

Enrollment: Admissions, Leaves, Withdrawals, Graduation

ADMISSION TO THE GRADUATE SCHOOL

Application forms for all categories of students are available by calling 202-651-5647 or online at: <http://www.gallaudet.edu/x511.xml>

ADMISSION TO A GRADUATE DEGREE PROGRAM

Medical History and Immunization

In addition to the above admissions requirements, all Gallaudet University students must submit a medical history form to Student Health Services (SHS) before enrolling. The medical history form can be printed from the following website <http://af.gallaudet.edu/shs/shs.asp>.

District of Columbia law also requires students under the age of 26 at the time of matriculation to provide proof of the following immunizations:

- Varicella (Chickenpox) or documentation of the disease
- Tetanus/Diphtheria booster within the past 10 years;
- Measles, Mumps, Rubella (MMR) twice at age 12 months or older or evidence of immunity by titre;
- Tuberculin (Mantoux) PPD 5 TU within twelve months prior to enrollment;
- Salk Polio vaccine within the past five years or evidence of oral polio vaccine (TOPV) series.

Students over the age of 26 at the time of matriculation are required to a Tetanus/Diphtheria booster within the past 10 years and the Tuberculin (Mantoux) PPD 5 TU within twelve months prior to enrollment.

It is strongly recommended that all entering students also receive the Hepatitis A, Hepatitis B, and Meningococcal immunizations before starting at Gallaudet. For more information, call the Peter J. Fine Student Health Center at (202) 651-5090 (V/TTY) or visit the Student Health Service website at <http://af.gallaudet.edu/shs/shs.asp>.

Sign Language Proficiency

Entry requirements for sign language proficiency differ by program. It is important to state, however, that Gallaudet University is a bilingual community in which American Sign Language and English exist side-by-side. Most classes are taught using sign language. In addition, much of the social interaction on the campus is conducted in sign language. Prospective graduate students are advised to prepare themselves as much as possible to participate in this environment. For students whose home institution does not provide sufficient sign language training, Gallaudet offers a wide selection of sign language courses each summer as well as in the evenings during the regular school year. Contact the Office of the Graduate School for more information about American Sign Language courses.

ADMISSION REQUIREMENTS FOR U.S. DEGREE-SEEKING STUDENTS

1. Completed Graduate School Application Form, including a \$50 non-refundable application fee.
2. Official transcripts of *all* previous undergraduate and graduate work, to be sent by the college or university directly to the Office of Graduate Admissions. Applicants whose bachelor's degree is not completed at the time of application will be considered for admission. If accepted, the applicant must submit a supplementary transcript showing completion of the degree before registration.
3. At least a B (3.0 on a 4.0 scale) cumulative grade point average (GPA) in undergraduate and previous graduate work. Occasionally, applicants with a GPA lower than 3.0 may be admitted conditionally upon the recommendation of the department. Most such students will be admitted on the condition that they achieve and maintain an appropriate level of performance in their first year of graduate study.

4. Official copies of scores indicating satisfactory performance on the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or the National Teachers Examination (NTE) (if applicable). Some programs do not require standardized tests; others accept only particular examinations. Please check the admission requirements of the program to which you are applying. GRE or MAT scores more than five years old are not acceptable.
5. Submission of the names of a minimum of three references—educators, employers, or others who will evaluate the candidate's personal and professional qualifications for graduate study and a professional career—from whom the applicant will request that recommendation forms be returned to the Office of Graduate Admissions.
6. Applicant interviews and/or attendance at a Graduate School open house are highly desirable. Some academic programs require interviews.
7. Several programs have other specific admission requirements. Refer to the application form or program descriptions, or contact the department for details.

Most programs use a wide range of materials and information in making admission decisions. Performance in any one area, while important, is usually not a sole determining factor.

ADMISSION REQUIREMENTS FOR U.S. GRADUATE CERTIFICATE STUDENTS

1. Completed Graduate Certificate Student Application Form, including a \$50 non-refundable application fee.
2. Official transcripts of all previous undergraduate and graduate work, to be sent by the college or university directly to the Office of Graduate Admissions. Applicants whose bachelor's degree is not completed at the time of application will be considered for admission. If accepted, the applicant must submit a supplementary transcript showing completion of the degree before registering.
3. Consult the program listing and the department to verify other program-specific requirements for admission to the certificate program.

REAPPLICATION

Files of applicants not accepted for a program of study will be kept for two years from the initial date of application. To reapply, applicants should send letters to the Office of Graduate Admissions requesting reactivation of their files. Within the first two years, applicants may reactivate their original files by submitting updated application materials that include academic and professional information that has changed since the last application and current official transcripts of additional graduate courses completed. The fee for reapplying is \$50.

APPLYING TO MORE THAN ONE GRADUATE PROGRAM BEFORE MATRICULATION

1. Fill out an application form completely for each program to which you are applying.
2. The first application fee is \$50. Add \$25 for each additional application.
3. Separate goal statements, letters of recommendation, and transcripts are required for each application.

APPLYING TO A SECOND GRADUATE DEGREE PROGRAM AFTER MATRICULATION

1. If you are interested in receiving two degrees, read the requirements for Cooperative Simultaneous Degrees under the heading "Requirements for Degrees" in the next section.
2. Arrange for all agreements outlined in that section and provide documentation of permission from both departments involved.
3. Request reactivation of your original application files.
4. Fill out an application form completely for the new program to which you are applying.
5. The application fee for the second degree is \$50.
6. New goal statements, letters of recommendation, and transcripts may be required for the new application. (Check with the program advisor of the new program.)

APPLYING FOR A GRADUATE CERTIFICATE PROGRAM AFTER MATRICULATION

1. If you are interested in receiving a graduate certificate in addition to your degree, read the requirements for the certificate program.
2. Talk with your advisor and the representatives of the certificate program to be sure that you will be able to meet all requirements of both programs and that your degree program will not be negatively affected by the additional coursework.
3. Fill out an application form for the certificate program.
4. The application fee for the certificate program for matriculated students is \$25.
5. Certain new information may be required for the certificate application. Check with the program advisor of the new program.

ADMISSION AS A DEGREE-SEEKING INTERNATIONAL STUDENT

Admission Requirements

1. Applicants from countries where B.A.-level training is available in the area for which application is being made to Gallaudet should have bachelor's degrees to be considered for admission. In addition, applicants must meet admission requirements stated previously.
2. Applicants from countries where post-B.A. training is available in the fields applied for should have completed postsecondary training that would qualify them for professional employment or advanced study in their own countries. In addition, applicants must meet admission requirements stated previously.
3. Applicants from countries in which B.A.-level training is available but who do not have a B.A. may be considered for admission if they have taken the GRE or MAT or have had professional experience felt to be appropriate to the area and level of intended study.
4. Prospective students from countries that do not have B.A.-level training in their fields must have completed the highest level training available in their countries.
5. Educational qualifications that allow individuals to teach in their countries will be considered and reviewed by the Office of Graduate Admissions and the appropriate departments.

6. Competence in the English language must be demonstrated on the Test of English as a Foreign Language (TOEFL) examination. Exceptions may be considered on an individual basis.

Regulations

The Bureau of Citizenship and Immigration Services (BCIS, formerly INS) of the federal government requires that all graduate students in the United States on student visas be full-time students (taking at least nine graduate credits per semester) and that they make satisfactory progress toward their academic goals. United States immigration regulations require that international students accepted for study at Gallaudet provide evidence of adequate financial support. The Immigration Form I-20 will not be released without sufficient financial certification.

ADMISSION FOR FALL SEMESTER

Applicants are encouraged to apply early. It is best if applications and all supporting documents are received by the Graduate School by February 15. Although many departments will accept applications later than this date, most begin to fill their incoming classes in late February. Application by February 15 assures consideration of materials for placement in the next incoming class. (Applications to the Clinical Psychology program must be received by February 1, and applications from international applicants should be completed by the end of December in order to complete all requirements involved in issuing a student visa.) Specific application deadlines and other requirements are listed with the entry for each program in the second half of this catalog.

Applications received after the February 15 deadline will be accepted and reviewed only on a space-available basis. Please consult the program you wish to apply for if you are applying late.

In most cases, all supporting documents are required before the application will be reviewed by the department. The dean of the Graduate School and Professional Programs will notify applicants when program decisions are made regarding applications.

Gallaudet University has endorsed the Council of Graduate Schools agreement that potential students will not be asked to make a final decision to accept admission or financial support before April 15.

JANUARY AND SUMMER ADMISSIONS

Although degree students are usually admitted in the fall semester due to the sequencing of courses, programs retain the option to accept January applicants. Students interested

in summers-only degree programs or January admission should contact the Office of Graduate Admissions and the individual program for details.

ADMISSION AS A GRADUATE SPECIAL STUDENT

1. Submit a Graduate School Application Form including \$50 application fee to the Graduate School office, to the attention of the Office of Graduate Admissions.
2. Provide the Office of Graduate Admissions with one copy of undergraduate and graduate transcripts and evidence of a bachelor's degree with at least a B (3.0 on a 4.0 scale) cumulative grade point average and graduate study (if applicable). Copies of transcripts need not be official copies.
3. Obtain and fill out a Course Selection Form for courses to be taken during the semester of graduate special student status.
4. Check with the department offering the courses desired to ensure that all prerequisites have been met and that graduate special students are permitted to take the course. Obtain the instructor's signature granting permission for each course.
5. Obtain the signature of the Graduate Special Student advisor on all registration forms.

Admission as a Graduate Special Student During Summer Sessions

Summer enrollment is handled by the Summer and Enrichment Programs. Contact that office, the summer catalog, or go to the <http://summer.gallaudet.edu> website for specific information.

Admission as a Graduate Special Student for International Students

International applicants are defined as applicants who are neither a United States citizen nor a Permanent Resident of the United States. Admission as a graduate special student is available to international applicants in two ways. First, international applicants who wish to take a course(s) on campus or to take an extension course in the United States, and who will be physically present for the classes, must hold an appropriate visa, F-1 or J-1, during the semester the course is taken. Second, an international applicant who is not residing in the United States and who wishes to take only on-line courses from a department within Gallaudet University will be permitted graduate special student status

without visa restrictions. In both cases, all other Gallaudet restrictions apply, including the tuition surcharge for international students.

STUDENT CLASSIFICATION

Full-time Student

A full-time graduate student has matriculated into a degree program and is registered for at least nine credit hours per semester. Students from programs that do not have summer course requirements, do not need to enroll for classes during the summer. Students enrolled for their final semester of coursework may enroll for fewer than nine credits and remain classified as full-time if they are completing remaining degree requirements. Certain other exceptions may be made by the Dean of the Graduate School and Professional Programs at the request of the appropriate department chair and associate dean.

Part-time Student

Part-time students are those who have applied and been accepted to a graduate school degree or certificate program but who are enrolled for fewer than nine credit hours of courses during a particular semester. Students enrolled for fewer than nine credits are subject to certain restrictions on dormitory residency and financial aid. Typically, part-time study is negotiated with the appropriate program director and department chair. Part-time students typically must meet all statutes of limitations for their program.

Graduate Special Student

This classification refers to students who are enrolled in courses offered by the graduate school but are not pursuing a program of study leading to a graduate degree. The Assistant Dean for Curriculum, Policy, and Operations acts as advisor to graduate special students. All graduate special students must obtain the instructor's permission to register for any course. In the absence of the instructor, the program director or the chair of the department may provide permission for a graduate special student to register for a course. The signature of the program director or the chair will constitute permission for the Assistant Dean to approve the registration of the student. It will be the obligation of the signing party to inform the instructor of the additional student enrolled in the class.

Enrollment in some graduate courses is limited to degree students. Graduate special students may not enroll as a Gallaudet student in courses in other universities or colleges in the Consortium and are not eligible for financial aid.

Admission as a graduate special student does not imply subsequent admission to a degree program. Graduate special students intending to become degree students should select courses in consultation with the appropriate graduate program and the Assistant Dean for Curriculum, Policy, and Operations. The appropriate academic department determines eligibility for future enrollment in a degree program as well as the potential application of credit hours earned as a graduate special student to future degree work.

CONTINUOUS ENROLLMENT

Continuous enrollment is required for all matriculated graduate students. Continuous enrollment is defined as enrollment from the semester of admission until the completion of all degree requirements. (Summer sessions in which there are no program requirements are not included.) Students in summers-only programs must be enrolled in each fall, spring, and summer semester. Students must be enrolled during the semester they complete the requirements of an incomplete course, take candidacy or qualifying examinations, take comprehensive examinations, or propose or defend a thesis or dissertation.

The only other status options for a student wishing to take no courses during an academic semester either is the status of "leave of absence," described below, or withdrawal from the program of study and from the university.

For status of continuous enrollment, a student must register for the course, GSP 798 or GSP 898: Continuous Enrollment through the offices of the Assistant Dean for Curriculum, Policy, and Operations. A student is responsible to pay a \$75 Continuous Enrollment Fee for each semester of continuous enrollment. Procedures for enrollment can be found on the web site for the Graduate School. A student will receive a grade of NG (no grade) at the end of each semester. GSP 798 or 898: Continuous Enrollment earns a student no graduate credit. Failure to enroll in GSP 798 or 898: Continuous Enrollment will result in termination from the program of study. A student wishing to return later will then need to reapply to the program of study.

UNDERGRADUATE STUDENTS IN GRADUATE CLASSES

Under certain conditions, undergraduate students may enroll for graduate classes. In general, this requires advanced undergraduate standing, permission of the academic advisor, and permission of the department and instructor offering the course. Undergraduate students in graduate classes must compete exactly the same requirements as graduate students.

In addition, undergraduate students must have met all prerequisite requirements for the graduate course in which they wish to enroll.

If the graduate class is to be used to fulfill requirements of a bachelor's degree, the same credits may not be applied to a graduate degree from Gallaudet University later. If the credits are to be applied to a graduate degree, they should be excluded from the undergraduate credit count.

TAKING COURSES OUTSIDE GALLAUDET THROUGH THE CONSORTIUM OF WASHINGTON UNIVERSITIES

Degree-seeking graduate students who are in good academic standing may enroll in courses offered by another university in the Consortium if those courses are not available at Gallaudet during the given semester or year. In general, students may not take more than half of their coursework in any given semester at another Consortium university. This stipulation may be waived during a summer semester if the student must take Consortium courses but has no required courses to take on the Gallaudet campus that semester. In general, this exception will apply to no more than two courses.

Cross registration at the other university is managed by the registrar's office. Note that requesting cross registration does not guarantee a place in the class. In addition, note that many courses in other universities exclude participation by Consortium students.

To be assured of the best chances of successful cross registration, begin early, meet all deadlines, be sure the course you want is not excluded, be sure that you have met all pre-requisites and requirements for the course and that you have gotten required permissions from the visited school. If you will need an interpreter for the course, it is critical to begin the process early, as the scheduling of classroom interpreters in the Washington area is extremely difficult.

The deadline for cross registration for spring classes is the last day of final examinations in the preceding December.

The deadline for cross registration for summer classes is the last business day of the first week of May.

The deadline for cross registration for fall classes is the last day of the second summer session, usually in mid- to late July.

Applications for cross registration received after the deadline must be accompanied by a letter from the academic dean of the school or college in which the student is enrolled. This letter will document in detail the reasons that late registration is being requested.

LEAVES OF ABSENCE AND WITHDRAWALS FROM THE UNIVERSITY

Leave of Absence Policy

A student who is a U.S. citizen or a permanent resident of the U.S. and who intends to stop taking courses for a period of time may request a leave of absence from the program in which he or she is enrolled. Due to strict immigration laws, international students are not permitted to apply for leave of absence status. Such requests must be made in advance of leaving the university, and programs and departments may set their own additional requirements for granting a leave of absence. If the program and department recommend a leave of absence, the request is then forwarded to the dean of the Graduate School and Professional Programs who approves or denies it. Leave of absence will be automatically granted to students who apply within the first eight weeks of the current semester.

Students who are on leave of absence do not have access to university resources and faculty time and are not required to pay for continuous enrollment during the period that the leave of absence is in effect. The length time on the leave of absence does not count toward the maximum number of years allowed for completion of a degree.

Students on leave of absence are not enrolled at the university and must return to the university by the date specified on the leave of absence contract. Otherwise they will be dropped from student status and will have to reapply for readmission. The registrar reserves the right to verify all information provided on the leave of absence contract. The registrar will send an information packet to you prior to your expected date of return. Contact the registrar's office if you have any questions or have a change of address.

The actual length of time permitted for the leave of absence is determined by the department. However, the leave of absence may not exceed four semesters (including summer). If a student is granted a leave of absence before the semester ends, that semester will count as one of the semesters.

Students who plan to return to the University must notify the Department, the dean of the Graduate School and Professional Programs, and the registrar's office by the date determined at the time the leave of absence was granted. The department and the dean must approve the return before the registrar will permit the student to register. If the student does not notify these three offices by the agreed date, the student will be automatically dropped from student status and will have to reapply for readmission.

If a student receives any form of financial assistance, it is that student's responsibility to notify sources about the leave of absence status. The University is not in any way responsible for this. The office of the dean of the Graduate School reserves the right to verify all information provided on the leave of absence contract.

To Request a Leave of Absence

1. Talk with your advisor and write your letter of justification.
2. Obtain a Leave of Absence Request Form from the Assistant Dean for Curriculum, Policy, and Operations (FH 214).
3. Obtain all appropriate signatures, including that of the Financial Aid Office.
4. Submit it to the department chair and obtain signature.
5. Return the form and letter of justification with all signatures to the Assistant Dean for Curriculum, Policy, and Operations (FH 214). After the LOA has been approved, the student receives a letter of approval with a copy of the form.
6. Keep a copy of the form for your records.

Medical and Emergency Withdrawal Policy

A student who has a medical or other emergency may request permission from the Office of the Provost to withdraw from the University without academic penalty. The student will be required to provide full documentation of the reasons for withdrawal.

To Request a Medical or Emergency Withdrawal

1. Talk with your advisor.
2. Obtain a Withdrawal Request Form from the Assistant Dean for Curriculum, Policy, and Operations (FH 214).
3. Obtain all appropriate signatures, including that of the Financial Aid Office.
4. Submit it to the department chair and obtain signature.
5. Return the form with all signatures to the Office of the Assistant Dean for Curriculum, Policy, and Operations (FH 214).
6. Keep a copy of the form for your records.

Withdrawal from the University

A student may withdraw from a program and from the university at any time. Withdrawal means terminating enrollment at the University. Students who leave the

University and enroll at another college or university are automatically considered to have withdrawn. Students who withdraw from the university and later wish to return will need to apply for readmission through the Graduate School Admissions Office.

A withdrawal becomes official when the Registrar has accepted it. Students will remain responsible for all charges incurred during the semester in which the withdrawal occurs. All charges and refunds are based upon the date on which withdrawal becomes official. These dates are available from the Student Financial Services Office. Grades are dependent upon the last date of class attendance.

To Request a Withdrawal from the University

1. Talk with your advisor.
2. Obtain a Withdrawal Request Form from the Graduate School Office.
3. Obtain all appropriate signatures, including that of the Financial Aid Office.
4. Submit it to the Department Chair and obtain signature.
5. Return the form with all signatures to the Assistant Dean for Curriculum, Policy, and Operations (FH 214).
6. Keep a copy of the form for your records.
7. Return all borrowed books to the Gallaudet Library.
8. File a change of address form with the Post Office and the Registrar's Office.
9. Contact campus life to start check out procedures.
10. Return your room key and I.D. card to the RA within 48 hours of withdrawal.
11. Return your I.D. card to DPS if you live off campus.

WITHDRAWAL FROM A CLASS DURING THE SEMESTER

Conditions and dates for withdrawal from a particular class during the semester are controlled by the Registrar's Office. The dates for timely withdrawal are recorded in the Academic Calendar each academic year. The process is described below in the section entitled Grading System.

Students must complete a University Withdrawal Request Form if they are withdrawing from all classes and leaving the University.

University employees who are taking courses and wish to drop a course should see the registrar and complete the normal drop or withdrawal process. In addition, if the course is being taken with tuition assistance from the university, the employee should notify the Student Financial Services Office that the course has been dropped.

ACADEMIC PROBATION AND DISMISSAL

Academic Probation

A department chair may request that the dean of the Graduate School and Professional Programs place a student on academic probation. A student may be placed on academic probation for unsatisfactory performance in any area of required academic activity, such as coursework, comprehensive or qualifying examinations, field work, clinical, practicum, internship, or any applied area of professional study or failure to maintain minimum standards of scholarship.

A request for academic probation may only follow discussion of unsatisfactory performance with the student and must be accompanied a written letter to the student from the department, clearly specifying the conditions to be met and the time in which they are to be met.

A student is not officially on probation until the dean of the Graduate School and Professional Programs approves the department's request.

When probationary requirements are met, the department chair should inform the dean of the Graduate School and Professional Programs, who will inform the student. Not meeting the requirements for removal of academic probation within the specified time may be grounds for dismissal from the program.

Dismissal

Dismissal of a student from a graduate program is considered a very serious action. Files must show evidence of prior counseling with the student and other precautions taken and should contain written documentation of requests to remediate the problem. The dean of the Graduate School and Professional Programs is responsible for dismissal of graduate students. The dean will act on recommendations from the department chair (and the CLAST Dean if appropriate) and will notify the student formally of the recommendation and explain the appeals process. These recommendations will be well documented and state clearly the justification for dismissal. The dean of the Graduate School and Professional Programs will obtain all information necessary in each case and, if necessary, make inquiries to the department chair. Dismissal from a program constitutes dismissal from the university, unless the student is actively enrolled in two programs simultaneously.

Disciplinary actions or dismissals for non-academic reasons are handled under the direction of the Provost. Appropriate department and campus officials will be notified of any dismissal.

APPLICATION FOR DIPLOMA

An application to participate in Commencement and to receive a diploma must be filed with the Registrar's Office. The exact date is noted in the Academic Calendar. If for any reason students do not graduate at the end of the semester in which they apply for a diploma, they must contact the Registrar's Office and reapply for a diploma in the semester in which they expect to graduate.

COMMENCEMENT

Academic attire is required of all candidates at Commencement exercises. Caps and gowns may be obtained at the bookstore. Orders for doctoral regalia can be filed in the bookstore during the annual "Graduation Fest" held the week following spring break. "Graduation Fest" provides an opportunity for potential graduates to meet in one location on one day with representatives from the Bookstore, Student Accounts, Campus Life, The Office of the President, Alumni Office, Career Center, Graduate School, and others to make sure they have made the necessary arrangements to graduate. Gowns may be picked up through Commencement Day. Recipients of Graduate Certificates do not participate in Commencement.