

# Memo about dual enrollment for Physics PhD graduate students.

You will need to visit these two webpages to complete the process:

1. <https://columbian.gwu.edu/transferring-programsapproved-dual-enrollment>
2. <https://columbian.gwu.edu/graduate-student-forms>

**Hard rules:** No student may be enrolled in more than 2 programs at any given time. Students are required to submit this form prior to completing 50% of credits for your other program. If you wish to double-count credit, transfer credit rules apply (see the link #1 above).

If you are enrolling into a dual program *from the approved list shown in the link #1* then you need to fill out the [Dual Enrollment Application Form \(PDF\)](#) where you need to specify the courses (past, present, and future) that you want to be counted towards both your Ph.D. in Physics (or M.Ph. in Physics) and the other program (e.g., Certificate in Data Science). Currently, there is a maximum of 12 credit hours that you can double count (e.g., 4 courses 3 credits each) for the High-Performance Computing and Data Science Certificate programs. If you are enrolling into something else and it does not appear in the list shown in the link #1, then you need to contact the Physics graduate advisor [phygradv@email.gwu.edu](mailto:phygradv@email.gwu.edu) to find out how many credit hours can be double counted. You need to specify how many credits you would like to double count.

An example of filling out the form is on page two of this document. This is *just an example*; your choice of courses and program can be different. Don't forget to sign the form.

If you are enrolling into a dual program which is *NOT* in the approved list shown in the link #1 then, in addition to the above-mentioned form, you need to fill out the [Petition Form \(PDF\)](#) (please read the instructions on the form) where you will select “**Enrollment in two programs (not an approved dual enrollment program)**” option. You also need to provide a short description of why you think an exception should be granted in your case to allow you to enroll into the second program which is not in the pre-approved by CCAS list (see link #1). An example of such justification is given on page 3 of this document.

You should submit both forms and the justification (combined with the petition form into a single PDF) by e-mail to [phygradv@email.gwu.edu](mailto:phygradv@email.gwu.edu) as soon as possible (before classes start). The forms will be signed by the Physics graduate advisor (or by Physics DGS) and will be returned to you. You will then send the same forms to the second program coordinator (director, graduate advisor or DGS) for their signature. Once you obtain both signatures you should send the form(s) to the CCAS graduate office at [ccasgradserv@gwu.edu](mailto:ccasgradserv@gwu.edu). They will review the form(s), approve (or not approve) your dual enrollment, and notify you.

When you enroll into a course from the other (i.e., not PHYS) program you may need to e-mail the RTF form to the course instructor (or to the chair, director, graduate coordinator, or similar) of the other program, unless you already fully completed the dual enrollment procedure and got approved by CCAS. In that case you should be able to enroll a course the usual way.

Note that CCAS may not allow graduation from two programs in the same semester, so, you won't be able to get your M.Ph. and the Data Science Certificate in the same semester. Ask [ccasgradserv@gwu.edu](mailto:ccasgradserv@gwu.edu) if this is the issue for you. Finally, trying to obtain **two certificates is generally not recommended** (let alone that you are not allowed to enroll in two programs and Physics at the same time) unless you are prepared to pay yourself for the extra credits.

# Dual Enrollment Application Form

CCAS Graduate Dean's Office  
Smith Hall 118  
801 22<sup>nd</sup> Street, NW  
Washington, DC 20052  
Phone 202-994-6210  
Email [ccasgradserv@gwu.edu](mailto:ccasgradserv@gwu.edu)



Arts &  
Sciences

Please complete this form if you are currently in a CCAS Master's or PhD/PsyD program and would like to dual enroll in a [GWU Certificate program](#). The list of approved dual program combinations is on the dual enrollment website. If your program is not listed then you will need to submit a petition. Students are required to submit this form prior to completing 50% of second program.

Student Name: Your Name GWID: your GWID

Email: your\_email@gwu.edu

Current Graduate Department/Program: Physics

Proposed Second Graduate Department/Program: Data Science Graduate Certificate

Proposed semester(s) of dual enrollment: Fall 2021

## Courses and credits to be double counted

Please indicate the courses that will count to both the Master's and Graduate Certificate Program. Please refer to the instructions on the maximum number of credits that can double count. **Instructions are located on the website.**

Course Number and Title	Semester	Credits
DATS 6101 Introduction to Data Science	Spring 2021	3
PHYS 6810 Applied Statistics & Data Analysis in Physics	Spring 2020	3
DATS 6103 Introduction to Data Mining	Fall 2021	3
DATS 6203 Machine Learning II	Spring 2022	3

Student Signature: \_\_\_\_\_ Date: 08/01/2021

## Graduate Student Petition Justification

To whom it may concern:

My name is **Your Name**, the **Nth** year graduate student at the Physics department. I am requesting to be enrolled in a dual program since I intend to obtain a Data Science Certificate in addition to PhD in Physics.

I have been working with Prof. **Such and Such** (from Physics Department) on projects related to machine learning and data analysis and my PhD thesis proposal relies on Machine Learning methods. I believe obtaining a Data Science Certificate will be beneficial for me both academically and professionally.

Thank you!

Sincerely,

**Your Name**