

Student Handbook

COURSE HOURS AND ATTENDANCE

Most classes are held between 4:30 and 8:30 PM. Enrolled students are expected to complete the entire course, and even unavoidable absences do not relieve them from being responsible for work assigned during the course. Students may not attend classes until they have officially registered for the course through FAES Graduate School's online registration portal or by submitting a complete Enrollment Form to FAES.

COURSE-LEVEL TABLE

As a continuing studies school, FAES Graduate School at NIH offers courses at the following levels:

1 to 99	general adult education (<i>may not be at undergraduate level</i>)
100 to 199	lower-college level (<i>Freshman/Sophomore</i>)
200 to 299	upper-college level (<i>Junior/Senior</i>)
300 to 399	senior and graduate levels
400 to 499	graduate students and qualified seniors
500 to 600	graduate and/or professional level
600 to 700	Board Examination subspecialty courses

TRANSFER OF CREDIT AND TRANSFER AGREEMENTS WITH HIGHER EDUCATION INSTITUTIONS IN THE AREA

Students who wish to transfer FAES academic credits to other institutions in the U.S. or worldwide should not assume that courses taken at FAES will be automatically accepted in transfer, although FAES courses can be accepted in transfer by U.S. colleges or universities. Students who wish to work for an undergraduate, graduate, or higher degree should consult, in advance, with the institution from which they expect to receive their future degree, and, if applicable, receive approval for any courses at the FAES Graduate School at NIH that they plan to use toward their degree.

The Master of Public Health Program (M.P.H.) at The George Washington University (GWU) recognizes certain FAES courses as substitutes for those offered in the M.P.H. Program. Successful completion of specific FAES courses allows students to apply for transfer of credit in the M.P.H. Program. For further information about the M.P.H. Program and currently eligible FAES courses, please contact the GWU M.P.H. program office at gwsphadmit@gwu.edu.

TRANSFER AGREEMENTS

FAES has partnered with area universities to offer FAES Graduate School students unique academic opportunities and pathways of study toward degree completion.

HOOD COLLEGE

FAES Graduate School students who have completed certain courses at FAES in bioinformatics, public health, statistics, and technology transfer may waive up to two-nine credits, if accepted, into the following Hood academic programs: Bioinformatics Master's in Science degree or Certificate program; Master's in Biomedical Science; and, Master's of Business Administration.

POLICY ON ACADEMIC INTEGRITY

The FAES Graduate School at NIH prides itself on providing quality educational experiences and upholds the highest level of honesty, integrity, and mutual respect. It is our policy that cheating, fabrication or plagiarism by students is not acceptable in any form. If a student is found to be in violation of any, or all of the below, his/her credits will be forfeited, and he/she will not be allowed to enroll in future courses or education programs administered by FAES.

- Cheating is defined as an attempt to give or obtain inappropriate/unauthorized assistance during any academic exercise, such as during examination, homework assignment, and class presentation.
- Fabrication is defined as the falsification of data, information or citations in any academic materials.
- Plagiarism is defined as using the ideas, methods, or written words of another, without proper acknowledgment and with the intention that they be taken as the work of the deceiver. These include, but are not limited to, the use of published articles, paraphrasing, copying someone else's homework and turning it in as one's own, and failing to reference footnotes. Procuring information from online sources without proper attribution also constitutes plagiarism.

MARYLAND UNIVERSITY OF INTEGRATIVE HEALTH (MUIH)

FAES Graduate School students who have completed certain courses at FAES in chemistry, pharmacology, public health, and toxicology may waive credits if accepted into MUIH's graduate programs in integrative health (<http://www.muih.edu/admissions/transfer-information>).

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE (UMUC)

FAES Graduate School students who have completed certain courses at FAES in bioinformatics and technology transfer may waive up to six-nine credits if accepted into the following UMUC graduate programs: Master's in Biotechnology with a specialization in Bioinformatics; Master's in Biotechnology with a specialization in Regulatory Affairs; Master's in Data Analytics; and, Certificate in Bioinformatics.

To learn more about credit transfer opportunities at area universities, please email registrar@faes.org.

CREDITS AND GRADES

CREDIT

One credit corresponds to 15 standard classroom hours. A standard classroom hour is defined as 50 minutes of instruction time and 10 minutes break. Students registered for credit must complete all coursework as required by the instructor.

AUDIT

An auditor must pay the same tuition fee and meet the same prerequisites as a credit student. S/he receives full privileges of class participation, if s/he chooses to exercise them. An auditor does not receive a grade or credit; s/he receives a grade of "AUD."

CHANGE FROM CREDIT TO AUDIT

Students may request status change from credit to audit, or vice versa, provided the request is submitted in writing to the Graduate School Office at registrar@faes.org and in accordance with the published timeline. Reporting a credit-audit change to the instructor does not constitute an official change. **Students who have been sponsored by their home institutions or employers to take FAES courses must submit written approval from their Administrative Officers when requesting a change from credit to audit.**

GRADES

Grades are due to be submitted within three weeks of the end of the semester or within three weeks of the last class, as applicable. Grades will be posted and available for students to view in the online Student Portal.

Grades are assigned on the following scale:

A-Excellent	F-Failure		Pass/Fail
B-Good	I-Incomplete*		
C-Fair			
D-Poor	AUD-Auditor		

**"I" indicates that the required coursework has not been completed. "I" may be changed to another grade if the student provides the instructor with a satisfactory explanation and arranges to complete the work within a reasonable time.*

DROPPING COURSES AND REFUND POLICY

Students may drop courses through self-service by logging into the Student Portal until the 4th week of the term.

Alternatively, the intent to drop a course at the FAES Graduate School **must be made in writing** to the Graduate School at registrar@faes.org. **Reporting a course withdrawal to the instructor is not considered official.**

In addition, students may fill out a **Withdrawal Form**, which is available on our website at www.faes.org/grad. Students are welcome to submit the completed Withdrawal Form in person or by email to registrar@faes.org.

REFUND

To obtain a refund, a course must be officially dropped by the refund deadline, as indicated in the academic calendar. The intent to drop (withdraw from) a course at the FAES Graduate School must be made in writing to the Graduate School Office at registrar@faes.org. A Withdrawal Form is available on our website at www.faes.org/grad. Reporting a course withdrawal to the instructor is not considered official.

Refund of tuition fees will be granted only in cases when the Graduate School is notified in writing and in accordance with the published schedule for full-semester courses. For a refund schedule for courses of shorter duration, please contact the Graduate School at registrar@faes.org.

Until end of 1st week	100% tuition, less \$25.00 per course
2nd week	80% of tuition
3rd week	60% of tuition
4th week	40% of tuition
After 4th week	No refund and no withdrawal will be granted

Note: late fees are not refundable. Refunds or withdrawals will not be granted to students who do not have a clear financial record with FAES.

Refunds will be computed as of the date the written intent to drop is received in the Graduate School Office. In no case will tuition be reduced or refunded because of lack of attendance in classes or because students failed to consult with the instructor in advance of registration, in cases when the course description indicates that students must email the instructor for permission to enroll in the class.

SPONSORED STUDENTS

Students whose courses will be paid for by their employers need to coordinate in advance with their Administrative Officers or HR departments to determine whether they are liable to pay the prorated portion of the tuition in cases when they wish to drop a course.

Students who have been recipients of an FAES scholarship will have the prorated tuition withheld when refunds are to be paid due to dropping a course.

INVOLUNTARY WITHDRAWALS

Students are allowed to drop a course involuntarily for the following reasons:

- Illness of student or immediate family member (child, parent, spouse, or member of household)
- Death of student or immediate family member (see above)
- Called to active military duty via enlistment, activation, or deployment

(Note: Fees are non-refundable.)

In all cases, appropriate written documents of substantiation must accompany the request for withdrawal. Examples include: physician's note specifying the dates of treatment and that the illness made it impossible for student to continue enrollment in classes; notice, newspaper article, or funeral program; copies of military orders signed by an appropriate official, etc.

FEES

Late Registration	\$10.00 late fee per course
Official Transcript (electronic)	\$10.00 per transcript
Official Transcript (paper)	\$10.00 per transcript, plus applicable mailing fees
Expedited Fed-Ex Delivery (Next Day) Official Transcript	\$35.00 per copy
Unofficial Transcript	No cost
Returned Check	\$25.00 fee per check

MAILING ADDRESS FOR NON-CHECK PAYMENTS

FAES Administrative Office, National Institutes of Health
10 Center Drive, MSC 1115, Bethesda, MD 20892-1115

MAILING ADDRESS FOR PAYMENTS MADE BY CHECK*

Foundation for Advanced Education in the Sciences (FAES)
PO Box 62861, Baltimore, MD 21264-2861

COURSES CANCELLED BY FAES GRADUATE SCHOOL AT NIH

FAES reserves the right to cancel a course due to insufficient enrollment. In such cases, students will receive a 100% refund of tuition and fees. Further, FAES reserves the right to limit registration, and to cancel, combine, terminate or postpone courses, and to require the withdrawal of any student at any time for any reason that FAES deems sufficient.

OFFICIAL TRANSCRIPTS

Official transcripts can be requested through FAES's online transcript ordering service at <https://faes.org/transcript-request>.

Official transcripts are \$10.00 per transcript (electronic), and \$10.00 per transcript, plus applicable mailing fees (paper).

Transcripts are typically processed within one–three business days of receipt.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts for courses taken after the Fall 2011 semester are available through self-service downloading in the Student Portal OR they can be requested by filling out the Transcript Request Form at <https://faes.org/transcript-request>.

Unofficial transcripts for courses taken prior to the Fall 2011 semester can be requested by filling out the Transcript Request Form at <https://faes.org/transcript-request>.

Unofficial transcripts are available at no cost.

CLASSROOM ACCESSIBILITY

FAES is an equal opportunity provider and employer. Individuals with disabilities who need reasonable accommodation to participate in our classes should contact FAES in advance either through email at registrar@faes.org or by calling 301-496-7976.

STUDENT PRIVACY

FAES Graduate School at NIH protects each student's education record following the Family Educational Rights and Privacy Act (FERPA) of 1974 of the federal government.

Students at the FAES Graduate School at NIH have the following rights:

- The right to inspect and review one's own education records within 45 days of the day FAES receives a request for access
- The right to request to amend one's own education records if a student believes they are inaccurate or misleading
- The right to limit the disclosure of personally identifiable information designated by FAES as directory information

INCLEMENT WEATHER POLICY

FAES Graduate School classes are held in federal government facilities. Consequently, FAES follows the snow and dismissal procedures of the Office of Personnel Management (OPM). When government offices are closed early or all day due to hazardous weather conditions, or when hazardous weather conditions are probable for the evening hours, classes will not be held.

FAES will notify students and faculty in advance of any cancellation due to inclement weather. FAES will aim to determine whether classes need to be cancelled by 1:00 PM on the day of inclement weather. If in doubt, students are welcome to send inquiries to registrar@faes.org or call 301-496-7976.

YOU ALWAYS STOOD OUT.
COMPLETE YOUR GRADUATE
STUDIES AT A UNIVERSITY
THAT DOES, TOO.
 ONLINE & EXECUTIVE FORMATS AVAILABLE



GRADUATE PROGRAMS

- Ph.D. in Data Sciences
- M.S. Analytics
- M.S. Biotechnology
- M.S. Computer Information Sciences
- M.S. Information Systems Engineering & Management
- M.S. Learning Technologies & Media Systems
- M.S. Project Management



FAES course credits are eligible for transfer into HU programs, please contact the Registrar at Registrar@HarrisburgU.edu

For more information | **717.901.5146**
<http://HarrisburgU.edu/graduate-students/Connect@HarrisburgU.edu>

FALL 2018 TERM SCHEDULE

July 9–September 7

August 23

September 10

September 10–September 28

October 5

November 9

December 14**Online Registration**

Open House

Classes begin

Late Registration

(\$10.00 late registration fee per course applies)

Last day to drop

Last day to change status *(credit or audit)***Classes end****Fall Term Holidays**

October 8

November 12

November 22

Columbus Day—No classes

Veterans Day—No classes

Thanksgiving Day—No classes

SPRING 2019 TERM SCHEDULE

November 19–February 1

January 17

February 4**February 4–February 22**

March 1

April 5

May 17**Online Registration**

Open House

Classes begin**Late Registration***(\$10.00 late registration fee per course applies)*

Last day to drop

Last day to change status *(credit or audit)***Classes end****Spring Term Holiday**

February 18

Presidents' Day—No classes



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