

## Health Sciences Programs 2009–10

The School of Medicine and Health Sciences offers a broad range of undergraduate and graduate programs to prepare health sciences professionals for roles in selected specialties within the medical professions. These programs emphasize the interdependent roles and responsibilities of the network of health professionals who bring a variety of skills and expertise to the health care team. The programs strive to produce graduates with a firm foundation in the principles and practice of critical thinking and clinical skills and with preparation to take on leadership roles in new models of health care delivery.

Health sciences programs are offered through the following three departments.

The Department of Clinical Research and Leadership offers the Bachelor of Science in Health Sciences with majors in clinical management and leadership and in clinical research administration and the Master of Science in Health Sciences in the fields of clinical management and leadership, clinical research administration, health care quality, and regulatory affairs. Dual bachelor's/master's programs are offered in clinical research administration and in clinical management and leadership.

The Department of Health Care Sciences offers the Bachelor of Science in Health Sciences with majors in clinical laboratory science, emergency health services, pharmacogenomics, and sonography; the Master of Science in Health Sciences in the fields of immunohematology, physician assistant, and emergency services management; and the Doctor of Physical Therapy.

The Department of Nursing Education offers the Bachelor of Science in Nursing; the Master of Science in Nursing in the fields of adult nurse practitioner, family nurse practitioner, clinical research administration for nurses, health care quality, and nursing leadership and management; and the Doctor of Nursing Practice with concentrations in adult nurse practitioner, family nurse practitioner, and nursing leadership and management. A B.S.N./M.S.N. dual-degree program is offered as well.

Certificates are awarded to degree candidates who complete designated requirements in the physician assistant program. Certificate-only programs are listed at the end of this section.

Contract programs with the military that lead to degrees include the Associate in Science with a major in health science laboratory technology; the Bachelor of Science in Health Sciences with a major in cytotechnology; and the Master of Science in Health Sciences in the fields of immunohematology and oral biology. The Associate in Science with a major in health sciences and the Bachelor of Science in Health Sciences with a major in clinical health sciences are available to active-duty military personnel who have completed the U.S. Navy's independent duty corpsman program.

### Admission

To be considered for admission, applicants must submit a completed application form, together with all required supporting documentation and a nonrefundable application fee. Online application can be made at [www.gwumc.edu/healthsci](http://www.gwumc.edu/healthsci).

Bachelor of Science in Health Sciences programs are designed for upper-division transfer students; applicants are expected to have completed a minimum of 60 credit hours of course work from an accredited postsecondary institution prior to entry. Applicants to the Bachelor of Science in Nursing and to post-baccalaureate and graduate programs must hold a bachelor's degree from an accredited college or university. Official transcripts must be submitted from each academic institution attended, regardless of whether credit was earned or is desired. The transcript(s) must indicate a minimum cumulative grade-point average of 2.5 on a scale of 4.0 for B.S.H.S. applicants and normally 3.0 on a scale of

4.0 for B.S.N. and graduate students and that the applicant is in good standing and eligible to return to the academic institution most recently attended. With evidence of special promise, an applicant whose academic record falls short of the minimum GPA may be accepted on a conditional basis; see Conditional Admission, below. Students who have been academically dismissed or suspended will not be considered for admission for at least one year from the date of their last suspension or dismissal.

Applicants should refer to the individual program descriptions for information on prerequisites and supporting documents, since these vary by program. It is the responsibility of applicants to ensure that all required application materials are submitted by the designated deadlines. Unofficial copies, facsimiles, or photocopies of transcripts, certificates, or diplomas will not be accepted. All records become the property of the University and cannot be returned.

*Conditional Admission*—Admission with conditions to one of the health sciences programs may be offered at the discretion of the director of admissions and the program director. The terms of admission will be outlined in the letter of acceptance from the University. When conditions have been met, notification is sent from the Office of Admissions.

*Advance Tuition Deposit*—Upon notification of acceptance, an advance tuition deposit will be required of students in selected programs, including those readmitted. The deposit is credited toward tuition and is not refundable. Payment of the orientation fee, if applicable, must be submitted along with the tuition deposit and is also not refundable.

### ***International Applicants***

The following additional requirements pertain to international applicants:

*Required Records*—Official copies of all required documentation (transcripts, diplomas, and certificates as well as any other records listing subjects studied, grades received, examinations taken, the results of state examinations, and degrees received) must be submitted in the language in which the institution keeps its official records. If these documents are in a language other than English, they must be accompanied by a certified English translation. In addition, an evaluated copy completed by an acceptable international evaluation service must be submitted regardless of whether or not the official record is in English.

*Language Tests*—Applicants whose native language is not English or who are not citizens of countries where English is an official language must submit official test scores for either academic IELTS or TOEFL. The following are the minimum scores for admission consideration.

- (a) Academic IELTS: an overall band score of 7.0, with no individual band score below 6.0.
- (b) TOEFL: 600 paper-based or 100 Internet-based.

The IELTS/TOEFL requirement may be waived for applicants who hold a degree from an accredited college or university located in a country in which English is the official language and also the language of instruction at the institution.

*Financial Certificate*—A Financial Certificate must be completed and submitted with the application for admission of all international students planning to study at the University under the authorization of either a student (F) or exchange visitor (J) visa. Satisfactory completion and submission of the Financial Certificate is required for the issuance of a Form I-20 or IAP-66.

### ***Unclassified Students***

A student who wishes to take individual courses in health sciences programs must obtain permission to register as an unclassified student in the School of Medicine

and Health Sciences. Application is made to the Office of Admissions, Health Sciences Programs. The dean's office, in conjunction with the appropriate department chair and program director, will determine if permission to register will be granted to an unclassified student. Permission to take individual courses, if granted, will generally be limited to a total of 6 credit hours.

Credit earned for courses taken as an unclassified student may be transferred to a degree program at the University if the courses are applicable to the program, have been taken for credit, and have been completed with the minimum grade required in the program. Successful completion of course work taken as an unclassified student does not guarantee admission to a degree program.

### ***Readmission***

Students who were previously registered in a health sciences program at the University but who did not register during the immediately preceding semester (summer sessions excluded) must apply for readmission. Students who have attended other academic institutions while not enrolled at this University must have complete official transcripts sent directly to the Office of Admissions, Health Sciences Programs, from each institution attended. Applications for readmission are considered on the basis of regulations currently in effect.

### ***Transfer Credit for Graduate Students***

The University reserves the right to refuse transfer credit in part or in whole or to allow credit provisionally. Up to 6 credit hours of course work may be accepted as transfer credit for graduate students provided the course work was completed within the past three years at an accredited college or university, the course work was taken for graduate credit and did not apply toward completion of requirements for another degree, and the student earned a grade of *B* or better in the course. A limited amount of additional transfer credit may be approved upon petition to the senior associate dean.

### ***Transfer Credit/Advanced Standing for Undergraduates***

Advanced standing may be awarded for appropriate course work completed at other accredited institutions provided minimum grade requirements have been met. The minimum acceptable grade is *C* for course work to be applied toward an undergraduate degree. Advanced standing may also be awarded for nontraditional classroom or clinical experience as outlined below. The University reserves the right to refuse transfer credit in part or in whole or to allow credit provisionally. Health sciences degree programs vary in the amount of advanced standing they will award. For bachelor's programs, no more than 66 credit hours can be accepted as advanced standing from a two-year institution.

Degree candidates who are currently enrolled at this institution and plan to take courses at other accredited institutions for transfer credit must first submit a course approval form for approval by the program director, department chair, and the appropriate dean.

## **Academic Regulations**

Many health sciences programs are taught in whole or in part via distance education. Students enrolled in such programs must have specified hardware and software and meet the technical requirements outlined on the Distance Learning Programs website [www.gwumc.edu/healthsci/technical\\_requirements](http://www.gwumc.edu/healthsci/technical_requirements).

A student handbook that contains updated information on policies, regulations, and other matters of concern to matriculated students is published annually. It is the responsibility of the student to be aware of the information contained in this Bulletin, the student handbook, and the applicable program-specific handbook.

### *Scholarship Requirements*

All undergraduates must maintain a minimum GPA of 2.5 in courses required in the major. A minimum grade of *C* is required for all clinical courses in the sonography program. All graduate students must maintain a minimum cumulative GPA of 3.0, and all courses must be completed with a grade of *C* or better. A minimum grade of *B* is expected for all course work in the post-master's nurse practitioner programs. Although transfer credit may be assigned, courses taken at other institutions are not considered in computing the GPA. Programs may, in some instances, establish higher GPA requirements.

### *Evaluation of Academic Performance*

Faculty are responsible for evaluating the performance of students in a meaningful, useful, and timely manner and for assigning grades on a basis that is rational, just, and unbiased. The authority for assignment of grades rests with academic departments or with faculty in the respective programs. Official grades for course work can be obtained from the Office of the Registrar each semester and are not given out by instructors.

*Grades in Undergraduate Degree or Certificate and Post-Baccalaureate Certificate Programs*—The following grading system is used: *A*, Excellent; *B*, Good; *C*, Satisfactory; *D*, Low Pass; *F*, Fail. Other grades that may be assigned are *A-*, *B+*, *B-*, *C+*, *C-*, *D+*, and *D-*. Except for courses that specifically state that repetition for credit is permitted, a candidate for an undergraduate degree, undergraduate-level certificate, or post-baccalaureate certificate at this University may not repeat a course in which a grade of *D* or better was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA. Symbols that may appear include *CR*, Credit; *AU*, Audit; *P*, Pass; *NP*, No Pass; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

*Grades in Graduate Degree and Certificate Programs*—The following grading system is used: *A*, Excellent; *B*, Good; *C*, Minimum Pass; *F*, Fail. At the discretion of the program and individual faculty, '+' or '-' grades may also be assigned. Except for courses that specifically state that repetition is permitted, a candidate for a graduate degree or certificate at this University may not repeat a course in which a grade of *C* or better was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA. Symbols that may appear include *CR*, Credit; *AU*, Audit; *P*, Pass; *NP*, No Pass; *I*, Incomplete; *IPG*, In Progress; *W*, Authorized Withdrawal; *Z*, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

*Incomplete/In Progress*—The symbol of *I* indicates that the instructor has received a satisfactory explanation for the student's inability to complete the required work of the course. The grade may be used only if the student's prior performance in the course has 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*. Incomplete work must be made up by a date agreed on by the instructor and the student but no later than the last day of the examination period for the semester immediately following the semester or summer session in which the grade of *I* is assigned. An extension of one additional semester can be requested by the student and may be approved by the program director. When work for the course is completed, the grade earned will

be indicated in the form of *I* followed by the grade. The indication of *I* cannot be removed from the transcript. An Incomplete that is not changed within the allotted time automatically becomes an *F*.

The symbol of *IPG* is reserved for courses (such as special projects) in which the final class date extends beyond the official University deadline for submitting grades. Once the course has been completed, the *IPG* will be removed from the transcript and the earned grade recorded.

*The Grade-Point Average*—Scholarship is computed in terms of the grade-point average, based only on the student's record in this University. The grade-point average is computed from grades 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; *D*+, 1.3; *D*, 1.0; *D*−, .07; *F*, 0, for each credit hour for which the student has registered in a degree program. (Grades of *F* will be computed in the grade-point average but will not be considered as fulfilling degree requirements.) Courses in which an *I* or *IPG* has been assigned will be included when a final grade has been recorded.

*Dean's List*—The name of any full-time undergraduate student who achieves a GPA of 3.5 or higher in any one semester with no grades below *B*− will be placed on the Dean's List for that semester.

*Appeal Procedures for Cases of Alleged Improper Academic Evaluation*—Students who believe that a grade or evaluation is unjust or inaccurate may submit a petition through the department or program that offers the course. If a mutually satisfactory resolution is not achieved, the student may use the following appeal procedures:

1. The student must submit a written appeal to the appropriate dean.
2. The appropriate dean will refer the appeal to the Health Sciences Evaluation Committee chair, who will form a three-person committee to serve as a peer review body. The committee will consist of the director of the program and two other members of the Health Sciences Evaluation Committee who are not involved in the case. Should the chair of the Health Sciences Evaluation Committee be the member of the faculty alleged to have made the improper academic evaluation, the appropriate dean will choose the three members of the peer review body from the members of the Health Sciences Evaluation Committee. If a sufficient number of faculty is not available from within the Committee, other faculty from the health sciences programs will be appointed.
3. The peer review body will conduct a hearing at which the student and the faculty member have an opportunity to state, in each other's presence, their views on the academic evaluation given to the student.
4. If the peer review body finds in favor of the student and upholds the complaint, yet the faculty member refuses to alter the academic evaluation at issue, the Health Sciences Evaluation Committee will meet with the peer review body to review the case. The Committee will then advise the appropriate dean on what steps should be taken to resolve the issue. Final action rests with the appropriate dean.

### *Academic Standing*

An enrolled student is considered to be in good academic standing by the School of Medicine and Health Sciences provided that he or she is not on probation or suspended.

*Warning*—An undergraduate whose GPA falls between 2.0 and 2.2 and a graduate student whose GPA falls between 3.0 and 3.2 will receive a warning letter from the appropriate dean, with a copy to the program director for inclusion in the student's file.

*Academic Probation*—A full-time undergraduate student who has attempted a minimum of 12 credit hours of course work and whose cumulative GPA is below 2.0 will be placed on academic probation. This probation extends over the period in which the student attempts an additional 12 credit hours of course work. Students while on probation will be allowed to register for no more than 13 credit hours per semester, unless approved by the program director and the appropriate dean.

A part-time undergraduate student who has attempted a minimum of 6 credit hours of course work and whose cumulative GPA is below 2.0 will be placed on academic probation. This probation extends over the period in which the student attempts an additional 6 credit hours of course work.

A full- or part-time graduate degree candidate whose cumulative GPA falls below 3.0 will be placed on academic probation. For full-time students, probation extends for one semester of full-time course work as defined by the program; for part-time students, probation extends during the period in which the student attempts 9 credit hours of course work.

*Suspension*—An undergraduate student whose cumulative GPA remains below 2.0 after a period of probation may be suspended. A student suspended for poor scholarship may not register for any course work at the University, even as an auditor. A suspended student may apply for readmission after the lapse of the semester following suspension. Evidence must then be presented to the appropriate dean, through the student's program director, demonstrating that the student is now better prepared to pursue academic course work. Any student suspended twice for poor scholarship will not be readmitted.

A graduate student who is suspended for failure to raise the cumulative GPA to 3.0 may apply for readmission after the lapse of one calendar year by submitting evidence that he or she is now better prepared to pursue graduate course work. If the student fails to achieve the minimum GPA of 3.0 at the end of the semester following readmission, the program director may recommend that graduate study be terminated and further enrollment prohibited. This will be reviewed by the appropriate dean, whose recommendation will then be forwarded to the senior associate dean for health sciences.

*Dismissal*—Any student who has received one or more failing grades during a semester may be recommended for dismissal by the program director. This will be reviewed by the appropriate dean. At the discretion of the appropriate dean, the recommendation may also be reviewed by the Health Sciences Evaluation Committee before submitting the recommendation to the dean for academic affairs. The final decision about dismissal rests with the dean of the School of Medicine and Health Sciences.

### *Programs of Study*

Students enrolled in undergraduate degree, undergraduate-level certificate, or post-baccalaureate certificate programs must meet with their faculty advisor to complete a program of study form, listing all course work required for the degree or certificate, including applicable transfer credit. The program of study must be approved by the appropriate dean. If an approved program of study is not on file in the appropriate dean's office by the end of a student's first semester (or session) of study, the student will not be permitted to continue in the program. Subsequent changes to the program can be made through the submission of a program of studies revision form.

*Transfer Within Health Sciences Programs*—To apply for a transfer from one health sciences program to another, a written request must be submitted to the Office of Student Services, Health Sciences Programs, along with the necessary supporting documentation required by the program.

*Changes Within Health Sciences Programs*—A student may not substitute one course for another without approval of the program director, the department chair, and the appropriate dean. After the deadlines for adding or dropping courses, a student must obtain the permission of the course instructor, the program director, and the appropriate dean to withdraw from a course or to change status from credit to audit or audit to credit.

*Adding and Dropping Courses*—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 and submit the form to the office of their dean; forms are available on line, at deans' offices, and in the Office of the Registrar. 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 this 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).

### ***Policies and Definitions***

*Credit*—Credit is awarded only after registration for a course and satisfactory completion of the required work, or upon assignment of advanced standing.

*Auditing*—A student who has been admitted to a health sciences program may register as an auditor in a class only with the permission of the instructor, the faculty advisor, and the appropriate dean. An auditor receives no academic credit and is not required to take active part in the class or to pass examinations. A student who takes a course as an auditor may not repeat it later for credit. The on-campus tuition rate is charged for audited courses.

*Attendance*—Students may attend only those classes for which they are officially registered. Regular attendance is expected. Students may be dropped from any course for undue absence. A student suspended for any cause may not attend classes during the period of suspension. Students are held responsible for all of the work of the courses in which they are registered, and all absences must be excused by the instructor before provision is made to make up the work missed.

*Transcripts of Record*—Official transcript of student records are issued by the Office of the Registrar on written request of the student or former student who has paid all charges, including any outstanding student loan installments, due the University at the time of the request. A fee is charged for each transcript. Partial transcripts are not issued.

*Continuous Enrollment*—Once entered in a degree program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements for the degree each semester of the academic year until such time as the degree is conferred. Students who break continuous enrollment at the University and do not request and receive a leave of absence (see below) must apply for readmission and, if granted, are subject to the requirements and regulations then in force. Students who plan to attend other institutions and apply credit earned

toward graduation from this University must first obtain written approval from the program director and the appropriate dean.

*Leave of Absence*—A student who must interrupt active pursuit of the degree may petition the appropriate dean, through the program director, for a leave of absence for a specified period of time, generally limited to one calendar year. If the petition is approved, the student must register for leave of absence in each fall and spring semester, following regular registration procedures. Degree candidates who discontinue their studies without being granted a leave of absence and students granted leaves who do not return to active study at the close of the period of approved absence must apply for readmission and are subject to the regulations and requirements then in force. The right to use University facilities is suspended while the leave is in effect.

*Policy Regarding Students Called to Active Military Duty*—Any student who is a member of a military reserve unit or the National Guard and is activated or called to active duty early in a semester or summer session automatically will be entitled to a full refund of all tuition and fees that he or she has paid toward the expenses of that academic term. If the notification of the call to active duty comes after the mid-term examinations or after other substantial graded work has been completed, the student will have the option of either taking a full refund of tuition and fees or taking an Incomplete in his or her courses with the privilege of returning to complete all required coursework at some future date without payment of any further tuition and fee charges. It is the responsibility of the student to present evidence of his or her activation to the Office of Student Accounts and to request the appropriate refund.

Should a degree student called up for active duty find it necessary to interrupt active pursuit of the degree he or she may petition the dean for a leave of absence for a specified period of time, generally limited to one calendar year. Deans are encouraged to grant any request to extend the leave of absence for longer than the customary period should military service require an absence of more than one year.

All students on active duty will be automatically exempted from the request for a \$50 voluntary library contribution without requiring any communication from them or their initials on the bill.

*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 on line, 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 this 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).

### ***Graduation Requirements***

Degrees are conferred in January, May, and August. Graduating health sciences students may participate in the commencement ceremony held each year in May.

To be recommended for graduation by the faculty, students must have met admission requirements; have completed satisfactorily the scholarship, curriculum, residence, and other requirements for the degree; have filed an application for graduation prior to the published deadline; and be free from all indebtedness to the University. Registration, either for course work or for continuous enroll-

ment, is required for the semester or summer session at the close of which the degree is to be conferred.

Applications for graduation must be filed by October 1 for fall graduation, February 1 for spring graduation, and July 1 for summer graduation.

*Residence Requirements*—The minimum number of credit hours that must be satisfactorily completed in residence in the School of Medicine and Health Sciences are listed; specific programs may establish higher residency requirements. Bachelor of Science in Health Sciences programs require that 30 of the last 60 credit hours be completed in residence. In Master of Science in Health Sciences, Master of Science in Nursing, and Doctor of Physical Therapy programs, all but 6 of the total required credit hours must be completed in residence. Courses applicable to the degree taken while registered in any division of The George Washington University in the semester immediately prior to admission to degree candidacy in the health sciences are counted as courses in residence.

*Honors*—Bachelor's degrees with honors are awarded to students whose academic records give evidence of particular merit. The student's grade-point average determines the level of honors as follows: *cum laude*, 3.4–3.59; *magna cum laude*, 3.6–3.79; *summa cum laude*, 3.8–4.0. The grade-point average includes all course work completed at GW and is not rounded off. To be eligible for an honors designation, a student must complete at least 60 hours of course work at GW.

The grade-point average is calculated by the Office of the Registrar, and the honors designation is entered on the transcript and the diploma of those students who earn an honors designation. If honors are entered in the commencement program, honors status will be determined on the basis of work completed by the end of the seventh term and entered only for those students who have completed seven-eighths of the credit hours required for the degree. Honors indicated on the diploma are calculated on the basis of all course work completed. The diploma and transcript are the official indication that a degree was conferred and honors awarded.

*Award of Certificates to Degree Candidates*—Certificates are awarded to degree candidates who successfully complete designated requirements in the physician assistant program. Recipients must be free from all financial indebtedness to the University before certificates are awarded.

### *Honor Society*

Health sciences students who meet the qualifications specified by the constitution of Alpha Eta, a national honor society, are eligible to be nominated by a program director, faculty, or other Alpha Eta members.

### **Financial Aid**

The George Washington University's program of financial assistance for undergraduate students is described in *Assistance with Your Assistance: A Financial Aid Source Book*, a pamphlet available from the Office of Student Financial Assistance, The George Washington University, Washington, D.C. 20052. Undergraduate aid consists of two basic types: awards for academic achievement or talent without reference to financial circumstances (merit scholarships) and scholarships, grants, loans, and employment based on academic achievement and demonstrated financial need. All undergraduate gift aid (institutional scholarships and grants, and federal grants) requires that the recipient be working on the first undergraduate degree and be registered for a full-time course load at GW. Students are limited to eight semesters of institutional aid. Loans and resident assistantships not based on financial need are available.

Several offices on campus provide information on financial assistance for graduate and certificate students. A general overview of financing options is provided

in the brochure *Graduate Funding Opportunities*, published by the Office of Graduate Student Assistantships and Fellowships, The George Washington University, Washington, D.C. 20052. Forms and information on federal loans for graduate students can be obtained from the Office of Student Financial Assistance. Information on the Federal Work–Study Program, cooperative education opportunities, and on- and off-campus employment is available from the GW Career Center.

Gift aid (scholarships, grants, fellowships, assistantships, 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. In the case of a student who is awarded tuition scholarships, grants, or awards from more than one source, the combined amount cannot exceed tuition charges; institutional aid will be adjusted to this limit.

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. Applications for institutional or federal aid cannot be processed if the relevant tax returns have not been filed in accordance with the IRS Code. 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.

Information on financial aid is accurate at the time each Bulletin is prepared for press. Future changes in federal regulations or institutional policies may alter the application requirements or program guidelines.

## Regulations on the Evaluation of Professional Comportment

Students enrolled in undergraduate and graduate degree and certificate health sciences programs\* are required to conform to, and are entitled to the benefits of, the Guide to Student Rights and Responsibilities (hereinafter referred to as the Guide) and the Code of Academic Integrity, as well as all other rules, regulations, and policies with University-wide applicability. Because of the Health Sciences Programs' unique requirements, however, the University Board of Trustees has established the following Regulations for health sciences students. Certain procedures in these Regulations are designed to supplement policies established by the Guide; others are meant to replace procedures set forth in the Guide. For example, all cases involving alleged misconduct by health sciences degree and certificate candidates will be processed under these Regulations, unless the dean of the School of Medicine and Health Sciences or his/her designee decides in a particular case to have the case processed under the Guide's Code of Student Conduct. In the case of any inconsistency or ambiguity between these Regulations and University-wide rules, regulations, and policies, including the Guide, these Regulations will govern.

As members of the health care community, health sciences students are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. Professional maturity, integrity, and competence are expected of students in every aspect of the clinical setting with preceptors, coworkers, and patients. Students are obliged to practice diligence, loyalty, and discretion in the patient–provider relationship.

Some behaviors or patterns, either during the didactic or clinical phase, may raise concerns as to the student's suitability to continue in the program of study. Inappropriate behaviors for a health profession student may include, but are

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\*As used in this section, "certificate program" refers to an established program in which a certificate only is awarded at completion, rather than a degree program in which both a degree and a certificate are awarded at completion.

not limited to, breaching patient confidentiality, using illegal drugs or abusing controlled substances, becoming sexually involved with a patient, undertaking a procedure or scope of practice beyond that of a student, disobeying or showing disrespect for others, showing a judgmental attitude toward patients, or revealing a lack of concern or compassion in practice.

The process described below is intended to deal with behaviors that are unacceptable to the School of Medicine and Health Sciences and raise questions about the student's fitness for clinical practice.

1. When a problem is perceived with reference to a student's professional comportment (other than academic dishonesty, which is covered by the University's Code of Academic Integrity), the observer will communicate this concern to the program director. If the communication is verbal, it must be confirmed within five working days by a signed, written statement; otherwise, the concern will not be pursued further. If the program director determines that further action is required, the concern will be communicated, in writing, to the appropriate chair and dean or his/her designee (hereafter the appropriate dean).
2. Upon receiving such a communication, the appropriate dean will create a confidential file in which all documents pertaining to the issue or issues will be placed. The contents of the file will be saved for a period of not less than five years from the date of separation or graduation from the School of Medicine and Health Sciences. Access to this file will be restricted to the student under consideration, the deans, and the Health Sciences Evaluation Committee.
3. The appropriate dean will notify the student in writing upon receipt of the communication. The notice will include a copy of these regulations.
4. The appropriate dean will meet with the student as soon as possible. At that meeting, or as soon thereafter as possible, the appropriate dean will do one or more of the following:
  - a. Review the matter;
  - b. Advise the student;
  - c. Refer the case to an Ad Hoc Subcommittee on Professional Comportment; and/or
  - d. Suspend the student pending investigation and recommendation of the Ad Hoc Subcommittee on Professional Comportment.
5. The involvement of, and actions taken by, the appropriate dean may be continuing in nature.

*Paragraphs 6 through 19 apply if the student is referred to the Ad Hoc Subcommittee on Professional Comportment.*

6. The Ad Hoc Subcommittee on Professional Comportment will be named by the chair of the Health Sciences Committee. The Subcommittee will consist of three faculty members from the Health Sciences Evaluation Committee; the chair of the Subcommittee will be designated by the chair of the Health Sciences Committee.
7. The appropriate dean will notify the student in writing of the composition of the Subcommittee. The student will be allowed ten calendar days from the mailing of this notice to object to any person's appointment to the Subcommittee. Such objection must be sent in writing to the appropriate dean. The appropriate dean will determine whether an objection warrants the substitution of one or more persons to the Subcommittee. Substituted members will be selected from the Health Sciences Evaluation Committee.
8. The Subcommittee will investigate the allegation. The Subcommittee will review the student's confidential file and interview the student. The Subcommittee also may gather and review other material and interview any person who the Subcommittee, in its sole discretion, believes may have

relevant information to contribute. The Subcommittee, when it deems appropriate, may ask the appropriate dean to refer the student for a medical, psychiatric, or psychological evaluation.

9. If the Subcommittee requests such an evaluation, the appropriate dean will make the referral. No student may be compelled to be evaluated; but, if s/he agrees to be evaluated, the cost will be borne by the University and the student will be asked to authorize the professional consultant to make a written report to be included in the student's confidential file. This authorization of the release of information derived from the evaluation will be made only after the student has had a chance to review the written report.
10. The student under review and/or the student's attorney or advisor may attend the information-gathering sessions. The information-gathering sessions are not in the nature of an adversarial proceeding; the student and the student's attorney or advisor, however, may submit questions to be answered by persons interviewed by the Subcommittee. The student has the right to speak to the Subcommittee members and submit other material. The legal Rules of Evidence, including, but not limited to, those rules regarding relevancy and hearsay, are not applicable. The student may suggest that the Subcommittee interview additional persons, but the decision to interview such persons is left to the sole discretion of the Subcommittee. The student and the student's attorney or advisor cannot be present when the Subcommittee meets in executive session.
11. Meetings of the Subcommittee are confidential. Minutes of the Subcommittee will be placed in the student's confidential file upon the completion of the Subcommittee's review.
12. The chair and all the members will be required to be present for all meetings of the Subcommittee.
13. The Subcommittee will make its final recommendation(s) to the appropriate dean. Such recommendation(s) will be in writing and will include findings of fact and the reasons for the recommendation(s). The recommendation(s) could include, but are not limited to, one or more of the following:
  - a. Advising the student;
  - b. Recommending that the student seek professional assistance, at the student's expense;
  - c. Recommending conditions with which the student must comply in order to continue in the program;
  - d. Recommending temporary suspension from the program; and/or
  - e. Recommending dismissal from the program.

The Subcommittee will make an additional recommendation regarding whether the confidential file will be made a part of the student's permanent academic file.

14. If the Subcommittee recommends suspension or dismissal from the program, or any modifications of the academic program, the matter will be referred to the Health Sciences Evaluation Committee, which will review the confidential file and the report of the Subcommittee. The chair of the Subcommittee will present the Subcommittee report to the Committee as a whole and will respond to inquiries from the Committee members. The student and/or his or her attorney or advisor may attend the Subcommittee chair's presentation and may submit a written statement to the Committee. The student and/or his or her attorney or advisor will not be able to question the Subcommittee chair or the Committee members or present additional witnesses and cannot be present when the Committee meets in executive session. Although the student may be interviewed by the Committee if the student attends the meeting, the meeting will not be a *de novo* hearing of the issue or issues. The Committee will either refer the issue(s)

back to the Subcommittee, if additional information is required, or will submit its written recommendations, along with those of the Subcommittee, to the appropriate dean.

15. The appropriate dean will review the student's confidential file, the report of the Subcommittee, and the report of the Committee, if any. The recommendation will then be forwarded to the dean of the School of Medicine and Health Sciences.
16. The dean will take whatever action is appropriate, including dismissal from the program. The dean will inform the student of the decision in writing.
17. The student will have fifteen calendar days in which to appeal the decision of the dean. Such appeal will be in writing and sent to the vice president for academic affairs. The scope of this appeal is for the vice president for academic affairs to determine compliance with the procedures set forth in these Regulations on Evaluation of Professional Comportment. Failure to appeal the decision will be deemed a waiver of any and all rights to challenge the dean's decision and will be deemed an acceptance of the same.
18. The vice president for academic affairs will make the final decision.
19. At any time during the process, if the student in question is accompanied by an attorney, the University will have its attorney present. The student, therefore, is required to inform the appropriate dean's office one week in advance of the hearing if counsel is to be present.

## **Policy and Procedures Concerning Mistreatment of Health Sciences Students**

The Policy and Procedures Concerning Mistreatment of Medical Students pertain, where applicable, to all health sciences students.

## **Programs Leading to the Bachelor of Science in Health Sciences**

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### **Clinical Laboratory Science**

In addition to the general requirements for admission to degree candidacy for health sciences programs, students applying to the program must have satisfactorily completed 6 hours of English composition; 16 hours of chemistry (including inorganic and organic); 8 hours of general biology; 12 hours of humanities or social sciences; 3 hours of college mathematics; 4 hours of microbiology; and 16 hours of electives as part of the 65 credit hours with which they enter the program. A telephone interview is required for admission. Applicants must submit a signed Essential Functions Acknowledgment Form, indicating their ability to meet the required standards of the program.

The 120-credit-hour program requires satisfactory completion of 55 credit hours within the major, consisting of five health sciences courses (HSci 102, 105, and three courses chosen from HSci 101, 103, 104, 108, 109), plus CLS 118 through 133 and 140. Students must pass a comprehensive examination at the completion of all course work.

### **Clinical Management and Leadership Clinical Research Administration**

In addition to the general requirements for admission to degree candidacy, applicants to either the clinical management and leadership program or the clinical research administration program must have successfully completed an associate's degree or equivalent from an accredited college or university or from an acceptable hospital-based program. Admission to either program requires 60 credit hours

of advanced standing, generally in a health sciences discipline, with 6 hours of English composition and 3 hours of mathematics; when applicable, clinical training may be part of the 60 hours of advanced standing. The clinical management and leadership program and the clinical research administration program each require 132 credit hours.

The programs require 30 credit hours of general education courses, including 3 hours of statistics (HSci 115 may satisfy this requirement), 6 hours of natural science courses, 12 hours of humanities or social sciences courses, and 9 hours of approved electives. Both majors require five health sciences courses: HSci 101, 102, 103, 105, 109, plus the following courses.

*Clinical Management and Leadership*—HSci 104, 108, 112, 113; CML 140 through 144; and two electives chosen from GW Health Sciences Programs courses.

*Clinical Research Administration*—HSci 104, 106, 108, 112; CRA 101 through 105 and 107; and an elective chosen from GW Health Sciences Programs courses.

Dual B.S.H.S./M.S.H.S. programs are offered in clinical research administration and in clinical management and leadership/clinical practice management. Information is available in the Health Sciences Programs Office.

## Emergency Health Services

In addition to the general requirements for admission to degree candidacy, students applying to the emergency health services program must have satisfactorily completed 6 credit hours each of English composition and of mathematics and/or statistics as part of the 60 credit hours with which they enter the program. All applicants must hold certification as an Emergency Medical Technician–Basic.

The 126-credit-hour program requires satisfactory completion of 66 credit hours, with the major consisting of HSci 103, 104, 108, 112, 113; CML 140 through 144; EHS 170 through 173, 179; two courses chosen from HSci 101, 102, 105, 109; and 9 credits of electives approved by the advisor.

## Pharmacogenomics

As part of the 60 credit hours with which they enter the program, students must have satisfactorily completed 6 hours each of English composition, humanities, and social sciences; 3 hours each of college algebra, calculus, and computer science; 16 hours of chemistry with lab, including inorganic and organic; 8 hours of general biology with lab; 4 hours each of physics and microbiology; and either 3 hours of communication or experience in public speaking.

Through an agreement with Shenandoah University's Bernard J. Dunn School of Pharmacy, students who have completed the B.S.H.S. with a major in pharmacogenomics will be eligible to apply to Shenandoah's Pharm.D. program and will be considered for advanced placement into the second year of the program.

The 127-credit-hour pharmacogenomics program requires satisfactory completion of 64 hours in the major consisting of 21 hours of health sciences courses (HSci 101 through 105, 115, 116, 190); CRA 101; Phar 170, 190; and Phrg 141 through 165.

## Sonography

In addition to the general requirements for admission to degree candidacy for health sciences programs, students applying to the program must have satisfactorily completed 6 hours of English composition; 3 hours each of human anatomy, human physiology, mathematics, physics, psychology, and humanities or social sciences; and 1 hour of medical terminology as part of the 60 credit hours with which they enter the program. A personal interview is required.

Students may receive up to 48 hours of credit applicable toward fulfillment of the general curriculum requirements listed above if they have completed an approved program in diagnostic radiography, nuclear medicine technology, or radiation therapy technology and are currently nationally registered or will be nationally registered during the first semester of study at The George Washington University. A signed Technical Standards Acknowledgment Form must be submitted.

The 128-credit-hour program requires satisfactory completion of 68 credit hours, with the major consisting of five health sciences courses (HSci 101, 102, 103, 104, 105, 108, 109), plus Sono 101 through 198 (except Sono 140).

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## The Bachelor of Science in Nursing

The second-degree Bachelor of Science in Nursing is a 60-credit program for students who already hold a bachelor's degree. In addition to the general requirements for admission to degree candidacy, students applying to the B.S.N. program must have satisfactorily completed the following minimum prerequisites at an accredited U.S. institution of higher learning: 6 credit hours of anatomy and physiology; 3 credit hours each of microbiology, statistics, nutrition, and ethics. Course work in general chemistry and developmental psychology is recommended.

The program consists of Nurs 110 through 120, 201, 203; HSci 270; CML 203.

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## Programs Leading to the Master of Science in Health Sciences

### Clinical Management and Leadership

### Clinical Research Administration

### Emergency Services Management

### Health Care Quality

### Immunohematology

### Regulatory Affairs

In addition to fulfilling the general admission requirements for the Master of Science in Health Sciences, applicants to the clinical management and leadership and the health care quality programs must present evidence of clinical training/health care experience; to the clinical research administration program, clinical research experience; to the regulatory affairs program, a doctoral degree in a related basic science or health sciences field or a minimum of a bachelor's degree and two years of experience working in regulatory affairs or clinical research; to the emergency services management program, emergency services experience; and to the immunohematology program, concurrent enrollment in an accredited Specialist in Blood Banking program or national certification within the past seven years. Licenses, certificates, and other credentials as well as the resume and statement of purpose are used to verify the clinical training/experience required for the individual field.

Depending on the program chosen, M.S.H.S. requirements for the fields vary; excluding immunohematology and regulatory affairs, all require a core of 9 credits of professional core courses (HSci 223, 240, 241); 6 credits of research courses (HSci 270, 271); and field-specific courses as listed below.

**Clinical Management and Leadership**—21 credits in addition to the 15 credits of course requirements indicated above: CML 202, 203, 204, 274, 275; one approved 3-credit elective.

**Clinical Research Administration**—21 credits in addition to the 15 credits of course requirements indicated above: CRA 201, 202, 203, 204, 210, 275; one course chosen from CRA 205 through 211.

**Emergency Services Management**—18 credits in addition to the 15 credits of course requirements indicated above: EHS 201, 202, 203, 204, 205, 275.

**Health Care Quality**—21 credits in addition to the 15 credits of course requirements indicated above: HCQ 201, 202, 203, 204, 205, 275; one approved 3-credit elective.

**Immunohematology**—22 credits in addition to the 34 transfer credits assigned for Specialist in Blood Banking courses and/or certification: Bioc 211; CLS 210, 213, 215; HSci 241, 270, 271, 297.

**Regulatory Affairs**—36 credits including RAff 201, 202, 203, 204, 205, 275; CRA 202; HSci 240, 241, 270, 271; one approved 3-credit elective.

## Physician Assistant

### *Admission to Degree Candidacy*

Application to the Physician Assistant Program is made through the Central Application Service for Physician Assistants (CASPA), [www.caspaonline.org](http://www.caspaonline.org), which allows one to apply to multiple PA programs by filing a single application. CASPA will verify the application for accuracy, process it electronically, and send the materials to the Office of Admissions, Health Sciences Programs. The applicant must also submit a secondary application online at [www.gwumc.edu/healthsci](http://www.gwumc.edu/healthsci). When both applications have been processed, and prerequisites verified, the file is forwarded to the Physician Assistant Program for further review and for selection of applicants to be interviewed. The deadline for applications to be received and considered complete is October 1; applications are considered on an as-received basis.

Applicants must have a bachelor's degree with a minimum science and cumulative grade-point average of 3.0 and complete the following minimum prerequisites from an accredited institution of higher learning in the United States with a grade of *B-* or better: two semesters of biological sciences for science majors (human anatomy and physiology strongly recommended, botany not acceptable); two semesters of chemistry for science majors (one semester should be either organic or biochemistry), and two semesters of psychology (general psychology required, abnormal psychology strongly recommended).

Applicants may apply to the program with outstanding prerequisites, but only one can be outstanding as of the beginning of the calendar year in which the applicant would potentially start the program. All prerequisites must be completed before beginning the program. College seniors are eligible to apply, provided they will have fulfilled all baccalaureate requirements before matriculating. Six months of direct patient care experience is required, and an additional six months of health-related experience is highly recommended.

The Graduate Record Exam is required except for applicants with a post-baccalaureate degree. GRE scores are only valid for five years. Official GRE reports must be received by October 1; official transcripts from each academic institution attended must be submitted to the Office of Admissions, Health Sciences Programs, following acceptance into the PA program.

### *Degree Requirements*

The Physician Assistant Program can be undertaken on a full-time basis only. Students must satisfactorily complete a total of 79 credit hours of course work (49 hours of didactic phase course work and 30 hours of clinical phase course work). The course work is listed below.

#### *Didactic Phase (49 credit hours)*

**Basic science curriculum**—HSci 233, 237; Anat 215; Bioc 211; Phar 207, 208; Phyl 211

*Clinical sciences*—PA 225, 229, 234–35, 245, 246, 248, 250; HSci 206

*Other required courses*—PA 116, 219, 237; HSci 270, 271

*Optional course*—PA 215

*Clinical Phase (30 credit hours)*

*Clinical rotations*—PA 251, 252, 260 through 269

### ***Joint Master of Science in Health Sciences and Master of Public Health***

Applicants to the Physician Assistant Program who are interested in public health and meet the admission requirements for both the M.S.H.S. and the Master of Public Health may be eligible to pursue a joint program. This three-year, 119-credit-hour program enables students to complete the M.P.H. in conjunction with the didactic course work and clinical requirements of the Physician Assistant Program. The didactic portion of the M.S.H.S. and most M.P.H. courses are completed during the first two years, while the third year consists primarily of clinical rotations in a variety of health care settings.

## **The Master of Science in Nursing**

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In addition to fulfilling general admission requirements, applicants to Master of Science in Nursing programs must have a B.S.N. from an accredited institution, normally with a minimum GPA of 3.0 or higher, and a current R.N. license. (A bachelor's degree in a related field may be substituted for the B.S.N. provided that the Bridge course was completed.)

Depending upon the program chosen, M.S.N. credit requirements vary from 36 to 48 credit hours. All M.S.N. programs require 12 credits of professional core courses (Nurs 201, 202, 203; HSci 241) and 6 credits of research courses (HSci 270, 271). Field-specific course requirements follow, with credit indicated in parentheses in the case of courses offered for variable credit.

***Adult Nurse Practitioner***—27 credits in addition to the 18 credits of M.S.N. requirements indicated above: Nurs 220, 222, 223, 224, 225, 234.

***Family Nurse Practitioner***—30 credits in addition to the 18 credits of M.S.N. requirements indicated above: Nurs 220, 222, 223, 230–31, 232, 234.

***Clinical Research Administration for Nurses***—18 credits in addition to the 18 credits of M.S.N. requirements indicated above: CRA 201, 202, 203, 204, and one course chosen from CRA 205 through 211; Nurs 275.

***Health Care Quality***—18 credits in addition to the 18 credits of M.S.N. requirements indicated above: HCQ 201, 202, 203, 204, 205, 275.

***Nursing Leadership and Management***—18 credits in addition to the 18 credits of M.S.N. requirements indicated above: CML 202, 203, 204; Nurs 274, 275; one approved 3-credit elective.

## **The Doctor of Nursing Practice**

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The degree of Doctor of Nursing Practice is offered to graduates of accredited B.S.N. and M.S.N. programs. As indicated below, D.N.P. program requirements differ according to the concentration chosen and the prior nursing degree held.

In addition to fulfilling general admission requirements, all applicants must hold a current R.N. license. Minimum grade-point averages, on a 4.0 scale, are 3.0 for B.S.N. graduates and 3.3 for M.S.N. graduates.

Following completion of concentration courses, all students take HSci 241, Nurs 202, 401 through 405, 498, 499 for 6 credits, and 6 credits of approved elective courses. The concentration courses that follow are required for B.S.N. graduates and can constitute advanced standing for M.S.N. graduates.

**Adult Nurse Practitioner**—Nurs 201, 203, 220, 222, 223, 224, 225, 234; HSci 270, 271.

**Family Nurse Practitioner**—Nurs 201, 203, 220, 222, 223, 230–31, 232, 234; HSci 270, 271.

**Nursing Leadership and Management**—Nurs 201, 203, 274, 275; CML 202, 203, 204; HSci 240, 270, 271; 6 credits of approved electives.

## The Doctor of Physical Therapy

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Applicants to the Doctor of Physical Therapy apply through the Physical Therapy Central Application Service for Physician Assistants (PTCAS), [www.caspaonline.org](http://www.caspaonline.org), which allows application to multiple physical therapy programs by filing a single application. PTCAS will verify the application for accuracy, process it electronically, and send the materials to the Office of Admissions, Health Sciences Programs. The applicant must submit a secondary application online at [www.gwumc.edu/healthsci](http://www.gwumc.edu/healthsci). When both applications have been processed and prerequisites verified, the file is forwarded to the Program in Physical Therapy for further review and for selection of applicants to be interviewed. Early deadline for application is December 15; applications are considered on an as-received basis.

Applicants must hold a bachelor's degree and have completed the following courses: two semesters of anatomy and physiology (a semester of anatomy and a semester of physiology or a two-course sequence of anatomy and physiology or a similar combination is acceptable); two semesters of biological sciences (exercise physiology may be substituted for one biology course), two semesters each of chemistry and physics (both with lab—all science courses must be for science or health sciences majors); two semesters of psychology (including one psychology course beyond the introductory level); two semesters of English; and one semester of statistics. The Graduate Record Exam is required except for applicants with a post-baccalaureate degree; GRE scores are only valid for five years. Applicants may be admitted with outstanding prerequisites, but all prerequisites must be completed before matriculating into the program.

The Doctor of Physical Therapy program is an eight-semester, 102-credit sequence taken on a full-time basis only.

*Required:* PT 401 through 489; HSci 270, 271, 272.

## Certificate Programs

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In addition to degree programs in which a certificate is awarded along with the degree, the School of Medicine and Health Sciences offers certificate-only programs in health sciences. Undergraduate-level certificates are available in clinical research administration and in general, cardiac, and vascular sonography. An additional undergraduate-level certificate in health science laboratory technology is offered through a military contract program. At the post-baccalaureate level, certificate programs are offered in clinical laboratory science and in blood banking, chemistry, hematology, and microbiology for clinical laboratory science. Graduate certificates in spirituality and health care, clinical research administration, regulatory affairs, and emergency services management are offered, and the post-master's nurse practitioner certificate programs are available to M.S.N. graduates who plan advanced specialization as adult, family, or palliative care nurse practitioners. Further information can be obtained from the Office of Admissions, Health Sciences Programs.