



GEORGETOWN
UNIVERSITY
SCHOOL OF CONTINUING STUDIES

SEMESTER IN WASHINGTON PROGRAM

STUDENT HANDBOOK

2011-2012

WELCOME

We are very pleased to welcome you to Georgetown University and the Semester in Washington program. You are embarking on a stimulating and challenging intellectual venture, and we wish to help you in any way we can. Please call on us at any time for assistance in matters big or small – or even just to say hello. This Handbook includes policies specific to our program. Please note that updates to this Handbook as well as additional policies, procedures, and deadlines that affect all students (including the Student Code of Conduct and Non-Discrimination Policy among others) can be found on the SCS Student Handbooks website at <http://scs.georgetown.edu/academic-affairs/student-handbooks>.

CONTACTING US

The Semester in Washington program office is in the main office of the School of Continuing Studies, at 3307 M St., NW, Suite 202, Washington, DC 20057. It is a short walk from the main campus gates. There is garage parking in the building and metered spaces on surrounding streets. Please contact us on any matter, large or small, that affects your experience as a student in our program.

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GETTING STARTED

First steps you should take before the start of the semester:

- Pay for classes
- Sign up and pay for housing
- Sign up and pay for a meal plan
- Secure an internship
- Complete, sign and submit the Immunization and Tuberculosis Screening Certificate to the Student Health Center.
- International students: complete, sign and submit the immigration questionnaire.

Now, that you have arrived at Georgetown, here are a few tips for the first steps you should take:

1. *Set up your e-mail.* The Semester in Washington program, and other parts of Georgetown, will send e-mail messages only to your Georgetown.edu address. Plan to either check this account frequently or forward Georgetown mail to another account. You should have received a temporary password for your e-mail account. If you did not, please contact us immediately. For information on how to set up your e-mail, please visit <http://uis.georgetown.edu/email/> or contact the UIS Help Desk at 202-687-3541.

2. *Log into Blackboard.* Most courses have a Blackboard site, an online portal, where instructors post the course syllabus, readings, assignments, and other important information, including class

cancellation and changes of meeting times or locations. You can access blackboard at <https://campus.georgetown.edu/webapps/portal/frameset.jsp>, using your NetID and password.

3. *Sign up for campus emergency notification.* Please sign up for Georgetown's campus emergency notification system. In the event of a campus emergency, this system can provide text, e-mail and telephone messages to all students. You can enroll online through Student Access+ at <http://limited.georgetown.edu/StudentAccess/>

4. *Get your GOCard.* You must have a student identification card, called a GOCard, to check books out from the library, to enter some campus buildings and labs, and to use the University shuttle bus. GOCards are issued by the GOCard Office located at the entrance of Darnall Hall. The office is open weekdays from 9 a.m. to 5 p.m. Unfortunately, the office does not offer evening hours, but you can make your visit a short one by completing most of the work in advance; you can email or fax in your information and photo and simply pick up the card when it is ready. Information is available at <http://gocard.georgetown.edu>.

5. *Buy your books.* You can purchase the required books for your courses at the University book store, which is located on the main floor of the Leavey Center. Call (202) 687-7482 or visit <http://www.bkstr.com/Home/10001-11006-1?demoKey=d>. Some students prefer to order their books online through alternative sites, such as amazon.com, abebooks.com, cheapbooks.com, or campusbooks.com. There is also a Barnes & Noble bookstore on 3040 M Street NW in Georgetown.

6. *Complete your forms, including your internship form.* During the SWP orientation session, you receive several forms that need to be completed, signed and submitted the respective offices. This includes an internship form, which needs to be completed and signed by you and your office supervisor at the place of internship. Please complete the form and submit the signed form to the Assistant Dean for approval prior to the start of your internship.

7. *International Students: Submit your immigration documents.* All students on international student visa status must submit copies of their passport, I-20, I-94 card (front and back) and F-1 visa to Georgetown's Office of International Programs (OIP) prior to or upon arrival to Georgetown. International students who are issued immigration documents by OIP must also attend a mandatory immigration reporting session at the start of the program. To make an appointment or to speak with the SWP International Student Advisor, please call Karen Chevrier at 202-687-5867. OIP is located on the second floor of Car Barn Building, 3520 Prospect St NW

8. *Students with Disabilities:* Please contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow their office time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

ACADEMIC POLICIES AND REGULATIONS

Fall and Spring Semester in Washington students will be automatically registered for 15 academic credits by the Assistant Dean. All SWP students are required to earn 15 credits by fulfilling the following requirements:

1. Attend the academic seminar Mondays and Fridays from 11:00-3:15 pm for sixteen weeks, earning a total of 9 credits. The scheduled class meetings, lectures, and speakers will vary week to week with students receiving an updated class itinerary on a weekly basis detailing adjustments and additions to the class schedule.
2. Work as interns, Tuesday through Thursday and take the accompanying SWP Internship Class for 3 credits. The Internship Class will meet every Monday from 6:30pm-7:45pm, over the course of the semester.
3. Attend the research seminar Mondays and Fridays for sixteen weeks from 9:30am-10:45pm, over the course of the semester.

Summer Semester in Washington Program students will be automatically registered for 6 academic credits by the Assistant Dean. All SWP summer students are required to earn 6 credits by fulfilling the following requirements:

1. Attend the academic seminar/internship class once a week in the morning for eight weeks, earning a total of 6 credits. The scheduled class meetings, lectures, and speakers will vary week to week with students receiving an updated class itinerary on a weekly basis detailing adjustments and additions to the class schedule.
2. Work as interns full days Monday through Friday, over the course of the semester.
3. Attend the research seminar once a week in the evening for eight weeks, over the course of the semester.

Detailed descriptions of the SWP Academic Seminar, SWP Research Seminar, and the SWP Internship Class are available online at the Semester in Washington Program page at scs.georgetown.edu/washington

Internship Attendance/Absence

Due to the experiential learning nature of the Semester in Washington program, the internship component constitutes an integral part of the program. Attendance at the internship site is expected except in extraordinary circumstances. In all instances, the student should contact the office supervisor, your Internship Instructor and the Assistant Dean regarding any absence. Absences usually detract from the full internship and program experience and may result in a reduction in the grade of the internship component and possible termination by the employer. The Internship Class faculty may also request that a student submit additional assignments before assigning the final grade, if attendance becomes an issue. Three unexcused absences may result in an “F” for the internship component of the Semester in Washington Program.

Withdrawal from the Program

A student who wishes to withdraw from the Semester in Washington program should do so in writing to the Assistant Dean. Students withdrawing from the program and living in Georgetown housing must move out of Georgetown residence halls by the close of business of the effective date of withdrawal.

Refunds/Withdrawals

By act of Registration, students accept the responsibility for charges of the entire semester, regardless of attendance in class and regardless of the method of payment used. Cancellation of registration must be made through written withdrawal from the University. Official voluntary withdrawal from the University is done through written notice to the Semester in Washington Office. Discontinuance by notifying anyone else is not considered official notice of discontinuance. No credit is given for fees, including the Yates Field House, regardless of date of withdrawal. A 100% refund for Board Plans is available only through cancellation by the close of regular semester registration. Students should visit <http://registrar.georgetown.edu/tuition> for a complete list of refund dates in the fall and spring semesters. Summer refund periods for full-term classes are posted on the Summer School website: <http://scs.georgetown.edu/summer-school/admissions-and-tuition>

Refunds/Withdrawals from Housing

The refund policy is outlined in detail in the Residence Hall Occupancy Agreement given to each student. For detailed information on refund policies please visit:

<http://www12.georgetown.edu/undergrad/bulletin/expenses2.html#withdrawals>.

Payment

For information about payment due date, payment guidelines and past due account information please visit the Office of Student Accounts : <http://studentaccounts.georgetown.edu/>

Account Statements will be available on-line via *MyAccess* at <https://myaccess.georgetown.edu/> Accounts not paid in full by the due date are subject to a late registration fee and service charges. Bills will be sent monthly until payment is remitted in full. Any student with an unpaid balance will have their account sent to a collection agency.

Parent/Third Party Authorization to View/Pay Your Bill

Students can set up authorization for parents or another third party to view the bill and make payments. The student logs on to *MyAccess* and selects “Student Account Services,” “Account Access Authorization.” When the authorization is created, an email containing the link to the access login page is sent to the person who is being granted access. The recipient is then able to use the link to view the student’s bill and to make payments on line. Since the link is the authorization for access, it is important that the recipient retains the email with the link for future use. Anyone other than the student seeking to obtain access to *MyAccess* will need (1) a valid email address (2) the student’s GOCard number. Direct access by third parties to *MyAccess* is prohibited by the Family Education Rights and Privacy Act.

ACADEMIC INTEGRITY – HONOR CODE

As a Jesuit, Catholic university, committed to the education of the whole person, Georgetown expects all members of the academic community, students and faculty, to strive for excellence in scholarship and in character. To uphold this tradition, the University community has established an honor system for its undergraduate schools, including Georgetown College, the School of Foreign Service, the School of Business, the School of Nursing and Health Studies, and the School of Continuing Studies. Students are required to sign a pledge certifying that they understand the provisions of the Honor System and will abide by it.

The Honor Council is the principal administrative body of this system. The Honor Council has two primary responsibilities: to administer the procedures of the Honor System and to educate the faculty and undergraduate student body about the standards of conduct and procedures of the System. Upon application to any of the academic divisions of Georgetown University subject to the jurisdiction of the Honor System, all students will agree to sign the Honor Pledge. Upon matriculation, the student will state or write the pledge as follows:

*In the pursuit of the high ideals and rigorous standards of academic life,
I commit myself to respect and uphold the Georgetown University Honor System:
To be honest in any academic endeavor, and
To conduct myself honorably, as a responsible member of the Georgetown
community, as we live and work together.*

Faculty may at their discretion require students to include a signed version of the pledge with their assignments. Without regard to motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes: cheating on exams and other assignments, committing plagiarism, using false citations, submitting work for multiple purposes, submitting false data, falsifying academic documentation, abuse of library privileges, and abuse of shared electronic media.

The Honor System includes detailed provisions for investigating and adjudicating allegations of academic misconduct. Students found to have committed any such offense will be subject to academic penalties. These include but are not limited to failure of the course, suspension or dismissal from the University, and revocation of degrees already conferred. Further information is available at <http://gervaseprograms.georgetown.edu/hc/>.

Academic Bulletin and Honor Council

All students admitted to Georgetown University's Semester in Washington Program follow the guidelines set forth by Georgetown University for all undergraduate students found in the Honor Council's Code: <http://www11.georgetown.edu/programs/gervase/hc/index.html>.

Student Conduct

Georgetown University and the School of Continuing Studies expect all members of the academic community, students, staff, and faculty alike, to treat others respectfully and with dignity both in and out of the classroom. Students should be particularly mindful that their interactions through group assignments, email, blogs, and social media (for example, Facebook and Twitter) can reflect upon them personally, academically, and professionally.

All viewpoints, editorials, and opinions expressed by students represent those students exclusively – and not the students' instructors, classmates, academic program, School, or University – even in cases when students are using Georgetown-affiliated systems like email, blogs, and online portfolios. Any perceived infraction of the Student Code of Conduct can be referred to the student's dean and, in some cases, to the Office of Student Conduct

(<http://studentconduct.georgetown.edu/>) and other University Offices, such as Legal Affairs. Students found in violation of the Code of Conduct could be subject to a variety of sanctions, including mandatory withdrawal from classes (without a refund) and suspension or termination for non-academic reasons.

GRADES, GRADE CHANGES AND GRADE CHANGE REQUESTS

Official Undergraduate Grading System

The current University grading system for undergraduate students is listed below.

A 4.00	N (Incomplete)
A- 3.67	W (Withdrawal)
B+ 3.33	S (Satisfactory; C or better in a Pass/Fail Class)
B 3.00	U (Unsatisfactory; C- or lower in a Pass/Fail Class)
B- 2.67 S	
C+ 2.33	
C 2.00	
C- 1.67 U	
D+ 1.33	
D 1.00	
F 0.00	

Grade Change Requests

At the end of each semester of enrollment, visiting students are responsible for printing up and reviewing their transcript and grades through [MyAccess](#). If they have questions about a grade or find that a grade has not been recorded, they should contact the instructor, the Assistant Dean for the Semester in Washington Program, and/or Registrar's Office immediately for guidance. Once a final grade has been recorded, it cannot be changed with the submission of additional or revised work.

Grade change requests must be submitted by the instructor to the Associate Dean of Academic Affairs & Compliance and can only be considered for the following reasons: (1) The student has appealed the grade successfully by the deadline through the visiting student grade appeal process as described below; (2) An Incomplete has been finished by the deadline as described below; (3) The instructor made a grading or mathematical error in calculating the original grade; (4) The instructor made a recording error when submitting the final grade.

Grade Appeal Process for Semester in Washington Students

Although the Semester in Washington Program is managed through the School of Continuing Studies, students who enroll through this program may occasionally take courses in departments and with faculty members who do not fall under the authority of our School. We trust Georgetown instructors to evaluate the academic content and merit of work submitted by students for those courses, and we do not have the academic or professional expertise to re-grade or re-evaluate exams, papers, or other work submitted to instructors. In the event that a visiting student would like to appeal a grade, that student should take the following steps:

a. Students should first seek an explanation for the grade through a discussion with the instructor. This process must begin no later than 30 days after the beginning of the semester following that

semester in which the contested grade was received. Students should bring copies of the course syllabus and all graded assignments with them to their meeting with the instructor so that they can discuss all aspects of their grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that professors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards.

b. If, after speaking with the instructor, the student still believes that the final grade was incorrectly assigned, he or she may then appeal in writing to the Assistant Dean of the Semester in Washington Program. The student should supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following the semester in which the contested grade was received. The course instructor and or department chair may also be contacted by the Assistant Dean for additional information. Upon completion of this review, the Assistant Dean may decide (1) that there is no basis for the appeal and the original grade will be upheld or (2) that the appeal warrants further review by an internal committee comprised of three members of the School's administrative staff and faculty. If a committee is called, the Assistant Dean will name a chair of that committee and all members will review the information and assignments and then make a formal, written recommendation to the Assistant Dean. In either case, neither the Assistant Dean nor the committee members will judge the academic merit of the assignments; rather, the Assistant Dean will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the Assistant Dean will either deny the grade appeal or request that the instructor re-consider the final grade based upon the review.

c. If, after speaking with the instructor and Assistant Dean of Academic Affairs & Compliance, the student would like to appeal further based upon procedural grounds, he or she may then submit a formal request to the SCS Associate Dean for Academic Affairs & Compliance and the Dean of the School of Continuing Studies for final review. The Associate Dean will complete an investigation on behalf of the Dean. This process must begin no later than 90 days after the beginning of the semester following the semester in which the contested grade was received. Please note: This final level of appeal reviews the administrative handling of the appeal only. Neither the Associate Dean nor the Dean of SCS will evaluate the academic merit of the work (such as re-grading a paper or test). The decision of the Dean is final and not open to further appeal.

Incompletes

Students are expected to complete all coursework by the end of the semester in which that coursework is taken. In extreme, documented instances (typically related to unexpected, documented health reasons), it may be necessary for students to request an Incomplete, "N," grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and some professors do not allow Incompletes. If they do, they may establish a date prior to the dates given here, and they may also assign a grade penalty or other penalty for late work. All incompletes should be requested first by the student of the professor.

If the professor grants a student additional time to complete the coursework, and the work is completed by the date established by the professor on or before the incomplete deadline, the "N" is changed to the appropriate grade. This policy is applicable to all courses taken by visiting students, regardless of the department teaching the course. Deadlines for the submission of Incomplete work from each semester:

March 1: for a course taken in the fall term

July 15: for a course taken in the spring term

October 15: for a course taken in the summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered to the professors no later than 4 p.m. on or before the date listed above. Students are responsible for making certain that any emailed work, including attachments, is received and can be opened by the associate dean and professor. Submissions after the published deadline date and time will not be accepted and the grade of "N" will automatically change to the grade of "F." Upon receipt of the final assignment(s) by the deadline, the professor will review the work submitted and send a grade change report to the Associate Dean of Academic Affairs & Compliance for final review.

TRANSFER CREDIT

Every student's home academic institution, school, and major department can have its own unique transfer policies and procedures. We recommend that all SWP students review the policies of their home institution regarding *study elsewhere* and *transfer credit* before enrolling in courses at Georgetown. In many cases, students need *advance, written permission* from their home institution in order to have credits earned elsewhere be considered for transfer back to those institutions. Please note: Your home institution makes the final determination concerning all transfer requirements, including minimum course and GPA criteria and whether or not the GPA earned here can count in your home institution's GPA. At the conclusion of your studies, you will receive an official Georgetown transcript listing your classes and final grades earned. This document will be required by your home school to complete their official transfer review.

UNIVERSITY POLICIES

Educational Records Policy

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a federal law which states that a written institutional policy with respect to student records must be established and that a statement of adopted procedures covering the privacy rights of students must be made available annually. The law provides that the University will maintain the confidentiality of student educational records. Georgetown University accords to its students all rights under this law. No one outside the University shall have access to students' educational records, nor will Georgetown disclose any information from these records without the written consent of the student, except to:

1. personnel within the University, on a need-to-know basis;
2. persons or organizations providing student financial aid;
3. accrediting agencies carrying out their accreditation function;
4. persons in compliance with a judicial order or a lawfully issued subpoena (provided that the University will first make a reasonable attempt to notify the student);

5. organizations conducting studies to develop, validate, and administer predictive tests;
6. authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs; and
7. persons in an emergency in order to protect the health and safety of students or other persons.

All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to a third party without the written consent of the student. Furthermore, the University will maintain records of any access provided without the expressed consent of the student, and these records will be made available to the student on request. The University expects that students dependent on their parents will normally wish to share academic and other information with them. This information will not be provided directly to them, however, without the student's consent.

Within the University community only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. These members include personnel in the offices of the Deans and the Registrars, directors of admissions and directors of financial aid, personnel in counseling offices, and academic personnel within the limitations of their need to know.

The University will provide directory information at its discretion. This information includes the student's name, addresses and telephone numbers, date and place of birth, parents' names, major fields of study, dates of attendance, enrollment status, expected date of graduation, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams. Students may instruct the Registrar to withhold the release of directory information by providing written notice to the Office of the University Registrar by the second week of classes of the Fall semester. Since instructions will be honored for only one academic year, such notice must be filed annually with the Registrar.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they find the decision of the hearing panel to be unsatisfactory. *The word "student" in this context is defined to include all current and former students, but not applicants for admission.*

Academic files are maintained by the graduate and undergraduate program Deans' offices, the Associate Dean for Academic Affairs, and the University Registrar. These files may contain admission credentials, requests for exceptions to policies, and records of current and previous academic work. Records are also contained in certain instances by the following offices or departments: the Associate Dean of Student Affairs, the MBNA Career Education Center, the Office of Student Financial Services, the Office of International Programs, the Center for Minority Student Affairs, the Office of Student Accounts, and certain academic departments. Students who wish to review their educational records must make a written request to the custodian of these records. The information will be made available within 45 days of the request. Students may have copies made of the records with certain exceptions (e.g., a copy of an academic record on which a hold has been placed because of an unsatisfied financial obligation

to the University). These copies will be made at the student's expense, at the rate of fifteen cents per page.

Copies of transcripts or an original permanent record from another institution submitted to Georgetown University as admission credentials will not be released to the student or to other institutions.

It should be noted that educational records do not include the following:

1. records of instructional, administrative and educational persons which are in the sole possession of the maker and which are not accessible or revealed to any individual except to a temporary substitute;
2. records of the Campus Public Safety Department;
3. student health records;
4. employment records; or
5. alumni records.

A master's thesis or a doctoral dissertation submitted to SCS in partial fulfillment of the requirements for a graduate degree is not an educational record as defined herein but a scholarly document intended for disclosure and publication by inclusion in the University's library and by other means, and the student's act of submitting it to SCS is deemed to be consent to its disclosure and publication.

Health records, including those maintained by members of the Student Health Service, the Counseling Center, and the Department of Psychiatry, may be personally reviewed by a physician or other appropriate professional of the student's choice.

Students may not inspect or review these records, which are specifically excluded by federal law:

1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;
3. confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
4. educational records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the SCS Associate Dean for Academic Affairs or the University Registrar. If this discussion does not lead to a resolution of the student's concern, the student has a right to an informal hearing. During this process the student will be afforded a full and fair opportunity to present relevant evidence. If the result of the hearing process is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable amount of time that the records will not be amended; the student will then be informed of his or her right to a formal hearing.

The Dean of the School of Continuing Studies may establish a subcommittee comprised of representatives of his executive committee and charged with the responsibility of adjudicating challenges to the contents of student records. The formation of the subcommittee is at the Dean's discretion. Requests for a formal hearing must be made in writing to the appropriate Dean's office within one calendar year after the initial denial of the student's request. This petition must be dated and signed by the petitioner and must contain a brief and concise explanation of the item being challenged and the basis for the challenge. It must also contain a statement that the petitioner's initial request to a University official was denied, naming the official and stating the date of the denial. The petition must further specify what relief is being requested.

The Dean will forward the petition to the chairperson of the appropriate committee, the hearing will be convened within a reasonable time, and all concerned parties will be notified in writing of the date, place, and time of the hearing; the hearing will be closed to the public. The chairperson may request a written response to the petition prior to the hearing from the University official who initially denied the student's request. The student will receive a copy of any written response prior to the hearing. The chairperson may also request written verification of the item in question from the author.

The hearing will include an informal presentation of arguments from both sides. The student will have a full and fair opportunity to present evidence relevant to the issues and may be assisted and represented by individuals of his or her choice at his or her expense, including an attorney. Evidentiary rules will be disregarded. Committee members have the obligation to disqualify themselves if there is any indication of personal bias. Additionally, the student has the right to disqualify any member of the committee, after giving adequate reasons to the chairperson; in such cases an alternate will be appointed. After both parties have presented their cases, the committee will have 48 hours to render its decision.

The written findings and conclusion of the committee will be provided in writing to both parties within a reasonable time and will include a summary of the evidence and the reasons behind the decision. Minutes of the hearings will be kept on file in the appropriate Dean's office. The powers of the committee shall include but not be limited to:

1. ordering the destruction of the document;
2. ordering the removal of the document from the file and its return to the author;
3. ordering the denial of the student's request.

After the decision of the committee has been rendered, the student whose request has been denied will have ten days to file a written appeal to the Dean. If the Dean is an interested party to a particular action, the Dean shall appoint a surrogate. Failure to file an appeal within ten days after the decision shall constitute a waiver of appeal rights.

After assessing the grounds for the appeal, the Dean will decide to accept or reject the request for a further review of the case. Upon allowing an appeal, the Dean will review the hearing record and any new evidence submitted. The Dean is empowered to sustain, reverse or alter the board's decision. The Dean's decision will be communicated in writing within 30 days of receipt of the request for an appeal and this decision will be final.

The above procedures constitute general guidelines for these committees. The committees, however, may establish additional procedures as deemed necessary and appropriate to insure fairness and to facilitate the hearing process. All time limits are to be determined without counting Saturdays, Sundays, and University holidays and vacation periods. It should be noted that a student may challenge a recorded grade only on the grounds that it was inaccurately recorded, not on the grounds that it was lower than what the instructor ought to have awarded.

Students who believe that the adjudication of their challenges was unfair or was not in keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 may submit a written request for assistance from the appropriate Vice President of the University. Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, DC 20201.

Non-Discrimination Policy

Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran's status or any other factor prohibited by law in its educational programs and activities. Inquiries regarding Georgetown University's non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Sts., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057. The most up-to-date policies and procedures can be found online at <http://ideaa.georgetown.edu/policies/>.

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, or the evaluation of any other degree requirements, the matter should be presented to the Associate Dean of that program on an informal basis within 30 days of the alleged incident. If, after the preliminary investigation by the program Associate Dean, or through discussion with the student, the faculty member, and other relevant individuals, the complaint is resolved satisfactorily, no record of the complaint will be placed in the file of the student or the faculty member. If the complaint is not resolved, the student may submit a formal written complaint to the Associate Dean of Academic Affairs on behalf of the Dean of the School of Continuing Studies; a copy of this formal written complaint should also be sent for information purposes to the University's Special Assistant to the President for Institutional Diversity, Equity & Affirmative Action.

Upon receipt of the formal written complaint, the Associate Dean of Academic Affairs will complete an investigation and may either render a decision based upon those findings or establish a board of three impartial SCS members to review the complaint. This board may consist of the Assistant Dean of Academic Affairs, other program Associate Deans, or faculty members within the School depending upon the circumstances. The review board will:

1. hear and consider the student's complaint;
2. accept and consider further evidence concerning the complaint;

3. forward its recommendation for resolution or further action in the case to the Associate Dean of Academic Affairs.

Every effort will be made to insure the student fundamental fairness in the complaint process. It should be emphasized, however, that the review board is not a court of law. While the board may review materials and graded work presented as documentation, it does not have the authority to re-grade work or make determinations about the academic merit of assignments. If the board finds that discrimination has occurred that may have affected the student's grade in the course, it will recommend further review by the Associate Dean of the program in consultation with the Associate Dean of Academic Affairs and a faculty member deemed to have expertise in the course content.

The student will be expected to attend the review board's hearing of the complaint. If, because of extraordinary circumstances the student is unable to attend, he or she may submit a written summary of the case. The student should supply a list in advance of any individuals s/he would like to bring to the meeting to assist in presenting the complaint. The student may be present for all stages of the review board's hearing except for the final deliberation by the board. The review board shall have at the hearing all available information pertaining to the student's complaint including his/her academic record. The board will accept and review written statements submitted by the student, faculty member, and/or other relevant individuals. The board may also, at its discretion, entertain oral testimony from witnesses.

The general outline of the hearing will be as follows:

1. the board will review the complaint and academic record of the student;
2. the student will have the opportunity to present the case and any attending circumstances;
3. the board may request specific people to appear before it;
4. the board will deliberate and make its recommendation.

After the board has completed its review and forwarded its recommendation to the Associate Dean of Academic Affairs, that Dean will notify the student in writing and send copies of the board's decision to the Special Assistant to the President for Institutional Diversity, Equity & Affirmative Action Programs and to the Affirmative Action Officer of the relevant campus. Any party to the complaint wishing to appeal the board's decision should file a written appeal within 30 days of the decision to the Associate Dean of Academic Affairs with a copy sent to the University's Institutional Diversity, Equity & Affirmative Action Office. The written appeal should indicate the grounds for the appeal and any new evidence that was not submitted to the review board. The Associate Dean will accept or reject the appeal based upon the grounds stated, and will render a final decision within 30 days of that appeal.

Although the University and the School of Continuing Studies encourage students to avail themselves of these internal mechanisms for discrimination complaints, all students have the right to contact external enforcement agencies such as the District of Columbia Human Rights Commission, the Equal Employment Opportunity Commission, the Office of Civil Rights of the Department of Education, and the Department of Labor. Reprisal or retaliation against an individual for making a complaint regarding discrimination, or for using or participating in internal or external processes, is prohibited.

Harassment Policy

The most current University policy statement on sexual harassment can be found online at <http://ideaa.georgetown.edu/policies/>. It is the policy of Georgetown University to prohibit harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or other factor prohibited by federal and/or District of Columbia law. This policy on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for completing training provided by the University to prevent harassment and promote a respectful community.

Sexual Harassment

For the purposes of this policy, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur between persons of the same or opposite gender. Sexual harassment subverts the University's mission, diminishes the dignity of both perpetrator and victim, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff. Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position.

Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that sexual harassment may also occur between people of equivalent status. This includes peer sexual harassment. Regardless of the form it may take, the University will not tolerate conduct of a sexual nature that creates an unacceptable working or educational environment.

The "Grievance Procedures to Investigate Allegations of Unlawful Discrimination," administered by the Institutional Diversity, Equity & Affirmative Action Office, is a confidential process that is available to any member of the University community, who wishes to file a complaint of sexual harassment. The process is administered by trained counselors in the Office of Affirmative Action Programs. Students, faculty members, or non-teaching academic employees who believe that they have been sexually harassed and wish either additional information or assistance in filing a complaint should contact the Institutional Diversity, Equity & Affirmative Action Office (<http://ideaa.georgetown.edu/>; 202-687-4798).

Harassment Other Than Sexual Harassment

Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or any basis prohibited by federal and/or District of Columbia law, when such conduct has the purpose or effect of: unreasonably interfering with an individual's academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual's academic or employment opportunities. Harassment may include, but is not limited to: verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures.

National Origin and Accent Harassment

The Equal Employment Opportunity Commission (EEOC) has taken the position that harassment of employees on the basis of their national origin or their accent or manner of speaking is a violation of Title VII of the Civil Rights Act of 1964 as amended. Under EEOC guidelines, ethnic slurs and other verbal or physical conduct relating to an employee's national origin, surname, skin color or accent would constitute unlawful harassment when such conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with the employee's work performance; or
3. Has the purpose or effect of adversely affecting his or her employment opportunities.

Procedure for Complaints

Any member of the University community who believes that conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact the Office of Institutional Diversity, Equity and Affirmative Action immediately at 202-687-4798. This Office is staffed with trained counselors, and administers both a confidential mediation process and a confidential grievance procedure. A full description of the Grievance Procedures may be obtained from the Office of Institutional Diversity, Equity and Affirmative Action. In addition, the University recognizes that supervisors bear a particularly important responsibility to deter harassment. Supervisors who learn of conduct that may violate this policy should immediately contact the Office of Institutional Diversity, Equity and Affirmative Action, and, as appropriate, inform their own supervisors.

In accordance with the guidelines of the EEOC, all complaints will be investigated impartially, and appropriate corrective action will be taken, including discipline for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution. This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It further prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of harassment.

The Student Right-to-Know and Campus Security Act

In compliance with the *Student Right-to-Know and Campus Security Act*, it is the policy of Georgetown University to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the University, as well as the average completion or graduation rate of students who have received athletically-related student aid. This information is available upon request from the Department of Athletics(202-687-2435) and the University Registrar (<http://registrar.georgetown.edu/>). The *Crime Awareness and Campus Security Act of 1990* requires that the University prepare information on current campus law enforcement policies, crime prevention programs, and campus security statistics. This information is available upon request from Department of Public Safety (<http://publicsafety.georgetown.edu/;202-687-4343>).

ADDITIONAL STUDENT INFORMATION

Change of Address

Address change/correction is a two-step procedure that must be made both online and by email by the student.

1. Enter the change online for the Student Record System/Registrar using *MyAccess* to continue to receive University mail, grade reports, etc.
2. At the same time, notify the Assistant Dean in order to continue to receive program mailings, registration information, and phone calls.

Directory Information Disclosure Policy

There are two student directories, one published annually by the Office of the Registrar containing names of all Georgetown students and one produced each term by the Semester in Washington program which includes the names, home institutions, majors/minors, phone numbers, e-mail addresses and internships of Semester in Washington students. The University may provide directory information at its discretion. This information includes the student's name and e-mail address in the online directory. Students may instruct the Registrar to withhold the release of directory information by completing an Information Disclosure Form and giving this written notice to the Office of the University Registrar at the time of registration (<http://www8.georgetown.edu/departments/government/disclosureform.PDF>). If you choose not to have your name, home institution, major/minor, phone number, email address or internship published in the SWP Directory, which is available for SWP students, faculty and staff to access, please submit your request in writing to the assistant dean.

Educational Records Policy

Georgetown University accords to its students all rights under the Family Educational Rights and Privacy Act of 1974. Contact the assistant dean of the Semester in Washington Program at (202) 687-8722.

Electronic Mail

Please use your official georgetown.edu e-mail address in all e-mail communications with faculty and staff members. If you wish, you can configure your Georgetown account so that incoming Georgetown e-mail is redirected to another account that you prefer to use. Information on this is available at <http://netid.georgetown.edu>.

Emergency Closures and Notification

During inclement weather or other emergencies, check <http://preparedness.georgetown.edu> or call (202) 687-SNOW for information on whether the university is open. If the University announces a “liberal leave” policy in the event of inclement weather and announces that classes will meet as scheduled then a faculty member who believes that it is unsafe to come to campus may elect to cancel his or her class by notifying the students by email through Faculty Access+. (Please also advise the SWP office of this decision.) An individual student who believes that it is unsafe to travel to campus may notify the faculty member by email and be excused from submitting any assignments or tests scheduled for that day until the next possible time to do so.

The university recently has acquired the capability to send text messages and recorded messages about emergencies to cell phones and other mobile devices. Please sign up for Georgetown’s campus emergency notification system. You can enroll online through MyAccess, select “Personal Information,” and then “HOYAlert” at

https://myaccess.georgetown.edu/pls/bninbp/twbkwbis.P_WWWLogin.

IMMIGRATION POLICY

All non-U.S. citizens participating in the Semester in Washington (SWP) must complete and submit to the Office of International Programs (OIP) an Immigration Questionnaire prior to the start of the program (<http://oip.georgetown.edu/iss/vsq.htm>). In addition, all students on international student visa status must submit copies of their passport, I-20, I-94 card (front and back) and F-1 visa to OIP.

Admitted students who will need to apply for an F-1 visa for admission to the United States must send the Immigration Questionnaire along with original financial documentation and a copy of the biographic page of the passport. Any questions related to the visa process should be directed to the SWP International Student Advisor in OIP at 202-687-5867. In addition, all students issued I-20 Forms for F-1 student status through Georgetown must submit copies of their I-20, I-94 card (front and back) and F-1 visa to OIP upon arrival in the United States.

International students who are issued immigration documents by the Georgetown University Office of International Programs (OIP) must attend a mandatory immigration reporting session at the start of the program and carefully adhere to all the requirements governing students in F-1 and J-1 status. For further information related to securing a student visa or to make an appointment to speak with an International Student Advisor, please call 202-687-5867. OIP is located on the second floor of Car Barn Building, 3250 Prospect St NW.

All international students sponsored by non-Georgetown institutions, who wish to pursue a paid internship during the SWP, must request work authorization from their sponsoring institution prior to the start of their internship. F-1 students, sponsored by Georgetown University and studying in the SWP for the specific semester only, are not generally eligible for paid internships or most forms of off-campus employment.

IMMUNIZATION POLICY

All students under age 26 attending school are required by DC Law 3-20 to present evidence of immunization against the following diseases: Poliomyelitis, Measles, Rubella (German Measles), Diphtheria, Mumps and Tetanus. Also the District of Columbia requires **all new students, regardless of age**, to complete a Tuberculosis Screening Certificate available at

<http://www3.georgetown.edu/student-affairs/health/forms.html>. If you fail to submit the certificate, the Student Health Center may levy a fine. For further information, call the Student Health Center (202) 687-4500.

STUDENT ACCOUNTS

Student billing and student accounts management are handled by Student Accounts, located on the ground floor of White-Gravenor, (202) 687-7100. Tuition adjustments are made by the Registrar, and Student Accounts processes the refunds. When a credit balance is due, it can be refunded only after it appears on the Student Account ledger. Application for a refund check must be made in writing to the Office of Student Accounts or the student may leave the refund as a credit balance in his/her student account.

TRANSCRIPTS

Students pay a one-time transcript fee of \$12.00. Semester in Washington students must settle all financial obligations to the University – e.g. overdue tuition, library fines, and late fees – so that their account balance is \$0.00 before completing their last course to be eligible to receive a final transcript. All official student transcripts are stored at the Office of the Registrar. A student may request a copy of his/her transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020. To access the transcript request form and for further information on transcript requests, please visit the web site of the University Registrar at <http://registrar.georgetown.edu/transcripts/>

UNIVERSITY OFFICES AND SERVICES

Academic Resource Center

The Academic Resource Center offers assistance to all University students in many skills areas necessary for academic achievement, including reading comprehension, study and test taking strategies, note-taking and time management. Students may consult individually with a learning skills specialist. Services and referrals are also provided for students who may have learning disabilities. Contact information: (202) 86-8354; arc@georgetown.edu.

Banking

There are also a number of ATM machines located on campus. In the Leavey Center, they may be found in front of the student credit union, in front of the Center Grill, and at the end of the hall past the Center Grill. ATM machines are also located in the Leo J. O'Donovan Dining Hall.

Campus Ministry

Georgetown is a Jesuit Catholic institution that respects and encourages a variety of faith traditions. For information about Religious Services and events, please visit the Campus Ministry website at <http://campusministry.georgetown.edu/>.

Career Education Center

The Career Center is located near the Book Store in the Leavey Center. It provides career counseling and job search techniques. Catalogs of job listings by states and regions are available in the Center's library. For further information and to obtain its hours of operation, call (202) 687-3493 or visit the Website, <http://careerweb.georgetown.edu>.

Computer Services and Support (UIS)

The University Information Services (UIS) operates and maintains computer labs for use by Main Campus students, faculty, and staff. These labs are equipped with both IBM-compatible and Macintosh computers offering a wide variety of software packages. Several discipline-specific and class-related computer programs are available on UIS lab machines as well as Internet utilities. Laser printing is available in all UIS labs. If you need assistance with any UIS supported software or systems, please contact the University Information Services (UIS) student help desk for assistance Monday through Friday 9:00 a.m. to 5:00 p.m. by dialing 687-4949 or via e-mail at helpdesk@georgetown.edu. Information service outages is announced here:

<https://www12.georgetown.edu/uis/tools/outages/unscheduled.cfm>

Labs in Reiss, ICC, St. Mary's Hall, and the library are available only while the buildings are open. Any changes in lab availability are posted in the computer labs, and at the UIS Service Desk in St. Mary's Hall. Internet access in Darnall Hall requires high-speed Ethernet adapters. These can be checked out at the UIS office on the first floor of St. Mary's.

Dining Services

The Leo O'Donovan Dining Hall serves breakfast, lunch, and dinner weekdays; brunch and dinner on weekends and holidays. For questions about or to sign up for meal plans, go to the meal plan office, located in Darnall Hall or call 202-687-4509. Please note you will need your GOCard (unless you are paying daily for meals) in order to access your meal plan.

Please visit the website for hours of operation: <http://dining.georgetown.edu/>.

GOCard (Identification Card)

Please obtain an ID card from the GOCard Office located in Darnall Hall. Students are required to carry the card at all times. The GOCard Office is open Monday - Friday from 9:00am to 5:00pm. To access services pertaining to your GOCard, please visit: <http://GOCard.georgetown.edu>. The GOCard is used for everything at Georgetown.: Identification, Library Circulation, Vending Machine Purchases, Photocopy & Microfiche Printing Services, Printing Services, Laundry Services, Meal Plans, Building Access, On Campus, Retail Outlets, Parking, Course Pack Services, Off Campus Shops & Restaurants, Athletic Event Access, Student Health Facility, Chemistry Laboratory Supplies and much more.

Language Center

The Faculty of Languages and Linguistics Language Center supports foreign language instructional activities by providing audio and video materials assigned by instructors as well as the specialized equipment needed for language courses. The Language Center is located on the second floor of the ICC. For more information, call 687-5788.

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Street. Call (202) 687-7500 to verify the daily schedule. Carry your GOCard with you when you go to the Library as you must show it to enter the Library. Many library services, such as databases, are available online from any location. You need your NetID and password to access most online library services from off-campus. The main library web site is <http://library.georgetown.edu/>. Georgetown University is a member of the Washington Research Library Consortium, a resource-sharing organization composed of seven universities in the Washington, D.C., metropolitan area established to expand the information resources available to their students and faculty.

Parking

For students, guests, prospective students coming to campus during the daytime (before 5 p.m.) please note: A limited number of daily “visitor” parking spaces are available in the Southwest Garage for a flat rate of \$12.00/day. This garage may be reached by entering the campus from Canal Rd. Parking in the Southwest Quadrangle is available for students after 5 p.m. weekdays. Show your student GOCard and pay \$3.00. There is no parking charge in the lot on Saturday and Sunday.

Student Center

The Leavey Center provides students several places for dining: Center Grill (cafeteria), Fast Break (fast-food), The Faculty Club (restaurant), Vital Vittles (mini-market), and several coffee bars. The Leavey Center also has open lobbies for study as well as a full service attached Marriott Hotel. (A mini-market, Hoya Snaxa, is located above the parking garage.)

Student Health Center

The Student Health Center is located on the ground floor of Darnall Hall and is staffed by physicians and nurse practitioners. A full range of services are offered by appointment. Urgent cases are accommodated during office hours as add-ons, and emergency cases occurring outside office hours are referred to the Emergency Room at the Georgetown University Hospital. The Student Health Center charges for all services and payment is expected at the time of service. Students and/or parents are responsible for any charges. Payments can be made in cash or charged to major credit cards. Students should remember to bring their GOCards and Medical Permission Form to the Student Health Center every time they access care. For more information and to make an appointment, please call the Student Health Center at (202) 687-2200 or visit <http://www3.georgetown.edu/student-affairs/health/index.html>

Students with Disabilities

Georgetown does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction. We encourage all students with disabilities to contact The Academic Resource Center (Leavey Center, Suite 335 ; 202-687-8354; arc@georgetown.edu) early in their academic careers at Georgetown for guidance and information regarding possible accommodations, including note takers, books on tape, extended time on tests, interpreting services, and enlarged texts among others. A list of accommodations can be found at <http://ldss.georgetown.edu/services.cfm>

Transportation

Students have several options for transportation in the metro DC area. You may use the Washington Metropolitan Transit Authority (Metrorail, Metrobus) or Georgetown University Transportation Services (GUTS). For GUTS routes, schedules, and fares, call (202) 687-4364 or visit the web site, <http://otm.georgetown.edu/guts>. The Washington Metropolitan Transit

Authority operates several bus lines and a subway system. To access an interactive map of the Metro system go to: <http://www.wmata.com>. The Circulator is a bus system that operates every day, mainly between 7:00 a.m. and 9:00 p.m. between Georgetown and sites of interests in Washington, DC. Standard bus fare is \$1.00 and can be paid with a metro card. For updated fares, schedules, and more information, please visit <http://www.dccirculator.com/>. Georgetown's business community operates the Georgetown Metro Connection ("blue bus"), which runs Monday – Sunday, every ten minutes, from 7 a.m. to midnight. The bus picks up from the Rosslyn and Dupont Circle metro stations and has several stops on M Street. More information: http://www.georgetowndc.com/getting_here/shuttle.

Writing Center

As a member of the Georgetown community, you will have full access to the University Writing Center (<http://writingcenter.georgetown.edu>) located in Lauinger Library 217A. Offered to students at all levels, the center's tutoring has proved helpful to those wishing to improve their grammar and style, to respond more effectively to assignments, to learn to organize both short papers and lengthy research projects, and to turn first drafts into publishable projects. Some students seek assistance on a regular basis; some only occasionally. For well-established students, the writing tutors have also offered on-line help, responding to questions about papers submitted through email attachments and counseling students through phone conferences.

Yates Field House

A fully equipped recreational facility is located near the Observatory. Visit <http://yates.georgetown.edu> or call 202-687-2400 for information on services and hours of operation. Please note that your GO card is required for entrance.