forms can be obtained from the Departmental Graduate Records Coordinator*

1. Establish academic advisor (designated and/or approved by the department chair)
   __________________________________________

2. Complete any prerequisite work (or other conditions of admission).

3. Complete and file a Program Plan of Study: DegreeMAP Educational Planner

4. Complete all course requirements on your Program Plan of Study

5. Complete the preliminary / qualification examination forms and file by the deadline.

6. Maintain continuous enrollment. Be actively enrolled in at least one credit hour during the semester in which you intend to sit for the comprehensive examination.

7. Successfully complete all sections of the comprehensive examination.

PHASE 2: Candidacy

1. If you have not already done so, establish a doctoral dissertation committee

2. Committee Membership and Proposal Approval form with Part I completed.
   1. ___________________________Dissertation Chair
   2. ___________________________Committee Member
   3. ___________________________Committee Member

3. Obtain your dissertation committee’s approval of your dissertation proposal. Complete and file two copies with your department: (1) Proposal, (2) Dissertation Committee Membership and Proposal Agreement form with Part II completed, and if required, (3) the Human Subjects forms. This is needed to gain final approval of the proposal.

4. Successfully complete the oral defense of the proposal.

5. Submit drafts of dissertation to the dissertation chair and committee members for review and feedback, as requested by the department chair

6. Enroll in a minimum of 24 credit hours of Dissertation Research.

7. Check with your graduate coordinator for deadlines for scheduling dissertation oral examinations.
8. Complete an Application for Graduation form for the semester in which you plan to graduate by established semester deadline. Check with the graduate coordinator for the deadline to submit.

9. Secure an appointment to meet with the graduate coordinator to review your academic record.

10. Establish a dissertation oral examination committee with the assistance of your dissertation committee chair (Dissertation Oral Examination form).

Committee membership:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Submit the electronic copy of the completed dissertation; one paper copy and one electronic copy of the abstract (350 words); the Dissertation Approval Form and the Request for Dissertation Oral Examination Form to the graduate coordinator.

12. Receive confirmation from the department chair concerning committee approval & date, time, and location of the oral examination.

13. Submit copies of the dissertation to the members of the examining committee and retain one copy for yourself. This must be done no less than 3 weeks prior to the scheduled date of the oral examination.

14. Make any revisions requested by the oral examination committee within 30 days from the date of your final oral examination or 14 calendar days prior to the end of the semester (for summer and fall graduates) or April 1 for spring graduates.

15. Within those same 30 days, submit the final electronic copies of the dissertation to the department, along with a copy of the abstract, UMI Information, Survey of Earned Doctorates, and any other related materials. Upload the final, revised version of your Dissertation.

16. Fill out the ETD approval form completely; secure the necessary signatures (advisor, ETD coordinator, ADAA). After the ETD form is approved the dissertation will be submitted by SEAS.

17. Be cleared for graduation upon a final check of your academic record and receipt of the above mentioned materials. See clearance checklist.

18. See Advanced degree program coordinator for the Ph.D. program.
APPENDIX C: Dissertation Guidelines

SEAS Dissertation Format Guidelines
August 2016

For any questions on dissertation format, please contact:
Marilyn Shazier-Shields at x48323 or by email at mshazier@gwu.edu

These guidelines address:

General Considerations & Requirements
- Electronic Submission Requirements
- Margins
- Type Size & Spacing
- Page Numbering

Preface Pages
- Title Page
- Certification Page
- Copyright Page
- Dedication Page
- Acknowledgement Page
- Abstract
- Table of Contents
- List of Figures
- List of Tables
- List of Symbols
- List of Acronyms
- Glossary of Terms

Main Text
- Organization
- Graphics
  - Figures & Tables
  - Labeling Graphics
  - Sideways & Larger Graphics
  - Equations
- Footnotes
- Lists
- References
Marking Citations in the Text
The Reference Section
• Appendices
GENERAL CONSIDERATIONS AND REQUIREMENTS

Electronic Submission Requirements

The University requires that all dissertations be submitted electronically. Paper dissertations will no longer be accepted. When you are close to completing your dissertation, go to the ProQuest ETD website:

http://www.etdadmin.com/

Create an account and upload your dissertation. You will not be charged anything until all your degree requirements are completed and the finished dissertation is submitted to UMI. 2014-2015 Submission deadlines are as follows:

• Completing Fall 2017 – Deadline is January 15, 2017
• Completing Spring 2017 – Deadline is May 17 (MS Thesis) April 1 (Ph.D.)
• Completing Summer 2017 – Deadline is August 15, 2017

If you have any questions about the ETD website, or how to do anything connected with it, please contact Marilyn Shazier-Shields (mshazier@gwu.edu or phone 994-8323), or the Gelman Library dissertation administrator Valerie Emerson (etds@gwu.edu or phone 994-2041).

The major change and advantage with electronic dissertations is that you can include much more information and more types of information. You can include color photos, video and sound clips, and active web links. Anything that you can embed in a web page, you can put in your dissertation.

Also note that your ETD submission must be in PDF format. There are instructions on the ETD site for converting to PDF if you are unfamiliar.

Margins

Margin requirements will be enforced without exception. The right and left margin should be one and one-quarter inches to allow for binding. Even though dissertations will be electronic, UMI still requires the 1.25” margins so they can print them out and bind them if a hard copy is requested. Top and bottom margins should each be one inch. All text and graphics (except page and numbers) must fit inside those margins. Material outside the margins will affect the readability and appearance of the document.

Type Size and Spacing
The type should be 10 - 12 points. A 12 point Times New Roman or a 12 point Courier are good examples of acceptable type fonts. Decorative and ornate fonts are not acceptable. If you are in doubt about whether the type font you want to use is acceptable, please ask before writing your entire dissertation in it. It is permissible to mix type fonts within your dissertation, as suggested in the Figures and Tables section.

All text material should be double-spaced, but long quotations and footnotes may be single-spaced. To avoid confusion about when a new paragraph starts, because the text is all double spaced, you should start each paragraph in the main text portion with a ¼ inch indentation (two dots on the measurement bar at the top of Word).

**Page Numbering**

All pages except the title page must be numbered. Page numbers should be centered in the lower (footer) area of each page.

Preface pages (see next section) will be numbered using small Roman numerals. The title page is considered to be page “i”, but is not numbered. Start numbering with “ii” on the next page.

Pages in the main text will be numbered with Arabic numerals, starting over with “1” on the first page of Chapter One. Numbering will continue through to the end of the dissertation, including the Reference section and any appendices.

**Nota Bene:** Even though this guide provides instructions and examples for using Word to write your dissertation, the use of LaTeX is highly encouraged. You will find it much easier to produce complex equations in LaTeX, and it also has a superior ability to create your lists of tables and figures, as well as your table of contents. Please consult with your advisor for his/her opinion of the best tool to use before you start writing.

**Preface Pages**

Preface pages are all the material before the main text. They are numbered with small Roman numerals. Note that not all of these pages are required, but if they are included, they should be in this order:

- Title page (required)
- Certification page (required; for doctoral dissertations only)
- Copyright page (optional)
- Dedication page (optional)
- Acknowledgment page (optional)
- Abstract (required for doctoral dissertations, optional for master's theses)
• Table of Contents (required)
• List of Figures (required if you have any figures)
• List of Tables (required if you have any tables)
• List of Acronyms (optional)
• List of Symbols (optional)
• Glossary of Terms (optional)

All of the preface pages, with the exceptions of the title page, certification page, and copyright page, should have the name of the page centered and in bold at the top of the first page of that section, in the same manner as the titles of the chapter pages.

Title Page

See the sample title page at the end of this document.

All lines should be centered left and right. Start with the dissertation title, in initial caps. Then single space blocks of information with double spacing between each major group of information. Do not list all your committee members, just your advocate. Try to center the text vertically on the page. This page is not numbered.

There are only three acceptable completion dates that can be on the Title Page regardless of the actual date of your defense. If you are completing your doctorate in Summer semester, the date will be August 31 of that year. If you are completing in Fall semester, the date will be January 31 of the following year. If you are completing in Spring semester, the date will be the date of the GW commencement ceremony.

• Completing Fall 16 = January 31, 2017
• Completing Spring 17 = May 17, 2017
• Completing Summer 17 = August 31, 2017

Certification Page

The Certification Page is an official statement that your dissertation has been accepted and you have completed all requirements for your doctorate. Please see the sample page at the end of this guide. This is where you can put the actual date of your defense. This will always be page ii. Committee members do not sign this page.

Copyright Page

As the author of a thesis or dissertation, you own the copyright to your work just by virtue of being its author. If you are concerned that someone may infringe on your intellectual work, you can pay a fee and register your copyright. Here is what registering the copyright accomplishes:
1. A registered copyright serves as prima facie evidence of copyright validity and is a prerequisite for filing an infringement action against someone in court.

2. A copyright owner can recover statutory damages and attorney’s fees only if the work is registered prior to infringement or within three months of publication.

3. If the infringement occurred prior to registration, the copyright owner can still file an action, but it is limited to actual damages and injunctive relief. In other words, you could register the copyright after you find out about the infringement and still take action against the violator.

4. By paying the registration fee to ProQuest, you are paying ProQuest to register the copyright on your behalf. Alternatively you can do it on your own now or later.

As this suggests, registering the copyright might not be necessary in many cases. However, if your work is something that has the potential to make money (e.g., book royalties or a patent), it is probably wise to register the copyright. Whether or not you do formally copyright your work, you can have a copyright page. Copyright should read ©Copyright (year) by (student’s name). All rights reserved. Text should be single spaced (instructions for inserting symbol is in style guide), centered vertically and horizontally in the page. The year of the copyright should match the year of completion that is on the Title Page. If you have a copyright page, it will be numbered iii.

If your work could lead you to seek a patent for an invention or discovery, you have the option when you register on the ETD website to delay making your work public to give yourself time to file for a patent. Once you make your invention or discovery public, you may lose your opportunity for a patent after a certain time.

If you developed a patentable invention with University funds or facilities, please also understand that you have a responsibility to disclose this to the University (the Associate Vice President for Research and Graduate Studies or the Medical Center Office of Research). For more information, please visit the website of the Office of Sponsored Research.

Dedication Page

If you wish to dedicate your dissertation to a particular person, institution, or anything else, this is where you do it. Write about who you wish to dedicate it to and why. If you have a copyright page, this will be numbered iv. If you do not have a copyright page, this will be page iii.
Acknowledgement Page

Writing a dissertation is a huge effort and is rarely done without any help. This page is for you to formally thank all the people who have helped you on your path to completion of your dissertation. Be generous with your thanks.

Abstract

The abstract is a one or two page (absolutely no longer than two) summary of your research in terms that a general audience would be able to understand. Think about how you would explain your research to a first year engineering undergraduate. Do not cite references in the abstract. The title of the dissertation or thesis should be written after the page header.

Abstract of…
2 blank line spaces.
Title of Dissertation or Thesis
single spaced if more than one line
2 blank line spaces.
Text starts on this line.

Table of Contents

The title page, the certification page, and the copyright page are not listed in the table of contents. All of the other preface pages, if used, and every numbered organizational subdivision within the main text, the reference pages, and any appendices, must be listed along with the page number that each starts on.

Refer to the section on organization below under Main Text for the organizational scheme. All of the organizational subdivisions should be listed by number, followed by the subdivision title, then a line of dots out to the right margin where you put the page number. Page numbers can be easily lined up by using a right justified tab.

It will help you and your readers to follow your organization if you indent subheaders $\frac{1}{4}$ inch in the table of contents. See the example page at the end of this document.

It is important that if the descriptive title of a section is very long, the text does not overflow into the page number column. Start a new line instead. Continuation lines should be indented $\frac{1}{4}$ inch from the start of the previous line to avoid confusion with the next organizational entry. See the example page at the end of this document.

It is a good idea to build your table of contents as you write so you can see at a glance how the structure of your dissertation is forming. Word and LaTeX have a function which will automatically build a table of contents as you mark the headers.
List of Figures

If you have any figures, you must list them by number and label name, and tell what page they are on. See the section on figures and tables for more information.

List of Tables

If you have any tables, you must list them by number and label name, and tell what page they are on. See the section on figures and tables for more information.

List of Symbols

If you use a lot of symbols and variables in equations, your readers may find it helpful if you list the meanings of those that you use frequently. Try to alphabetize them so looking up a particular symbol is easier. This is not always easy with a mix of Greek letters, Latin letters, and non-alphanumeric symbols, but try to alphabetize by the name of the symbol. One method is to have a list of Roman alphabet symbols, followed by a list of Greek letter symbols, followed by a list of “other” symbols.

List of Acronyms

Washington, DC, is known as a land of “alphabet soup.” A bewildering variety of acronyms are used in government agencies, by businesses, and also within your scientific research community. Outsiders usually do not have a clue what they mean. Keep in mind that your dissertation will be read by people both within and outside of your particular area of expertise. If you use a lot of acronyms, even though you will be spelling them out the first time you use them (see section on Main Text) it is a good thing to have one central location where all acronyms are explained so the reader does not have to hunt through the text looking for a particular acronym’s first use.

Glossary of Terms

As with acronyms above, not all terms are crystal clear to all readers. Many terms that look like they are in common usage may be used in a particular way or have a specific meaning within your discipline that is different from common usage. Having some of your more esoteric terms explained in one central place may be very helpful.
Main Text

Main Text sections must be placed in this order:

- Main text of dissertation (required)
- References (required)
- Appendices (optional)

The most important thing to keep in mind when writing the text of your dissertation is the fact that a variety of people will be reading it in the future. In an immediate sense, you are writing it for your advisor and your dissertation committee. You can assume that those people are all very familiar with your subject material, your methods, and your results. However, after your doctoral defense is complete, your dissertation will be published and will be available for reading by anyone who troubles to look it up. You can assume that those readers will have the technical background necessary to mentally grasp your points; however, you should also assume that they may not have the narrow expertise and familiarity with your particular research that will allow them to read about your work on the same level that you and your committee do. Therefore, as you write, you should explain some of the more esoteric details. Don’t just assume that everyone knows what you are talking about.

A good test is to have one of your classmates read your text. He or she will have technical knowledge equivalent to you, but may not have the specialized knowledge you have in your particular area. If that reader does not immediately understand certain parts, perhaps those parts should be rewritten to provide more explanation.

Another important consideration is that future readers probably will not read your dissertation from beginning to end. They may only read the parts that they are interested in. Thus, they may skip your introduction and literature review chapters and go straight to how you performed your experiment. You can help this type of reader by spelling out acronyms, and otherwise explaining new concepts the first time they are used in each chapter, even if you have already done so in previous chapters.

Organization

Dissertations will be organized into numbered chapters, each chapter will be divided into numbered sections, sections may be divided into numbered sub-sections, etc. down as many levels as you need. Just remember that if you have a section “x.1”, you must always have a section “x.2”. In other words, do not subdivide a section into only one dependent part. You must always have at least two. See the example of headings below.

In general, your first chapter will be an introduction to your research problem. State the problem; briefly state the history of the problem and where research into it stands at the present. Briefly state what you propose to do, how, and why. The last section of your first chapter may be a brief chapter-by-chapter overview of your entire dissertation. When
writing your dissertation, you may want to write the introduction chapter last so you can accurately “predict” what you will say in later chapters.

The second chapter is usually a “literature review.” You describe in detail the research that has been done on your problem in the past, how it has influenced subsequent research, how and why past research has led up to your present situation.

In the third chapter you present your new contribution to the research, explain the theory of how and why your research works, and how it will solve the problem stated in the introduction.

In the fourth chapter you go over your research step-by-step. Explain how and why you set up your experiment to obtain your results.

In the fifth chapter you talk about what happened when you actually ran your experiment and talk about your results. Mention any problems you encountered while running the experiment and how you overcame them.

The sixth chapter is for your conclusions. Were you right or wrong in your approach to your experiment? What went particularly well or badly? How might you have done things differently? What further research might be done to follow up on your results?

This is not the only acceptable organization, but it is the most common. You may need a totally different organizational approach because of your particular type of research. Just be sure to talk with your advisor about how you should organize your dissertation before you start writing.

At each organizational level you need to give a very short descriptive title of what you are writing about in that section. This will also be put in the table of contents. Put your section headers in bold. Start your second level headers (X.X) flush with the left margin. Indent each successive levels (X.X.X, etc) an additional ¼ inch (two additional dots on the measurement bar at the top of your Word window). Note that your text always starts with only a ¼ inch indentation, and it always starts on the next line (accounting for the fact that everything is double spaced) after the header. You should double space before a new header (see example below).
Chapter 1 — Introduction

This is an example of organizational headers. Start each new chapter on a new page. Chapter headings will be centered, in bold, and in all caps or initial caps.

Leave a space after the chapter heading before starting the text. That is different from the lower level headings. After second and lower level headings, start the text on the next line. You do not have to have text immediately following a chapter heading. You can go right in to the next sub-heading. After lower level headings, you should have text before the next lower heading level.

1.1 Second Level Header

Text.

1.1.1 Third Level Header

Text.

1.1.1.1 Fourth Level Header

Text.

1.1.1.1.1 Fifth Level Header

Text.

Notice that even though the header keeps moving over with each lower level, the text always starts in the same place.
Graphics

A graphic is anything that is not text, plus the labeling for the graphic. Common graphics include tables, graphs, photos, drawings, charts, equations, etc. Every graphic must have a label so it can be referred to in the text.

When incorporating graphics into your dissertation, the best way to introduce them is to mention or explain them before they appear in the text. If you place the graphic before mentioning it in the text, the reader will wonder what the graphic is about and it will interrupt the flow of reading. If possible, your first mention of the graphic should be on the same page so the reader can read the textual description and look at the graphic without having to turn any pages.

Figures & Tables

There are two types of graphics that must be labeled and listed in the preface pages: figures and tables. A figure is every kind of graphic except tables and equations. Figures include graphs, photos, drawings, clip art, and anything else that is not text. A table is a display of data in an array of columns and rows. You use the Table pulldown in Word to create one.

If at all possible, make your tables and figures fit completely on one page. That way the reader can see all the data at once without having to turn pages. You can turn a graphic sideways, as discussed below, to make it fit. If it is not possible to fit a graphic on one page and it continues onto the next page, you will need to label the continued graphic at the top of the following page so the reader knows it is a continuation of a previous graphic and not a new graphic. Label continuations exactly the same way as the main graphic, but write Table 2-1 (cont.) and the title at the top of the next page so readers know the graphic is a continuation and they should look at the previous page to see the start. Again, remember that future readers may not start reading at the beginning of your dissertation, and may not have read the previous pages. Also, if a table must be continued on the next page, be sure to label the vertical data columns again at the top of the new page so readers know what those columns mean.

Labeling Graphics

All graphics must be labeled. Tables are labeled on top of the table. Figures are labeled below the figure. You should use slightly smaller type and a different type font in the label so that the reader knows that it is a label and not regular text. For example, if you use 12-point Times New Roman for your main text, make your labels 10-point Arial.

Make your graphic titles short and to the point. Keep in mind that titles will be listed in the prefatory material and a graphic title that is five lines long is not really helpful. You can put a short title on the label and then put more information below the graphic, and as part of it, to explain what’s going on.

Tables and Figures will be numbered sequentially within each chapter. All tables will be
numbered starting with 1 and figures will be numbered separately starting with 1. Thus, in Chapter 2 you may have Table 2-1, Table 2-2, etc. and Figure 2-1, Figure 2-2, etc.

Example:
Text text text text text text text text. In Figure 2-1, we see three SEAS doctoral candidates in a blinding snow blizzard, walking to their lab in Staughton Hall.

Figure 2-1: Three SEAS doctoral candidates in a blizzard
This is an example of further explaining what is happening in the graphic. This text is considered part of the graphic, not the main text. It is not part of the graphic label that goes in the List of Figures.

In Table 2-1 below, we demonstrate the method used to label tables

<table>
<thead>
<tr>
<th></th>
<th>Jan 08</th>
<th>Feb 08</th>
<th>Mar 08</th>
<th>Apr 08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data 1</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
</tr>
<tr>
<td>Data 2</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
</tr>
<tr>
<td>Data 3</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
<td>blah</td>
</tr>
</tbody>
</table>

A shortcut when you are creating your lists of figures and tables for the preface pages is to just copy your graphics label, past it into the list, change the font from Arial to Times New Roman, and add the page number. Like the table of contents, you must make sure that the text of your graphics titles does not get into the page number column. Start a new line before it gets there.

Graphs should have all data lines labeled either with a key at the bottom of the graph or with a label pointing to the proper data line. Ideally, if you have multiple lines on your graphs, they should be in different colors so readers can tell which line is which.

**Sideways and Larger Graphics**

If you need to present a graphic sideways on the page because it will not fit the regular way (i.e., in landscape view instead of portrait view), please remember that the page number still needs to be oriented in portrait view. If you don’t know how to do this, please talk to me because it’s rather complicated to write out instructions in this document. Just be sure that the graphic is turned 90° counterclockwise so that the top of the graphic is on the binding (left) side of the page.
If a graphic need to be larger than one standard page in size yet needs to be all on the same page, talk to me (Marilyn Shazier-Shields, 994-8323) and we will figure something out. Don’t just do it on your own and assume that it will be acceptable.

**Equations**

It is very likely that you will include equations in your dissertation. If you are using LaTeX to write your equations, they should be centered in the line. If the equation is longer than one line, continue it on the next line, and on subsequent lines.

If you are using *Word* to write your equations, centering them may be a problem. If you are unable to center them, they should start flush with the left margin. In any case, equations should be written in italic type. If the equation runs longer than one line, continue it on the next line, but indent ½ inch.

Each full equation — not each equation line — should be labeled flush with the right margin with a number within parentheses. Number your equations sequentially within each chapter. Thus you might have equations numbered (1.1), (1.2), (2.1), (2.2), etc.

Example in *Word*:

\[ 1 + 2 = 3 \] \hspace{1cm} (1.1)

You may need to explain any symbols used in your equations. Do that in the text immediately following the equation, and in the List of Symbols section, if you have one, in the preface pages.

**Footnotes**

Footnotes are used to provide a short explanation of a point within your dissertation that does not really merit discussion in the main text. Footnotes should not be used primarily to cite references, although there may be citations within a footnote. *Word* has a footnoting ability built in under the *Insert* toolbar pull down.

**Lists**

If you list more than three items in a sentence, you should consider using a bulleted list rather than a long series of commas. That makes for much easier reading. For example:

- Item one.
- Item two.
- Item three is a longer item, so if it goes longer than one line, you should start the second and subsequent lines even with the text at the beginning of the bullet.
- Bullets should be indented ¼ inch and the text starts ¼ inch beyond that.
  - You can have sublists within bullets.
  - Use a different kind of bullet like this hollow one.
• Indent it so the bullet is even with the start of the higher level text and if the line is so long it wraps to the next line, make sure it starts even with the text at the start of the bullet.
  ♦ And so on.
  ♦ For as many levels as you need.
  ♦ As with the main text organization, if you have one “sub-bullet”, you must have at least two.

The same applies to numbered lists. Instead of changing the shape of the bullet, alternate numbers and lower case letter for each level. The idea is to ensure readers can tell at a glance what level in the organization they are on.

The difference between bulleted and numbered lists is that bulleted items can be in any order. You can switch the text in bullet one and bullet two and it makes no difference. Numbered lists must be in that order, for instance a list of sequential steps in an operation or a list of priorities would be numbered rather than bulleted.

References

Citing sources is probably the most difficult and time-consuming part of writing a dissertation. However, it is also essential that you properly cite everything that is not your own work to avoid any possibility of plagiarism.

The SEAS faculty has agreed that any style guide may be used to cite references, as long as it is in common usage within your particular discipline. You must consult with your advisor on which citation style he or she wishes you to use. Do not just make up citation styles on your own.

Marking citations in the text

Although there are many styles, they all generally use only a couple different methods of marking cited passages. One method is using numbered citations and the other is using author and year.

The numbered citations method marks cited passages with a number in square brackets like this: [18]. One example of this is the ASME style used by mechanical engineers. The number refers to a full citation back in your References section. The references there are arranged either alphabetically by first author’s last name, or in the order they are cited in the text.

The author and year citations method usually marks cited passages with the first author’s last name, and the year of publication like this: (Martin, 2007). A common example of this method is the Chicago Style Manual. There are some variations on this method; in particular the ACM style used in computer science, which marks citations with only the first three letter of the author’s last name and the last two digits of the publication year like this: [MAR07]. With the author and year method, cited works are listed in your Reference section alphabetically by the first author’s last name.
The Reference section

When putting together your Reference section, keep in mind that all sources used in your research, whether cited in the text or not, must be listed.

All styles, no matter which one you work with, will require the same information. The only difference is how the information is presented.

Reference to journal articles and papers in serial publications should include:
- last name and initials of each author
- year of publication
- full title of the cited article in “quotes”
- name of the journal in which article appears in italics
- volume number (if any) in boldface (Do not include the abbreviation, "Vol.")
- issue number (if any) in parentheses (Do not include the abbreviation, "No.")
- inclusive page numbers of the cited article (do include "pp.")

Reference to textbooks and monographs should include:
- last name of each author and their initials
- year of publication
- full title of the publication in italics
- publisher
- city of publication
- inclusive page numbers of the work being cited (include "pp.")

Reference to individual conference papers, papers in compiled conference proceedings, or any other collection of works by numerous authors should include:
- last name of each author of the paper cited and their initials
- year of publication
- full title of the cited paper in “quotes”
- individual paper number (if any)
- full title of the publication in italics
- initials followed by last name of editors (if any), followed by the abbreviation, "eds."
In spite of the Internet being in common use for well over ten years, many style guides still don’t have rules for citing web pages. If you use the form above, combined with the style used for all your other kinds of sources, you should be good. Just be consistent and do it the same way for every web site citation.

Web sites, by their nature, are subject to change without the author having to give notice that there has been a change. A good practice is that at the time you access the site, print out the material that you will use as your reference and write the current date on the page. You may find that by the time your dissertation is finished, your material on the web is different or may have disappeared entirely. Your committee members may need to see the material that was current when you referenced it to help them evaluate your dissertation.

Appendices

Appendices are for supplementary material that supports the subject of your dissertation, but is either not important enough to include in the main text, or is of a bulky, hard-to-read nature. Examples include long tables or figures of raw data results, background material, computer programs, samples of surveys sent out, copies of letters or other documentation
received, etc.

You do not have to double space the text in appendices.

Appendices are differentiated by letter, so the first one will be Appendix A, then Appendix B, etc.

Appendix pages are numbered continuously with the rest of the main text. Tables and figures are numbered A-1, A-2, B-1, B-2, etc.
This is a Sample Title Page for a Dissertation

by Your Name

B.S. in Mechanical Engineering, May 2000, Iowa State University

A Dissertation submitted to

The Faculty of
The School of Engineering and Applied Science
of The George Washington University
in partial satisfaction of the requirements
for the degree of Doctor of Philosophy

January 31, 2009

Dissertation directed by

Robert J. Harrington
Professor of Engineering and Applied Science
The School of Engineering and Applied Science of The George Washington University certifies that [your full name] has passed the Final Examination for the degree of Doctor of Philosophy as of [date of dissertation defense]. This is the final and approved form of the dissertation.

[Title of dissertation in all the style used for the title here should match the style on the title page]
[Student’s name]

Dissertation Research Committee:

[dissertation director’s full name, professorial title, and the label Dissertation Director—use Graduate Bulletin for correct listings]

[if a co-director: his/her full name, title, and the label Co-Director after both co-directors]

[committee member’s full name, title, Committee Member]

[committee member’s full name, title, Committee Member]
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APPENDIX D: ETD - Electronic Submission Requirements
ETD-Electronic Submission Requirements

Beginning Spring 2008 semester, the university is requiring that all dissertations be submitted electronically. Paper dissertations will no longer be accepted. When you are close to completing your dissertation, go to the ProQuest ETD website: http://www.etdadmin.com/

Create an account and upload your dissertation. You will not be charged anything until all your degree requirements are completed and the finished dissertation is submitted to ProQuest.

If you have any questions about the ETD website, or how to do anything connected with it, please contact Marilyn Shazier-Shields (mshazier@gwu.edu or phone 994-8323), or the Gelman Library dissertation administrator Valerie Emerson (etds@gwu.edu or phone 994-2041).

The major change and advantage with electronic dissertations is that you can include much more information and more types of information. You can include color photos, video and sound clips, and active web links. Anything that you can embed in a web page, you can put in your dissertation.

Also note that your ETD submission must be in PDF format. There are instructions on the ETD site for converting to PDF if you are unfamiliar.

If your work could lead you to seek a patent for an invention or discovery, you have the option on the ETD website to delay making your work public to give yourself time to file for a patent. Once you make your invention or discovery public, you may lose your opportunity for a patent after a certain time.

If you developed a patentable invention with University funds or facilities, please also understand that you have a responsibility to disclose this to the University (the Associate Vice President for Research and Graduate Studies or the Medical Center Office of Research). For more information, please visit the website of the Office of Sponsored Research.
**SEAS Ph.D., Dissertation Completion Checklist**

**DEADLINES:**

<table>
<thead>
<tr>
<th>Dissertation:</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation draft submitted to advisor</td>
<td>Nov 1</td>
<td>Jan 20</td>
<td>Jun 10</td>
</tr>
<tr>
<td>Dissertation submitted to committee</td>
<td>Dec 1</td>
<td>Feb. 20</td>
<td>July 10</td>
</tr>
<tr>
<td>Dissertation defended by</td>
<td>Dec 22</td>
<td>March 10</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>Cleared for hooding ceremony booklet</td>
<td>April 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GW Proquest ETD</td>
<td>January 15</td>
<td>March 24</td>
<td>August 15</td>
</tr>
</tbody>
</table>

At the beginning of the semester you intend to graduate:

1. Request a **Dissertation forms packet** to **seasgrad@gwu.edu**.

2. Complete the online **Application for Graduation** at the following link: [http://registrar.gwu.edu/online-graduation-application-instructions](http://registrar.gwu.edu/online-graduation-application-instructions). In the event that you are not able to defend your Dissertation in that specific semester, you can always re-apply for graduation (Spring, Summer, Fall).

3. Have an updated and approved **“Educational Plan” in DegreeMAP** at the following link: [https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin](https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin)

4. Complete the Department **Final Examination Committee Ph.D. Approval Form**. Please note that the form needs to be approved by the Department Chair.

5. Complete the **Ph.D. Dissertation Form (Form 5)**. The form will have the tentative Dissertation Title. The form needs to be approved by your Research Advisor and the Department Chair.

6. Complete the **“Dissertation/Project Completion Certificate”**

7. Once a date for your Dissertation Defense has been confirmed, schedule a Conference Room with your (BME, CS, ECE, CEE or EMSE) Department.

**One month prior to Dissertation Defense:**

1. Forward all the forms listed above to **seasgrad@gwu.edu**.

2. Distribute the final draft of your dissertation to all committee members no later than 30 days prior to the date of your Dissertation Defense.
3. Provide your Department the information necessary to prepare the **Dissertation Announcement** and the **Dissertation Abstract**. Make sure that a copy is also submitted to seasgrad@gwu.edu

**At the time of your Dissertation Defense:**

1. Chair of the Dissertation Committee will request the folder containing **Dissertation/Project Completion Certificate** to SEASGrad@gwu.edu.

2. At the conclusion of your Dissertation Defense, the committee will recommend if you passed, recessed or failed.

3. If you pass your Dissertation Defense you will be informed by your committee whether or not you have corrections or revisions that need to be made.

4. Once all the corrections are completed and approved by your Research Advisor you will need to upload your **Dissertation via ETD website**: [http://library.gwu.edu/etd/](http://library.gwu.edu/etd/) (GW’s site)

Your dissertation should be uploaded only **AFTER** your Research Advisor has signed off on the final, approved version of the Dissertation, and about two weeks prior to the established ETD submission deadline to allow to make any and all formatting changes that may be required and to allow enough time to obtain all the required approvals and signatures.

**PLEASE NOTE:** The ETD deadline is set by the university, and cannot be changed. You will not graduate that semester, if you are unable to meet the ETD deadline. You will graduate the following semester. The Hooding Ceremony is held once a year during the spring semester.

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University Services

Please refer to *The Source at* [www.gwu.edu/~gradinfo/Student_source.cfm](http://www.gwu.edu/~gradinfo/Student_source.cfm)

- What to do BEFORE you begin your program
- Academic Support Services
- Billing and Payment
- Quick Guide to Resolving Common Registration and Billing Problems
- Registration and Financial Services
- Student Services Activities
- Career and Employment Services
- Safety and Security
- University Policies
- Campus Map (Foggy Bottom)
- Beyond Foggy Bottom: Mount Vernon, Virginia Campus,
  and Community-based Sited
- Legal Assistance referral
- Health Services
- Counseling & Psychological Services
- Office of International Services Office
- University and Community Housing
- Temporary closing of the University

Useful GW Telephone Numbers

  University Police Department (Emergency): (202) 994-6111
  University Police Department (Non-emergency): (202) 994-6110
  Mount Vernon Campus (Emergency): (202) 242-6111
  Mount Vernon Campus (Non-emergency): (202) 242-6110
  GW Information Line: (202) 994-5050
  Dean of Students: (202) 994-6710
  University Counseling Center: (202) 994-5300
  GW Housing Programs: (202) 994-2552
  Emergency Maintenance (24 hours): (202) 994-6706
  Parent Services: (202) 994-2305, (202) 994-0139
  Media Relations: (202) 994-6460
  GW Hospital: (202) 715-4000
  Student Health Service: (202) 994-6827