



Academic Programs

Student Handbook 2013–14

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CHANGES TO THE HANDBOOK

The contents of this publication provide guidance but do not create contractual rights and do not in and of themselves create any legal obligation on the part of the reader or Graduate School USA, unless superseded by other authorized written agreement. The information provided may be changed by the School from time to time and without notice. If a question arises as to the most current official policy or procedure, the Office of the Provost should be contacted.

A *Student Handbook Addendum* may be published online, depending on the number of changes incurred since the online Handbook was published. A *Handbook Addendum* (if published) would be available on the School's website only.

OFFICIAL COMMUNICATION WITH STUDENTS

Updates and changes will be communicated to students on the official Updates Web page, located at graduateschool.edu/sub/AcademicProgram.php.

Every admitted student is provided with an official Graduate School USA email account. Students will be able to log into their student email accounts approximately 24 hours after notification is received from the School. This Graduate School USA–issued email account is to be used for all email correspondence with instructors and other School officials. Official correspondence from the School (communications from instructors, information about registration or financial aid, etc.) will be sent to students' Graduate School USA email addresses **ONLY**. Instructors and college officials may refuse to accept emails sent by students using other email addresses.

GRADUATE SCHOOL USA COMMUNITY

Dear Student:

Welcome to Graduate School USA! We are delighted that you have chosen to pursue your educational goals with us, and we look forward to serving you as you pursue your chosen course of study. This Handbook was designed to serve as a guide through your academic experience here at Graduate School USA. It is our intent that it will help you achieve academic success by providing valuable information, important dates, procedures, and organizational tools.

The Graduate School USA Academic Programs Catalog provides information on policies, curricula, etc. **Please read this Handbook and the Catalog carefully, as you are expected to abide by the policies and procedures described in them.**

If you have any questions about this Handbook, please stop by Student Services located at Graduate School USA headquarters, 600 Maryland Avenue SW, Suite 305, Washington, DC 20024, or call (202) 314-3651.

Once again, CONGRATULATIONS on making the choice to continue your education — and we look forward to working with you throughout your academic career!

WEBSITE ACCESSIBILITY

We are committed to providing access to our website for individuals with disabilities. Graduate School USA complies with the requirements of Section 508 of the Rehabilitation Act Amendments of 1998 (29 USC 794) and the accessibility standards issued by the Architectural and Transportation Barriers Compliance Board. Any comments or questions regarding the accessibility of our website should be sent to our webmaster at WebMaster@graduateschool.edu

PUBLIC SAFETY AT GRADUATE SCHOOL USA

Graduate School USA recognizes its responsibility for maintaining a safe and healthy environment for employees and students. We intend to make every effort possible to provide everyone with a safe and healthy work and learning environment. The School encourages all students, staff, and instructors to take responsibility for their own personal safety and the security of their belongings and property.

The link below is intended to serve as helpful resource. If you have questions about safety issues at Graduate School USA Headquarters, please contact the School's Security Office at (202) 314-3367.
http://www.graduateschool.edu/index.php?option=com_content&task=view&id=697

CAMPUS SECURITY AND EMERGENCY RESPONSE

General Information

The School's facilities are located within commercially owned buildings that provide 24/7 private guard services. In the event of an emergency (such as an accident, illness, violence, etc.), employees, faculty, and students shall report immediately in the following order:

1. Local Police Department – 9-1-1
2. Building Security (Boston Properties) – (202) 484-3780
3. Graduate School USA Facilities Department – (202) 314-3367
4. Evening Staff – (202) 314-3620 or (202) 314-3622

Security Escort Services

The Building Security Personnel are available to accompany individuals to their cars during evening hours when an escort is needed. To request an escort, contact Building Security at (202) 484-3780.

Altercations and Other Disturbances

Contact Building Security immediately. If the incident warrants emergency services personnel, you may call 9-1-1 directly.

Severe Weather Procedure

In the event of severe weather, individuals should seek the safest areas possible away from exterior windows and doors and along the lowest interior portions of the building. Persons should crouch and face interior walls with their hands behind their heads and their heads between their knees. They are to remain in this position until notified by School personnel that the impending danger is no longer present.

Students are reminded to review the complete Health and Safety Plan for Graduate School USA located at graduateschool.edu.

Washington, DC, Metropolitan Emergency Communication System

Alert DC is a voluntary self-enrollment system that allows a user to register one or more devices upon which to receive alerts. In the event of an emergency, authorized Homeland Security and Emergency Management Agency (HSEMA) personnel will be able to send important, up-to-the-minute notifications and updates to cell phones or other mobile devices. Alert DC is available to residents of the District of Columbia, residents from surrounding jurisdictions, citywide stakeholders, and regional visitors. Notification types may include life, safety, fire, weather, accidents involving utilities or roadways, response team activation requests, or disaster notification such as a potential terrorist attack.

Sign up to receive text notifications about emergency or crisis situations at <http://alert.dc.gov>.

WEATHER DELAYS AND CANCELLATIONS

Graduate School USA will cancel classes or close the School when inclement weather poses concern for the welfare of staff, faculty, and students. However, the School does not have delayed openings. Information about class cancellations or School closings will be communicated to students through local radio and television stations and on the School's website — and, whenever possible, via email.

Weather-related notices will be broadcast on television at NBC4 (Channel 4) and on the radio by WTOP (103.5 FM or 820 AM). There will also be recorded messages at (202) 314-3320, (202) 314-3300, and (888) 744-4723.

MEDICAL EMERGENCIES, FIRST AID, AND MEDICAL TREATMENT

Requests for Emergency Medical Assistance

Dial 9-1-1. After speaking with emergency response personnel, call the Building Security Office at (202) 484-3780 so that they may direct emergency personnel to the scene.

First Aid Kits

Each department or office maintains a first aid kit for non-emergency medical care. The program support staff located at the receptionist areas on each classroom floor provides access to first aid kits.

FIRE EVACUATION

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate evacuation.

DO NOT ATTEMPT to go back up the stairs. Fire alarms or other evacuation notification procedures will be sounded to evacuate the building. Employees and students are encouraged to assist with the evacuation of disabled and impaired persons when possible. If the alarm sounds or if you are instructed by other means of communication to evacuate, BEGIN TO EVACUATE IMMEDIATELY. If you are on a lower floor, it is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells as they descend to the lower floors.

- DO NOT use elevators unless instructed to do so by emergency personnel.
- Follow all instructions given by first responders, supervisors, and other emergency personnel.
- Be aware of persons with disabilities in your area who may require your assistance. Be prepared to help them.

- If it will not delay your exit, take your coat if the weather is inclement; take your wallet/purse and identification, but leave briefcases, suitcases, etc., behind.
- Walk quickly and calmly to the nearest marked exit. Follow the instructions of the emergency personnel or designated staff regarding alternate exit routes should your normal pathway be blocked.
- Exit the building. DO NOT attempt to reenter the building until told to do so by the authorities.

POWER LOSS

The School may experience power losses due to storms, power company disruptions, or damage to the service lines entering the property. These interruptions can lead to conditions that may result in personal injury or damage to equipment or facilities. This section sets forth general procedures to be used in the event of loss of power.

Power losses greatly increase the likelihood of an accident due to the following:

1. The loss of lighting increases the possibility of injury to those moving throughout the building/institution;
2. The attendant electrical surge accompanying the restoration of power may damage electrical devices not switched off;
3. The operation of electrical devices during a phase loss may result in damage to these devices;
4. The electrical loss may disrupt telephone service and emergency devices such as fire alarms.

In the event of power loss, every effort should be made to immediately turn off all electrical equipment before power is restored, so as to protect the equipment within the area. When sufficient lighting exists during day hours to work safely and the building is comfortable without air conditioning or heat, the building may remain open for operation. During evening operations, the building may be evacuated. Further directions concerning class schedules will be provided by the Customer Support Center and Evening Support Staff.

Emergency Lighting

During periods of power outages, emergency lighting will automatically come on in the hallways and stairways of all buildings that have these devices.

BUILDING SECURITY

Emergency Contact	Number
All School Locations	9-1-1
Local Police Department	9-1-1
Local Fire Department	9-1-1
Medical Emergencies	9-1-1

Graduate School USA Headquarters – Washington, DC

CEO Office	(202) 314-3680
Facilities Office	(202) 314-3367
Human Capital Office	(202) 314-3693
Building Management	(202) 484-3780
Security Office	(202) 484-3780
Evening Program Support Team – 2nd Floor	(202) 314-3620

Evening Program Support Team
– Lower Level (202) 314-3622

CAMPUS DIRECTORY

Main Telephone Number	(202) 314-3320
Academic Advising	(202) 314-3651
Admissions	(202) 314-3643
Assessment Testing	(202) 314-3643
Bookstore (Specialty Books)	(800) 466-1365
Bursar	(202) 314-3349
Campus Facilities	(202) 314-3367
Career Services	(202) 314-3657
Disability Services	(202) 314-3349
Emergency Closing	(202) 314-3300
GS Connection	(202) 314-3535
International Student Services	(202) 314-3651
Lost and Found	(202) 314-3318
Registrar	(202) 314-3349
Scholarships	(202) 314-3648
Security	(202) 484-3780
Student Financials	(202) 314-3349
Student Records	(202) 314-3349
Student Services	(202) 314-3651
Transcript Requests	(202) 314-3349
Veterans Services	(202) 314-3349

Division/Program Administration

Provost Office	(202) 314-3641
Arts, Humanities, and Social Sciences	(202) 314-3658
Health Sciences	(202) 314-3652
Management	(202) 314-3671

CHANGES IN STUDENT DATA

Changes of name, address, telephone number, or email address must immediately be reported, in writing, to:

Registrar
600 Maryland Avenue SW, Suite 305
Washington, DC 20024
(202) 314-3349; registrar@graduateschool.edu

ACADEMIC CALENDAR

FALL 2013 – SUMMER 2014

Fall 2013 Semester (15 Weeks)

Preliminary Schedule of Classes Available	June 3, 2013
Last Day to Request a Course Substitution or Waiver	August 9, 2013
Registration	August 12-24, 2013
New Student Orientation	August 17, 2013
Fall Semester Classes Begin	August 24, 2013
Late Registration/Schedule Adjustment	August 26-31, 2013
School Closed – Labor Day Holiday	September 2, 2013
Last Day to Withdraw with a Refund	One business day BEFORE the third class meeting
Last Day to Apply for Fall Graduation*	October 8, 2013
School Closed – Columbus Day Holiday	October 14, 2013
Midterm Week	October 15-21, 2013
Last Day to Change Grades of Incomplete (Spring and Summer 2013)	October 21, 2013
Last Day to Change from Credit to Audit	October 28, 2013
Last Day to Officially Withdraw	October 28, 2013
School Closed – Veterans Day Holiday	November 11, 2013
No Classes	November 27, 2013
School Closed – Thanksgiving Holiday	November 28-30, 2013
Final Week	December 9-14, 2013
Classes End	December 14, 2013
Final Grades Due to Registrar	December 17, 2013
School Closed – Christmas Day Holiday	December 25, 2013

Spring 2014 Semester (15 Weeks)

Preliminary Schedule of Classes Available	November 4, 2013
School Closed – New Year’s Day Holiday	January 1, 2014
Last Day to Request a Course Substitution or Waiver	January 10, 2014
Registration	January 13-25, 2014
New Student Orientation	January 18, 2014
School Closed – Martin Luther King Jr.’s Birthday Holiday	January 20, 2014
Spring Semester Classes Begin	January 25, 2014
Late Registration/Schedule Adjustment	January 27 – February 1, 2014
Last Day to Withdraw with a Refund	One business day BEFORE the third class meeting
	February 17, 2014
School Closed – Presidents’ Day Holiday	February 17, 2014
Last Day to Apply for Spring Graduation*	March 3, 2014
Midterm Week	March 18-24, 2014
Last Day to Change Grades of Incomplete (Fall 2013)	March 24, 2014
Last Day to Change from Credit to Audit	March 31, 2014
Last Day to Officially Withdraw	March 31, 2014
Final Week	May 6-12, 2014
Classes End	May 12, 2014
Final Grades Due to Registrar	May 15, 2014
Last Day to Apply to Participate in Commencement	May 19, 2014
School Closed – Memorial Day Holiday	May 26, 2014
Commencement*	June 21, 2014

* Graduate School USA has one commencement ceremony each year in June. Students who graduate in the summer term or in fall or spring semesters are encouraged to participate.

Summer 2014 Term (10 Weeks)

Preliminary Schedule of Classes Available	March 10, 2014
Last Day to Request a Course Substitution or Waiver	May 24, 2014
Registration	May 24-26, 2014
School Closed – Memorial Day Holiday	May 26, 2014
Last Day to Apply for Summer Graduation	June 2, 2014
New Student Orientation	June 7, 2014
Summer Term Classes Begin	June 9, 2014
Late Registration/Schedule Adjustment	June 9-14, 2014
Last Day to Withdraw with a Refund	One business day BEFORE the third class meeting
School Closed – Independence Day Holiday	July 4, 2014
Midterm Week	July 7-12, 2014
Last Day to Change from Credit to Audit	July 18, 2014
Last Day to Officially Withdraw	July 18, 2014
Final Week	August 4-9, 2014
Classes End	August 9, 2014
Final Grades Due to Registrar	August 12, 2014

STUDENT SUPPORT SERVICES

Student Support Services at Graduate School USA assists students in academic and career development. Our functions include academic advising, assessment testing, career services, coordination of special events, maintaining student records, coordinating veterans' services, and disability accommodations. Listed below are staff positions affiliated with Student Support Services:

Director, Enrollment Management and Student Support Services
(202) 314-3651

Admission Specialist
(202) 314-3643

Career Services Specialist
(202) 314-3657

Director, Financial Aid
(202) 314-3648

Registrar
(202) 314-3349

ASSESSMENT TESTING

The purpose of assessment testing is to provide you with useful information about your academic skills in mathematics, writing, reading, and science. The results of the assessment tests, in conjunction with your academic background, goals, and interests, are used by academic advisors to determine course selections.

How ACCUPLACER® Works

ACCUPLACER is an untimed, computerized, multiple-choice test. The test presents one question per test screen with a set of answer choices. After you choose your answer, the test will immediately move to the next question.

ACCUPLACER grades each question after it is answered. Therefore, once you have answered a question and moved on to the next question, you will be unable to go back and change your answer. The test is also computer-adaptive, meaning that the test administers questions based on how you are performing on each question. This allows ACCUPLACER to accurately score and provide placement information based on your results.

ACCUPLACER Test Setup

Students will take the following sections:

Elementary Algebra	12 questions
Reading Comprehension	20 questions
Sentence Skills	20 questions
Listening Skills*	20 questions
General Science**	30 questions

ACCUPLACER is graded on a scale of 20 to 120. Because the test helps determine whether you are ready for college-level courses, you cannot “pass” or “fail” the examination. Keep in mind, however, that depending on how you score, you may be required to take skill-building courses to help prepare you for college-level courses. Students who are not college-ready may not be allowed to enroll in Graduate School USA courses.

* Students whose primary language is not English may be required to take this test.

**Students in Health Sciences may be required to take this test.

ACCUPLACER Diagnostic Testing

The ACCUPLACER diagnostic test results provide a detailed analysis of students' proficiencies and skills in English and math. Students' strengths and weaknesses are pinpointed so that targeted instruction may be prescribed. These tests, along with the assessment tests (described above), are administered as an intervention tool to enhance college readiness, information retention, persistence, and college completion. Students who do not place at the college level in one of the assessment tests will be required to complete the corresponding diagnostic test.

There are four diagnostic tests: Reading Comprehension, Sentence Skills, Arithmetic, and Elementary Algebra. Each test contains 40 items for each of the five domains listed below. Each test is computer-adaptive and untimed. The tests provide both numerical and categorical scores for each of the five domains included in the diagnostic test. The numeric score scale for each domain ranges from 1 to 15 in whole number increments. The categorical score ranges are Needs Improvement, Limited Proficiency, and Proficient.

Arithmetic

- Computation with Integers and Fractions
- Computation with Decimal Numbers
- Problems Involving Percent
- Estimation, Ordering, and Number Sense
- Word Problems and Applications

Elementary Algebra

- Real Numbers
- Linear Equations, Inequalities, and Systems
- Quadratic Expressions and Equations
- Algebraic Expressions and Equations
- Word Problems and Applications

Reading Comprehension

- Passage-Based Reading: Main Idea
- Passage-Based Reading: Supporting Detail
- Sentence Relationships
- Passage-Based Reading: Inference
- Passage-Based Reading: Author's Purpose/Rhetorical Strategies

Sentence Skills

- Agreement
- Modifiers
- Diction/Logic
- Sentence Structure
- Sentence Boundaries

Tips for the Day of the Test

- Remember, this is an adaptive test. Questions are chosen for you on the basis of your answers to previous questions. Because the test works this way, you must answer every question. You may change the answer on a particular question before you have moved ahead to another question.
- You will be able to concentrate better on the test if you get eight hours of sleep and eat properly prior to the test.
- You should also arrive a few minutes early so you can find the testing area, restrooms, etc., and gather your thoughts before the test begins.
- Bring your current government-issued photo identification (e.g., driver's license, passport, state-issued ID).
- Pay careful attention to the directions and be sure you understand them before you begin each test. Prior to starting the test, ask questions if you do not understand what is required.
- To avoid experiencing test anxiety, approach the test with a positive attitude, take your time, and pace yourself throughout the assessment.
- During testing, read the entire question and all choices before attempting to answer.
- The assessment test is a multiple-choice test. Each test is untimed so that you can give each question as much thought as you wish. You may change your answer to a particular question before moving on to the next question, but you cannot leave a question unanswered or come back to it later to change your answer.
- You may not leave the room during the testing process.

Remember: You cannot “pass” or “fail” the tests, but it is important that you do your very best so that you will have an accurate measure of your academic skills. (Material adapted from the College Board.)

Assessment Testing Preparation Resources

Sample Test

- www.collegeboard.com/student/testing/accuplacer/preparation-sample.html
- www.studyguidezone.com/accuplacertest.htm
- www.testprepreview.com/accuplacer_practice.htm

Reference Materials

- www.cliffsnotes.com

Tutorial Aids

- www.eslbee.com/sentences.htm (for non-native speakers of English)
- www.purplemath.com
- www.math.com
- www.algebrahelp.com
- www.mathgoodies.com/students.html
- www.gedprepinfo.com/ged-science-practice.htm
- www.nwlincs.org/mtlincs/pilotproject/science/scienceindex.htm
- www.khanacademy.org

Books/Study Guides (available at libraries and major bookstores)

- SAT/ACT/GED study guides (from publishers such as Kaplan, Princeton Review, College Board, Barron, and McGraw-Hill)
- CliffsNotes Quick Review books

The assessment test guide and sample questions are available in the Student Services Office.

Testing Center Guidelines

- Calculators are not allowed. Utilize materials given during the test, such as scratch paper.
- Books, drinks, and food are NOT allowed in the testing center.
- Cellular phones must be turned off prior to entering the testing center. Cellular phone use is NOT permitted during testing. No other outside electronic devices are allowed in the testing center.
- No children are allowed in the testing center, and children are not to be left alone on Graduate School USA property.

Students with Disabilities

Individuals who require testing accommodations should contact the Disability Services Coordinator at (202) 314-3349. All requests for disability-related services or accommodations for testing should be made in a timely manner prior to testing, as the student will be required to provide current documentation to verify a disability. Students requiring assistance should complete the Special Accommodation Request form (graduateschool.edu/program/AP_DisabilityServices.php) and submit it to the Registrar's Office.

ACADEMIC ADVISING BENEFITS

Research shows that students who develop a good relationship with their advisors are more likely to persist and graduate. An advisor assists students in assessing their interests and abilities, examining their educational goals, and developing short-term and long-range plans to meet their objectives. Advisors provide information on General Education Core and major requirements, clarify policies and procedures, discuss educational and career options, monitor academic progress, and direct students to other resources when necessary.

Your assigned advisor may be a Department Dean, faculty member, or member of the advising staff. You may request a change of advisor by contacting the Director of Enrollment Management and Student Support Services.

Your Educational Career Plan

During your initial advising session, you and your advisor will begin developing a comprehensive plan that will be utilized throughout your educational endeavors at Graduate School USA. Modifications will be made as needed by you and your advisor.

Your plan serves as the catalyst to future advising sessions. The plan will include the following:

- Education and career goals
- Possible obstacles and solutions
- Assessment test results and recommended English, math, and science courses
- Awarded transfer credits and prior learning credits
- Program course schedule for your program of study
- Action plan relative to goals
- Recommended resources you should utilize

Meeting with Your Advisor

It is important to get to know your advisor and consult with him or her on a regular basis. You are required to meet with your advisor in the following circumstances:

- Before you register for courses
- When you are making changes to your current or planned schedule (e.g., after being closed out of a course, when wishing to drop a course, etc.)
- When you have a question about a degree requirement or School policy

- When you are in academic difficulty or something new is affecting your academic performance
- Before changing majors, transferring to another college, or withdrawing from the School

MEETING WITH YOUR ACADEMIC ADVISOR: MAXIMIZING YOUR EDUCATION

Schedule an appointment with your academic advisor before advising week. To ensure that you receive the best possible advice, it is recommended that you follow these guidelines:

- Familiarize yourself with your program of study and the requirements for graduation. Develop a list of courses for which you would like to register. Devise a list of questions concerning degree requirements and/or the relevance of certain courses to meet your individual career/transfer goals. Review your education career plan and determine if you need to make adjustments to it.
- Meet with your advisor on a regular basis and attend all scheduled appointments. During those meetings, your advisor should discuss with you a number of topics, including how the current semester is progressing; whether you are on track for meeting your academic goals; how the School may assist you with your career aspirations; and what courses you may need and/or wish to take in the next semester.
- The academic advising process should be a conversation. Ask questions to clarify information, and take notes. Evaluate the information you receive and act accordingly. Remember, academic advisors are there to assist you in the decision-making process. **However, you are ultimately responsible for your education.**

YOUR ACADEMIC SUCCESS: TIPS FOR STUDENTS

The following tips have been identified by other college students as having aided them in successfully completing their programs of study:

- Go to every class.
- Buy a planner and use it. Learning to manage time is one of the most important skills you need to master.
- Know what campus resources are available, and use them.
- Get involved and have fun. You can also learn a lot by starting and getting involved in student organizations, volunteering, and meeting people from a variety of backgrounds.
- Get to know your instructors and talk to them outside of class.
- Balance work, social life, and schoolwork. The more hours you spend at work, the fewer credits you will be able to manage.
- Get at least eight hours of sleep each night, exercise, and eat well.

COURSE REGISTRATION: STEPS TO TAKE

In order to register for courses, you must first meet with your academic advisor. One week each term is set aside as advising week. During that week, advisors have extended office hours for meeting with students to discuss their programs of study and to register them for courses for the upcoming semester. Below are the steps to follow in order to complete the registration process:

Step 1: Schedule an appointment with your advisor at least two weeks prior to academic advising week.

Step 2: Prepare for your appointment.

- Review your degree audit and courses you still need to complete.

- Determine if there are prerequisites or co-requisites for courses you wish to take.
- Review the course schedule and make a list of courses for which you wish to register.
- Review your educational career plan and determine if adjustments need to be made.

Step 3: Attend your scheduled appointment.

Step 4: Complete the registration form and have your advisor approve your course registration.

Step 5: Submit the registration form to the Registrar for processing.

Step 6: Pay your tuition and fees.

Step 7: Purchase your textbooks.

Step 8: Attend class.

TEXTBOOKS: HOW TO PURCHASE

Students may acquire their textbooks from the vendor of their choice. The ISBN (international standard book number) is provided on the Academic Programs Division's Web page. The School recommends that students purchase their textbooks in a timely manner.

Classes with optional materials listed often incorporate those materials in different ways, so students may want to consult their class syllabus prior to purchasing any materials listed as optional. Students are not required to purchase optional materials recommended by faculty.

Graduate School USA partners with Specialty Books, Inc., to provide students with access to textbooks and other materials for our courses. To purchase your textbooks from our partner, visit Specialty Books' website at www.specialtybooks.com.

NEW STUDENT ORIENTATION: WHAT YOU NEED TO KNOW ABOUT YOUR SCHOOL

All new students **MUST** complete new student orientation prior to the start of classes. The mission of Graduate School USA's new student orientation program is to facilitate the transition of our students into the School. Through this interaction, students develop an understanding and appreciation of the academic and developmental opportunities available, as well as gain knowledge of campus resources. Students completing new student orientation online must go to the link below:

<https://gsconnect.graduateschool.edu/p3pzmv9to2>

By completing orientation you will:

- Learn what is expected of you as a Graduate School USA student, both in and out of the classroom
- Become oriented to Blackboard (Graduate School USA's learning management system)
- Become oriented to student email
- Learn about campus services and resources

Frequently Asked Questions for Students Attending New Student Orientation on Campus

Why should I complete new student orientation?

Studies show that students who complete orientation programs and other first-year programming, like the Strategies for Career Success course, are more successful in college. College is an investment of time and money — you want to get the most you can out of this experience! New student orientation is designed to provide you with valuable information while giving you an opportunity to connect with the School.

Do I have to sign up for an orientation session in advance?

Yes. We request that you sign up in advance by contacting the Admissions Office at (202) 314-3643 or admissions@graduateschool.edu.

Are guests allowed?

Due to space constraints, we ask that you limit the number of guests to one. We encourage you to bring the person who will be your greatest support as you progress through your program of study. Because this is your day to prepare for your education, children are not permitted at orientation. If you plan to bring a guest, please inform the Admissions Office at (202) 314-3643 or admissions@graduateschool.edu prior to orientation.

Do I need to bring anything?

Bring your Graduate School USA student identification number and government-issued photo identification. Both are needed in order to issue your student ID card. And, of course, bring your questions!

How do I get to the School, and where do I park?

If you are driving to campus, metered parking is available. Due to limited parking, it is strongly recommended that you travel by Metro to the School.

- **Traveling by Metrorail**
Take the Metro Orange, Blue, Yellow, or Green line to L'Enfant Plaza Station. Take the 7th Street and Maryland Avenue exit. The Capital Gallery Building is at the top of the escalator. Please proceed to the east side of the building.
- **Traveling from the Northeast**
Take I-95 South to Route 50 West. Route 50 becomes New York Avenue. Turn left at 7th Street. Continue across Independence Avenue. Graduate School USA is located on the left between 6th and 7th Streets on Maryland Avenue.
- **Traveling from the South**
Take I-95 North to I-395 North. Follow the sign for Route 1 North. Continue to Independence Avenue and turn right. Then turn right at 7th Street. Graduate School USA is a block from Independence Avenue on the right in the Capital Gallery Building.
- **Traveling from the West**
Take Route 50 East and follow the signs for Constitution Avenue. Follow Constitution Avenue and turn right at 14th Street NW. Turn left onto Independence Avenue. Turn right at 7th Street. Graduate School USA is a block from Independence Avenue on the right in the Capital Gallery Building.

- **Traveling from the Northwest**
Take I-270 South to I-495 toward Virginia. Take George Washington Parkway South to I-395 North. Follow the sign for Route 1 North. Continue to Independence Avenue and turn right. Then turn right at 7th Street. Graduate School USA is a block from Independence Avenue on the right in the Capital Gallery Building.
- **Traveling from Baltimore**
Take the Baltimore Beltway (I-695) to exit 7, Route 295 (Baltimore-Washington Parkway), going in the direction of Washington, DC. Drive approximately 20 miles to the Howard Road exit. Proceed toward downtown Washington. Exit onto I-395 South (Richmond). Once on I-395, take the first exit marked 6th Street. Proceed two blocks to 600 Maryland Avenue (on your left).

STUDENT IDENTIFICATION CARD

All students currently enrolled in credit courses at Graduate School USA must wear a student ID card when in facilities owned and/or controlled by Graduate School USA, and when participating in activities as a Graduate School USA student.

Obtaining a Student ID Card

All new students are issued a student ID card by the Office of the Registrar only after their enrollment status is confirmed. To request a student ID card, a student must present a current government-issued picture ID and his or her student ID number (provided in the Acceptance Letter). Once the student's enrollment status is confirmed, a head shot photo image of the student is taken, and then the student ID card is printed, affixed with a current registration sticker, and presented to the student.

Validation of Student ID Card

The Office of the Registrar will affix a current registration sticker to continuing students' ID cards at the time of registration.

Lost/Stolen Student ID Card

A student must report a lost or stolen card promptly to the Office of the Registrar. To replace a lost or stolen card, submit the Student ID Card Replacement Request form to the Office of the Registrar; present a current government-issued picture ID; and present your student ID number. The fee for replacing a lost or stolen student ID card is \$10.

If the most recently issued student ID card becomes unusable due to normal wear and tear, it will be replaced at no charge.

Student ID cards are non-transferable — only the student to whom the card is issued is permitted to use the card. Students are permitted to have only one valid card. The use of a card by any person other than the student to whom it was issued, or the use of an ID card under false pretenses, including changing or attempting to change the validation, is a violation of the *Code of Student Conduct*. In the event of a change to a student's name and/or appearance, the student ID card must be replaced.

Name Change

If you need to change your name on your student ID card, you must first change your name in your student record. Complete the Student Information Update form and submit it to the Office of the Registrar. You will need to submit official documentation of your name change with your form. The Student Information Update form can be found in the appendix section of this Handbook. You may also download a copy at

www.graduateschool.edu/sub/AcademicProgram.php, or contact the Office of the Registrar at (202) 314-3349 or registrar@graduateschool.edu.

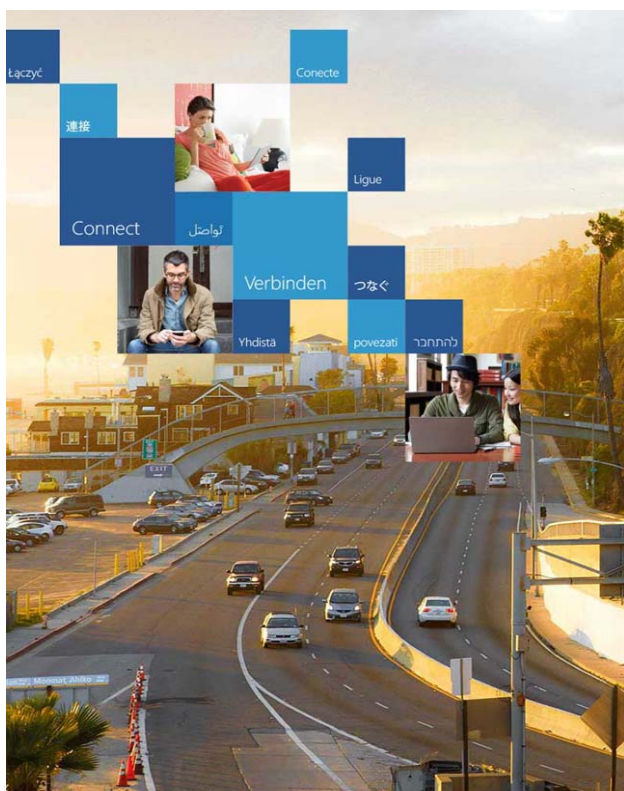
ELECTRONIC SERVICES

Student Email

Your Graduate School USA student email account is the official means of communication between the School and you. You will be able to log into your student email account approximately 24 hours after notification is received from the School. It is strongly recommended that you change your default password — but choose a password that you will be able to remember.

To access your Graduate School USA email account:

1. Open a Web browser and go to <https://www.outlook.com/stu.graduateschool.edu>
2. Enter your full email address (firstname.lastname@stu.graduateschool.edu) as the Windows Live ID. and enter the password provided.



Sign in with your organizational account

☐ Keep me signed in

[Sign in](#)

[Can't access your account?](#)



Organizational accounts that work here can be used anywhere you see this icon. © 2013 Microsoft [Legal](#) [Privacy](#) [Feedback](#)

Once logged in, you will be prompted to change your password. Please change it to a secure password that you will remember.

If you forget your password or need assistance with your email account, please contact the Graduate School USA Help Desk at helpdesk@graduateschool.edu or (202) 314-3389.

Learning Management System

Blackboard is a Web portal on the Internet that offers students easy access to course materials, School resources, and personal tools. To use Blackboard, one must be a current student at Graduate School USA. Blackboard is on the World Wide Web and is accessible anywhere in the world, provided the user has a computer with Internet access and a Web browser. Blackboard does not provide access to your Graduate School USA student email account.

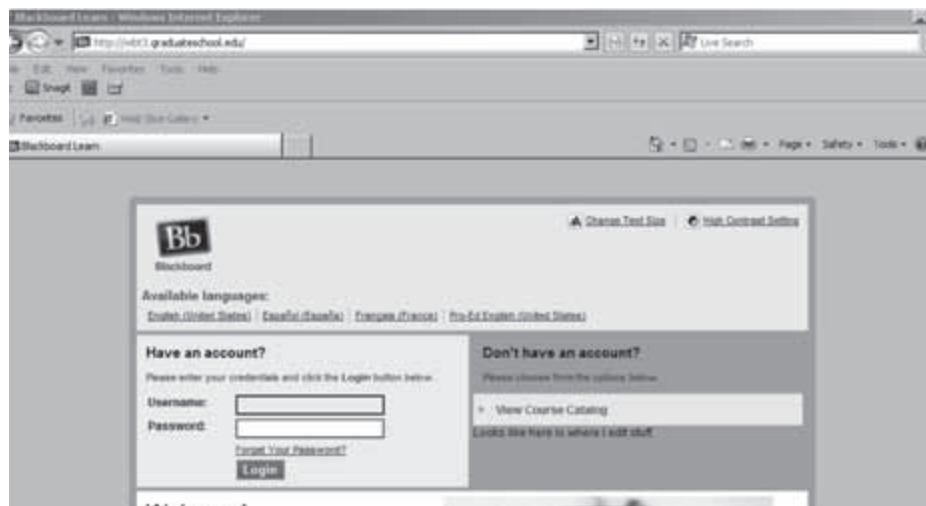
Logging onto Blackboard

After you register for a course, Graduate School USA will email you a unique username and password. The first half of your email address (for example, jsmith0001) will be your Blackboard user ID. Your password will be your birth date (MMDDYY) — for example, the password for a student born on September 1, 1977, would be 090177. You may change this password. **Your Blackboard account will be accessible approximately 48 hours after you complete your registration for courses. Your Blackboard login may be different than you student email login.**

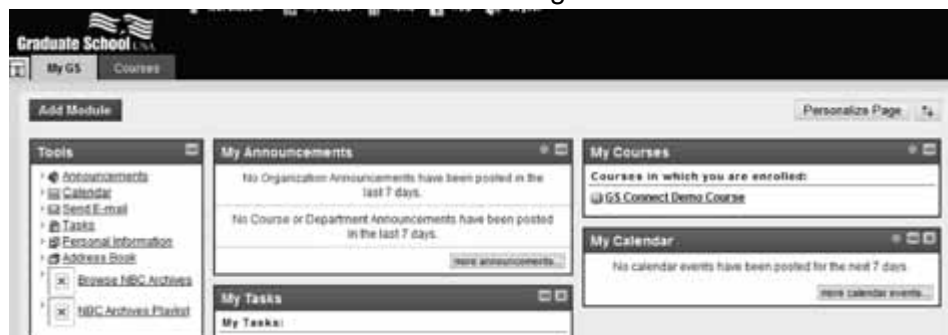
To log into Blackboard:

Step 1: Go to wb3.graduateschool.edu

Step 2: Type in your username and password, and click the Login button. If you forget your username and password, click on the *Forgot Your Password?* link, enter your name and Graduate School USA email address, and your account information will be emailed to you.



Welcome Page



Once you log in, your personal home page appears. The courses in which you are enrolled are on the right side of the screen under the heading “My Courses.” Click on the class that you want to access.

You are strongly encouraged to view the tutorial for using Blackboard at <https://gsconnect.graduateschool.edu/p9pv1m93uy3/>

Note: Students who have failed to enter their birth date on their applications or whose birth date was entered incorrectly by the School’s data entry process will not be able to log in. While such instances are rare, they may occur. If you are unable to log into Blackboard, you should contact the Blackboard Help Desk at gsconnect@graduateschool.edu. If the problem is an incorrect date of birth, contact the Office of the Registrar at (202) 314-3349 or registrar@graduateschool.edu to update your records.

Blackboard Tips

- To navigate through Blackboard, you rely on the buttons on the left side of the screen. To access content, click on a folder’s title.
- The *Announcements* button is the home page of the course. This is where the instructor will post new announcements and notices. Students should check their Graduate School USA email account every day.
- The content, instructional activities, and instructions for completing the course are in a series of folders under the *Lessons* button and, for some courses, under the *Assignments* button. Course content and assignments are generally identified by week or lesson number.
- After you spend a little time in the online classroom, you will be able to easily navigate through your course at a time and place that is convenient for you.
- If you have questions or difficulties, contact the Graduate School USA Blackboard Help Desk at gsconnect@graduateschool.edu.
- If you need to update your personal information on file (e g., name, date of birth, etc.), contact the Office of the Registrar at (202) 314-3349 or registrar@graduateschool.edu.

The following table summarizes the content located under each button.

BUTTON	PURPOSE
Announcements	View the course welcome announcement, ongoing updates, announcements from your instructors, and related course content.
Course Information	View information on your instructor, including a biography and contact information.
Course Materials	View and access your syllabus, handouts, assignments, PowerPoint documents, and links to resources.
Discussion Board	Access the discussion board to answer questions and comment on other students’ posts.
Personal Tools	View your grades or the Blackboard student manual.
Blackboard Help	Find help regarding how to use the Blackboard system or contact information for the Graduate School USA Help Desk.

ONLINE LIBRARY: RESOURCES AT YOUR FINGERTIPS

Emerging technologies offer exciting pathways for teaching and learning. Online resources of Graduate School USA are provided to students, faculty, staff, partners, and associates of Graduate School USA. Some of these resources are governed by license agreements and applicable copyright laws that restrict usage by people who are not associated with the School.

Online Library

Academic OneFile is a leading source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature, and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly, including full-text coverage of the *New York Times* dating back to 1995.

General OneFile is a one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, healthcare, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images, are available through General OneFile.

The CINAHL[®] database provides indexing for more than 3,000 journals from the fields of nursing and allied health. The database contains more than 2.3 million records dating back to 1981. Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, CINAHL covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health, and 17 allied health disciplines.

Accessing Online Resources

Students, faculty, and staff of Graduate School USA can access the online resources at Graduate School USA. A student enrolled at Graduate School USA will be provided login instructions and a password to access the online resources off-site. To access the online resources outside Graduate School USA, please contact Customer Support at (888) 744-4723.

The following activities are prohibited:

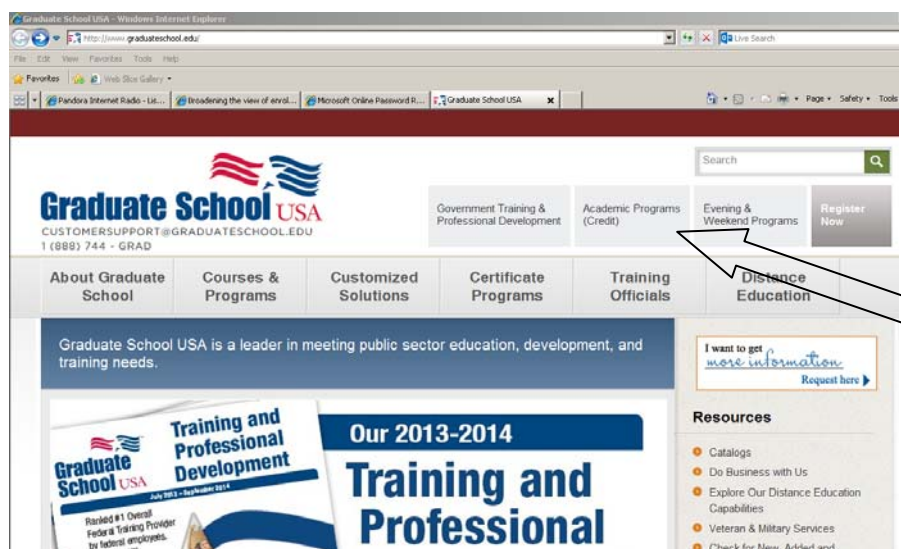
- Non-academic use of electronic resources
- Downloading an excessive portion of a resource
- Electronically transmitting online content to non-Graduate School USA affiliates
- Posting content extracted from the databases to public bulletin boards or websites
- Sharing IDs and passwords

Breaches of this agreement may result in loss of privileges for the individual.

Login Instructions

Step 1: Go to: www.graduateschool.edu

Step 2: From the home page, click on *Academic Programs* (located at the top of the page).



Step 3: Scroll down the page at <http://www.graduateschool.edu/sub/AcademicProgram.php> and click on *Online Library*.

RESOURCES

- [Calendar and Schedule of Classes](#)
- [Admissions Requirements](#)
- [Assessment Testing](#)
- [Veteran and Military Services](#)
- [Disability Services](#)
- [Online Library](#)
- [Bookstore](#)
- [Request Transcript](#)
- [Contact Information](#)
- [Former Southeastern University Information \(SEU.edu\)](#)


Step 4: From this page, click on the resource you wish to access:

a) **Gale Cengage Learning resources**

- The Academic OneFile
- The General OneFile
- eBook Collection

b) **EBSCOhost Resources**


- The CINAHL Database



Graduate School
USA

CUSTOMERSUPPORT@GRADUATESCHOOL.EDU
1 (888) 744 - GRAD

[Go back to Graduate School Home Page](#)



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Online Library Resources

GO >

[Registration](#) | [Contact Us](#) | [Policies](#) | [Online Forms](#) | [Find a Course](#) | [Home Page](#)

[Advanced Search](#) | [Site Map](#) | [FAQ](#)

Welcome to the Graduate School Online Library Resources

This is the online library resource of Graduate School and serves as an important research tool for our students, faculty, staff and researchers.

The online library also includes Graduate School's collection of online webcasts.

- **Academic OneFile**
Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly. Includes full-text coverage of the New York Times back to 1995. Updated daily.
- **The CINAHL Database**
CINAHL® provides indexing for more than 3,000 journals from the fields of nursing and allied health. The database contains more than 2.3 million records dating back to 1981. Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, CINAHL covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.
- **General OneFile**
A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images. Updated daily.

You can also search for these materials through the library website: graduateschool.edu/library.

Additional Free Web Resources

There are many more sources of reliable free information. As a student researcher, you should always make sure your information comes from a reliable and reputable source. The following links are provided for your convenience:

- DC Public Library Databases for Online Research: www.dclibrary.org/research/databases
- The Free Library: www.thefreelibrary.com
- Public Records Information: www.publicrecordsinfo.com
- Library Spot: www.libraryspot.com
- Free Management Library: <http://managementhelp.org>
- Internet Public Library: www.ipl.org
- Virtual Learning Resources: www.virtuallrc.com

TUTORING: ADDITIONAL ASSISTANCE WHEN YOU NEED IT

The Student Tutoring Program seeks to provide tutors in all subject areas in the Academic Programs where there is a need. The program offers free one-on-one tutoring to currently enrolled students in the Academic Programs. Up to 10 hours of tutoring are available each fall and spring semester, and 8 hours in the summer term. The hours are flexible since the tutor arranges the meeting times and days with the tutee.

Tutors are knowledgeable, well-qualified students and faculty who possess good academic skills. While they should be viewed as a resource in helping you overcome problem areas in your course(s), they are not a

substitute for your instructor. Students are strongly encouraged to communicate with their instructor or academic advisor regarding difficulties they may be experiencing before seeking tutoring for a course.

How to Request a Tutor

Complete the Student Tutor Request form and submit it to the Office of Academic Advising. You will be contacted within 48 hours of receipt of your request. If you have additional questions about the tutoring program, contact the Office of Academic Advising at (202) 314-3651 or contact your academic advisor.

MATH AND WRITING LABS

The math and writing labs are designed to provide extra help to students who feel they need it. The labs are run by faculty who teach in the subject area. Students are encouraged to utilize the labs when needed.

Days and Hours

Math Lab	Tuesday and Thursday	4:00 p.m. – 6:00 p.m.
Writing Lab	Monday and Wednesday	4:00 p.m. – 6:00 p.m.

STUDENT LAPTOP LOANER PROGRAM: KEEPING YOU CONNECTED

The laptop loaner program is designed to accommodate students who need a loaner laptop for course work, research, or other School-related purposes, but it is not for personal use. The Student Services Office maintains a small number of loaner laptop computers for currently enrolled students in the Academic Programs Division. These loaners are intended for short-term purposes only, not to exceed four weeks during any term. Laptops are loaned on a first come, first served basis.

Program Guidelines

1. The student must be currently enrolled in the Academic Programs Division of Graduate School USA.
2. Only one laptop may be loaned out to a student at a time.
3. Requests for loaner laptops must be made by completing the Loaner Laptop Request form available in the Office of Student Support Services.
4. Requests must be submitted at least 48 hours prior to the intended pickup date.
5. Students must complete and submit the Loaner Laptop Agreement before they are issued a loaner laptop.
6. Students must pick up the laptop in person.
7. A valid student or government-issued identification card must be presented at the time of pickup.
8. Loan periods are in four-week increments. Any loan extensions must be approved by the Director of Student Support Services and the Director of Procurement. A student may be granted one extension during any term.
9. Laptops must be returned in person by the student who borrowed the laptop by the specified due date.
10. Students must save all work on an external storage mechanism, not on the laptop.

PROCTORING SERVICES

Proctoring by Graduate School USA

Students enrolled in online courses who are unable to take exams at Graduate School USA must identify a proctor to administer exams, and submit the Proctor Request form to Graduate School USA for approval. The form must be submitted to the Registrar's Office within 30 days after the start of the student's first term. Once a

proctor has been approved by Graduate School USA, the student may continue to use that proctor in future terms unless told otherwise.

Students may be charged a fee by an individual proctor and/or testing site for use of their services. Payment for proctoring services/site fees are the responsibility of the student, not Graduate School USA.

Students needing testing accommodations because of a documented disability must contact the Special Accommodations Coordinator as soon as possible.

Online Proctoring

Graduate School USA is proud to offer students the opportunity to take exams with ProctorU, our online proctoring provider. Using a webcam and a reliable high-speed Internet connection, students enrolled in online courses may take their exams anywhere for a fee. ProctorU allows you to take your exam on demand or by appointment. All appointments should be made at least three days in advance.

To make an appointment, simply create an account at <http://proctoru.com/graduateschool>, then log in, click on the *New Exam* link, and select the exam, date, and time you desire. You will receive an email confirming your appointment at the email address you provided to ProctorU.

The charge you will be prompted to pay for proctoring is based on the scheduled length of your exam:

- An exam scheduled for up to a 60-minute duration is charged at \$17.50.
- An exam scheduled for more than 60 minutes but equal to or less than 120 minutes is charged at \$25.
- An exam scheduled for more than 120 minutes' duration, but equal to or less than 180 minutes, is charged at \$33.75.
- An exam scheduled for more than 180 minutes' duration is charged at \$42.50.

Appointments made within 72 hours of your exam are subject to a \$5 late appointment fee. Students without an appointment can take their exam on demand within 15, 30, or 45 minutes utilizing "Take It Now." This premier feature is designed to give test takers added convenience and only costs an additional \$8.75. Late appointments and "Take It Now" are subject to availability.

CAREER PLANNING: JUMP-STARTING YOUR CAREER

Graduate School USA recognizes that career services are an important component of a student's success during and after formal education. The Office of Career Services is dedicated to providing services and strategies that assist adult learners in preparing for the workforce through exploring, developing, setting, and pursuing goals.

Services include career advising, providing occupational information and employment resources, assisting with resume and cover letter preparation and review, and ensuring job readiness.

Career Planning Services

- a. Career advising appointments are available in person or, for students and alumni located outside of the DC metropolitan area, by telephone and online.
- b. Walk-in (or email) resume review services are available Tuesday–Thursday between 1:00 p.m. and 4:00 p.m. and takes approximately 20 minutes.

- c. Students and alumni who require a comprehensive review of a resume or cover letter must schedule an appointment. Appointments are scheduled for approximately 45 minutes.
- d. Mock interviews are provided by appointment only and last approximately one hour.
- e. Career assessments using online tools and software are available to students and alumni.

DISABILITY SERVICES: HELPING YOU SUCCEED

In accordance with Section 504 of the Rehabilitation Act, it is the policy of Graduate School USA to provide support services to persons with disabilities.

Confidential files are kept on all students who self-disclose disabilities at Graduate School USA. Each file includes, but is not limited to, intake forms, appropriate documentation of disability, releases of information, a record of contacts, and a record of services provided.

In order to determine the most appropriate accommodations for each student, the following types of documentation must be provided.

- Learning Disability – A current psychological or psycho-educational evaluation performed by a licensed professional.
- Attention Deficit/Hyperactivity Disorder – Current documentation from a medical doctor or a psycho-educational report documenting the disorder.
- Psychiatric Disorder – The form titled “Documentation of Psychiatric Disorders” must be filled out by a psychiatrist, licensed psychologist, licensed social worker, or licensed professional counselor. The form must verify the student’s need for academic accommodations.
- Visual Impairment – A current letter or examination report from a medical doctor, optometrist, or ophthalmologist documenting the degree of vision loss.
- Hearing Impairment – A current letter or audiology report from an audiologist or speech and hearing center documenting the degree of hearing loss.
- Speech/Language Impairment – A report from a speech/language pathologist or high school records documenting the disability.
- Mobility Impairment – Verification of the disability from a qualified healthcare professional.
- Acquired Brain Impairment (ABI) – A current neuropsychological, psychological, or psycho-educational report which documents the effects of the ABI on cognitive functioning.
- Other Health Impairment – A current letter or report from a medical doctor documenting the disability, including a description of how it may impact the student’s academic abilities.

Services provided may include:

- Sign Language Interpreters
- Materials in Braille
- Materials in Electronic Format (large print or CD-ROM)
- Computer-Aided Real-Time Translation (CART)

- Note Taking
- Testing Accommodations
- Use of Assistive Technology
- Priority Registration

If you have a disability, it is important for you to identify yourself to the Special Accommodations Coordinator in the Office of the Registrar. Students requesting services are responsible for providing current documentation (within three years) from a qualified professional verifying the disability and its impact on academic performance.

New students are encouraged to contact the Special Accommodations Coordinator in the Office of the Registrar at least one month prior to registration. Services are provided based upon individual needs.

Students requiring assistance and accommodations should complete the Special Accommodation Request form and submit it to the Office of the Registrar. The Special Accommodations Coordinator may be reached at (202) 314-3349 or registrar@graduateschool.edu, and by TDD at (888) 744-2717.

VETERANS: MAKING YOUR BENEFITS WORK FOR YOU

Graduate School USA is approved by the Department of Veterans Affairs and the District of Columbia Higher Education Licensure Commission, so veterans, servicepersons, and certain dependents of veterans are eligible to receive VA educational benefits.

The Veterans Administration determines your eligibility for veterans' benefits.

The goal of the Registrar's Office at Graduate School USA is to provide a one-stop resource for all of your Veteran Education Benefit needs. The Registrar serves as the Designated School Official (DSO) responsible for certifying your enrollment status with the VA and is the coordinator of the School's Veteran Advising Team, whose members are:

- Registrar – (202) 314-3349
- Office of Academic Advising – (202) 314-3651

In order to provide the Veterans Administration with complete information, please fill out and sign the Graduate School USA Veteran Enrollment form and email it to VetAffairs@graduateschool.edu along with a copy of your DD-214 and VA Certificate of Eligibility.

Graduate School USA tuition and fees are due at the time of registration. Before registration is complete, veterans are required to pay a \$250 good-faith deposit and sign the Student Deferred Payment Plan Agreement for the tuition and fees of the courses in the program. Once the benefits are received by the veteran, the veteran pays the School for the tuition and fees on the Deferred Payment Agreement. If the School receives the veteran's tuition and fee benefits, the School will reimburse the veteran the \$250 deposit paid.

Yellow Ribbon Program

The Yellow Ribbon Program is a provision of the law that was created by the Post-9/11 GI Bill. The program allows approved institutions of higher learning (degree-granting institutions) and the VA to partially or fully fund tuition and fee expenses that exceed the established thresholds in each state under the Post-9/11 GI Bill. Graduate School USA is a participant in this program.

TRANSCRIPTS: YOUR ACADEMIC RECORD

The Office of the Registrar maintains the official academic record of all students. All information is held in confidence and released only in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts are issued only with a written request by the student. A transcript is a complete copy of a student's academic record. It contains all credits awarded and course work taken while enrolled at Graduate School USA.

Transcript requests are normally processed within 48 business hours of receipt.

Requesting an Official or Unofficial Transcript

Online:

Complete the online Official Transcript Request form at
http://www.graduateschool.edu/program/AP_REQUESTATRANSSCRIPT.php

By mail:

Graduate School USA
Office of the Registrar
600 Maryland Avenue SW, Suite 305
Washington, DC 20024

Fax: (202) 479-2501

Note: The transcripts of students who have not fulfilled their financial obligations to Graduate School USA will be withheld until all obligations have been met.

RESPECTING YOUR CONFIDENTIALITY: WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
2. The right to request an amendment to the student's education records when the student believes they are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Graduate School USA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

Note: Any student who believes that the School has failed to comply with the requirements of FERPA is encouraged to contact the Registrar's Office at (202) 314-3349.

YOUR STUDENT RECORDS: EXERCISING YOUR RIGHTS

Students may inspect and review their education records upon written request to the Graduate School USA Registrar. You must state as precisely as possible the education record or records you wish to inspect. If you have questions or need additional assistance, contact the Registrar at (202) 314-3349 or registrar@graduateschool.edu.

Requesting an Amendment to Your Education Records

Students have the right to request an amendment of records they believe to be inaccurate, misleading, or in violation of their privacy rights. Submit your request in writing to the Registrar regarding the record in question, identifying the education record to be amended and specifying how the education record is believed to be inaccurate, misleading, or in violation of privacy rights. If Graduate School USA elects not to comply with your request to amend your education record, you will be notified in writing of the decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of privacy rights. To file an appeal, follow these steps:

- 1) Submit your appeal in writing to the Registrar.
- 2) Upon receiving your written request, Graduate School USA shall arrange for a hearing and notify you, reasonably in advance, of the date, place, and time of the hearing.
- 3) The hearing shall be conducted by a hearing officer or committee appointed by the Provost. The hearing shall be held before an officer or committee with no direct interest in the outcome of the hearing. However, the hearing officer or committee may be employed by or exist at Graduate School USA. You shall be accorded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your education records. You may be assisted by one or more individuals, including an attorney.
- 4) Graduate School USA shall prepare a written decision based solely on the evidence presented at the hearing. The decision shall include a summary of the evidence presented and the reasons for the decision.
- 5) If Graduate School USA decides that the challenged information is inaccurate, misleading, or in violation of privacy rights, it will amend the education record and notify you, in writing, that the education record has been amended.
- 6) If Graduate School USA decides that the challenged information is not inaccurate, misleading, or in violation of privacy rights, the education record stands unchanged. However, you shall be advised of your right to place in the education record a statement regarding the challenged information and/or a statement setting forth reasons for disagreeing with the decision not to change the education record. This statement is maintained as part of your education record as long as the contested portion is maintained. If the contested portion of the education record is disclosed, the statement must be disclosed with it.

For more information concerning FERPA, please refer to the Academic Catalog.

COMMUNITY RESOURCE AND REFERRAL GUIDE

There are times when a student needs resources that are not available at the School. The referral resource guide is a directory of community resources located within the Washington, DC, metropolitan region. The Student Community Resource and Referral Guide is available in Student Services Office and online on the Academic Programs Division's website (<http://www.graduateschool.edu/sub/AcademicProgram.php>).

The guide contains information pertaining to legal resources, pregnancy, mental health, healthcare, health insurance, drug and alcohol addiction, sexual assault and child abuse, domestic violence, homeless shelters, food and clothing banks, and veteran resources.

ACADEMICS

See the Academic Programs Catalog for academic policies.

THE IMPORTANCE OF CLASS ATTENDANCE

Achievement of academic goals is best accomplished through regular class participation. Therefore, you are urged to attend all class and laboratory sessions. When unavoidable absences do occur, you should contact your instructor to make arrangements for work that has been missed. Instructors have the right to consider class participation in determining grades. Specific information concerning attendance requirements is available in the course syllabus.

The School is required to report non-attendance to agencies that provide financial assistance to students. Failure to attend classes may adversely affect all forms of financial assistance and result in your having to repay part or all of an allowance from the Veterans Administration or other agencies. International students on F-1 visas are required to meet with the International Student Advisor to ensure that their non-attendance will not adversely affect their visa status.

UNDERSTANDING YOUR COURSE SYLLABUS

A *syllabus* is the document that an instructor provides to students as a course outline and statement of expectations. Instructors provide you with your syllabus at the beginning of the term. **Review your syllabus carefully and ask questions about items you do not understand.**

It is the responsibility of each instructor to determine and administer an attendance policy; to excuse absences; to determine how missed work will be made up; and to assess grade penalties. It is the responsibility of each student to be aware of and comply with requirements outlined in the course syllabus.

CALCULATING YOUR GRADE POINT AVERAGE

Academic achievement is indicated by the following grades and points used in calculating grade point averages.

- A – Excellent = 4 points per credit hour
- B – Good = 3 points per credit hour
- C – Satisfactory = 2 points per credit hour
- D – Poor = 1 point per credit hour
- F – Failure = 0 points per credit hour

Your GPA is obtained by dividing the total number of grade points earned in college credit courses by the total number of credit hours attempted in those courses. Although the 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. For example, consider the following grades earned by a student:

	Credit Hours	Grades	Points
Course 1	3	B	9
Course 2	3	C	6
Course 3	3	A	12
Course 4	3	F	0
Total Hours	12	Total Points	27

The total number of grade points, 27, is determined by adding together the points earned in each course (credit hours x grade points). That number is then divided by the total number of credit hours attempted (in this case, 12) to determine the grade point average. In this case, the average is $27/12 = 2.25$.

See the Academic Catalog for further information on the meaning of grade point averages.

CHANGING YOUR PROGRAM OF STUDY

Upon admission, degree-seeking students should declare their desired program of study and select courses which meet the requirements listed for that program. Candidates for associate degrees must declare a major prior to completing twelve (12) credit hours.

Steps to Change Your Program of Study

- Schedule an appointment with your academic advisor.
- Meet with your advisor to determine the best program of study.
- Complete the Change of Program form.
- Submit the form to the Registrar's Office.

Students must meet all admissions requirements and complete all prerequisites for the new degree program. In some cases, students may forfeit completed credits due to the change of program.

REQUESTING A COURSE SUBSTITUTION OR WAIVER

Course substitutions and waivers are permitted only in unusual circumstances and not without approval from the Department Dean. To begin the request process, a student must complete and submit the Course Substitution or Waiver Request form to the Department Dean for approval. If approved, the student must submit the approved request to the Registrar's Office at least two weeks prior to the start of the semester in which any substituted course would be taken.

Please refer to the course substitution or waiver policy in the Academic Programs Catalog.

CREDIT THROUGH PRIOR LEARNING: PORTFOLIO ASSESSMENT

Credit for prior learning acquired through employment, training, self-study, or volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students may receive up to six (6) credits per portfolio toward completion of their program of study. To earn credit through this method, students must enroll in the course CAEL 100: Prior Learning Assessment Theory and Practice. The course is specifically designed to assist in the development of a portfolio summarizing prior experiential learning. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses in their program of study.

Course Overview

CAEL 100 is an instructor-led, six-week online asynchronous course. (It is not self-paced.) The course consists of six units. Students should expect to dedicate a minimum of 6–10 hours to complete assignments in each unit. Depending on the student's portfolio petition, an additional 10 hours or more may be required for learning narrative assignments. There is a required textbook for the course and additional Web-based academic readings on learning theory and practice.

Portfolio Process

- Step 1: Meet with your advisor to determine your program of study.
- Step 2: Complete and submit the Application for Credit through Prior Learning Assessment (ALP) to the Office of Academic Advising.
- Step 3: Schedule an appointment with the ALP advisor at (202) 314-3651.
- Step 4: Meet with the ALP advisor.
- Step 5: Enroll in the CAEL 100 course during the registration period for Academic Programs.
- Step 6: Successfully complete the CAEL 100 course.
- Step 7: Prepare your portfolio and submit it to LearningCounts.org for assessment before the end of the term when you are enrolled in CAEL 100 course.
- Step 8: After completion of assessment, request that your official transcript from LearningCounts.org be sent to the Graduate School USA Office of Admissions.
- Step 9: Complete the Transcript Evaluation form and submit to the Office of Admissions

All credits earned for prior learning are granted provisionally. The provisional credits are fully granted once the student successfully completes one semester of course work as a degree-seeking student at Graduate School USA in Academic Programs.

SATISFACTORY ACADEMIC STANDING

Students are considered to be in good academic standing when they have a cumulative grade point average of 2.0 or higher. The student's academic records are reviewed regularly to determine whether or not the student has maintained satisfactory academic standing.

Academic Monitoring: Throughout the term, an instructor may provide notice to students whose performance in the course has been less than satisfactory. Students are expected to meet with the instructor or an academic advisor to develop a plan to address the problem(s).

Midterm Deficiencies: Once midterm grades are submitted to the Office of the Registrar, students who have not achieved a grade of "C" or better are notified by mail. This warning serves as the notice to students that the final course grade is in jeopardy. Students should act immediately to rectify the situation by meeting with their academic advisor to explore possible solutions. Students receiving financial assistance should also contact the Office of Financial Aid to determine if they are in jeopardy of losing their aid.

Students Receiving a Graduate School USA Scholarship for Federal Financial Aid: Students receiving a Graduate School USA scholarship must also comply with the policy on Satisfactory Academic Progress for Federal Financial Aid Purposes. Students should contact the Office of Financial Aid at (202) 314-3648 regarding their continuing eligibility for financial aid programs.

STEPS FOR DISPUTING A GRADE

If a student feels that he or she is being graded improperly or that a grade is based on some standard other than academic performance, then the grade dispute process gives the student protection through orderly procedures against prejudices or capricious academic evaluation. The burden of proof to substantiate the existence of an improper grade rests with the student.

Step 1

Within two weeks of receiving the grade, notify the instructor in writing or via email of the dispute and the grounds for the dispute. The instructor will arrange a meeting with the student within one week after receiving notification.

If the matter is resolved, the process stops here.

Step 2

In the event that the dispute is not resolved, or if the instructor fails to respond within one week, immediately notify the appropriate Department Dean in writing or via email of the dispute and the grounds for the dispute. The Department Dean will arrange a meeting with the student and the instructor within one week after receiving notification and will attempt to resolve the dispute.

Step 3 – Formal Dispute Resolution

Notify the Office of the Provost in writing of the reasons for the dispute within one week of the meeting with the Department Dean. Write a request for a hearing that demonstrates clear and convincing evidence that one of the following has occurred:

- The evaluation of the student differs from announced requirements;
- There were belated impositions of requirements;
- The grade is based on criteria other than academic performance in the course;
- Grading criteria do not provide a clear and consistent method of evaluating student work or performance;
- The student's requests for information during the term regarding his or her progress in the course were not responded to in a reasonable time;
- The student's requests for an explanation of how the grade was determined were not responded to in a reasonable time;
- The student is penalized for expressing opinions; or
- The student believes that he or she was removed from a course without due process.

Submit your request to the Student Appeals Committee at:

Provost Office
Graduate School USA
600 Maryland Avenue SW, Suite 330
Washington, DC 20024

Formal Dispute Resolution Process

The Provost appoints a Student Appeals Committee with responsibility for hearing and deciding the merits of formal grade disputes. The term of the Committee members will be one (1) year. The Committee will be composed of two (2) faculty members, two (2) staff members, and two (2) students. The Moderator of the Committee will schedule meetings and hearings, giving notice to witnesses and all interested parties involved in the case. The Moderator will distribute materials appropriate for consideration to all parties involved in the case, maintain Committee records, and give written notice of Committee decisions to the parties and to the Academic Programs: 2013–14 Student Handbook

instructor's immediate supervisor. The Moderator may reject petitions that do not comply with the requirements for disputes or that go beyond the scope and authority of the Committee and will refer those disputes to the Provost.

Within one (1) week of receiving written notice of a grade dispute, the Moderator will call a hearing and will give written notice of the meeting. Students are notified by certified mail with return receipt and/or by express overnight to the student's mailing address the School currently has in its administrative database. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice.

The student may request the removal of a member of the Student Appeals Committee on the grounds of personal bias by submitting a written statement to the Moderator specifying the basis of the challenge no later than two (2) business days prior to the hearing. The Moderator will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the Student Appeals Committee.

Within two (2) weeks of receiving written notice, the Committee will hear all parties who have significant information or evidence related to the case. All parties will present statements, evidence, and witnesses to support their claims. All witnesses must have direct knowledge of the case. The Moderator may appoint a Committee member to seek additional documentation and testimony. The procedures utilized shall provide for timely and fair consideration and resolution of the appeal. Proceedings are not formal judicial trials. Therefore, formal rules of evidence will not apply; however, evidence submitted must be substantial and relevant to the issue under consideration.

The Committee will arrive at a decision after all nonmembers have been dismissed from the hearing. Only Committee members who have heard all of the testimony and evidence may vote. A written statement, with the rationale for the decision, will be mailed to both sides in the case, to the instructor's immediate supervisor, and to the Registrar.

The decision of the Committee shall be considered final.

If questions arise regarding the academic standing of the student while a grade dispute is pending, the Provost will make a determination of the student's standing. The Provost may extend deadlines in extenuating circumstances.

PREPARING FOR GRADUATION

Students who are close to completing a certificate or degree program are encouraged to follow this graduation checklist:

- Review the Degree Audit with your academic advisor.
- Update legal address if applicable (where the diploma is to be sent).
- Complete the Application for Graduation form.
- Pay the graduation fee to the Bursar.
- Receive clearance from the Financial Aid Office.
- Receive clearance from the Bursar.
- Meet with Career Services.
- Receive final clearance from the Registrar.

Please see the Academic Calendar for graduation application deadlines for each term.

In order to graduate, students must be in good academic and financial standing with Graduate School USA. The Registrar will advise applicants for graduation in writing of any additional requirements they must fulfill before graduating. Students who have been cleared for graduation by the Registrar are classified as graduating students.

Certificate candidates must have completed all requirements prior to the ceremony in order to participate. Associate degree candidates who are within six (6) credits of completion may participate in commencement if they have submitted an application for graduation at least two months prior to the commencement ceremony. (The diploma will not be issued to the student until all remaining requirements are met.)

Diplomas are distributed in June, September, and December to students who have completed their requirements and are in good academic and financial standing. Students who do not wish to take part in the commencement ceremony should arrange with the Registrar's Office to have their diplomas mailed to them.

Honors for graduating students are determined as follows:

Honors = 3.50 to 3.69

High Honors = 3.70 to 3.89

Highest Honors = 3.90 to 4.00

The Commencement Ceremony is held in June.

Those invited to participate in the ceremony are graduates (certificates and degrees) from the prior summer and fall semesters, as well as the current spring applicants.

Graduation ceremony information is posted on the Graduate School USA website under *News & Events*.

STUDENT CONDUCT

Definitions

Academic misconduct is any activity that tends to undermine the academic integrity of the institution (e.g., plagiarism or cheating).

Policy Statement

Graduate School USA exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the School community requires a system of order in which its members, including faculty, students, administration, and staff, support the educational functions and objectives of the School. It is the responsibility of each member of the School community to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As members of the School community, students are expected to respect and value the rights of others, to support the academic environment, and to encourage the proper use of School facilities. Students are expected to observe federal, state, and District of Columbia laws as well as School rules, regulations, and policies.

The School may discipline students for academic misconduct and for acts of personal misconduct, including the use of alcohol and other drugs, which occur on School property or at School-sponsored functions. School policies and procedures relating to student misconduct shall be established and set forth in a *Code of Student Conduct*.

Due process will be afforded to all School students when charged with violating a School policy or regulation. In addition, School policies and procedures providing for the rights of students shall be established and set forth in a *Code of Student Conduct*. To ensure fairness to victims throughout the student disciplinary process, School policies and procedures providing for the rights of victims shall be established and set forth in the *Code of Student Conduct*.

CODE OF STUDENT CONDUCT

Graduate School USA endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity, and promotes goodwill and respectful interaction among all members of the campus community. The School's *Code of Student Conduct* prohibits any actions and/or behaviors that are contrary to this endeavor.

Policy Statement:

Misconduct

Prohibited actions and/or behaviors include but are not limited to the following:

1. All forms of academic dishonesty, including cheating, plagiarism, copyright violation, peer-to-peer file sharing, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration on individual assignments/projects, and facilitation of other students' violations of academic honesty;
2. Forgery, alteration, or misuse of School documents, records, or identification, or knowingly furnishing false information to the School;

3. Obstruction or disruption of teaching, research, administration, disciplinary proceeding, or other School activities, including its public service functions, or of other authorized activities on School premises;
4. Physical and/or psychological abuse or the threat of such abuse of any person on School premises, at off-campus sites or locations, or at School-sponsored activities — or conduct that threatens or endangers the health or safety of any person;
5. Engaging in any form of sexual harassment or assault (see the “Violence and Threatening Behavior” section of the *Student Handbook*);
6. Acts of harassment — written (any medium used, including but not limited to texting), verbal, or physical — that stigmatize or victimize an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities;
7. Indecent, lewd, disorderly, or obscene conduct or expression;
8. Participating in or inciting a riot or an unauthorized or disorderly assembly;
9. Seizing, holding, commandeering, or damaging any property of the School or the property of any other person, or threatening to do so;
10. Refusing to depart from any property or facility of the School upon direction by School officials, security officials, property managers, or another person authorized by the president;
11. Unauthorized entry to or use of School facilities;
12. Violation of School policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of School facilities; or the time, place, and manner of public expression;
13. Violation of the technology usage policy;
14. Failure to comply with directions of School officials acting in the performance of their duties;
15. Conduct that adversely affects the student’s suitability as a member of the academic community;
16. Use, possession, manufacture, or distribution of controlled or illegal substances such as marijuana, cocaine, heroin, or look-alike drugs, and use of alcohol contrary to law or to School regulations;
17. Storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on campus after checking in with Security, and if their presence does not constitute a disruption;
18. Physically detaining or restraining any other person or removing such person from any place where he or she is authorized to remain, or in any way obstructing the free movement of persons on School premises or at School-sponsored activities;
19. Assistance or encouragement of others to commit violations of the *Code of Student Conduct*;
20. Violating any rule or regulation not contained within the official School publications but announced as administrative edict by a School official or other person authorized by the president;
21. Violation of the campus and of School fire regulations, e.g., failure to comply with emergency evacuation procedures, tampering with fire protection apparatuses, etc.;
22. Theft or attempted theft of School property or the property of any other person on School premises, or knowingly possessing such stolen property;
23. Violation of School policy on solicitation and sales;
24. Violation of School policy on smoking;
25. Violation of any local or federal laws;
26. Failure to report witnessed violations of the *Code of Student Conduct*;
27. Abuse of the student discipline system, which includes, but is not limited to, failure to appear for a hearing; falsification, distortion, or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct; attempting to influence the impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees; and the like.

PROCEDURES

Reporting Violations

The Registrar is responsible for the administration of disciplinary procedures. Allegations of violations of School policy are accepted for consideration only when the apparent infraction(s) is/are observed on School property or other locations where the School provides services. Infractions of local and federal laws occurring off campus shall be the sole concern of the civil authorities except when such actions (1) directly affect the health, safety, or security of the School community; (2) affect the School's pursuit of its educational purposes; or (3) occur as a direct result of a School-connected disruption.

Any person may report a student's violation of the *Code of Student Conduct* to the Registrar. Reports must be made within two (2) business days of the violation on a Code of Student Conduct Violation Report form. These forms are available in the Registrar's Office on the third floor, in Student Services.

Review Process

The Registrar reviews any alleged violation; gives the student the opportunity to present his or her personal version of the incident or occurrence; and will:

1. Dismiss the allegation(s) or
2. Facilitate a resolution or
3. Impose sanctions.

The Registrar may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Registrar. The student is notified of all meetings via certified mail at least five (5) business days before the scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. If the student attends the meeting, the Registrar will discuss the case with the student, including the nature and source of the charges and his or her right to appeal to the Student Appeals Committee. If the student fails to schedule and/or attend the meeting with the Registrar within ten (10) business days, the Registrar will proceed with the administrative resolution based solely upon the review of the complaint and in conferral with the Provost.

The Registrar may at any time temporarily suspend from the School or deny readmission to a student, pending final resolution, when the Registrar, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the School; constitute a danger to the health, safety, or welfare of the School, its members, or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community. After review of the violation report, the Registrar will have the authority to impose appropriate discipline and/or act on the School's behalf in facilitating a resolution. The Registrar shall state the proposed resolution/sanction in writing to the student within five (5) business days of reviewing the complaint. If the resolution involves sanction, the student shall have five (5) days of mailing or seventy-two (72) hours after receipt, whichever is shorter, to accept or reject the proposed discipline by signing the Administrative Resolution form and returning it to the Registrar. The student's failure to either accept or reject such proposed sanction within the prescribed time frame shall be deemed to be an acceptance; and in such event, the proposed sanction will become final.

Possible Sanctions

Code of Student Conduct violation sanctions may include:

- Oral and written reprimand
- Referral for mandated evaluation and/or counseling to be undertaken at the student's expense

- Warning
- Suspension from the School, or from a School program or activity, for a specific period of time
- Expulsion from the School, or from a School program or activity, on a permanent basis
- Denial of readmission to the School or to a School program or activity
- Restitution
- Probation

Certain *Code of Student Conduct* violations such as assault, possession of controlled or illegal substances, sexual assault, theft, and any other type of physical violence against another member of the School community (not including self-defense) may result in expulsion. Students who have been sanctioned have the right to follow the appeals process detailed below.

All *Code of Student Conduct* violations that also violate local or federal law will also be referred to the appropriate authorities.

Appeals to the Student Appeals Committee

1. If the student does not accept the resolution proposed by the Registrar, the student will have the right to appeal to the Student Appeals Committee. The appeal must include the basis for the appeal and be submitted in writing to the Registrar within ten (10) business days of rejection of the Registrar's written administrative resolution. While an appeal is pending, the sanction may be enforced.
2. Upon receipt of an appeal for a *Code of Student Conduct* violation or an academic grievance, the Registrar will notify the Moderator of the Student Appeals Committee and provide the student with the Student Appeals Committee procedures. The Moderator will convene a hearing.
3. The Student Appeals Committee will be appointed annually in August by the Provost and will serve from September through August. The Committee will be made up of at least two faculty members, two staff members, two students, and several alternates. The Provost will assign a member of the Committee to serve as Moderator. The Provost will make every effort to appoint a committee that represents the diversity of the student body. During any hearing, at least one faculty member, one staff member, and one student should be present. If deemed necessary by the Provost, other Committee members may be appointed to a specific case if the appointed members of the Committee are unable to serve during the particular hearing.
4. The Student Appeals Committee will decide whether or not a case warrants a hearing and will either accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the Student Appeals Committee finds them to be frivolous, inconsequential, or otherwise without merit, or if the student in question has not followed the proper preliminary steps. In cases involving more than one student, the Student Appeals Committee may (or may not) establish procedures to hear such cases together. However, the Student Appeals Committee will make a separate decision for each student.
5. The procedures utilized shall provide for a timely and fair consideration and resolution of the case. Proceedings are not formal judicial trials. Therefore, formal rules of evidence will not apply; however, evidence submitted must be substantial and relevant to the issue under consideration.
6. If the Student Appeals Committee agrees to hear the case, the Moderator will call a hearing and will give written notice of the meeting by certified mail and/or express overnight to all parties involved. The notice will state the date, time, and place of the alleged incident; a brief description of the incident; the section of the *Code of Student Conduct* that the incident allegedly violated; the date, time, and place of the hearing; names of persons serving on the Student Appeals Committee; and a list of potential witnesses against the student and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be a threat to the witnesses' welfare. The accused student may request the removal of a member of the Student Appeals Committee on the grounds of personal bias

by submitting a written statement to the Moderator specifying the basis of the challenge no later than three (3) business days prior to the hearing. The Moderator will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed by the Provost to serve on the Student Appeals Committee.

7. Notices are sent by certified mail with return receipt to the address the School currently has on file in its administrative database. The student is notified through his or her Graduate School USA email account that a notice has been mailed. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The notice shall be given at least ten (10) business days prior to the hearing, unless a shorter time is deemed necessary, for a good reason, by the Student Appeals Committee's Moderator.
8. Any request from either party for continuance shall be made at least three (3) business days prior to the hearing date, in writing to the Moderator, who will have the authority to continue the hearing if the Moderator judges the request to be timely and for good cause. Only one (1) continuance will be granted. The Moderator shall notify the parties involved of the new date for the hearing. If the student fails to appear at the scheduled time, the Student Appeals Committee may hear and resolve the matter in his or her absence.

Student Rights in the Student Discipline Hearing

1. *General Statement of Procedures* – The student may have one advisor present at the hearing, such as a faculty member, fellow student, or other advisor of his or her choice, including an attorney. The student shall notify the Moderator of the name of the advisor and the relationship to him or her at least seventy-two (72) hours before the hearing. The role of the advisor is to give any advice he or she believes pertinent to the advisee, and, with approval of the Moderator, the advisor may be permitted to make brief statements and to question witnesses on the student's behalf. The advisor may not represent the student in absentia.
2. *Attorney at the Hearing* – A student who designates an attorney as his or her advisor must notify the Moderator at least seventy-two (72) hours before the hearing so that the School may arrange to have legal counsel present. In addition, the attorney should keep the following in mind: the Committee is not a court of law but an educational panel. It is not obligated to follow formal rules of evidence and procedure. Academic decorum requires an attorney to play a different and more limited role than in a courtroom. Technical objections without substance and emotional or aggressive tactics will not be permitted.
3. *Conduct of the Hearing* – The Moderator will preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, determine that a quorum is present, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and the charges, and verify the receipt of notice of charges by the student. The Moderator shall verify that the student has been notified by certified mail as set forth in the procedure. If the student has not appeared, the Committee at its discretion may proceed despite the student's absence. The Moderator will report any continuances requested or granted, establish the presence of any advisor of the student, call to the attention of the student charged and his or her advisor any special procedures to be employed during the hearing, and permit the student to make suggestions regarding any procedures to be employed during the hearing or to make objections to them for the Student Appeals Committee to consider.

Rules governing the procedure for conducting student appeals are available from the Office of the Provost and are provided to all parties involved in an appeal.

ACADEMIC HONESTY

Upholding the principles of honesty and integrity in an academic setting is of paramount importance. Since an institution of higher education authenticates the learning that its students and graduates achieve, it is essential that credit on academic transcripts and the certificates and degrees that the institution awards be based on *bona fide* student performance. Behavior that undermines integrity and honesty damages the credibility of the School, its students and graduates, and the credentials that they earn. Cheating and plagiarism are fundamentally deceitful and contrary to the values of honesty and taking responsibility for one's own work. Grades and credentials (*i.e.*, certificate or degree) must reflect the work honestly done by each student.

Academic honesty violations are violations of the *Code of Student Conduct* and as such are reported and reviewed via the *Code of Student Conduct* and its guidelines.

Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. It includes but is not necessarily limited to:

1. Plagiarism (see definition below)
2. Submission of work that is not the student's own for papers, assignments, or exams
3. Submission or use of falsified data
4. Theft of or unauthorized access to an exam
5. Use of an alternate, stand-in, or proxy during an examination
6. Use of unauthorized material, including textbooks, notes, or computer programs, in the preparation of an assignment or during an examination
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the School as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand

Plagiarism

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

1. A phrase, written or musical
2. A graphic element
3. A proof
4. Specific language
5. An idea derived from the work, published or unpublished, of another person

COPYRIGHT

It is the intent of Graduate School USA that all members of the School community adhere to the provisions of the United States Copyright Law. Since copyright protection applies to a variety of creative works — printed materials, sound recordings, video recordings, visual artworks, computer software, and others — this policy

has been constructed to address issues related to particular types of media. The policy gives the School community broad guidance in the application of copyright law; members of the School community are encouraged to read the law for specific applications. Members of the School community who willfully disregard the copyright policy and copyright law do so at their own risk, assume all liability, and are subject to disciplinary action.

Copyright ownership and the rights thereof are concepts defined by federal law. Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol of the encircled “c” (©). Section 106 of the Copyright Act (17 USC §106) generally gives the owner of copyright the **exclusive** right to do and to authorize others to do the following:

- **Reproduce** copies of the work.
- **Prepare derivative works** based on the copyrighted work.
- **Distribute** copies of the work by sale, rental, lease, or lending.
- **Publicly perform** the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture, or audiovisual work).
- **Publicly display** the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work — including the individual images of a film — or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject not only to “Fair Use” limitations, which apply to all media, but also to medium-specific limitations.

Fair Use

The doctrine of *fair use*, embedded in section 107 of the Copyright Act of 1976 (17 USC § 107), addresses the needs of scholars and students by mitigating the rights of copyright ownership. However, what constitutes fair use is expressed in the form of guidelines rather than explicit rules. To determine fair use, consider the following four factors [from *Fair Use, Free Use and Use by Permission: How to Handle Copyrights in All Media*, by Lee Wilson, New York: Random House, 2005]:

1. The **purpose and character** of the use, including whether the copied material will be for nonprofit, educational, or commercial use. (Several courts have held that absence of financial gain is insufficient for a finding of fair use.)
2. The **nature** of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered a fair use than copies made of a musical score or a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher or contract instructor who duplicates a workbook page, a textbook chapter, or an assessment instrument is depriving the copyright owner of profits more directly than if duplicating a front-page news article from the daily paper.
3. The **amount, substantiality, or portion** used in relation to the copyrighted work as a whole. This factor requires consideration of (1) the proportion of the larger work that is copied and used, and (2) the significance of the copied portion.
4. The effect of the use on the **potential market** of the copyrighted work. This factor is regarded as the most critical one in determining fair use, and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the

potential market and sales and, therefore, the potential profits of the copyright owner, then that use is unlikely to be found a fair use.

Public Domain

Not all works are protected by copyright. In the U.S., most copyrights now last for 75 years beyond the death of the original author. When the copyright for a work expires, it becomes part of the *public domain*. In addition, all works prepared by an officer or employee of the United States government as part of that person's official duties are public domain; however, works published by U.S. state and municipal governments or other nations may be protected by copyright and thus may not be in the public domain. Other authors may choose explicitly to release their work to the public domain. Public domain works can be used in any way one desires. All works published before 1923 are in the public domain. Others will be added as their copyrights expire. Works that are in the public domain often include a preliminary statement to that effect.

Electronic Media

The 1998 Digital Millennium Copyright Act (DMCA) places additional restrictions on the copying of resources in electronic format. The 2002 Technology, Education, and Copyright Harmonization (TEACH) Act restores some rights for the distribution of materials in electronic format for online education. The TEACH Act says that it is not copyright infringement for teachers and students at an accredited, not-for-profit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, then use of the material will have to qualify as a fair use or else permission from the copyright holder(s) must be obtained. The exemptions offered by the TEACH Act apply specifically to accredited nonprofit educational institutions and governmental bodies. Those interested in pursuing the distribution of materials in electronic format for online education should carefully review the regulations associated with such use.

Music

U.S. copyright law grants owners of copyrighted music the exclusive right to perform or to authorize performances of their music publicly. Whenever copyright-protected music is used for purposes other than face-to-face teaching activities, covered by section 110 and the TEACH Act, those uses require permission from the music copyright owners. Uses requiring permission from the music copyright owners include but are not limited to:

- recorded background music in campus facilities through tapes, CDs, and videos;
- music on School Internet or intranet sites;
- music played by School-sponsored ensembles in School facilities; and
- live concerts by guest performers in School facilities, promoted by the School itself.

Most uses of lawfully owned copies of music in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media.)

Drama

Dramatic works may not be publicly performed without permission, either in their entirety or in smaller portions, such as excerpts, acts, scenes, monologues, etc. To qualify as a non-dramatic performance, a piece of music taken from a musical play may not make use of any form of staging, choreography, etc., even if the use of any of these elements is not intended to represent any part of the original musical play.

Most uses of lawfully owned copies of dramatic works in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media).

Peer-to-Peer File Sharing

In addition to consuming bandwidth and technological resources and exposing the School network to viruses, spyware, and other attacks, peer-to-peer (P2P) file sharing is frequently used for illegally distributing copyrighted works. In an effort to ensure that every student, faculty member, researcher, contract instructor, and contract course developer has access to the computer resources they need and to protect against copyright infringement, Graduate School USA restricts the use of all peer-to-peer, or P2P, file sharing on the campus computer network. The School monitors its network for P2P file sharing activity and disables Internet access for computers found in violation of this policy. Once disabled, a computer's Internet access remains off until its user contacts the IT Help Desk and agrees to abide by the School's computer and network use policy. A second violation results in Internet access being disabled again, and in the student discipline process being invoked if a student is in violation (or, if an employee or contractor is involved, the appropriate administrator is notified).

Although P2P file sharing can sometimes be used for legitimate reasons, any use of P2P software on the campus network may result in Internet access being disabled under this policy. Individuals who need to use P2P software for legitimate purposes can discuss their needs with the IT Help Desk.

STUDENT ISSUES AND COMPLAINTS

Students who believe their rights and freedoms have been violated or that a violation, misinterpretation, or inequitable application of any of the regulations or policies of Graduate School USA has taken place should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. Students who have complaints regarding grades are expected to follow the grade dispute policy.

If the problem is not addressed satisfactorily, the student should meet with the faculty or staff member's supervisor. If the student remains unsatisfied, he or she may file a written complaint, utilizing the Student Issues and Complaint form, with the Director of Enrollment Management and Student Support Services. Students may request anonymity if they fear retaliation, but they should understand that maintaining anonymity may hamper resolution of the matter and also that Graduate School USA may not be able to honor all such requests.

Once the form has been submitted, the student will be notified via email of the receipt of the complaint within two (2) business days. The Director of Enrollment Management and Student Support Services will review the complaint and facilitate a resolution. All complaints are expected to be resolved within two (2) weeks, in conformance with the goals of equitable treatment of students and ongoing improvement of the School's communications, systems, policies, and processes. The Director of Enrollment Management and Student Support Services will communicate with students and ensure that any resolution is implemented. If the student is not satisfied with the resolution of the complaint, the student has the right of appeal to the Student Appeals Committee. The appeal must be submitted in writing (including all evidence and the basis for the appeal) to the Director of Enrollment Management and Student Support Services within ten (10) business days of notification of the resolution.

The Student Appeals Committee will review the complaint and consider the relevant documentation and may, at its discretion, consult the Director of Enrollment Management and Student Support Services and make

further investigations. After review of the appeal, the Committee will make its findings and decision. The Committee shall state the decision in writing to all parties involved within one (1) week. One copy shall become part of the student's case file. The Committee's decision will be final. While an appeal is pending, the resolution under the appeal may be enforced.

All parties are expected to cooperate in the School's attempts to expeditiously address student concerns and to improve the School's communications, systems, policies, and procedures. No party will be sanctioned in any way for reporting or responding to such matters in good faith.

HARASSMENT AND HOSTILE ENVIRONMENT

Graduate School USA is committed to maintaining a positive learning environment where all persons who participate in programs and activities can work and learn in an atmosphere free of all forms of harassment, exploitation, or intimidation. The School does not tolerate acts of harassment or related retaliation against or by any student. In the interest of preventing harassment and the development of a hostile environment, the School responds to all reports of any such conduct. In determining whether the reported conduct constitutes harassment, consideration shall be given to the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment

Harassment is either (1) conduct — which may or may not be sexual in nature — that, because of its severity and/or persistence, interferes significantly with an individual's educational experience; or (2) using a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's educational experience; or
- Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's educational experience.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and with consideration of the context of the behavior.

Hostile Environment

Hostile environment includes unwelcome conduct by an individual(s) against another individual based upon her or his protected class that is sufficiently severe or pervasive that it alters the conditions of the educational experience and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" will be based on the totality of the relevant circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments, and isolated incidents (unless extremely serious) generally will not support a finding of hostile environment harassment.

Protected classes are those classes of persons which are protected from discrimination pursuant to federal, state, or local law based on race, color, national origin, gender, age, disability, creed, religion, sexual orientation, or veteran status. Discrimination and discriminatory harassment based on any of the protected classes is a violation of federal and/or local law.

Retaliation is a materially adverse action that would dissuade a reasonable person from reporting an allegation of discrimination or harassment or from participating in support of an investigation of an allegation of

discrimination or harassment. A determination of whether an action is materially adverse will be made on a case-by-case basis.

Sexual Harassment

Sexual harassment is unwelcome advances, requests for sexual favors, and other conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment may include incidents between any members of the School community, including faculty, staff, students, and non-student or non-employee participants in Graduate School USA programs, such as vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

Sexual harassment should be reported immediately, but it must be reported within 180 days of the occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made, provided it is made within 180 days after a student has graduated from or left the School. The U.S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. The OCR may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the OCR, which is listed in the telephone directory.

The School recognizes that sexual harassment may involve interactions between persons not witnessed by others. Reports of sexual harassment cannot always be substantiated by additional evidence beyond information provided by the victim. Lack of such additional or corroborating evidence, or "proof," should not discourage individuals from reporting sexual harassment under this policy.

This policy does not cover consensual romantic relationships between members of the School community. However, while romantic relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

Responsibility for Reporting

In order to take appropriate corrective action, the School must be aware of discrimination, harassment, hostile environment, and related retaliation that occurs in educational programs and activities. Therefore, students who believe they have experienced or witnessed discrimination, harassment, or related retaliation should promptly report such behavior to a School official.

In addition, supervisors, managers, and other designated School employees are responsible for taking whatever action is necessary to prevent harassment and related retaliation, to correct it when it occurs, and to report it promptly to the appropriate official designated to review and investigate harassment claims. Any manager or supervisor who knew about the harassment and took no action to stop it or failed to report the prohibited harassment also may be subject to disciplinary action.

Response to Reports

A School officer must investigate every allegation of harassment, including informal and third-party reports. Employees will participate with such investigating officer, as appropriate, in considering charges of harassment and in the process of informal and formal resolution of harassment complaints. Individuals who make complaints of harassment and individuals who are accused of harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process. Both parties will be informed in writing of the resolution.

School-Affiliated Entities

Graduate School USA students sometimes work or study at the worksite or program of another organization affiliated with the School. When a policy violation is alleged by or against students in those circumstances, the complaint shall be handled as provided in any affiliation agreement between the School and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the School may, at its discretion, choose to conduct its own investigation or conduct a joint investigation with the affiliated entity.

Disciplinary Action

Any member of the School community who is found to have engaged in harassment is subject to disciplinary action up to and including dismissal. Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or pervasive that it limits the opportunity to participate in or benefit from educational programs. This policy prohibits retaliation against a person who reports harassment, assists someone in a report of harassment, or participates in any manner in an investigation or resolution of a harassment report. Retaliation against a complainant or witness may be, in itself, a violation of this policy and the law, and is a serious, separate offense. This policy shall not be used to bring false or frivolous charges against students, faculty members, or other employees. Those bringing such charges may also be subject to disciplinary action.

Confidentiality

All records of harassment, hostile environment, related retaliation reports, and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law. Individuals with a legitimate need to know will be informed of the complaint in order for the School to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive.

Academic Freedom

Robust discussion and debate are fundamental to the life of the School. The School respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. This policy is intended to protect members of the School community from harassment, exploitation, or intimidation, not to regulate or minimize protected speech. This policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

VIOLENCE AND THREATENING BEHAVIOR

Graduate School USA is committed to providing a learning and working environment that is safe for all members of the School community. The School will not tolerate violent acts on its premises or at locations administered by the School or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation of or by students, faculty, instructors, staff, or visitors to the School. Intentionally causing damage to School property or to the property of an employee, student, or visitor to the School while on School property or in connection with a School-sponsored activity is prohibited. The possession of any dangerous weapon, to include any firearm, on School property by any person other than a law enforcement officer in the course of his or her duty is strictly prohibited.

The School does not permit retaliation against anyone who, in good faith, brings a complaint of violence or serves as a witness in the investigation of a complaint of violence. Persons entering School property who are protected by court order from violence, threats of violence, stalking, harassment, or other interference from

another person must provide a copy of the order to the Director of Facilities as soon as practicable upon issuance of the order.

The School responds promptly to reports of threats and acts of violence, including prompt investigation and timely involvement of law enforcement agencies, when appropriate.

Students who violate the policy are dealt with in accordance with the School's *Code of Student Conduct*. Upon request, the School will share the results of disciplinary proceedings against an alleged perpetrator with the victim or the victim's family, as appropriate. Employees, students, or visitors to Graduate School USA who engage in violent behavior will be reported to law enforcement authorities as appropriate. The School supports criminal prosecution of those who threaten or commit acts of violence against its employees, students, and visitors. Every effort will be made to respect the privacy of all individuals; however, the necessity to investigate and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

ALCOHOL AND DRUGS

To help ensure the safety and well-being of faculty, staff, students, and the general public, the School is committed to maintaining an educational environment that is free of illegal drugs and of drugs and alcohol and other controlled substances that are used illegally. Accordingly, the School strictly prohibits the use, possession, manufacture, dispensing, or distribution of illegal drugs, controlled substances, or alcoholic beverages in any School classroom or instructional setting.

All students must abide by this policy as a condition of enrollment. Continuance of enrollment following notice of this policy constitutes acceptance of this policy by the student. Violation of the School's alcohol and drug prohibitions is cause for disciplinary or other appropriate action. Any disciplinary action shall be taken in accordance with applicable policies of the School. It is within the sole discretion of the School to refer any violations of the alcohol and drugs policy to the appropriate authorities for criminal prosecution.

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and U.S. Department of Education Drug and Alcohol Abuse Prevention Regulations, the School has a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on School premises and as a part of any of its activities.

SMOKING

Graduate School USA has a smoke-free environment in all interior areas of the School. Smoking is prohibited in all Graduate School USA facilities. Employees and students who violate this policy may be subject to disciplinary action.

CHILDREN IN SCHOOL FACILITIES

Only enrolled students are allowed in classes; hence, children are not permitted in classrooms. No child may be left unsupervised anywhere on School premises or at School-sponsored events. Graduate School USA personnel will call the police if any child is unaccompanied by a responsible adult.

Children visiting Graduate School USA in school and other groups, which are authorized in advance, are welcome. While on School premises, children in authorized groups are the responsibility of the parent(s) and/or guardian(s) or caregiver(s) accompanying them.

ANIMALS IN SCHOOL FACILITIES

With the exception of guide and service animals, no animals are permitted on Graduate School USA premises or at School-sponsored events. Students requesting the accommodation of a service animal should register with the Special Accommodations Coordinator. Students must provide current medical documentation assessed by appropriately certified professionals verifying the functional limitations associated with their disability and the recommended accommodations, which should include the use of the service animal. The Coordinator will review documentation, evaluate the disability, and recommend accommodations appropriate to the functional limitations of the disability. Students must register with the Coordinator's office each year and provide proof of the service animal's license, vaccination, and annual health exam. Reasonable behavior, cleanliness of the service animal, and consideration of others must be taken into account when these animals are approved as accommodations.

USE OF CELLULAR PHONES, PAGERS, AND OTHER ELECTRONIC COMMUNICATION DEVICES

Cellular phones, pagers, and other electronic communication devices must be turned off or turned to vibrate during class sessions and during School events where they would cause a distraction to others (e.g., during performances or speeches). Repeated infractions of this policy can result in disciplinary action.

Electronic communication devices must be stored during all tests and examinations and in any other situation where the use of those devices might jeopardize the integrity of the instructional program. Use of electronic communication devices to photograph tests or other materials not intended for outside distribution, to obtain outside help, or in any way that breaches the School's academic integrity policies will result in disciplinary action.

RESPONSIBLE USE OF COMPUTERS AND NETWORKS

Graduate School USA's computers, networks, and information systems exist to promote shared access to computing, communication, and information systems necessary to support the School's mission. Thus, all account holders of School information facilities have the responsibility to use these systems in a respectful, ethical, professional, and legal manner.

All users of School information facilities are required to demonstrate respect for:

- The privacy of others;
- Intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information;
- The operation and integrity of the various information systems;
- Individuals' rights to be free of intimidation, harassment, and unwarranted annoyances; and
- Relevant local and federal laws in relation to information technology.

While the School recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any School information system. Electronic records retained on School systems are subject to local and federal Privacy Acts as well as the Freedom of Information Act. Individuals are advised that email messages are written records that could be subject to review with just cause and may be subject to Freedom of Information Act and legal investigation requests.

In addition, School system administrators may view any files, including email messages, in the course of troubleshooting system problems. System administrators have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated Web directories will be considered public information if read access is granted.

Access to School information systems is a privilege and may be revoked for reasons including, but not limited to, violations of this policy, attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying School data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the School system administrators in order to safeguard School resources and protect School privileges. Individuals responsible for violating this policy may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the *Code of Student Conduct*, as appropriate.

Persons who are victims of computer abuse, harassment, others' malicious behavior, and unauthorized account access should report the offense(s) to the Director of Enrollment Management and Student Support Services. For investigative purposes, individuals are advised to retain harassing email messages, dates and times of unauthorized access, etc. Cases will be handled confidentially.

INTERNATIONAL STUDENTS

Graduate School USA welcomes international students! Graduate School USA is authorized by federal law to enroll non-immigrant students and exchange visitors. The School must comply fully with federal law and regulations regarding admission of non-immigrant students and exchange visitors and issuance of the I-20 form (Certificate of Eligibility for Non-Immigrant Student [F-1] Status). The Office of International Student Services assists international students with the process of applying for admission, handling visa and reporting requirements, and advising to help students make the most of their academic experience at Graduate School USA. For further assistance, please contact us at (202) 314-3651 or InternationalStudents@graduateschool.edu.

MAINTAINING YOUR LEGAL STATUS

On-Site Study

Undergraduate students are required to take twelve (12) credit hours each term. No more than the equivalent of ONE (1) class or three (3) credit hours per semester or term may be counted toward the full course of study requirement if the class is taken ONLINE and does not require the student's physical attendance for class or examination integral to completion of the class.

Vacation and Travel

Vacation and travel requests must be submitted to the Designated School Official. Students are responsible for ensuring travel documents are valid.

Online Study

International students who study under the F-1 visa while inside of the United States are not permitted to study full-time online unless they have received vacation approval from the Designated School Official. Students are permitted to study full-time online from their home countries. For F-1 students enrolled in classes for credit, no more than the equivalent of ONE (1) class or three (3) credits per term may be counted toward the full course of study requirement if the class is taken ONLINE and does not require the student's physical attendance for classes or examination integral to completion of the class.

Program Extension

Apply for program extensions before the expiration date on the current I-20. Extensions are granted in one-year intervals and are not granted if delays are caused by academic probation or suspension, etc.

Full Course of Study

Pursue and maintain a full course of study (twelve [12] credit hours each term) and make normal progress toward completion of your program of study.

Exceptions to a full course of study **MUST** be requested in advance and in writing. Submit your request to the Designated School Official. Authorized reasons include the following:

- Illness or medical condition (a statement from an appropriate medical official is required)
- Initial difficulty with the English language (first term only)
- Initial difficulty with reading requirements (first term only)
- Completing your intended program of study in the current term when fewer courses are needed

Completion Requirements

The student can remain in the United States no longer than 60 days after completing his or her studies, unless prior to that time the student has followed the procedures for applying for practical training, moving to a new program, or transferring schools.

Moving to a new program requires a new process with a new application.

Any student applying for an extension to remain in the United States 60 days after completing his or her studies must submit a reinstatement application to the Department of Homeland Security before he or she can start classes. There is a chance that the application will be denied and the student will have to leave the country.

I-901 SEVIS Fee

Students are required to pay an I-901 fee. The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and also ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial form I-20 or DS-2019 after September 1, 2004, is responsible for paying this fee to the student exchange visitor policy unit. There are some exceptions. For more information, visit the website www.fmjfee.com.

Employment

Students may work on campus up to 20 hours total per week during the school year, up to the last day of the student's final enrolled term, and may work full-time when school is not in session or during the annual vacation period. Students may not begin on-campus employment more than 30 days prior to the actual start of classes. It is the student's responsibility to inform the employer that he or she can no longer work on campus after the final enrolled term date. Authorization must be given by the Designated School Official.

No off-campus employment is permitted without authorization from the U.S. Citizenship and Immigration Services (USCIS) and the Designated School Official. Off-campus employment (with authorization through economic hardship or part-time practical training) is limited to 20 hours per week while school is in session.

Reinstatement

When a student fails to maintain F-1 status, reinstatement becomes an option, or the student will need to return to his or her home country to request a new I-20. Reinstatements are not automatically generated and must be requested by the student to the Designated School Official. Once students fail to maintain status, they are no longer eligible for Optional Practical Training or vacation until they have been reinstated by the U.S. Citizenship and Immigration Services and have maintained status for a full academic year thereafter.

Note: Maintenance of status and understanding visa rules are the student's responsibility. Graduate School USA is responsible for providing U.S. Immigration and Customs Enforcement with accurate reporting.

WHAT TO DO IF YOU THINK YOUR VISA IS OUT-OF-STATUS

If you think that your visa may be out-of-status, please visit the International Student Advisor immediately. The longer you wait to prevent your visa from going out-of-status, the more difficult the resolution can become.

There are many reasons your visa may fall out-of-status. The most common are the following:

- Not registered for classes at the school whose I-20 you used to apply for your visa
- Working without authorization
- Not registered for classes in a specific term/semester

- Not registered as a full-time student
- Not getting your financial documents in on time to complete your transfer
- Not transferring in the next available term/semester
- Not completing the transfer process in a timely manner
- Failure to extend the I-20 before the expiration deadline
- Failure to take less than a full course of study without prior written authorization from the International Student Advisor for an excusable academic or medical reason under USCIS regulations

WHAT TO DO IF YOUR VISA IS OUT-OF-STATUS

If your visa is out-of-status, you have two options:

1. Go to a U.S. embassy (preferably in your country) to explain your situation and apply for a new visa. Before doing this, you must apply to your International Student Advisor for a new I-20 form and must be prepared to present current financial support documentation. You should also take a transcript from the Registrar's Office demonstrating the periods during which you studied.
2. Apply to the U.S. Citizenship and Immigration Services (USCIS) for a reinstatement of your visa status. Reinstatement basically means getting something back that you have lost. The government will review your application only under the following conditions:
 - a. your violation of status was solely due to circumstances beyond your control;
 - b. you have not been employed off campus without authorization;
 - c. you are not already in deportation proceedings; and
 - d. you have been out-of-status for less than five (5) months.

The advantages of applying for a reinstatement are:

1. If your reinstatement is approved, the time you were out-of-status will still count toward your eligibility for Optional Practical Training (OPT); and
2. The time you have been out-of-status may not be included when the USCIS considers the visa overstay provision.

The disadvantage of applying for a reinstatement is that if it is denied, it may not be appealed and you will probably have to depart the United States within 30 days.

The decision of whether or not your visa status is reinstated is made solely by the USCIS. Graduate School USA has absolutely no influence over its decision.

If you have any questions concerning your visa status, please make an appointment with the International Student Advisor by calling (202) 314-3651 or sending an email to InternationalStudents@graduateschool.edu.

HAS YOUR INFORMATION CHANGED?

United States (U.S.) immigration regulations require "non-citizens" of the U.S. (other than diplomats on "A" visas or international organization representatives on "G" visas) who are present in the U.S. for more than 30

days to register any change of address with the United States Citizenship and Immigration Services (USCIS) within ten (10) days of the change of address. This is particularly important for students in F-1 visa status who may lose their visa status if they do not follow this directive.

Name Change

Report a change of address OR name to the Designated School Official within ten (10) days of the change.

How to Inform the USCIS of Your Change of Address

1. See the International Student Advisor to register your new address with the USCIS.
2. Make sure to complete a Student Information Update form and submit it to the Registrar's Office. Students must provide a physical address, not just a Post Office box.
3. If you are not in "A" or "G" status, the following must be completed:
 - a. Download form AR-11 from the USCIS website (www.uscis.gov/portal/site/uscis).
 - b. Thoroughly complete the form AR-11 for yourself and each of your dependents. The address on the form must be the physical address of your residence, not a Post Office box.
 - c. Make copies of the form(s) for your records.

Those students who are subject to Special Registration must also mail in the form to the address listed on the form. Graduate School USA recommends that you mail the AR-11 form by "Certified Mail – Return Receipt Requested." This will cost you several dollars; however, it is worth it, because you will receive a receipt from the Post Office proving that the USCIS received your form. When you receive the receipt, make sure you staple it to the copy of the AR-11 form you kept for your records.

Please refer to the USCIS website for more information. The website address that particularly addresses this issue is **www.uscis.gov/files/form/ar-11.pdf**

WHO CAN ANSWER MY QUESTION?

QUESTION

DEPARTMENT

Academic Advisement

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

Assessment Testing

Admissions Office
(202) 314-3643
admissions@graduateschool.edu

Blackboard Help Desk

Office of Distance Education
(202) 314-3372

Career Services

Office of Career Services
(202) 314-3657
careerservices@graduateschool.edu

Change of Name, Address, or Email

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Declaring or Changing a Major

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

Employment

Office of Career Services
(202) 314-3657
careerservices@graduateschool.edu

Financial Assistance

Office of Financial Aid
(202) 314-3648
finaid@graduateschool.edu

Graduation

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

International Students

International Student Services
(202) 314-3651
InternationalStudents@graduateschool.edu

Internships and Co-op Experiences

Office of Career Services
(202) 314-3657
careerservices@graduateschool.edu

QUESTION**DEPARTMENT**

Laptop Loaner Program

Student Services Office
(202) 314-3651

Lost and Found

1st Floor Lobby – Reception Desk

Personal/Academic Problems

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

Credit for Prior Learning

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

Proctor Services

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Refund Requests

Bursar
(202) 314-3349

Reporting of Final Grades

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Requesting Transcripts

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Special Accommodations/Disability Services

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Student Conduct

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Student Email Problems

IT Help Desk
(202) 314-3389
helpdesk@graduateschool.edu

Student Issues and Complaints

Director of Student Support Services
(202) 314-3651

Student Services

Director of Student Support Services
(202) 314-3651

QUESTION**DEPARTMENT**

Study Habits and Budgeting Time

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

Transcript Request

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Tuition Questions

Bursar
(202) 314-3349

Tutoring Services

Student Services Office
(202) 314-3651

Veterans Services

Registrar's Office
(202) 314-3349
registrar@graduateschool.edu

Withdrawal from Class or the School

Office of Academic Advising
(202) 314-3651
advising@graduateschool.edu

GLOSSARY OF TERMS

A, grade of – highest performance score for a course (when grades are based on a 4-point scale)

Academic advising – assistance to students in choosing courses by providing information about School requirements, majors, various academic programs, and academic policies and procedures, and ensuring that they are taking the classes they need to graduate. Advisors also assist students in establishing their educational and career goals

Academic costume – see Regalia

Academic dismissal – the dismissal of a student from the School for two (2) terms resulting from a cumulative grade point average below 2.0 following a period of academic probation

Academic freedom – the freedom to discover, inquire, publish, teach, speak, assemble, and communicate without constraints from School authorities

Academic misconduct – any activity that tends to undermine the academic integrity of the institution (*e.g.*, plagiarism or cheating)

Academic monitoring – an initial notice to students who have less than satisfactory performance at midterm week

Academic probation – a period in which sanctions are imposed on students whose grade point averages remain below a 2.0 following an academic warning

Academic responsibility – the faithful performance of academic duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that the individual is not speaking for the institution in matters of public interest

Academic suspension – see Academic dismissal

Academic unit – credit hour; usually based on one credit hour per weekly hour of lecture

Academic warning – a period in which sanctions are imposed on students whose grade point averages fall below 2.0. The student is placed on academic warning for the following term

Academic year – usually September through May and divided into a fall and spring semester

Accreditation – the certification that a school or program meets a prescribed academic standard. Also, approval by an outside rating organization that reviews educational institutions and/or programs for quality

ACCUPLACER® – a computerized testing system used to assess students' skill levels in math, writing, reading, and science

ACE – American Council on Education

ACT – entrance test for some colleges; covers English, reading, science, and math

Academic Programs: 2013–14 Student Handbook

Add/drop – enrolling in or stopping enrollment in a course

Adjunct faculty – members of the faculty that are part-time

Administrative action – oral or written warning, reprimand, etc.

Admission – acceptance into the School or a program of study

Admissions counselor – advisor who assists in the preparation of a student's application materials

Advanced Placement (AP) – credit given to students for classwork done in high school or to students who prove via examination that they have achieved college-level proficiency in a certain subject

Advisement – meeting between academic advisor and student where program of study, class selections, or career plans are discussed

Advisor – a staff or faculty member who provides students with academic information about School and departmental graduation requirements; assists students in the development of a course of study; helps students to understand the expected standards of achievement and likelihood of success in certain areas of study; and refers students to available campus resources to meet individual needs

Alma mater – college or university one has attended and usually from which one has graduated

Alumni – students who have graduated from the School

Application essay – admission essay; common requirement when applying to a program in Health Sciences

Articulated credit – college credit granted for equal course work at another institution

Articulation agreement – equates courses at one institution (college, community college, high school) to another

Assessment – a cyclical process of developing clearly articulated statements, in observable terms, of key institutional and unit goals and student learning outcomes; designing and implementing intentional objectives or strategies to achieve those goals and outcomes; measuring and documenting results; and using those results to improve learning, programs, services, and mission accomplishment

Assessment test – a test given to determine the appropriate level at which to “place” a student in certain courses

Assignment – required course work completed in or between class meetings

Assistant professor – college or university faculty member who ranks below an associate professor and above an instructor

Associate degree – awarded for completing a two-year program at a community or junior college; usually 60 credits or more; common programs are arts (AA), applied science (AAS), fine arts (AFA), and science (AS)

Associate professor – a faculty member in the School who ranks between a professor and an assistant professor

Attempted hours – the number of credit hours for which a student has enrolled

Attendance – record taken of students being in a class meeting

Audit – attendance in a course without receiving academic credit

Award letter – informs a prospective student of the amount of financial aid available to him or her

B, grade of – above average performance score for a course (when grades are based on a 4-point scale)

Board of Trustees – an institution's governing body; usually responsible for budget approval and long-term planning

Booklist – the comprehensive list of all textbooks being used for a particular semester's/term's academic courses

Bursar – treasurer or business officer

C, grade of – average performance score for a course (when grades are based on a 4-point scale)

CAEL – Council for Adult and Experiential Learning; an organization that supports portfolio assessment as a mechanism for granting credit for prior learning

Calendar, academic – lists registration and deadline dates, college holidays, and other time-sensitive information

Campus – the buildings and grounds of a school

Cancelled courses – when the School cancels a course during the semester/term

Catalog – the document (electronic or printed format) that outlines all relevant academic programs, policies, procedures, schedules, and other information pertinent to students and other catalog users; a.k.a. bulletin

Certificate – a document that signifies completion of studies; does not award a degree

Certificate program – specialized training in a specific area of study; usually completed in a year or less

CEU – see Continuing Education Unit

Class rank – student's ranking of being a freshman (less than 30 credits) or sophomore (30–59 credits) based on the number of college-level credit hours earned

Class schedule – course details for the current semester; when and where class meets

Class standing – student's year in school (e.g., sophomore); based on semesters and/or credits completed

CLEP, College-Level Examination Program – a standardized examination in college-level subject matter. Subject examinations cover material offered in specific advanced-level courses. Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education Core requirements and may also be accepted as equivalent to specific courses

Clock hour – a period of 60 minutes with a minimum of 50 minutes of instruction

Closed class – a class that has been filled by the maximum number of students allowed for that class

Code of conduct – rules and regulations establishing acceptable student conduct

College – a two- or four-year higher-education institution

Commencement – ceremony at the end of the academic year when diplomas are given to graduates

Competency test – a test which is used to determine if a student has the acquired knowledge of a college-level course

Concentration – an approved area of study, having a specific curriculum, within a particular undergraduate major

Concurrent enrollment – current attendance at more than one institution

Confidential information – all non-public information that is protected by federal or state law, such as records of employee performance and student education records

Continuing education – non-degree programs with courses offered for the sake of personal or professional growth

Continuing Education Unit (CEU) – a nationally recognized unit that certifies participation in non-academic-credit continuing education programs. One Continuing Education Unit is defined as 10 contact hours of participation in an approved and organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction

Continuing student – a student who has attended Graduate School USA previously and is returning after one or more semesters of absence

Contract – a written agreement between two parties, intended to have legal effect

Cooperative education – a program in which students spend a portion of their time in a professional environment outside of the School

Copyright – protection for the owner of a work as soon as the work is placed in a “tangible medium of expression,” even if the author neglects to include a formal statement of copyright

Core courses – the required courses of an academic program

Co-requisite – a course that must be taken in conjunction with another course

Course audit – attending a class without earning college credit for the course

Course load – number of credit hours a student is taking in a given semester/term. A full-time course load is usually 15 credit hours per semester

Course number – number code that identifies a course

Course overload – carrying excess credits (18+); requires approval

Course schedule – list of all courses offered for each term, with days, times, professors assigned, and locations

Course substitution – student is granted permission to replace a required course with a similar course

Course waiver – a student is not required to enroll in a specified course and is not required to take a course substitution

Course withdrawal – the official act of leaving a course

Credit for prior learning – prior learning gained through other than college-level course work for courses successfully completed

Credit hours – a credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities

Cumulative grade point average – weighted average of the grades for all courses taken to date. *See also* Grade point average (GPA)

Curriculum/curricula – all course offerings of the School; also, the required courses for a degree or certificate

Cut – skip attendance of a class meeting

D, grade of – below average performance score for a course (when grades are based on a 4-point scale)

DANTES (Defense Activity for Non-Traditional Educational Support) – standardized tests provided to servicemembers to obtain credit for knowledge and skills acquired through non-traditional educational experiences

Degree – a certificate of completion of a course of study

Degree audit – an assessment of student progress showing courses completed and courses needed

Degree plan – a specific list of required courses and electives to be completed for a degree

Department Dean – the administrative head of an academic department

Diploma – a document certifying the successful completion of a course of study

Discipline – a subject area. English, history, accounting, and elementary education are examples of disciplines

Distance learning – courses which students can take off campus, via a variety of means, such as Internet, videotapes, or cable television

Drop/add – the process used if students need to change a schedule of courses for which they have already registered

Early registration – students who are within 15 credits of graduation may register for classes during this time

Earned hours – the number of credit hours in which a student earns a passing grade

Education/career plan – outlines a student's academic and career goals while pursuing a degree

Elective – a college-level course or subject taken by a student which counts as credit earned toward graduation requirements but is not required for a major

Electronic catalog – the placement of the Academic Catalog online

ESOL – English for speakers of other languages

F, grade of – unsatisfactory performance score for a course (when grades are based on a 4-point scale)

Fair use – a doctrine in United States Copyright Law that allows limited use of copyrighted material without requiring permission from the rights holder(s), such as use for scholarship or review

Fees – additional charges not included in tuition

FERPA, Family Educational Rights and Privacy Act – a law that (1) provides that students will have access to inspect or review their education records and (2) protects the rights of a student to privacy by limiting access to the education record without express written consent

Financial aid – money received for the purpose of paying for education. Financial aid may be in the form of loans, grants, scholarships, work-study, etc.

Financial aid probation – academic term in which a student has been identified as not meeting one or more standards and continues to receive financial aid. At the end of the term of financial aid probation, a student is expected to meet satisfactory academic progress requirements in order to continue receiving financial aid

Financial aid termination – the point at which a student is no longer eligible to receive financial aid; normally, this is following an unsuccessful term of probation

Freshmen – first-year students who have completed fewer than 30 credit hours

Full-time student – an undergraduate student who registers for 12 or more credit hours

General Education Core – a specific group of courses in primary academic areas (e.g., social science, arts and humanities, biological science, English, math) required for an associate or bachelor's degree

Grade point average (GPA) – a measure of how well you are doing academically. GPA is figured by dividing total grade points earned by total number of semester units. The semester units used to compute your GPA are those in which you received a grade of A, B, C, D, or F

Grade points – A numerical value assigned to each unit of letter grade. For example: A=4, B=3, C=2, D=1, and F=0. Grade points are used in computing your grade point average

Graduation – when a student's degree is conferred and a diploma is issued

Grants or grants in aid – financial assistance that is based on need and does not need to be repaid

Hold – an official action taken by Graduate School USA to possibly prevent student registration or receipt of grades and transcripts until a student satisfies a requirement

Identity theft – a fraud committed or attempted using the identifying information of another person without authority

Incomplete grade ("I") – a temporary grade that may be assigned when a student is unable to complete all of the work in a course due to extenuating circumstances but not due to poor performance. A written plan is required

Independent study courses – courses for which a student does not have regular class meetings. The student works independently and makes arrangements with the instructor to submit assignments and take examinations

Intellectual property – copyrightable material produced from creative and scholarly activity; videos and motion pictures; music; images; works of art; computer software; patentable works; devices; software excluded from copyrighted materials; and trade secrets

Internship/intern – an arrangement by which a student works in a company associated with the student's field of study for a limited period of time and receives college credit

Late registration – official process of enrolling in courses during the first week of classes

Learning Counts program – receiving prior learning credit toward courses in a program of study through portfolio assessment

Learning outcomes assessment – a cyclical process of developing clearly articulated statements, in observable terms, of key student learning outcomes; designing and implementing intentional objectives or strategies to achieve those outcomes; measuring and documenting results; and using those results to improve learning

Liberal arts – the study of humanities, arts and literature, language, and natural and physical sciences. Most U.S. universities and colleges offer an ample liberal arts program. Some schools are dedicated solely to the liberal arts

Lower division – courses taken during the first two years of full-time college, also known as freshman and sophomore level. Community colleges offer only lower-division courses

Major – a college student's field of study

Matriculated student – a student who enrolls or registers in a college or university as a degree candidate (necessary for financial aid)

Matriculation – the process of applying to and gaining acceptance into a degree program at a college or university. Being matriculated is important for academic advisement and financial aid purposes, and it also allows students to take advantage of all services within the School

Maximum course load – a credit load of more than 18 credits during a fall or spring semester, or more than 10 during a summer term

Midterm deficiency – notice to students who have less than satisfactory performance in a course at the midterm and that the final course grade is in jeopardy

Mission – a brief statement of purpose and scope; it answers the question “Why does the organization exist?” and explains the institution’s character and individuality

Non-credit programs – those programs of varying length for which no credit is assigned. Such programs are usually provided for purposes of personal enrichment, career advancement, or professional education

Non-matriculated student – an individual who may be enrolled in courses at a college or university but is not working toward a degree

Online courses – classes held on the Internet instead of in a traditional classroom

Part-time student – an undergraduate student who registers for fewer than 12 credit hours

PIN – a personal identification number that is used as a password

Placement test – see Assessment test

Policy – represents a set of decisions which are oriented toward a long-term purpose or to a particular problem. A policy instructs someone or a group of people to do something in particular in a given set of circumstances

Portfolio for assessment, career placement – an arrangement of documents and/or drawings that are used in some majors and degree programs for assessment or career placement or for granting credit for prior learning

Practicum – a course of study designed especially for the preparation of teachers and clinicians. A practicum involves the supervised practical application of previously studied theory

Prerequisite – an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. Prerequisites for each course are listed in the School’s Catalog following its description

Printed catalog – the physical manifestation of the Academic Programs Catalog

Prior learning assessment – evaluation of learning gained outside a traditional academic environment; non-college-level course work

Probation – a trial period during which students must improve unsatisfactory scholastic work

Procedure – a step-by-step explanation of how a policy is to be implemented

Professional ranks – faculty rank, including lecturer, instructor, assistant professor, associate professor, and professor

Program – formal undergraduate or graduate educational offerings leading to a credit-bearing certificate or degree

Program discontinuation – doing away with an academic program leading to a credit-bearing certificate or degree

Public domain – refers to the total absence of copyright protection for a work (such as most federal documents, telephone books, works with expired copyrights, works for which creators/owners have given up their copyrights, freeware, works published before 1923, or items with the statement indicating they are in the public domain)

Regalia – cap, gown, hood, etc., worn at graduation ceremonies; usually black

Registrar – the administrative officer who maintains enrollment records and certifies the academic standing of, as well as the fulfillment of graduation requirements for, all enrolled students

Registration – official process of enrolling in courses

Reinstatement – readmission after academic dismissal

Remedial course – also known as a developmental course, a course numbered lower than 100. Remedial/developmental courses will not satisfy degree requirements, are not transferable, and are not calculated in a student's grade point average. *See also* Developmental course

Returning student – *see* Continuing student

Rolling admission – policy in which a school sends out acceptance letters to students as they are accepted

Rubric – a scoring tool that provides an explicit set of criteria and levels of potential achievement for each criterion used to assess student learning

SAT, Scholastic Aptitude Test – a college entrance examination

Satisfactory academic progress – an undergraduate student has maintained at least a 2.0 grade point average

Schedule adjustment – period in which students may add or drop a course during the first week of classes

Schedule of classes – the publication which includes course offerings for a specific semester/term and year

Scholarships – funds provided to students based on need and/or academic achievement

Sophomore – a student who has completed 30 to 59 college credit hours

Standby list – see Wait list

Student ID number – a code that uniquely identifies each student

Student loans – financial assistance that must be repaid but at a federally subsidized interest rate

Student organization – an organization recognized by the Student Government Association (SGA)

Syllabus – the document that a professor or instructor provides as a course outline. A syllabus will usually include intended learning outcomes, assignments, due dates, test dates, grading procedures, and attendance policies

Textbooks – books, materials, journals, and articles utilized in classroom instruction for academic and non-academic courses

Title IV – the section of the federal Higher Education Act which defines the federally funded student financial aid program benefits and eligibility requirements

Transcript – a copy of your academic record at a college or university. It includes semesters attended, courses taken, and units and grades earned. Transcripts are kept in the Registrar's Office

Transfer credit – credit which was earned at another college or university, and which is accepted by Graduate School USA

Transfer student – a student who has taken college-level courses at another college

Tuition – the amount charged per credit hour for instruction at the School

Tutor – an individual who provides private instruction or coaching

Tutorial courses – courses which do not appear on the schedule of classes but are arranged with an instructor and one or more students. Tutorial courses can also be derived from scheduled courses that do not meet the minimum class size

Undergraduate – a college student who has not yet earned a bachelor's degree

Undergraduate program – a program of study leading to an associate degree or a certificate

Unsatisfactory academic standing – a student has not earned or maintained at least a cumulative 2.0 grade point average

Wait list – when students may be added to a wait list for courses that are fully enrolled

Web-based classes – see Online classes

Withdrawal – see Course withdrawal

Work-study – a federal financial aid program through which students work part-time on campus while taking college courses

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Admissions Office
600 Maryland Avenue SW, Suite 305
Washington, DC 20024-2520
Phone: (202) 314-3657
Fax: (202) 479-2501
Email: admissions@graduateschool.edu
www.graduateschool.edu

ADMISSION APPLICATION

Name: Last _____ First _____ Middle _____

SECTION A – GENERAL INFORMATION

Indicate the term for which you are applying:

☐ Fall 20 _____ ☐ Spring 20 _____ ☐ Summer 20 _____

Indicate your intent of enrollment (CHECK ONLY ONE):

☐ I plan to enroll as a full-time student ☐ I plan to enroll as a part-time student

Indicate admission status:

☐ First time attending college ☐ Readmit student (previously enrolled at Graduate School USA)
☐ Transfer student ☐ Returning student (completed degree at another institution)

How do you plan to pay for your education?

☐ Cash ☐ Employer Reimbursement ☐ Graduate School USA Payment Plan
☐ Personal Scholarship ☐ Veterans Benefits

Program of Interest (CHECK ONLY ONE):

Associate Degrees: ☐ Accounting ☐ Legal Studies
☐ Accounting – Federal Concentration ☐ Legal Studies – Law and Government
Concentration ☐ Accounting – Auditing Concentration ☐ Legal Studies – Mediation Concentration
☐ Management
☐ Management – Government Program Management Concentration
☐ Management – Nonprofit Management Concentration

Certificates: ☐ Accounting ☐ Law and Government ☐ Government Program Management
☐ Federal Accounting ☐ Mediation ☐ Nonprofit Management
☐ Auditing ☐ Paralegal
☐ Contracting
☐ Internal Revenue Agent

Other: ☐ Undecided

How did you hear about Graduate School USA? _____

What influenced you to apply to Graduate School USA? _____

SECTION B – PERSONAL INFORMATION

1) Former Name (if applicable):

Last _____ First _____ Middle _____

2) Current Mailing Address:

Street _____ Apt. # _____

City _____ State _____ ZIP _____ If other than the U.S., specify Country _____

3) Permanent Address (if different from above):

Street _____ Apt. # _____

City _____ State _____ ZIP _____ If other than the U.S., specify Country _____

4) Home Phone: (____) ____ - ____ **Cell Phone:** (____) ____ - ____ **Work Phone:** (____) ____ - ____

5) Email Address: _____ **Alternate Email Address:** _____

6) Social Security Number: _____

7) Date of Birth: ____/____/____ (MM/DD/YYYY)

8) Gender: ☐ Male ☐ Female

9) Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Do you have dependents: ☐ Yes ☐ No

10) Ethnicity and Race:

Ethnicity: ☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

Race: If you are non-Hispanic /Latino, please select the category with which you most closely identify.

☐ Asian/Pacific Islander ☐ Black (non-Hispanic)
☐ American Indian or Alaskan Native ☐ White (non-Hispanic)

11) Military Status: ☐ Not Applicable ☐ Active Duty ☐ Veteran ☐ Reserves ☐ Dependent – Active Duty or Veteran

12) Citizenship Status (CHECK ONLY ONE):

U.S. Citizen: ☐ Yes ☐ No (If no, please select one of the following):

Immigration Status: ☐ Resident ☐ Asylee ☐ Refugee Alien Registration #: _____

Visa Type: _____ Visa Number: _____ Visa Issue Date: _____ Visa Expiration Date: _____

Country of Citizenship: _____

Note: If you indicated permanent resident, you must submit a copy of BOTH sides of your alien card with your admission application.

SECTION C – EDUCATION

1) Have you taken any of the following exams (check all that apply)?:

☐ SAT ☐ ACT ☐ Advanced Placement

Date exam taken: _____

2) Previous educational level completed:

☐ Graduated from high school

Date graduated: _____

Name and location of high school: _____

☐ Passed the General Equivalency Diploma (GED) or state-approved high school equivalency examination

Date passed exam: _____ State in which you passed exam: _____

3) Previous college(s) attended:

☐ Not Applicable

☐ Some college-level work completed

☐ Completed associate degree or higher

Name of College: _____ Dates of Attendance: from _____ to _____
(MM/YYYY) (MM/YYYY)

Name of College: _____ Dates of Attendance: from _____ to _____
(MM/YYYY) (MM/YYYY)

Name of College: _____ Dates of Attendance: from _____ to _____
(MM/YYYY) (MM/YYYY)

INTERNATIONAL STUDENTS ONLY:

Are you currently attending another postsecondary institution?: ☐ Yes ☐ No

If yes, please list the name and location of school: _____

Has the school issued you a visa?: ☐ Yes ☐ No Expiration date: _____

Do you want Graduate School USA to sponsor you for a visa? ☐ Yes ☐ No

Have you taken the Test of English as a Foreign Language Exam (TOEFL)? ☐ Yes ☐ No If yes, indicate test date: _____

Have you taken the English Language Testing System (IELTS): ☐ Yes ☐ No If yes, indicate test date: _____

SECTION D – EMPLOYMENT

- 1) **Employment status:** ☐ Full-time ☐ Part-time ☐ Retired ☐ Unemployed
- 2) **In what industry are you currently employed?:** _____
- 3) **Current employer (if applicable):** _____
- Address of current employer:** _____
- Phone number:** _____
- 4) **Current job title:** _____
- 5) **Does your employer offer tuition assistance?:** ☐ Yes ☐ No

SECTION E – PERSONAL CONDUCT

Graduate School USA recognizes the importance of creating and sustaining a safe environment for all students, faculty, staff, and guests. All student applicants for admission to Graduate School USA are required to respond to the following question. Providing an affirmative response will not automatically preclude your being admitted. However, your failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise been subject to any disciplinary sanction by any institution of higher education and/or been convicted of a crime judicially, accepted responsibility for the commission of a crime, or have pending criminal charges against you? ☐ Yes ☐ No

If your response was yes, submit in writing to the Admissions Office the circumstances, including the identity of the institution, the nature of the criminal offense involved, the disposition of that matter, any penalty imposed including probation or monetary fine, and any other additional relevant information.

You must promptly notify the Admissions Office in writing of any criminal charge, any disposition of a criminal charge, or any disciplinary action against you that occurs at any time after you submit your application to Graduate School USA. Your failure to do so may be grounds to deny or withdraw your admission, or to dismiss you after enrollment at Graduate School USA.

SECTION F – APPLICATION ACKNOWLEDGEMENT

Proof of Immunization: District of Columbia Law 3-20 requires all students under the age of 26 years to submit proof of immunization. For additional information concerning the requirements, please refer to the District of Columbia register at https://immunization.dcgov.org/imm/DC_Law_3-20.pdf

By signing below, I attest that the information provided above is accurate and true to the best of my knowledge and agree that any deliberate falsification or omission of information is grounds for denial of admission.

Signature: _____ Date: _____

Graduate School USA is a comprehensive, full opportunity School, open to all qualified applicants without regard to race, color, national origin, age, disability, religion, creed, marital status, or sexual orientation.

Official Use Only: ☐ Accepted ☐ Denied ☐ Other _____

Staff Initial: _____ Date: _____



APPLICATION FOR CREDIT THROUGH PRIOR LEARNING ASSESSMENT (PLA)

Student Information (*please print legibly*):

Name:	GSUSA Student ID #:
Program of Study:	Advisor Name:
Email Address:	Date:
Mailing Address:	Telephone:

Provide information about the course for which you are seeking credit:

Course Number:	
Course Title:	
Is this course required for your program of study?	
Have you satisfied prerequisites (or equivalents) for the course?	
Is this course a prerequisite for other courses in your program of study?	
List any other relevant information about the course.	

Student Signature: _____

Date: _____

Submit the completed form to:

Office of Academic Advising
600 Maryland Avenue SW, Room 305
Washington, DC 20024
Fax: (202) 314-3651

ACA-360-F18 revised 9/21/12

ACADEMIC PROGRAMS DIVISION APPLICATION FOR DEGREE/CERTIFICATE GRADUATION FORM

The application for graduation is a requirement for graduation and must be completed. The Office of the Registrar will audit the applicant's academic record to ensure that all requirements have been fulfilled for graduation for the degree in the student's applicable program of study.

YOU MUST SATISFY ALL GRADUATION REQUIREMENTS, INCLUDING:

- Successfully complete all course and credit-hour requirements.
- Attain a cumulative GPA of 2.0 or higher.
- Submit a Graduation Application by the deadline date.
- Pay the graduation fee of \$150.

COMPLETE AND SUBMIT THE APPLICATION WITH YOUR PAYMENT TO THE OFFICE OF THE REGISTRAR

1) Expected Graduation Date _____ (example: MM/DD/YYYY)

2) Last Name: _____ First Name: _____ Middle Initial: _____

3) PRINT YOUR NAME EXACTLY AS YOU WISH IT TO BE ENGRAVED ON YOUR DIPLOMA.

4) Student ID #: _____ 5) Email Address: _____

6) Phone #: _____ 7) Cell Phone #: _____

8) Mailing Address:

Address #1: _____

Address #2: _____

City: _____ State: _____ ZIP Code: _____

9) For which credential are you applying? ☐ Associate Degree ☐ Certificate

10) In which program are you enrolled? _____

11) Will you be continuing your education after graduation? ☐ Yes ☐ No

12) Are you planning to attend the graduation ceremony? ☐ Yes ☐ No

13) Will you pick up your diploma from Graduate School USA? ☐ Yes ☐ No

14) Should we mail your diploma to the address you have provided? ☐ Yes ☐ No

15) Do you require special accommodations at the commencement ceremony? ☐ Yes ☐ No

If yes, please explain.

Student's Signature: _____ Date: _____

(The Office of the Registrar will notify the Department Dean, Academic Advisor, Bursar, and Director of Financial Aid upon receipt of this application.)



STU-320-F1

Office of Career Services
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3657
Email: careerservices@graduateschool.edu
www.graduateschool.edu

CAREER SERVICES APPOINTMENT REQUEST FORM

Graduate School USA offers career services to students and alumni. Please complete this form and check the services you wish to discuss. Submit this form to the Office of Career Services in person or email at careerservices@graduateschool.edu.

***If you want your resume to be reviewed or a mock interview to be scheduled, please attach your current resume to this form.**

Name: _____

Address: _____

City, State, ZIP: _____

Email Address: _____

Telephone Number: _____

Student ID Number: _____ Anticipated or Actual Graduation Date: _____

Program of Study: _____

Please check the items you would like to meet with careers services about:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resume review | <input type="checkbox"/> Interview Skills | <input type="checkbox"/> Opportunities in my field |
| <input type="checkbox"/> Employment while in school | <input type="checkbox"/> FOCUS Career Assessment | <input type="checkbox"/> Resource materials |

Submit completed form and resume to:

Office of Career Services
Graduate School USA
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
careerservices@graduateschool.edu
Fax: (202) 479-2501 / Phone: (202) 314-3657

(1 of 1)



CAREER SERVICES CREATE YOUR COMMERCIAL

Outline and write a 30-second introduction that can be used at career fairs or a job interview when a potential employer asks you to tell them about yourself:

Organize your thoughts into a cohesive few sentences that will summarize who you are, what your highlighted skills are, and how you will be an asset to the organization.

Key points that you want to highlight in your introduction:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Student Name: _____ Student ID #: _____

Telephone Number: _____ Anticipated Graduate Date: _____

Submit completed form and attachments to:

Office of Career Services
Graduate School USA
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Fax: (202) 479-2501 / Phone: (202) 314-3657

(1 of 1)



CAREER SERVICES RESUME REVIEW REQUEST

Complete this section and submit to the Office of Career Services. Please attach a copy of your current resume with this form.

Name: _____

Student ID Number: _____

Telephone Number: _____

Anticipated or Actual Graduation Date: _____

Student Email: _____

Date Resume Submitted for Review: _____

☐ **Format Comments:**

☐ **Content Comments:**

☐ **Education Comments:**

☐ **Cover Letter Comments:**

☐ **Portfolio Comments:**

Date Resume Reviewed with Student: _____

Student Signature: _____ Date: _____

Career Services Signature: _____ Date: _____



Office of the Registrar
600 Maryland Avenue SW, Suite 305
Washington, DC 20024
Phone: (202) 314-3349
Fax: (202) 479-2501

CODE OF STUDENT CONDUCT VIOLATION REPORT FORM

This document should be used to report student violations of the *Code of Student Conduct*. It may be completed by students, faculty, or staff members.

In accordance with Graduate School USA's *Code of Student Conduct*, this report must be filed with the Registrar within two (2) business days of discovery of the violation. The filing must include any available evidence of the violation.

Name of Person Reporting Violation	
Date of Violation and Time of Violation	
Name of Alleged Violator	
Student ID Number of Alleged Violator (if known)	
Location Where Violation Occurred	

Description of Violation (please be as specific and detailed as possible. Use additional paper if necessary):

Witness Information:

Name	Daytime Telephone Number	Email Address

I certify that what I have stated above is true to the best of my knowledge.

Signature of Filer

Date



ACA-337-F1
Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

COURSE AUDIT REQUEST

Changing from credit to an audit (AU) may affect your student status. Classes appear as "AU" on the official transcript. Since audits are non-credit, they do not count in the credit load computation, nor do they fulfill graduation requirements. Students may not request to change audit status back to credit status.

Please complete the following (check all that apply):

- ☐ I have read and understand the above information.
- ☐ I am receiving financial aid or veterans' benefits.
- ☐ I have notified my academic or faculty advisor.

Last Name: _____ First Name: _____ MI: _____

GSUSA Student ID #: _____ Phone Number: _____

Term/Year: ☐ Fall ☐ Spring ☐ Summer Year: _____

Instructor's Name: _____ Course Code: _____

Course Title: _____ Course Start Date: _____

I am requesting to change from credit to audit for the course that I have identified on this form, and I understand the impact of this request on my academic record.

Student's Signature

Date of Request

Return approved Course Audit Request form to the Registrar's Office.
The Registrar's Office provides a copy to Academic Advising, Financial Aid, and the faculty member.



ACA-356-F1
Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

COURSE REPEAT REQUEST FORM

I attest that all of the information below is true and correct. I also confirm my understanding of the repeat course policy for Academic Programs students, which states that I will earn credit for only the last repeat attempt, and the last grade earned will be used in my GPA calculation, regardless of the grade earned; however, both grades will remain on my record.

Student's Signature: _____ Today's Date: _____

Student Information

Student's Name _____

Student ID # _____

Email Address _____

Daytime Phone # _____

Course Completed

Semester/Term: _____

Course Code: _____

Course Title: _____

Course Start Date: _____

Final Grade Earned: _____

Schedule of Course to Be Repeated

Semester/Term: _____

Course Code: _____

Course Title: _____

Course Start Date: _____

Final Grade Earned: _____

Course Repeat Approval Signatures

Academic Advisor _____ Date _____

Department Dean _____ Date _____

Office of the Registrar _____ Date _____

Notification to Student _____ Date _____

Return the signed copy of this form to the Office of the Registrar no later than two weeks before the Late Registration/Schedule Adjustment deadline.

COURSE SUBSTITUTION OR WAIVER REQUEST FORM

(For Associate Degree Majors and Certificates Only)

PLEASE PRINT

Student Name	Last	First	Middle
	GSUSA Student ID#		Date of Request
Mailing Address	Street		Apt. #
	City	State/Province and Country	ZIP + 4
Student's Signature	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Student's Signature (required)		<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Date
	Program Name		Catalog Year

Note: Official transcripts must be on file with the Registrar's Office for any substitution or equivalency requests from another institution. A course outline or syllabus may also be required for determination of acceptability.

Course Substitution or Equivalency Request

Substitution = Acceptable in lieu of a required course

Equivalency = Equal in meaning and scope to a required course

Course Requested (Subject and Catalog #)	Institution/College (Where Completed)	Required Course (from AA/CA reqmts)	Department: Mark "S" – Substitution Mark "E" – Equivalency

☐ Approved ☐ Denied Comments: _____

<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Department Dean's Signature	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Date
--	---

Course Waiver Request

Course Requested (Subject and Catalog #)	Reason for Waiver

☐ Approved ☐ Denied Comments: _____

<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Department Dean's Signature	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Date
--	---



COURSE WITHDRAWAL AND SCHEDULE ADJUSTMENT FORM

COURSE WITHDRAWAL is the official process for ceasing participation in a course. Tuition is refunded according to the policy detailed in the Catalog: fees are non-refundable. Before withdrawing from a course, students are required to confer with an academic advisor. After the add/drop period has passed, a student may withdraw from a course at anytime up to and including one week after the midpoint of any term. The deadline for course withdrawal is stated in the Catalog and each term's *Course Schedule*. THIS IS NOT A TOTAL WITHDRAWAL FORM. If you are attempting to withdraw from ALL courses or your only course for a particular term, you will need to use the Total Withdrawal Form, which is available at the Registrar's Office and also in the appendices of this *Student Handbook*.

SCHEDULE ADJUSTMENT – Use this form to add individual courses after the first day of instruction, or use this form to drop or withdraw from individual courses after the first day of instruction but before the last day of the Late Registration and Schedule Adjustment period.

Note: These changes are not official until all steps are completed, including payment of any charges that are due. Retain your Registration Confirmation/Statement of Account until the end of the semester when grades are posted.

Student's Last Name _____ First Name _____ Middle Initial _____

Student ID # _____ Phone Number () _____ - _____

Reason for Request:

Please indicate the semester by recording the year in the appropriate field.

FALL	WINTER	SPRING	SUMMER

I wish to drop the following course:

Start Date	Course Code	Course Title	Day/Room	Instructor

I wish to add following course:

Start Date	Course Code	Course Title	Day/Room	Instructor

Signature of Student _____ Date _____ Last four digits of SSN _____

Signature of Academic Advisor _____ Date _____

For Office Use Only:

Date Received _____ Posted by _____



DECLARING OR CHANGING AN ACADEMIC PROGRAM OF STUDY

Upon admission, applicants should declare their desired program of study and select courses which meet the requirements listed for that program. Candidates for the associate degree must declare a major prior to completing twelve (12) credit hours.

Continuously enrolled students may elect to meet the graduation requirements as stated in the catalog in effect when **they begin their program of study** or those in any subsequent catalog so long as the catalog is not more than four years old.

Student Information

Name	Last	First	Middle
Mailing Address	Street		Apt. #
	City	State/Province and Country	ZIP + 4
Contact Info	Home Phone Number (include Area Code)		Daytime Phone Number (include Area Code)
	Email Address	Fax (include Area Code)	
Term	Start Term		Current Term

COMPLETE THE FOLLOWING:

I am requesting to **declare or change to** the following program of study:

- Type of program: ☐ Associate ☐ Certificate
- Program name: _____

The following signatures are required for change of degree program.

Student Signature _____

Academic/Faculty Advisor Signature _____

Admissions Office _____

Registrar's Office _____ Date Processed by Registrar _____

It is the responsibility of the Admissions Office to ensure that the student has met all admission requirements and that all associated documentation is in the student's file.



Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

GRADUATION CHECKLIST

To receive a degree, diploma, or certificate, complete the student information below and obtain clearance signatures from these Graduate School USA unit officials.

Student Information

Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Daytime Phone #: _____

Email Address: _____

Program Name: _____

Expected Graduation Term: _____

Graduation Clearance Signatures (required)

Academic Advisor _____

Department Dean _____

Financial Aid Director _____

Bursar _____

Career Services _____

Office of the Registrar _____

The Office of the Registrar will mail the commencement ceremony package after this completed form is received and the degree/program audit clears the student for graduation.

(1 of 1)



INTERNATIONAL STUDENT APPLYING FOR AN F-1 VISA INSTRUCTIONS

Congratulations on your acceptance to Graduate School USA! We eagerly await your arrival. Our entire faculty and staff are fully committed to providing you with a world-class education and to helping you get adjusted to life in the United States.

Enclosed, please find the following documents:

1. **Admissions Letter** stating the academic term and degree program to which you have been accepted
2. USCIS Form **I-20** – Certificate of Eligibility for Non-Immigrant (F-1) Student Status
3. Copies of the **financial support documents** submitted on your behalf
4. **International Student Orientation Schedule** for the upcoming term

APPLYING FOR YOUR VISA

Applicants will need several documents before contacting the U.S. embassy or consulate in their country to make an appointment to apply for an F-1 visa. They include:

1. Admissions Letter
2. USCIS Form I-20
3. SEVIS fee payment receipt
4. Documents proving adequate financial support

The U.S. embassy or consulate in your country may require additional documents. Please contact them to make an appointment and to inquire about additional documents that you may need.

An applicant who applies for an F-1 visa must prove to the consular official that he or she intends to visit the United States temporarily and will depart the United States at the conclusion of his or her studies. In other words, the applicant does not intend to live permanently in the United States. This is something only the applicant can do. Graduate School USA has no influence over whether or not a visa is granted.

Under no circumstances should an international applicant plan to depart to the United States without having received his or her F-1 visa.

The applicant must use this form to secure an F-1 student visa at an American embassy or consulate abroad. All F-1 students are required to sign their I-20 forms outside the U.S. prior to their entry. By signing the I-20 form, students acknowledge that they understand and will maintain F-1 regulations.

COMPLETING AND SUBMITTING THE I-901 FORM AND PAYING THE SEVIS FEE

Applicants for F-1 visas must complete the USCIS form I-901 and pay the SEVIS fee of \$200 prior to visiting the U.S. embassy or consulate to apply for their F-1 visa. The fee may be paid either by mail or on the Internet.

By Mail:

Download, print out, and thoroughly complete the USCIS form I-901. The I-901 form may be downloaded from <http://www.ice.gov/doclib/sevis/pdf/I-901.pdf>

By Regular Airmail

I-901 SEVIS Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020
United States

By Courier Service (e.g., DHL, FedEx, et al.)

I-901 SEVIS Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
United States

By Internet:

Thoroughly complete the form I-901 online. The online form I-901 is available at www.FMJfee.com . Pay the SEVIS fee using a credit card. Print your payment confirmation.

Take your receipt with you to the U.S. embassy or consulate to apply for your visa. If you pay online, you will be able to print out the receipt immediately. If you mail in your payment, you can print your receipt from the FMJFEE website (www.fmjfee.com).

Note:

- The form requires the SEVIS identification number from the I-20.
- This ten (10) digit number is in the upper right hand corner of the I-20 and begins with an *N*.
- The form also requires the “School Code,” which is on the I-20.

ARRIVAL IN THE UNITED STATES

Applicants who are granted the F-1 visa and have prearranged housing should plan to arrive at least one (1) week before classes begin, as they are required to take the TOEFL exam (in certain cases), attend International Student Orientation, and register for classes.

Graduate School USA does not provide housing. Therefore, applicants who do not have prearranged housing should plan to arrive at least three (3) weeks before the start of the semester to arrange housing and transportation.

U.S. Citizenship and Immigration Services (USCIS) regulations require that international students holding F-1 visas pursue a full course of study. Compliance with this regulation means that undergraduate students must register for and complete twelve (12) credit hours or an equivalent total that may include non-credit ESL courses.



STU-210-F2

Office of International Students

600 Maryland Avenue SW, Suite 330

Washington, DC 20024-2520

Phone: (202) 314.3651

Email: advising@graduateschool.edu

www.graduateschool.edu

INTERNATIONAL STUDENT F-1, I-20 STUDENT APPLICATION

This form, along with all other documents required for the I-20, should be mailed or taken to:

**Office of International Students
Graduate School USA
600 Maryland Avenue SW, Suite 330
Washington, DC 20024**

Name: _____ GSUSA Student ID#: _____

Date of Birth: _____ Gender: _____

Country of Birth: _____ Country of Citizenship: _____

Are you currently in the United States? ☐ Yes ☐ No Do you have dependents? ☐ Yes ☐ No

Permanent Address Outside of the United States:

Address: _____

City: _____

Province: _____

Postal Code: _____

Country: _____

United States Address (if known):

Street: _____

City: _____

State: _____ ZIP: _____

Email Address: _____

Local Telephone Number: _____

Check only one of the following options:

- ☐ I will pick up my I-20 (OIS will call the student when the I-20 is ready).
- ☐ Please send my I-20 to my United States address.
- ☐ Please send my I-20 to my address outside of the United States. (Please make sure your address is written clearly.)
- ☐ Please give my I-20 to the following person:

Name: _____

Telephone: _____

Which term do you want to begin your studies at Graduate School USA?

- ☐ Fall ☐ Spring ☐ Summer

I plan to pursue:

- ☐ An associate degree in the following program of study: _____
- ☐ A certificate in the following program of study: _____

Please check all that apply:

- ☐ English is my native language.
- ☐ I took or will take the TOEFL on _____ and have submitted my scores to Graduate School USA.
- ☐ I took or will take the IELTS on _____ and have submitted my scores to Graduate School USA.
- ☐ I am submitting an official college transcript from an accredited institution recognized by Graduate School USA showing completion of English with a grade of "C" or better.

Name of Institution: _____

How did you learn about Graduate School USA? _____

Information about your dependents (dependents can only include your spouse and children):

☐ I do not plan to bring my dependents to the United States.

☐ I will be accompanied by the following dependents (please ensure that you write clearly):

Dependent #1:

Name: _____

Relationship: ☐ Spouse ☐ Child

Date of Birth: _____

Gender: ☐ Male ☐ Female

Country of Birth: _____

Country of Citizenship: _____

Dependent #2:

Name: _____

Relationship: ☐ Spouse ☐ Child

Date of Birth: _____

Gender: ☐ Male ☐ Female

Country of Birth: _____

Country of Citizenship: _____

Dependent #3:

Name: _____

Relationship: ☐ Spouse ☐ Child

Date of Birth: _____

Gender: ☐ Male ☐ Female

Country of Birth: _____

Country of Citizenship: _____

Dependent #4:

Name: _____

Relationship: ☐ Spouse ☐ Child

Date of Birth: _____

Gender: ☐ Male ☐ Female

Country of Birth: _____

Country of Citizenship: _____

(Please make additional copies of this page if you have more dependents.)

I am requesting Graduate School USA to issue an I-20 form. I understand that by using this form to enter the United States or change to F-1 status, I will be expected to study at Graduate School USA for at least one (1) term. I certify that all the information included with this request is true to the best of my knowledge.

Signature: _____

Date: _____



INTERNATIONAL STUDENT ESTIMATED ANNUAL EXPENSES

By law, international students studying in the United States on F-1 or J-1 visas must be full-time students. At Graduate School USA, full-time is defined for undergraduate students as being enrolled in and successfully completing at least 12 credits per term/semester. The following costs are estimates for school fees and for the student's living expenses while in the United States for 12 months.

CERTIFICATE PROGRAM EXPENSES

SCHOOL FEES**

Tuition for 28 credits (2 terms)

28 credits at \$270 per credit hour	\$ 7,560
Technology fees	\$ 70
Student fees	\$ 709
Books and supplies	\$ 2,000
Health Insurance	\$ 2,160
Living expenses (housing, food, etc.)	\$20,000
TOTAL ESTIMATED EXPENSES (USD)	\$32,499

ASSOCIATE DEGREE EXPENSES

SCHOOL FEES**

Tuition for 30 credits (2 terms)

30 credits at \$270 per credit hour	\$ 8,100
Technology fees	\$ 70
Student fees	\$ 200
Books and supplies	\$ 1,300
Health Insurance	\$ 2,160
Living expenses (housing, food, etc.)	\$20,000
TOTAL ESTIMATED EXPENSES (USD)	\$31,830

****For each dependent (spouse or child) a student chooses to bring to the United States, he or she must demonstrate additional financial support equal to one-half of the above-stated annual living expenses.**



INTERNATIONAL STUDENT FINANCIAL SUPPORT STATEMENT INSTRUCTIONS

1. An international student's financial sponsor must have the ability to comfortably pay the estimated expenses detailed on the *International Student Estimated Expenses* for each of the student's years of study at Graduate School USA. It is estimated that it will take a student two years to complete an associate degree. If a student has two or more financial sponsors, each sponsor must submit separate documentation.
2. Each sponsor must thoroughly complete and submit two (2) original signed and notarized copies of Graduate School USA's *Financial Support Statement* with the student's admission application. (A notary is a designated official who watches someone sign a document and attests to the fact that it is an original signature. Notaries are typically located in banks and law offices around the world. There is always a notary available at a United States embassy or consulate.) **This document must be signed in the presence of a notary public.** The financial support documents will in no way influence the admissions decision.
3. All verification documents must be in English (or have translations attached). Any financial statements or salary statement must be converted into U.S. dollars. The verification documentation:
 - A. Must include a statement(s) in English from the sponsor's bank(s) verifying the balances (converted into U.S. dollars) in each of the sponsor's accounts.
 - B. If the sponsor works for someone other than him- or herself, an original letter in English from the employer stating the sponsor's job title and annual salary in U.S. dollars must be submitted.
 - C. If the sponsor owns his or her own business and files an annual tax return or income statement with his or her government, he or she must submit a copy of that document officially translated into English.
 - D. If the sponsor is using any resources other than savings and salary to pay the student's expenses, the sponsor must submit documents to verify that these sources exist.
4. The *Financial Support Statement* and verification documentation must be submitted in original form (NO FAXES WILL BE ACCEPTED) to the Office of International Students, Graduate School USA, 600 Maryland Avenue SW, Suite 305, Washington, DC 20024, U.S.A.; telephone: (202) 351-3651.



Office of International Students
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3651
Email: advising@graduateschool.edu
www.graduateschool.edu

INTERNATIONAL STUDENT FINANCIAL SUPPORT STATEMENT

(Please type or clearly print in black ink.)

Sponsor's Name: _____

Sponsor's Complete Address (including country):

Sponsor's Telephone Number (including area/country code): _____

Sponsor's Fax Number (if available): _____

Sponsor's Email Address (if available): _____

Number of People Currently Financially Dependent on Sponsor: _____

Sponsor's Relationship to Student: _____

Student's Name: _____

Last/Family Name

First/Given Name

Program of Study Student Intends to Pursue: _____

I hereby certify that I will be responsible for providing support of the following nature to the previously named student.

Signature of Sponsor

Date

FINANCIAL SUPPORT

(Please complete this section only if you intend to provide monetary support to this student.)

How many, if any, U.S. dollars are available from your **ANNUAL WAGES/SALARY** for each year of this student's studies?

You must attach an original letter, in English, from your employer stating your position, length of employment, and annual salary. If you own your own business, you must submit a copy of your most recent tax return or other document stating your wages. All amounts must be stated in U.S. dollars.

How many, if any, U.S. dollars, are available from your **BANK ACCOUNTS** for each year of this student's studies?

You must attach an original letter, in English, from your bank stating your accounts, the dates they were opened, and their balances in U.S. dollars.

How many, if any, U.S. dollars are available from **OTHER SOURCES OF INCOME** you have for each year of this student's studies? Please describe each source and provide documentation, in English, verifying its existence.

HOUSING ASSISTANCE

(Please complete this section only if you intend to provide this student with room and/or board and/or transportation during any part of his or her studies.)

Will you provide this student with **HOUSING** for any part of his or her studies? _____

If so, for how many years? _____

Financial Support Statement

(2 of 3)

If so, how much will the student be charged monthly for this housing? _____

Approximately, how far is this residence from Graduate School USA? _____

What sources of **TRANSPORTATION** are available for the student to use to get to/from school?

Approximately how much will transportation cost this student monthly? _____

Will you provide this student with **BOARD (FOOD)** for any part of his or her studies? _____

If so, for how many years? _____

If so, how much will the student be charged monthly for this board? _____

I certify that all of the information stated above is true to the best of my knowledge. I understand the breadth and scope of the commitment I am making to this student and believe I will be able to follow through with it.

Signature of Sponsor

Date

Signature of Notary

Date

Affix Seal Here



INTERNATIONAL STUDENT REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

INSTRUCTIONS:

An international student at Graduate School USA *may* be allowed to take courses for credit at another educational institution for one (1) of the following four (4) reasons:

- The course the student wishes to take at the other institution is not offered at Graduate School USA, OR
- The course the student wishes to take at the other institution is equivalent to a course at Graduate School USA that is full or has been cancelled, OR
- The student is enrolled in a full-time (12 credit hours) course of study at Graduate School USA and wishes to do additional course work at another institution, OR
- It is the student's annual semester off.

An international student may take courses at another institution if ALL of the following seven (7) conditions are met:

- The student has completed the equivalent of two (2) consecutive full-time semesters at Graduate School USA, AND
- The student is in good academic standing (2.0 or higher GPA) at Graduate School USA, AND
- The student is not "out-of-status" with the United States Citizenship and Immigration Services, AND
- Enrolling at the other institution does not violate the student's residency requirement, AND
- An official from the Office of Academic Advising determines that the student's academic achievement will not be adversely affected, AND
- The proposed courses are part of the student's current degree program, AND
- The total number of credits taken at Graduate School USA AND the other school during one semester does not exceed 17 undergraduate credit hours. (Students who want to take more than this limit must receive approval from the appropriate Graduate School USA Department Dean — credits taken without approval by the Dean will NOT be awarded transfer credit.)

The procedure to enroll in courses at another institution is as follows:

- Fill out the International Student Request to Take Courses at Another Institution form and submit it to the International Student Advisor.
- In approximately ten (10) working days, the student will receive back a copy of this form and a confirmation letter, which will indicate whether the request has been approved or denied.
- Some schools may require a letter from the International Student Advisor showing that the student has the permission of Graduate School USA to enroll in classes at the other institution.

1. Within two (2) weeks after registering for courses at the other institution, the student must submit a copy of the registration form to the International Student Advisor.
2. After completing courses at the other institution, the student must have an official transcript sent to the International Student Advisor.

International students must meet all standard criteria for transfer credit requirements. Refer to Graduate School USA's *Academic Catalog* for details regarding transfer credit limits and minimum grade requirements.

Note: Courses taken without permission from Graduate School USA will NOT be awarded transfer credit. The approval is valid only for courses indicated on the request form and only if the courses were completed during the semester indicated on the form.

Please contact the International Student Advisor at (202) 314-3651 if you have any questions about this process. A written response to this petition will be sent to the student's current email address within 20 business days of the receipt of the petition.

Submit this petition to:

International Student Advisor
Graduate School USA
Academic Programs Division
600 Maryland Avenue SW, Suite 300
Washington, DC 20024

Please read the instructions attached to this form carefully before completion.

I am requesting permission to be enrolled at another institution:

☐ Mr. ☐ Ms. _____
(check one) Last (family/legal) Name First (given) Name Middle Name or Initial

Address: _____

City, State, ZIP: _____

SS #/School ID #: _____ Program of Study: _____

Phone #: _____ Email Address: _____

Name and address of institution you want to attend:

Calendar system of this institution: ☐ Quarter ☐ Semester ☐ Trimester

Graduate School USA semester you want to attend this institution: ☐ Fall ☐ Spring ☐ Summer Year: _____

Reason you want to attend this institution:

- ☐ The course(s) is not offered at Graduate School USA.
- ☐ The course(s) is offered at Graduate School USA but is full or cancelled.
- ☐ I want to take the course(s) in addition to my full-time enrollment at Graduate School USA.
- ☐ It is my semester off at Graduate School USA.

Course Prefix and Number	Course Title	Number of Course Credits	Graduate School USA Equivalent or Substitution	Dean/Program Director Approval
Remarks:				

*Also attach a copy of the course description for each class and institutional course numbering system.

Student's Signature: _____ Date: _____

Submit this request to the International Student Advisor (ISA).

OFFICIAL USE ONLY

International Student Advisor: ☐ Request Approved

☐ Request Denied

International Student Advisor's Signature: _____

Date: _____

Remarks/Conditions:



Office of International Students
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3651
Email: advising@graduateschool.edu
www.graduateschool.edu

INTERNATIONAL STUDENT TRAVEL REQUEST

To receive a travel signature, you must have completed SEVIS verification for the current term. Submit with this completed Travel Request form the current, original I-20, copy of EAD card (if on OPT).

Student Name: _____ Student ID #: _____

Email: _____ Phone: _____

Destination(s): _____

Departure Date: _____ Return Date: _____

Expected to complete program: ☐ Fall ☐ Spring ☐ Summer 20_____

☐ Already completed (on OPT/AT)

Traveler immigration status: ☐ F-1 ☐ F-2 Visa stamp expiration date: _____

Renew/apply for U.S. visa while abroad: ☐ Yes ☐ No

Information is correct on I-20/DS-2019: ☐ Yes ☐ No I-20/DS-2019 valid on date of return: ☐ Yes ☐ No

Passport valid for six or more months beyond date of return: ☐ Yes ☐ No

Dependent(s) traveling with you?: ☐ Yes (Please include dependent's original I-20/DS-2019) ☐ No

I understand that I MUST discuss this trip and possible visa renewal problems with my supervisor.

Student Signature: _____ Date: _____

OFFICIAL USE ONLY

Approval: ☐ Yes ☐ No

If no, provide explanation: _____



ACA-339-F1
Office of Academic Advising
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3651
Email: advising@graduateschool.edu
www.graduateschool.edu

MAXIMUM CREDIT LOAD REQUEST

A student wishing to register for a credit load of more than 18 credit hours during a fall or spring semester or more than 10 credit hours during a summer term must have a cumulative grade point average of 3.0 or better, have completed at least two terms of full-time study at Graduate School USA, and have approval from his or her assigned advisor.

INSTRUCTIONS:

- 1) Complete the Academic Programs Registration form.
- 2) Complete Maximum Credit Load Request form.
- 3) Submit form to assigned advisor.

Indicate the total number of credits you wish to take: _____

Term for which you are requesting overload: ☐ Fall: _____ ☐ Spring: _____ ☐ Summer: _____

Student Name: _____

Student ID #: _____

Email: _____

Phone: _____

Program of Study: _____

Number of Credits Completed: _____

COURSE INFORMATION (If approved, I hereby request to be registered for the following courses):

Course Code: _____ Course Title: _____ Credits: _____

Course Code: _____ Course Title: _____ Credits: _____

Course Code: _____ Course Title: _____ Credits: _____

Course Code: _____ Course Title: _____ Credits: _____

Course Code: _____ Course Title: _____ Credits: _____

Student Signature: _____

Date: _____

OFFICIAL USE ONLY:

☐ Approved ☐ Denied; reason for denial: _____

Advisor Signature: _____ Date: _____



ACA-336-F1
Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

PREREQUISITE/CO-REQUISITE WAIVER REQUEST FORM

PLEASE PRINT

Student Name	Last	First	Middle
	GSUSA Student ID#		Date of Request
Mailing Address	Street		Apt #
	City	State/Province and Country	ZIP + 4
Student's Signature	_____		_____
	Student's Signature (required)		Date

Program Name	Catalog Year	Classification
---------------------	---------------------	-----------------------

Note: If the student's available records do not indicate completion of the pre-/co-requisite at another institution, then the student must provide appropriate evidence of course(s) completion.

This form is used as an Add Form for registration but does not allow registration into a closed course.

Substitution: *Acceptable in lieu of a required course.* **Equivalency:** *Equal in meaning and scope to a required course.*

Prerequisite or Co-Requisite Equivalency Request

Semester/Term	Course Code	Course Title	Start Date	Classroom/Online

JUSTIFICATION: _____

APPROVAL

(Signatures are required from both the student's advisor and the Department Dean in which the course is housed. Please return to Registrar's Office when completed.)

Advisor's Name (Print) _____ Signature _____ Date _____

Department Dean (Print) _____ Signature _____ Date _____

Office of the Registrar, Graduate School USA, 8/25/2011



Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

PROCTOR AND TESTING REQUEST FORM

Submission of this form signifies that the student has read, understands, and agrees to comply with the proctored exam and assessment exam requirements of Graduate School USA. The person acting as the proctor is in a position of trust, thus the proctor application will be reviewed and approved or denied after verification is completed. Once the proctor is approved, both student and proctor will receive a confirmation email at the addresses provided below. Those applications that are incomplete, do not have the required documentation, or do not meet the proctor qualifications will not be approved, and the student will be notified. No exams will be transmitted until an approved proctor has been approved through this process.

Student Information

Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Day Phone #: _____ Work Phone #: _____

Email Address: _____

Proctor Information (GSUSA Registrar's Office, if we are proctoring exam)

Name: _____

Place of Employment: _____

Job Title or Profession: _____

Relationship to Student: _____

Proctor Email Address: _____

Work Phone #: _____

Fax #: _____

Proctor's Mailing Address: _____

Name of Testing Location: _____

Testing Location Address: _____

Materials for the test will be primarily emailed to the proctor.

Email Address: _____

If necessary, enter the address to mail the examination.

Organization Name: _____

Attention of: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Testing Information

Select the type of testing you need to have proctored:

☐ Course Exam

☐ Assessment Testing

Instructor name: _____

☐ English

Course title: _____

☐ Reading

Course number: _____

☐ Sentence Skills

☐ Listening (ESOL) only

☐ Math

☐ Science

☐ Challenge

Examination Administration:

- The student and the proctor must procure a site appropriate for testing. Exams are not to be administered in a home unless the student has been given special exception due to mobility limitations or special needs.
- The exam must remain in the possession of the proctor until the time the test is administered.
- The proctor must verify the identity of the student based on a valid government-issued photo ID before giving an exam.
- The proctor must be present at all times while the exam is being administered. Exam times may not exceed two hours (unless the student requires additional time based on an accommodation approved by the Special Accommodations Coordinator).
- No assistance is allowed. The exam is closed-book unless otherwise noted.
- Once started, the examination must be completed. If the student leaves the room before completing the exam, the exam period is ended and the exam must be submitted to Graduate School USA as is.
- The exam may not be copied by the student under any circumstances.
- Electronic devices (*e.g.*, computers, PDAs, cell phones, pagers, etc.) are **not** permitted in any testing facility.
- Children are **not** allowed in any exam session.
- Students must know their student identification number and include it on the examination.
- The exam may not be copied by a student under any circumstances.
- **Immediately upon completion, completed examinations are to be returned to the faculty member as a PDF file or sent to the Registrar by fax to (202) 479-2501.**



ACADEMIC PROGRAMS REGISTRATION FORM

Please print.

Student ID # _____ Program _____ Term _____

Student Name _____
Last First Middle

Current Address _____

City _____ State _____ ZIP _____

Address Change: ___ Yes ___ No If yes, new address is: _____

Cell Phone _____ Office Phone _____ Email _____

ENROLLMENT STATUS: ___ New ___ Cohort ___ Continuing Student ___ Full Time ___ Part Time

CLASSIFICATION: ___ Freshman ___ Sophomore

COURSE SELECTION

Course #	Course Title	Credits	Day	Start Date	End Date	Time
Total Credits						

*Method of Payment: ☐ Scholarship ☐ Employer ☐ Veteran/Military Benefits ☐ Self-Pay ☐ GSUSA Deferred Payment Plan

* Required

REGISTRATION CONTRACT

❖ Student Signature_____	Date_____
❖ Academic Advisor _____	Date_____
❖ International Student Advisor _____	Date_____
❖ Financial Aid Advisor _____	Date_____
❖ Registered By _____	Date_____



Office of the Registrar

600 Maryland Avenue SW, Suite 330

Washington, DC 20024-2520

Phone: (202) 314-3349

Fax: (202) 479-2501

Email: registrar@graduateschool.edu

www.graduateschool.edu

SPECIAL ACCOMMODATION REQUEST FORM

Federal law prohibits the Special Accommodations Coordinator from making preadmission inquiries about disabilities. The Special Accommodations Coordinator has been designated by Graduate School USA to assist students with disabilities. In order to provide this assistance, it is necessary for students with disabilities to identify themselves in a timely manner, minimally one month before the student registers for class. Please remember that any information you provide is strictly voluntary and will be kept confidential. Documentation must not be more than three (3) years old.

Students requesting services are responsible for providing current documentation from a qualified professional verifying the disability and its impact on the learning experience or academic performance. New students are encouraged to contact the Special Accommodations Coordinator at least one month prior to registration.

In order to facilitate your learning experience at Graduate School USA, we ask that you complete the following information and return this form along with proper disability documentation to the Special Accommodations Coordinator.

Please complete the following:

Name: _____ SSN #: _____
(Last Name, First Name, Middle Initial)

Address: _____
Street/P.O. Box City State ZIP Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Date of Birth: _____ *Sex: ____ Male ____ Female *Ethnicity: _____
* For statistical purposes only

Email Address: _____ Program of Study: _____

Have you requested Disability Services in the past? ____ Yes ____ No

If so, when? _____

Please answer by checking the appropriate response:

Do you have a disability that substantially limits one or more major life activities? ____ Yes ____ No

What is the nature of the disability? (Check all that apply)

☐ Deafness () ASL () ENG () PSE
☐ Blindness
☐ Mobility Impairment
☐ Traumatic Brain Injury
☐ Medical
☐ Temporary
☐ Note Taker

☐ Hard of Hearing
☐ Visual Impairment
☐ Learning Disability
☐ Attention Deficit Disorder
☐ Psychiatric
☐ CART Transcriber
☐ Other: _____

What major life activity is involved? (Check all that apply)

☐ Reading
☐ Talking/Speech
☐ Math
☐ Physical activities

☐ Writing
☐ Walking
☐ Climbing stairs
☐ Other: _____

How does this disability affect you in an educational setting?

Please submit this completed form along with supportive documentation to:

Special Accommodations Coordinator, Graduate School USA, 600 Maryland Avenue SW, Suite 330, Washington, DC 20024.
The Special Accommodations Coordinator may be reached at (202) 314-3349 and by TDD at (888) 744-2717.

Please read and sign below:

It is the student's responsibility to make a disability known and to provide proper documentation from an appropriate professional describing a diagnosis, limitations, and recommended academic adjustments and/or auxiliary aids.

It is the student's responsibility to request services in advance each semester.

It is the student's responsibility to keep instructors and the Special Accommodations Coordinator informed of implementation and effectiveness of an academic adjustment and/or auxiliary aid.

The student understands that academic adjustments and/or auxiliary aids are not automatically granted.

Students registered with special accommodations must adhere to the student behavior guidelines outlined in Graduate School USA's *Academic Programs Student Handbook*.

My signature below certifies that the information provided is accurate and acknowledges that I am fully aware of my responsibilities as they relates to my Special Accommodation Services request. My failure to follow these guidelines may result in a delay or interruption of services.

Student's Signature

Date

Graduate School USA is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, or disability.

If you are registering for a course, please provide the information below:

Course Title:	Course Code:	Start Date:
Course Location:		
Course Title:	Course Code:	Start Date:
Course Location:		
Course Title:	Course Code:	Start Date:
Course Location:		
Course Title:	Course Code:	Start Date:
Course Location:		
Course Title:	Course Code:	Start Date:
Course Location:		

SCH-150-F1/8.23.10



STUDENT ID CARD REPLACEMENT REQUEST FORM

Please complete the indicated fields and follow the instructions to request a replacement student ID card.

1. General Instructions:

- ☐ ID replacement charge is \$10 per request. Please submit your payment along with the completed request form.
- ☐ Payment methods accepted include personal check, money order, and credit card information.
- ☐ Your request will be put on hold if no payment is received.
- ☐ Please fill out all requested fields to expedite your request, and allow for at least 1–3 business days for processing.

2. Personal Information

PLEASE PRINT

Student's Name	Last		First	Middle
	GSUSA Student ID #	SSN #	Date of Request	
Mailing Address	Street			Apt. #
	City		State/Province and Country	ZIP + 4
	Contact Number		Email Address	
	Reason for Replacement: <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Name Change <input type="checkbox"/> Appearance Change <input type="checkbox"/> Damaged			
Student's Signature	Student's Signature (required)			Date

3. Return or bring this request form to the Office of the Registrar.

4. Notification method preferred once ready for pickup: ☐ Email ☐ Telephone

5. Payment method: ☐ Visa ☐ MasterCard ☐ American Express

Card # _____ Exp. Date _____ Check/Money Order #: _____

For Internal Use Only:

Type of Payment _____ Amount: _____ Date: _____

Prepared date: _____ Delivery date: _____ Processed by: _____

STUDENT INFORMATION UPDATE FORM

Purpose To update your Graduate School USA student records. All information is provided in accordance with Graduate School USA rules and within the provisions established by the Family Educational Rights and Privacy Act of 1974, as amended. The Graduate School USA will not make public personally identifiable information from a student's educational records without written consent of the student.

PLEASE PRINT

Current Name	Last	First	Middle
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New Legal Name	Last	First	Middle
-----------------------	------	-------	--------

Student must submit legal documents in support of name change: marriage license, divorce decree, or passport.

Previous Name	Last	First	Middle
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If making corrections, please provide a copy of your Social Security card.

Correct DOB	Current date of birth is:	Correct date of birth is:
--------------------	---------------------------	---------------------------

If making corrections, please provide a copy of your driver's license or birth certificate.

Correct SSN	Current Social Security number is:	Correct Social Security number is:
--------------------	------------------------------------	------------------------------------

Current Mailing Address	Street	Apt. #
	City	State/Province and Country ZIP + 4

New Mailing Address	Street	Apt. #
	City	State/Province and Country ZIP + 4

Current Contact Information	Home Phone Number (include Area Code)	Daytime Phone Number (include Area Code)
	Email Address	Fax (include Area Code)

New Contact Information	Home Phone Number (include Area Code)	Daytime Phone Number (include Area Code)
	Email Address	Fax (include Area Code)

Student's Signature	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> Student's Signature (required)	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> Date
Registrar's Office Signature	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> Registrar's Office Signature	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> Date Processed



STUDENT ISSUES AND COMPLAINT FORM

Students who believe their rights and freedoms have been violated or that a violation, misinterpretation, or inequitable application of any of the regulations or policies of Graduate School USA has taken place should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. Students who have complaints regarding grades should complete the Grade Dispute form.

Name: _____

Student ID #: _____

Date: _____

Term: _____

Phone Number: _____

GSUSA Email: _____

In a formal, typed letter, describe in detail:

1. The nature of your issue; include dates and times, as appropriate. Please provide name(s) of person(s) involved.
2. What informal steps you have taken to resolve the matter. What was the outcome?
3. With whom have you spoken about this matter.
4. Your goal in filing this issue/complaint form. What outcome are you requesting?

Submit your letter and include any documentation that you feel will support your complaint with the completed form. If further information is needed, you will be notified via your Graduate School USA email.

Students will be notified via email of receipt of the complaint within three business days.

Return the completed form to:

Director, Enrollment Management and Student Support Services

Graduate School USA

600 Maryland Avenue SW, Suite 330

Washington, DC 20024

Or

Fax to: (202) 479-2501



Office of Enrollment Management and Student Support Services
600 Maryland Avenue SW, Suite 305
Washington, DC 20024-2520
Phone: (202) 314-3651
www.graduateschool.edu

STUDENT LOANER LAPTOP REQUEST FORM

Student Name: _____

Student ID#: _____

Email Address: _____

Phone #: _____

Program of Study: _____

Current Term: _____

Date Laptop Needed: _____

Student Signature

Date

Return completed form to:

Student Services Office
600 Maryland Avenue SW, Suite 305
Washington, DC 20024

FOR OFFICIAL USE ONLY

Student approved: ☐ Yes ☐ No

If student is not approved, indicate reason: _____

Director of Student Services Signature

Date



Office of Academic Advising
600 Maryland Avenue SW, Suite 305
Washington, DC 20024-2520
Phone: (202) 314-3651
Email: advising@graduateschool.edu
www.graduateschool.edu

STUDENT TUTORING REQUEST FORM

The Tutoring Program seeks to provide tutors in all subject areas in the Academic and Evening/Weekend Programs where there is need. Tutors are knowledgeable, well-qualified students who possess good academic skills. They should be viewed as a resource in helping you overcome problem areas in your course(s), but they are not a substitute for your instructor.

You must be a currently enrolled student in the Academic or Evening/Weekend Programs and attending all classes regularly. Complete all sections of the form and submit it to the Office of Academic Advising.

SECTION A:

Name: _____ Student ID #: _____

Phone: _____ Email: _____

Term: _____ Year: _____

SECTION B:

Indicate course(s) for which you wish to receive a tutor:

Course 1: _____ Instructor: _____

Course 2: _____ Instructor: _____

Course 3: _____ Instructor: _____

SECTION C:

1. Have you spoken or communicated with your instructor about the difficulties you have had in the course?

☐ Yes ☐ No

2. Have you spoken or communicated with your academic advisor about the difficulties you have had in the course?

☐ Yes ☐ No

3. Have you been regularly attending the course?

☐ Yes ☐ No

4. Is this the first time you have taken the course?

☐ Yes ☐ No

5. On average, how much time do you spend studying or doing homework for this course?

☐ 0–3 hours/week ☐ 4–6 hours/week ☐ 7–9 hours/week ☐ 10+ hours/week

SECTION D:

Please fill in only the times you are available to meet with a tutor with your initials.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 a.m.						
10:00 a.m.						
11:00 a.m.						
12:00 noon						
1:00 p.m.						
2:00 p.m.						
3:00 p.m.						
4:00 p.m.						
5:00 p.m.						
6:00 p.m.						
7:00 p.m.						

SECTION E: This section must be completed by each of your instructors:

Course: _____

Date: _____

By signing below, you are verifying that the student has been attending your class regularly.

Instructor Name: _____ Instructor Signature: _____

Course: _____

Date: _____

By signing below, you are verifying that the student has been attending your class regularly.

Instructor Name: _____ Instructor Signature: _____

Course: _____

Date: _____

By signing below, you are verifying that the student has been attending your class regularly.

Instructor Name: _____ Instructor Signature: _____

Submit completed form and documents to:

Graduate School USA
Office of Academic Advising
600 Maryland Avenue SW, Suite 305
Washington, DC 20024

**TEST WAIVER REQUEST**

Graduate School USA requires basic skills assessment and uses the results to provide accurate course placement based on your current skill level in reading, writing, mathematics, and science.

To be considered for an assessment test waiver, please complete this form and submit it to the Office of Admissions. You **MUST** include appropriate documentation to support your request, and you may submit official or unofficial transcript(s) for evaluation.

Student Name: _____

Student ID #: _____ Telephone Number: _____

Waiver Request (please select all that apply):

- ☐ English
- ☐ Math
- ☐ Science

Waiver Criterion (please select only one):

- ☐ Naturalized or eligible non-citizen
- ☐ Have a high school diploma from a U.S. institution
- ☐ Completed a bachelor's or advanced degree from a U.S. institution of higher education
- ☐ Completed a course equivalent from an institution of higher education with a grade of "C" or better and with a minimum GPA of 2.0
- ☐ Earned an AP test score of 4 or higher
- ☐ Minimum SAT or ACT test score
- ☐ TOEFL or IELTS test score

Student Signature: _____ Date: _____

Submit completed form and documentation to:

Admissions Office
Graduate School USA
600 Maryland Avenue SW
Washington, DC 20024
Fax: (202) 479-2501

OFFICIAL USE ONLY

	Result of Waiver Request		Mandatory Course Placement	
Math	<input type="checkbox"/> Approved	<input type="checkbox"/> Assessment test required	MAT099	MAT101
Reading	<input type="checkbox"/> Approved	<input type="checkbox"/> Assessment test required	Skill Building	ENG101
Writing	<input type="checkbox"/> Approved	<input type="checkbox"/> Assessment test required	ENG099	ENG101
Science	<input type="checkbox"/> Approved	<input type="checkbox"/> Assessment test required	SCI099	BIO101

Staff Name: _____ Staff Signature: _____

Date: _____



TOTAL WITHDRAWAL FORM

PLEASE PRINT

Legal Name

Last	First	Middle
------	-------	--------

ID Information

Student Identification Number:	Date of Birth (MM/DD/YY)	Circle One MR MS MRS MISS
--------------------------------	--------------------------	------------------------------

Mailing Address

Street		Apt. #
City	State/Province and Country	ZIP + 4

Telephone and Email

Home (include Area Code)	Daytime (include Area Code)
Email Address	Fax (include Area Code)

INDICATE REASON(S) FOR WITHDRAWING FROM GRADUATE SCHOOL USA ACADEMIC PROGRAMS

Check all that apply

ACADEMIC REASONS <input type="checkbox"/> Achieved my academic goals <input type="checkbox"/> Transferring to another college <input type="checkbox"/> Need a break from school <input type="checkbox"/> Courses/programs I wanted are not available <input type="checkbox"/> Dissatisfied with my academic performance <input type="checkbox"/> Dissatisfied with the quality of teaching <input type="checkbox"/> Dissatisfied with the learning environment FINANCIAL REASON(S) <input type="checkbox"/> Not enough money to continue <input type="checkbox"/> Could not obtain sufficient financial aid	OTHER REASON(S) <input type="checkbox"/> Achieved my personal goals <input type="checkbox"/> *Accepted a job <input type="checkbox"/> *Entered the military <input type="checkbox"/> *Medical <input type="checkbox"/> *Military Service <input type="checkbox"/> School experience not what I expected <input type="checkbox"/> Few people I could identify with <input type="checkbox"/> Moved out of the area <input type="checkbox"/> School conflicts with work <input type="checkbox"/> Other responsibilities became too great *Documentation Required
---	---

Enrollment Information

Last Date Attended	Program Name	Session Start Date
--------------------	--------------	--------------------

Signatures

Academic Advising _____	Date _____
Financial Aid _____	Date _____
Registrar's Office _____	Date _____

Student's Signature

_____ Student's Signature (required)	_____ Date
---	---------------



Office of Academic Advising
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3651
Fax: (202) 479-2501
Email: admissions@graduateschool.edu
www.graduateschool.edu

TRANSCRIPT EVALUATION APPEAL REQUEST

Student Name: _____

Student ID #: _____

Email: _____

Phone Number: _____

Program of Study: _____

Name of college to be reviewed	Name of course(s) to be reviewed

Reason for appeal (documentation must be submitted to support your appeal):

Student's Signature _____

Date _____

OFFICIAL USE ONLY

Advisor and Department Dean Recommendation:

☐ Approve ☐ Deny Advisor Signature: _____ Date: _____

☐ Approve ☐ Deny Dean Signature: _____ Date: _____

Provost Decision:

☐ Approved ☐ Denied Provost Signature: _____ Date: _____

**TRANSCRIPT EVALUATION REQUEST**

Student Name: _____ Student ID #: _____

Other Names Used: _____

Phone Number: _____ Email: _____

Program of Study: _____

By submitting this request, I understand the following:

- Only courses that apply to the declared program of study indicated above will be transferred. I will need to submit another request form if I change my program of study and would like a reevaluation for the new program of study.
- Grades do not transfer and thus will not affect my GPA at Graduate School USA. Also, only credit courses with a grade of "C" or higher will transfer.
- Grades of "S," "P," and the like will not receive transfer credit unless the transcript legend or other official documentation indicates that this form of grade is equivalent to a "C" or higher.
- This request covers courses that are a part of the record at the time of the request. Another request will be needed for additional courses taken after this initial request.

List the name(s) of the institution for the transcript(s) to be evaluated:

Student's Signature: _____ Date: _____

OFFICIAL USE ONLY:

Processed by: _____



Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024
Telephone: (202) 314-3340 · Fax: (202) 479-2501

GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM

Student Information *(Please print in ink legibly, and please complete both pages.)*

Name _____
Last First Middle

ID # or SS # _____ Date of Birth _____

Other names _____ Daytime Phone # _____

Email _____

Primary address _____

In accordance with the Family Educational Rights and Privacy Act of 1974, your signature is required to authorize the release of your transcript. Because of confidentiality concerns, telephone requests cannot be honored.

Date _____ Signature _____

Hold transcript for most recent grades? ☐ Yes ☐ No

Approximate Dates of Attendance: First Year Enrolled: _____ Last Year Enrolled: _____

Have you completed a Graduate School USA Certificate of Accomplishment? ☐ Yes ☐ No

If yes, date: _____ Certificate Program Name: _____

OF COPIES ____ ☐ Official ☐ Unofficial

DELIVERY METHOD: ☐ Self Pickup ☐ Regular Mail ☐ Fax # _____ ☐ RUSH

MAIL TO: _____

GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM for _____

Student's Name

OF COPIES ____ ☐ **Official** ☐ **Unofficial**

DELIVERY METHOD: ☐ **Self Pickup** ☐ **Regular Mail** ☐ **Fax #** _____ ☐ **RUSH**

MAIL TO: _____

OF COPIES ____ ☐ **Official** ☐ **Unofficial**

DELIVERY METHOD: ☐ **Self Pickup** ☐ **Regular Mail** ☐ **Fax #** _____ ☐ **RUSH**

MAIL TO: _____

- FEES:** ☐ \$5 each transcript (USPS standard mailing included)
☐ \$15 each RUSH transcript (processed within two business days)
☐ \$3 for each U.S. fax or email (circle your choice)
☐ \$10 for each international fax

Total number of transcripts requested _____

Amount Due: _____

Payment: ☐ **Visa** ☐ **MasterCard** ☐ **American Express**

Card # _____ **Exp. Date** _____ **Check/Money Order #:** _____

Official transcripts may be ordered by mail or in person at the Office of the Registrar during regular business hours. Checks/money orders should be made payable to Graduate School USA and must be included with a mailed transcript request. Fax requests are honored with a credit card authorization. Graduate School USA will not fax official transcripts.

Disclaimers:

- If you have a financial hold prohibiting the release of your transcript, you must remove the hold before your transcript will be issued.
- Please allow 3–5 business days for processing. Allow 1 week to receive your transcripts by standard mail.
- A letter releasing your transcripts to a friend or relative must accompany this form if that person is picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.



Office of the Registrar
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3349
Fax: (202) 479-2501
Email: registrar@graduateschool.edu
www.graduateschool.edu

VETERAN ENROLLMENT FORM

Please read before completing this form.

Complete this Graduate School USA Veteran Enrollment Form and submit it along with a copy of your DD-214 and the VA Certificate of Eligibility to the Office of the Registrar, 600 Maryland Avenue SW, Suite 330, Washington, DC 20024 — or registrar@graduateschool.edu. These documents are required and must accompany the VA Enrollment Form.

The Graduate School USA Veteran Enrollment Form must be completed for all programs and courses in which you are enrolling at Graduate School USA at least sixty (60) days before the course or program begins.

Please print.

Veteran Enrollment Form

Date: _____ Social Security #: _____ Date of Birth: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Name: _____
(Last Name, First Name, Middle Initial)

Current Address: _____
Street/P.O. Box City State ZIP Code

Active Duty ___ Yes ___ No

If yes, are you currently receiving Tuition Assistance (TA) for your education? ___ Yes ___ No

If yes, attach a copy of your TA paperwork.

____ Veteran discharged from active duty _____ Reserve or National Guard _____ Vocational Rehabilitation

____ Spouse or dependent of veteran _____ Visiting Student

I am requesting enrollment in (program name): _____

I am requesting enrollment in these courses:

Course Title	Course #	Start Date	Hours
How will completion of this program or courses advance your career?			

Name of Program: _____		Advance Payment Requested: ____ Yes ____ No	
Course Title: _____		Course #: _____	
Course Start Date: _____		Course Tuition: _____	
Course Title: _____		Course #: _____	
Course Start Date: _____		Course Tuition: _____	
Course Title: _____		Course #: _____	
Course Start Date: _____		Course Tuition: _____	

My signature below authorizes Graduate School USA to notify the Department of Veterans Affairs (VA) of any changes in my Graduate School USA status. I will notify Graduate School USA Designated School Official of any changes in my enrollment. I acknowledge that I must provide my Social Security number (SSN) to certify my enrollment at the School. Students who withdraw are responsible for repaying tuition and fees to the VA. Failure to report any changes may result in an overpayment and discontinuance of your VA benefits. I will allow Graduate School USA to discuss my VA paperwork with other schools or the Department of Veterans Affairs if necessary. I also acknowledge that the ultimate responsibility for the payment of tuition and fees is MINE. I understand that I will not be allowed to register for or attend any further courses until all my financial obligations to Graduate School USA are met.

Signature: _____ Date: _____

Disclaimer: The Veterans Administration determines your eligibility for veterans' benefits. For additional information regarding VA education benefits, students may visit the VA's website at www.gibill.va.gov, or call (888) 442-4551 or (800) 827-1000.

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