



**GEORGETOWN UNIVERSITY
SCHOOL OF CONTINUING STUDIES**

Doctor of Liberal Studies Bulletin

Academic Rules and Regulations

liberalstudies.georgetown.edu

Revised: 10-30--07

Table of Contents
Doctor of Liberal Studies Degree

| | |
|---|----|
| I. Introduction | 4 |
| Administration | |
| Advisement | |
| II. The Doctor of Liberal Studies Program | 5 |
| Required Courses | |
| D.L.S. Steps to Graduation by Year | |
| Comprehensive Examinations | |
| Doctoral Thesis | |
| Language Requirement | |
| Course Descriptions | |
| Elective Course Options | |
| Directed Reading/Tutorial Courses | |
| III. Registration | 10 |
| Deferred Policy for New D.L.S. Students | |
| Registration Requirements | |
| Tuition | |
| Registration Status | |
| “Walk-In” Registration | |
| Course Cap and Waitlist | |
| Add/Drop Process and Withdrawal from Courses | |
| Refund Schedule | |
| Late Registration, Fees, and Blocks | |
| Absence Policy for Core/Fundational Courses | |
| Registration Blocks | |
| Mandatory Tuberculosis Screening/Immunization | |
| Enrollment Status of International Students | |
| Consortium Limitations | |
| Directed Reading and Tutorial Courses | |
| Undergraduate Courses Taken for Graduate Credit | |
| Comprehensive Examinations and Registration | |
| D.L.S. Thesis Writing | |
| Grade Reports | |
| Transcripts | |
| Email and Change of Name/Address | |
| IV. Academic Regulations and Procedures | 17 |
| Transfer of Credit and Advanced Standing | |
| The Grading System | |
| Pass/Fail Options | |

| | |
|---|----|
| Incompletes | |
| Academic Performance Standards | |
| Appeals Contesting Grades | |
| Style Guide & Thesis Guidelines | |
| Academic Integrity | |
| Doctoral Thesis Proposal Form | |
| The Doctoral Thesis Committee | |
| Final Defense of the Doctoral Thesis | |
| Research on Human Subjects | |
| Time Limits and Requests for Extensions | |
| Leave of Absence | |
| Formal Withdrawal and Readmission | |
| V. Graduation and Commencement | 25 |
| Application for Graduate Degree | |
| Financial Clearance | |
| Diplomas and Transcripts | |
| Commencement | |
| VI. Other University Policies | 27 |
| Non-Discrimination Policy | |
| Family Educational and Privacy Act | |
| Computer Systems Acceptable Use Policy | |
| VII. Additional Information | 29 |
| Emails and Liberal Studies Website | |
| Student ID Card | |
| Student Health Insurance | |
| Lauinger Library | |
| Gelardin New Media Center | |
| Computer Services | |
| Parking | |
| Georgetown University Transportation Shuttle (G.U.T.S.) | |
| Bookstore | |
| Student Center | |
| Yates Field House | |
| Veterans and Active-Duty Military Personnel Services | |
| VIII. Contact Information | 31 |
| Phone and Addresses: Administrative/Personnel | |

GEORGETOWN UNIVERSITY
SCHOOL OF CONTINUING STUDIES
Doctor of Liberal Studies Bulletin
Academic Rules and Regulations
liberalstudies.georgetown.edu

I. Introduction

Students should familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of the Doctor of Liberal Studies (D.L.S.) degree detailed herein. Caveat: The HANDBOOK will be revised periodically in conformity to program changes and Graduate School policy revisions.

The School of Continuing Studies and Georgetown University reserve the right to alter academic or financial conditions as needed. Other provisions affecting students may also be changed as necessary. Such rules, regulations, and procedures may govern both new and continuing students and will be considered effective—and an integral part of this codification—after notice of the change has been posted on the Liberal Studies Program website.

Administration and Support of D.L.S. Students

Administration

The Doctor of Liberal Studies degree is administered through the School of Continuing Studies in the Liberal Studies Program that currently administers the Master's (M.A.L.S.) degree. The Director of the Liberal Studies Program is an Associate Dean of that School. Fourteen Core Faculty members provide faculty advisement. Academic policies regarding the Doctor of Liberal Studies degree originate with the Core Faculty of the Liberal Studies Program and the Executive Committee of the D.L.S. and are submitted for approval to the Dean of the School of Continuing Studies. Decisions affecting the academic content of the D.L.S. degree program are subject to review by the Graduate School.

D.L.S. Executive Committee

The Chair of the Core Faculty chairs the D.L.S. Executive Committee and nominates two additional members of the Core Faculty to serve on this Committee, who are appointed subject to the approval of the Dean. The term of service is three years. This three-person subcommittee of the Core Faculty reviews all application materials and provides final recommendations to the Dean on admission of new students. Other responsibilities for this Committee include approving faculty to administer the Written Comprehensive Examinations, approving faculty to serve as the Doctoral Thesis Committee, and approving Transfer of Credit or Advanced Standing credit for D.L.S. students. The D.L.S. Executive Committee ordinarily meets three times a year: once in the early spring to make admissions decisions; in the early summer to receive an annual review of the students' progress toward completion of the degree program; in the fall (or as needed) to recommend faculty to committees.

Advising

Drawn from the Georgetown University faculty, the Director of Doctoral Studies serves D.L.S. students from their entry in the Program to the completion of their degree. Specifically, the Director of Doctoral Studies assists D.L.S. students with all course selections; manages students' progress through the degree program; recommends to the D.L.S. Executive Committee two to three faculty members to assist in the preparation and reading of the student's Written Comprehensive Examination; and recommends three faculty members to constitute a Doctoral Thesis Committee for each candidate. In addition, the Director of Doctoral Studies advises the Director of the Liberal Studies Program on course/faculty selection for the doctorate and on the transfer of credits or Advanced Standing credit.

II. The Doctor of Liberal Studies Program

Through the required foundational courses in the humanities—specifically philosophy, theology, history, art, literature, and the social sciences—the doctoral program establishes the intellectual and scholarly context needed to carry out serious interdisciplinary study and research. Students must complete a total of thirty-six credits ordinarily to be distributed in the manner described below. Six to nine hours of transfer credit or Advanced Standing may be awarded as determined by the Associate Dean, in consultation with the Director of Doctoral Studies. Such credits must be from graduate-level, academic work acquired at Georgetown University or other approved universities.

Required Courses

For a student's first two years, he/she is required to enroll in the D.L.S. foundational course each Fall and Spring semester. These courses include: *Introductory Colloquium: Liberal Studies as Perspective and Method*; *The Rise of the Modern Spirit*; *The Challenge of Postmodernism*; and *Approaches to Art & Literature, and Historiography*. They are designed to help students undertake their scholarly work in the program with a thorough understanding of the intellectual context in which scholarship and criticism, reading and research are currently carried out. This focus of the courses is two-fold and based on: (a) the insights and theories of major scholars, thinkers, and critics and (b) the methodological implications of those insights and theories.

Although these foundational courses trace the theoretical and critical developments in philosophy, in art and literature, and in history and the social sciences during the last two hundred and fifty years, the student's area of inquiry is not limited to the chronological period covered in these courses. Only students in the D.L.S. program are permitted to enroll in these courses.

Note: Since this degree is particularly designed for non-traditional students who have professional and other responsibilities, all the required courses are offered in the evening. Electives from other departments may be offered at other times, in the day or evening. The D.L.S. degree program anticipates four or five years for completion, although special needs of individual students may lengthen the process.

D.L.S. Steps to Graduation Proposed Schedule

The First Year

- Fall semester: *Introductory Colloquium: Liberal Studies as Perspective and Method* (3 credits)
- Spring semester: *The Rise of the Modern Spirit* (3 credits)
- Fall and Spring semesters: Two courses chosen from Liberal Studies courses. If necessary, the student may enroll in graduate courses in other departments or organize a Directed Reading/Tutorial course with the approval of the Director of Doctoral Studies and the relevant professor (6 credits)
- Summer semester: Liberal Studies courses, other departmental graduate courses, or Directed Reading/Tutorial courses (3 or 6 credits, one or two courses)
Total: 15 or 18 credits

The Second Year

- Fall semester: *The Challenge of Postmodernism* (3 credits)
- Spring semester: *Approaches to Art & Literature, and Historiography* (3 credits)
- Fall and Spring semesters: Two courses chosen from Liberal Studies courses, graduate courses in other departments, or Directed Reading/Tutorial courses with the approval of the Director of Doctoral Studies and the relevant professor (6 credits)
- Summer semester: 1 or 2 courses, depending on whether 15 or 18 credits were achieved in first year (3 or 6 credits)
Total: 33 credits

The Third Year

- Fall semester: The student enrolls in a course chosen from Liberal Studies courses, graduate courses in other departments, or Directed Reading/Tutorial courses with the approval of the Director of Doctoral Studies and the relevant professor (3 credits). The student prepares for Comprehensive Examinations.

Total: 36 credits (*Transfer of previous credits may reduce the number of credits required in the DLS*)

- After the successful completion of Comprehensive Examinations, students may register for the D.L.S. Thesis Writing course (half-time status) and commence work on their thesis.

Comprehensive Examinations for the Doctoral Degree

To advance to candidacy for the Doctor of Liberal Studies degree, a student must finish all coursework and successfully complete the Comprehensive Examinations (written and oral) which are taken in September, January, or March. The Comprehensive Examinations are based on the student's coursework and research interests. The Director of Doctoral Studies recommends to the Executive Committee three faculty members who are asked to assist in the preparation and grading of the Written and Oral Comprehensive Examination.

Prior to taking the comprehensive examination students are expected to have finished all Incompletes. The Director of the Doctor of Liberal Studies coordinates the preparation of, and determines the format for, the comprehensive examination. The examination content is determined by the examining committee. It is the student's responsibility to register for comprehensive examination and to obtain guidance from the DLS Director and Committee members about the examination.

The Written Comprehensive Examination

Two examination questions will be administered. Three hours will be allowed for each examination question, the answer to which will be hand written without the assistance of notes of any kind. The purpose of comprehensive examinations is to demonstrate a student's broad familiarity and competence with the literature in his or her fields of study. One comprehensive examination addresses issues from the core/foundational courses in the program and one comprehensive examination will be tailored to the student's individual focus in the program.

Students must receive a passing grade from a majority of the examiners on each essay to pass the examination. (Graders who think one essay is a failure and the other a pass will count the examination as failing.)

The Oral Comprehensive Examination

The student will participate in an oral comprehensive conducted by the professors who wrote and graded the written comprehensives. The 90 minute oral comprehensive focuses on the written examinations but may also explore other areas within the student's program. The oral provides the student an opportunity to demonstrate his or her mastery of the material. This will be scheduled approximately two to three weeks after the written examination. At the conclusion of the oral examination the candidate will be asked to leave the room while the committee deliberates and determines the grade. At the conclusion of the deliberation the candidate will be invited back into the room to receive the result. The examining board may award "Fail," "Pass," "High Pass," or "Distinction."

Guidelines For Taking the Comprehensive Examination

1. Clarify the issue raised in the question and identify the feature or aspect you intend to target in your essay. The committee will be looking for evidence of analytical skills.
2. Take a position, present your case, and defend it against a sample of the better counter-arguments found in the current literature or in the classical figures. The committee will be looking for cogent argumentation and skillful replies to opposing views.
3. Review and comment on a sample of the more important literature (classical or recent) that bears directly on the substance of your essay. The committee will be looking for evidence of both independent critical judgment and familiarity with the best that has been written on the matter you are discussing.

Evaluation of the Comprehensive Examination

The Liberal Studies Program provides the Comprehensive Examination Committee with two Examination Report forms to report the results of the two Comprehensive Examinations (written

and oral). At the completion of each Comprehensive, the completed Examination Report form is given directly to the University Registrar by the Liberal Studies Program. Completed Examination Report forms should not be given to the student. The University Registrar will record the results on the transcript. The Report will indicate if the student passed or failed the examination and whether they may continue the doctoral degree. The “Pass” may be a simple Pass or a High Pass or with Distinction.

In the event that a student’s performance in the Comprehensive Examinations is not satisfactory, the examining committee may or may not recommend a second opportunity. The decision whether to allow this second opportunity rests with the Associate Dean and the Dean of the School of Continuing Studies. If the opportunity is allowed, a timeline and registration specifics will be determined at that time. If a student who had previously failed a Comprehensive Examination receives a passing result on a second attempt, the failing result is removed and the passing result is posted to the graduate transcript.

The Fourth/ Fifth Year

- Completion and defense of Doctoral Thesis

Doctoral Thesis Proposal

As the first step to completing the thesis, the D.L.S. student prepares a proposal that includes an explanation and an outline of the topic of study, a preliminary bibliography, a suggested table of contents, and any special methodologies. The Director of Doctoral Studies recommends to the D.L.S. Executive Committee three faculty members representing research areas appropriate to the Doctoral Thesis who are asked to constitute a Doctoral Thesis Committee (one member of which is the Chair) for each candidate. The Doctoral Thesis Committee advises the student in the preparation of the proposal and approves the final proposal. It must be approved by the student’s Doctoral Thesis Committee before the student proceeds with the Doctoral Thesis. The successful completion of the Comprehensives, in addition to the other requirements (such as credits and minimum Q.P.I.), qualifies the student for Doctoral Candidacy.

Doctoral Thesis

Topics are limited to the liberal arts and social sciences and must be approved by the Director of Doctoral Studies and the Associate Dean. The fourteen Curricular Fields of the Master’s program offer suitable areas of possible research. The Doctoral Thesis represents the creative synthesis of primary sources and secondary materials. Each Doctoral Thesis will make an original interpretive contribution to interdisciplinary scholarship. The Doctoral Thesis Committee also advises the student on the thesis, approves the final thesis, and conducts the Thesis Defense.

Oral Defense of the Doctoral Thesis

Once a student completes the thesis, the student must undertake an Oral Defense of the completed Doctoral Thesis. This final defense requires the student to show mastery of the subject matter, answer questions, and explain conclusions. A successful defense is necessary for the award of the degree. All Georgetown University faculty are welcome to attend and participate in the final oral defense.

Language Requirement

If a language other than English is necessary for a student's Doctoral Thesis, the language competence is demonstrated by a department test. If special course registration is deemed necessary for the Doctoral Thesis (i.e., language, statistics, computer course), the student should work with the Liberal Studies office to make arrangements. Tuition will not be more than the D.L.S. rate.

Course Descriptions

Introductory Colloquium: Liberal Studies as Perspective and Method (3 credits)

This course introduces the student to the history, rationale, and focus of graduate Liberal Studies as a doctoral field. It provides a framework for the entering doctoral student in terms of establishing the foundations and interdisciplinary focus of graduate work in the field. There are three stages to the course. (1) It begins with a broad overview of the pre-modern Western tradition, with guest lectures and readings from the classical to the early modern eras, designed to provide historical context for the emergence of modernity in the Western tradition. (2) In the second part, the emphasis shifts to methodology and research as a way of preparing the entering doctoral student for graduate Liberal Studies at Georgetown University. Readings and additional guest lectures help the student develop a fuller sense of how particular disciplines function within the context of interdisciplinary analysis. (3) The final section of the course involves an in-class workshop on research methods and then a final set of "round table" student presentations on their research topics for the term paper. The research topic will be chosen, in consultation with the professor, so the student can explore some aspect of his/her stated area of interest for the D.L.S.

The Rise of the Modern Spirit (3 credits)

The major religious and epistemological issues of today have their roots in European thought and culture from the Enlightenment to the end of the nineteenth century. Traditional forms of Christianity were repeatedly challenged by the emerging spirits of modernity. The success of the new science in explaining the natural world, together with weariness due to the long strife over religious doctrine that followed the Reformation, gave rise to a new spirit of Enlightenment and a renewed confidence in the abilities of human reason. The critical study of history threatened the authority of both scripture and tradition. Skepticism about all claims to supernatural knowledge, reaching a climax in Hume and Kant, seemed to undermine the very core of religious belief. The struggle to reconcile traditional faith with these new forces produced a fascinating variety of issues and new religious ideas. The course reviews the highlights of this struggle and examines several of the significant alternatives in thinking about religion and human knowing that emerged during this period.

The Challenge of Postmodernism (3 credits)

In this course, students may assess the multi-faceted objections raised to the Enlightenment paradigm. Challenges include those raised by historicists, feminists, existentialists, proponents of the sociology of knowledge, and others who hold that claims and the criteria by which they are justified are not derived from objective, universal reason but rather from distinctive psycho-socio-historical perspectives. Authors to be considered may include Kierkegaard, Freud, Gadamer, Wittgenstein, representative feminist thinkers, Husserl, Nietzsche, Foucault, Derrida,

and others. In conjunction with *The Rise of the Modern Spirit*, this course enables students to appreciate the methodological complexity of the philosophical and theological world in which they wish to pursue their studies.

Approaches to Art & Literature, and Historiography (3 credits)

Focusing on the major methodologies in the alternative approaches to the study of art and culture, and history and social sciences, this intensive seminar introduces comparisons, contrasts, and commonalities. Following the initial joint session, this seminar is divided into two discrete segments. The first focuses on the variety of approaches that characterize the field of art and culture in the twentieth and twenty-first centuries, including modernism, symbolism (disguised and disclosed), feminism, deconstructionism, and semiotics. The second segment concentrates on the commonalities of academic investigation as well as historiography. The first two classes in this segment focus on the idea of method in history and the social sciences, with an emphasis on critical thinking, problem solving, and research. The remaining four classes examine the actual tools and practice of hands-on research and the conventions of scholarship.

Elective Course Options

D.L.S. students elect courses that reflect an intensive and, if need be, extensive study of the subject matter needed to pursue their research interest. They may satisfy the credits required as electives with a choice of Liberal Studies lecture courses developed for the Doctor of Liberal Studies degree; other Liberal Studies courses; selected graduate courses from other departments at the University; and Directed Reading/Tutorial courses.

Directed Reading/Tutorial Courses

The Directed Reading or Tutorial courses require a professor who determines with the student the nature and number of reading materials and research required to satisfy the goal of that particular course. Students may focus their program and their Doctoral Thesis around the creation of such courses, after consultation with the Director of Doctoral Studies.

III. Registration

Deferral Policy for New D.L.S. Students

Upon the written request of a newly admitted student, the Executive Committee of the Doctor of the Liberal Studies Degree Program and the Director of the Liberal Studies Degree Program may together consider approving a deferral for one year, only. Any applicant accepted in the program who requests a deferral of more than a year must re-apply and be considered for admission with all the other applicants for that year.

An applicant requesting a one year deferral must provide the Committee/Director with the reasons for that request. A formal approval or rejection will be sent from the Executive Committee and the Director of the Program after they consider all the exceptional circumstances presented to justify the deferral.

Committee/Director approval or rejection of a request for a deferral may depend in part on the number of such requests made for that year. Ordinarily applicants are expected to enter the program the year in which they are accepted.

Registration Requirements

Doctoral students in the Liberal Studies Program are expected to register each semester from matriculation to award of the degree. When a student deviates from this norm, he/she needs to make arrangements with the Director of Liberal Studies. Students who are nearing the completion of degree requirements will be provided additional information for graduation.

D.L.S. students begin the registration process by meeting with the Director of Doctoral Studies to discuss their enrollment plans for the coming semester. Registration for each student for each semester must be approved by the Director of Doctoral Studies. Once D.L.S. students have been advised, they register via the Georgetown University home page. They would then choose the “Current Students” tab and be directed to *Student Access+*, a program that allows students to register online and view their class schedules, grades, degree audit, billing statement, and contact information. Online registration for D.L.S. students is available until the end of the “regular” registration period, and students may continue to “add” into courses until the day preceding the first day a course meets, but whenever possible students should register well before the start of a session to allow for better program planning and facilitate fewer course cancellations. D.L.S. students taking courses with the Graduate School must follow their registration deadlines and procedures. Detailed instructions will be available for all students before the start of each registration period. Students need their Georgetown University NetID and password, both of which are supplied by the Liberal Studies Program office. Students who do not have a NetID and password, or who are unable to gain access to *Student Access+*, should contact the Liberal Studies administrative office.

Tuition

As a result of a decision of the Georgetown University Board of Directors over thirty years ago, the Liberal Studies Program has always had a reduced tuition rate reflecting the student population of part-time adults with professional and personal responsibilities. In addition, students are charged a one-time transcript fee of \$12 upon admittance to the Liberal Studies Program. No other fees should be included in the bill. If fees beyond those mentioned are shown on the bill, contact Student Accounts and/or the Liberal Studies administrative office for assistance.

Students who fail to register by the end of the “regular” registration period may be assessed a late registration fee. Full payment of tuition is due by the dates established by the Student Accounts office. A late fee and service charges are assessed for payment after these dates. A student may defer current semester charges following the directions on the bill and meeting the fee schedule set by Student Accounts. There is a deferment fee for utilizing this option.

Students with overdue accounts will have a financial block and may not register until the block is lifted. The unpaid balance of the Fall term must be less than \$2000 to register for the Spring term; the unpaid balance for the Spring term must be less than \$100 to register for Summer or Fall terms.

Registration Status

Enrollment status in a given semester is based on that semester's registration and may be certified only by the University Registrar. The D.L.S. program is set-up as a part-time program. However, for financial aid purposes, six or more credits taken during the Fall and Spring semesters is necessary for a student to receive federal loans. During the Summer term, under present rules, one three-credit course is considered sufficient for a student to apply for federal loans. When the student takes D.L.S. Thesis Writing, this is considered half-time, and a student may be approved for federal loans in this status while enrolled in this course.

It should also be noted that if a student takes nine credits during the Fall or Spring semesters, he/she automatically will be billed for student health insurance. If such insurance is not desired, the student should contact the Student Health Insurance Office to secure a waiver by showing proof of coverage. For more information, call the Student Health Insurance Office at (202) 687-4883 or view their website: shc.georgetown.edu.

Registration

During Registration (sometimes referred to as "pre-registration" or "Early Registration" by the Registration Office), D.L.S. students are encouraged to register online for the following semester according to the published schedule.

"Walk-In" Registration

Walk-In Registration is a two-day (Fall Semester) or one-day (Spring Semester) period immediately preceding (or on) the first day of classes for the semester. This period is primarily for non-D.L.S., late-entry students, but D.L.S. students who did not register earlier, or who were closed out of one or more of the courses for which they had attempted to register, may also make use of this registration period for payment or registration assistance.

Course Cap and Waitlist

Liberal Studies courses are usually limited to twenty students or less. If a student attempts to enroll online in a full course, he/she will have the option of being "waitlisted" for the course. Periodically, the waitlist "rolls" and students at the beginning of the waitlist are notified if space has opened in a closed class. For questions about the Waitlist, contact the Director of the Liberal Studies Program.

The Add/Drop Process and Withdrawal from Courses

The Add/Drop period generally begins the first day of classes and lasts for ten days; see the Academic Calendar for more exact guidelines. During the Add/Drop period, students may make registration changes; make changes to courses already selected; or add Tutorial/Directed Reading courses. It should be noted that while students may drop classes during this time, usually they may only add into classes if the course has not yet met; check with the professor and the Liberal Studies Director concerning the ability to add in after the course has begun.

Students who wish to make such changes in their registration during the Add/Drop period are usually able to do so using *Student Access+*. If a student is not able to make such changes through *Student Access+*, he/she should contact the Liberal Studies administrative office for assistance.

Courses cannot be added after the Add/Drop period.

*A student may withdraw from a course up to, but not including, the last week of classes. After the Add/Drop period, withdrawal from one or more courses may be accomplished only by processing official **Course Registration Change** forms (also known as Add/Drop forms) through the Liberal Studies Program office and the Registrar. While students are encouraged to notify the instructional faculty (or the sponsoring department if outside the Liberal Studies Program) when they stop attending a course, such notification alone is not considered an official withdrawal from a course.*

Courses dropped during the Add/Drop period will not appear on a student's transcript; courses dropped thereafter will appear on the transcript with a "W" (Withdrawal). After the Add/Drop period, should a student withdraw from courses, credit for tuition will be calculated according to the following percentages from the date the Liberal Studies office receives notification:

Refund Schedule

Fall/Spring Semester Courses

| Week of Semester | Percent of tuition charges refunded |
|-------------------------|--|
| 1st or 2nd week: | 100% (& deletion of course) |
| 3rd or 4th week: | 80% (& "W") |
| 5th or 6th week: | 70% (& "W") |
| 7th or 8th week: | 50% (& "W") |
| 9th week: | 40% (& "W") |
| 10th - 15th week: | 0% ("W") |

Summer Courses

| Week of Semester | Percent of tuition charges refunded |
|-------------------------------|--|
| Before 2nd class: | 100% (& deletion of course) |
| Before 3rd class: | 75% (& "W") |
| Before 4 th class: | 50% (& "W") |
| After 4 th class: | 0% (& "W") |

For courses offered in other departments, the first week of classes is considered to begin the day following Walk-In Registration, regardless of which days of the week a particular class may meet. For Liberal Studies courses, the first week of classes is calculated according to each course schedule.

Tuition refunds and 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 credit balance in his/her student account.

Late Registration and Late Payment Fees

Any student who initiates course registration after the close of the Walk-In Registration period may be assessed late registration and late payment fees. The Student Accounts Office also will assess late payment fees and a service charge on any unpaid tuition and fees.

Absence Policy for Core/Foundational Courses

While the D.L.S. is designed for non-traditional students with professional responsibilities, it expects a significant commitment on the part of its students. Class absences, in particular, are to be avoided. If students know before attending the first session of a Core/Foundational course (one of the four required courses) that they will be unable to attend more than one session because of other obligations, then students should not register for the course in question. If students are already in a Foundational course and unexpected responsibilities arise that may require them to miss more than one session of the class, they should immediately contact the professor and the Director of the Program who will explain what options may be available. Under no circumstances should students miss more than one session of any Foundational course in the program without speaking with the professor in the course and the Director of the Program.

If severe circumstances prevent a doctoral candidate from registering for the next Foundational course in their sequence, with approval by the Director of Doctoral studies, the student may continue the doctoral program and the next course in the sequence, enrolling in the missed course as soon as possible. No Foundational course may be taken on a tutorial basis.

Registration Blocks

A registration block may be placed on a student's record for a variety of reasons. Common causes include an outstanding balance with the Office of Student Accounts or incomplete forms with the Office of Student Financial Services. If a registration block has been placed on a student's record, the student must contact the appropriate office or department and clear the block before he or she will be permitted to register for courses. Students must clear registration blocks and register before the end of the registration period or they risk being assessed a late fee. For problems or questions, contact the Liberal Studies administrative office for assistance.

Mandatory Tuberculosis Screening/Immunizations

The District of Columbia requires all new students, regardless of age, to respond to a Tuberculosis Screening Certificate. It should be completed before the student begins course work. In addition, any students under age 26 attending school are required by D.C. Law 3-20 to present evidence of immunization against the following diseases: Poliomyelitis, Measles, Rubella (German Measles), Diphtheria, Mumps, and Tetanus. For further information—or to access the TB Screening Certificate, call the Student Health Center at (202) 687-4500.

Enrollment Status of International Students

By provision of Federal Law, the Immigration and Naturalization Service has instituted strict new reporting requirements for schools that enroll foreign nationals. Before the start of each semester, all newly enrolled international students at Georgetown University on non-immigrant visas are required to attend the Immigration Reporting Session given by the Office of International Programs (OIP), 2nd flr, Poulton Hall. OIP will provide all new international students with detailed information concerning the time, date, and location of the session before

the start of the semester; this information will also be posted on OIP's website. Those who fail to attend the session will not be allowed to complete registration or to attend classes. For further questions and information, please contact the Office of International Programs by calling 202-687-5867.

In addition, all non-U.S. citizens (including permanent residents) are required to report accurate citizenship and visa type to the OIP Office through the submission of the International Student Immigration Questionnaire.

Federal law may require international students to adhere to more restrictive registration requirements than those that apply to U.S. citizens. Consequently, international students who have any questions regarding their registration requirements or any of the other policies and regulations contained in this Bulletin should confer with their international student adviser in the Office of International Programs prior to the start of each semester.

Consortium of Universities of the Washington Metropolitan Area

D.L.S. students may not enroll for courses through the Consortium of Universities of the Washington Metropolitan Area. However, if a course at another university is deemed necessary—and approved by the Director of Doctoral Studies and the Liberal Studies Director—then a student may take such a course (with the other university's permission and at their tuition rate). This course would then be transferred in for credit, assuming the grade earned was a B (3.0) or better and the student had not already received the maximum allowable transferred credit.

Directed Reading and Tutorial Courses

Students who wish to register for a reading or research course must submit a complete Directed Reading or Tutorial Application form to the Director of the Liberal Studies Program—and have it approved—by Walk-In Registration. Approvals must be obtained from the instructor (who outlines the scope of work to be accomplished) and the Director of Doctoral Studies. The student cannot register for the course until this form is submitted and approved. The Directed Reading course number is LSHV-911, with section numbers assigned by the Liberal Studies department particular to each professor. The Tutorial course is numbered LSHV-903 for fall and spring. Section numbers change with individual instructors. It should be noted that these courses are three credit hours each. The appropriate forms are available from the Liberal Studies Program office.

Undergraduate Courses taken for Graduate Credit

A student may request graduate credit for an undergraduate course if it is necessary to complete degree requirements or to further develop their research idea. Undergraduate courses are those listed by the various departments and the Liberal Studies program as numbered below 350. Petitions to take undergraduate courses for graduate credit must be supported by a signed Tutorial Registration form submitted on or before Walk-In Registration. The completed form requires the stipulation by the course instructor of additional work to justify the award of graduate credit. The completed form must be approved by the Director of Doctoral Studies and submitted to the Liberal Studies Program office. Without the completed approval form, only undergraduate credit will be shown on the student's manuscript. The registration form and

approvals are the same as those used for research tutorials. Timing is important as graduate credit for such courses will not be allowed retroactively.

As students move from coursework into the Comprehensives and Doctoral Thesis, they need to abide by the following guidelines for registration:

Comprehensives

If a student must prepare for the Comprehensives after completing their courses, the student will register for **D.L.S. Comprehensive Examination Preparation (LSHV-993-01 for Fall and Spring; LSHV-993-30 for Summer)**. Ordinarily students may register in this manner for no more than two semesters. A tuition charge of \$75 will be assessed for each semester. This registration mode will carry no credit and will confer less-than-half-time student status. Because eligibility for educational loans and other benefits that might be available to students may require at least half-time enrollment, students who rely on these loans may wish to prepare for and to complete the Comprehensive Examination while still enrolled in coursework.

D.L.S. Thesis Writing

Students who have passed the Comprehensives should enroll in **D.L.S. Thesis Writing (LSHV 999-01 for Fall and Spring; LSHV-999-30 for Summer)**. Students will enroll in this course each Fall, Spring, and Summer semester until the thesis has been completed and approved by the examining committee. It is anticipated that two semesters of registration in D.L.S. Thesis Writing will be the norm, but some students may require one or more additional semesters of registration. A fee of \$1,000 will be assessed for each semester. This registration mode will carry no credit but will confer half-time student status. Registration for D.L.S. Thesis Writing and payment of the associated tuition charge acknowledges both the student's own academic efforts in preparation of a thesis and the student's use of University resources, including facilities and faculty services.

If a student completes all degree requirements during a semester of enrollment in D.L.S. Thesis Writing, no further registration will be required. A student who completes all requirements no later than the first day of classes for the new semester, may enroll in that semester in **Continuous Registration (LSHV-994-01; LSHV-994-30 summer)** at no charge. If all degree requirements have not been met by the first day of classes for the new semester, the student must enroll in the **D.L.S. Thesis Writing course** for a fee of \$1000. If a student successfully defends a thesis by the first day of classes for the new semester, the student will be registered for **Continuous Registration (LSHV-995-01 fall and spring; LSHV-995-30 summer)** for a fee of \$75 and will have until the end of that semester to submit the final copy. If the thesis is not submitted by the first day of classes of the following semester, the student will be registered in **D.L.S. Writing** for a fee of \$1000.

Grade Reports

Grade reports are mailed to students by the Office of the Registrar at the conclusion of each term the student is enrolled. Grades are also posted on *Student Access+* as the professors submit them. Graded papers are often returned by professors to the Liberal Studies office for student "pick-up." Papers returned to the Liberal Studies administrative office are kept for two semesters. Some professors return papers in class or by mail.

Transcripts

All official Georgetown 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. A one-time transcript fee of \$12 is charged to each new student account upon acceptance to the Liberal Studies Program.

Email and Change of Name/Address

The officially-recorded name, address, and email address of a D.L.S. student are those reported in the application materials. The exception to this is that all students are assigned a Georgetown email address, and this address will be utilized by Georgetown professors and for other University communication. The Liberal Studies office, however, may continue to utilize the originally reported email. It is important that all students forward their Georgetown email address to their previous account. Students may also inform the Liberal Studies Program office if they prefer to use only the Georgetown email address.

Important materials are frequently sent by mail or by email; these may include grade reports, results of Comprehensive Examinations, notification of financial aid awards, course announcements and cancellations, and information from the Registrar. It is therefore extremely important to maintain an accurate current name, address, and email address with both the Liberal Studies office and the University Registrar. Students may update their contact information with the Registrar's office through *Student Access+*; however, this does not automatically change the information held in the Liberal Studies administrative office. It is *crucial* that D.L.S. students contact the Liberal Studies office to update/correct their contact information.

In addition, the name shown on the final diploma will be the name officially recorded in the University Registrar's office. A student who wishes to have a different name shown on the diploma must first change his or her name in the University Registrar's office; the University Registrar requires supporting documentation for name changes.

IV. Academic Regulations and Procedures

Transfer of Credit and Advanced Standing

Students in the Doctor of Liberal Studies program may receive up to nine credits of Advanced Standing or Transfer Credit. Advanced Standing occurs when a student has at least **two** advanced degrees from accredited universities; the second degree allows for nine credits of Advanced Standing (i.e. nine D.L.S. credits count as already fulfilled). In the case of Transfer Credit, a student has coursework in addition to an advanced degree (but not a second complete degree). Up to nine credits from the unfinished degree may be accepted as Transfer Credit. For Advanced Standing as well as Transfer Credit, the previous courses must be relevant to the student's doctoral program. In the case of Advanced Standing and Transfer Credit, no course titles appear on the transcript and none of these previous grades count toward the Doctor of Liberal Studies Q.P.I. (Quality Point Index) (GPA) in either case. Students will be advised upon acceptance into the doctoral program on the above information as it relates to their program. The actual request for Transfer of Credit or Advanced Standing must be made as indicated below.

Transfer of Credit

After satisfactory completion of at least one semester of registration in the Liberal Studies doctoral program, a D.L.S. student may make a written request for the transfer of credits for specific, applicable, graduate-level courses not included in any complete degree. Requests for transfer of credit must be made in writing to the Director of Liberal Studies. The Director, after consultation with the Director of Doctoral Studies, will forward a recommendation to the D.L.S. Executive Committee concerning the applicability of both the specific courses and the total number of credits requested toward the student's degree program.

Only graduate-level courses for which the student received a grade of "B" (3.0) or better can be transferred into the Doctor of Liberal Studies degree program. Requests for the transfer of credit should be made during the student's first year of enrollment.

If an applicant enrolls in Liberal Studies graduate courses either as a candidate for the Master's degree or as a non-degree candidate, prior to acceptance into the doctoral program, courses completed successfully with a B (3.0) or better would count as transfer of credit if the applicant is then admitted to the D.L.S. and would count toward the maximum transfer of credit allowed (9 credits). They would be charged at the MALS rate.

An applicant who has been accepted in the doctoral program may enroll in a Liberal Studies graduate course(s) (with approval) prior to the first semester in the doctoral program, and a course(s) with a B (3.0) or better, may be counted toward the D.L.S. as an elective (not transfer of credit) and the tuition will be charged at the doctoral rate.

In the request for Transfer Credit, the student should identify the relevant transcript on file. If the transcript is not on file and is being ordered, the student should arrange for the appropriate official transcript to be sent directly to:

Associate Dean/Director
The Liberal Studies Program
Georgetown University
Box 571011
Washington, DC 20057-1011.

After receipt of the applicable transcript, and on the approval of the Liberal Studies Program, the credits will be officially recorded on the Georgetown transcript. The Liberal Studies Program reserves the right to determine the number of credits that will be granted.

Advanced Standing

After satisfactory completion of at least one semester of registration in the Liberal Studies doctoral program, a student who has been awarded an advanced degree (i.e., Ph.D., M.A., M.S., J.D., etc.) by an accredited institution, which degree is in addition to the one required for application, may petition for Advanced Standing toward the coursework required for the D.L.S. A maximum of nine credits of Advanced Standing may be awarded.

Requests for Advanced Standing should be made during the student's first year of enrollment. A D.L.S. student may make a written request for Advanced Standing if the second degree is related to the D.L.S. and if the degree came from an accredited institution. Requests for Advanced

Standing must be made in writing to the Director of Liberal Studies. The Director, after consultation with the Director of Doctoral Studies, will forward a recommendation to the D.L.S. Executive Committee concerning the total number of credits requested toward the student's degree program.

In the request for Advanced Standing, the student should identify the relevant transcript on file. If the transcript must be sent, use the address indicated under Transfer of Credit. On the approval of the Liberal Studies Program, the Advanced Standing will be officially recorded on the Georgetown transcript. The Liberal Studies Program reserves the right to determine the amount of Advanced Standing credited to the student's degree program.

The Grading System

Grades for graduate coursework are recorded as follows:

| Assigned Grade: | Grade Quality Points: |
|------------------------|--|
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C | 2.00 |
| F | 0.00 |
| I | Incomplete |
| W | Withdrawal |
| S | Satisfactory (Used only for pass/fail courses) |
| U | Unsatisfactory (Used only for pass/fail courses) |
| NR | No Grade Reported |

A Quality Point Index (Q.P.I.) of no less than 3.0 is required to maintain good academic standing and to graduate.

Grades of "S" and "U" are not included in calculations of a student's Q.P.I. However, for the purpose of reviewing academic performance leading to termination, a "U" is considered the same as an "F".

Grades received in courses that have been approved for Transfer Credit are not computed in calculations of the Q.P.I.

Once a final grade for a course has been correctly posted to the transcript, a student may not retake any portion of the course requirements or do additional work to change the posted grade. Students may not repeat courses for credit.

Pass/Fail Options

Courses that have been designated by departments and programs to be taken *only* on a pass/fail basis may be applied toward a graduate degree program. Other courses for which a student *chooses* to register on a pass/fail basis cannot be applied toward a degree program.

Students who have received permission from an instructor to audit a course or to take a course on a pass/fail basis should first register for the course on a letter-grade basis, then change to audit or

pass/fail basis during the Add/Drop period. Changes of grade status (letter-grade, audit, or pass/fail) are not allowed beyond the Add/Drop period. Students who register for courses on an audit or pass/fail basis are assessed tuition on the same per-credit basis as for-letter-grade registrations.

Completion of Coursework; “Incomplete” Courses

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. In special circumstances, an instructor may grant a student permission to delay submission of work up to one semester after the course ends. *Instructors are not bound to grant such requests, nor are they bound to grant an entire semester to complete such work.* When an instructor has granted such permission, he or she assigns the student a grade of “Incomplete” (“I”) for the course; this grade appears on the student’s official transcript until a final grade is reported.

The student must submit the completed work to the instructor in a timely manner, sufficient to enable the instructor to review the work and to send a final grade (recorded on a Grade Change Authorization form) to the Liberal Studies Program before the last day of classes in the semester following the semester in which the Incomplete grade was given.

If an “I” is assigned by the professor and not subsequently changed to a grade by the professor, it remains permanently on the student’s transcript. A permanent “I” course would not result in any credits toward the degree.

Academic Performance Standards

The initial responsibility for recognizing an academic difficulty and for taking steps to resolve it rests with the student. Those encountering academic difficulty in courses or other degree requirements are expected to consult with the appropriate faculty member immediately and the Director of Doctoral Studies.

When it is found that a student is in academic difficulty, and depending upon the severity of the situation, the student may receive notification from the Director of the Liberal Studies Program or the Dean of the School of Continuing Studies.

Students must maintain a B (3.0) average or higher in the doctoral program. If a Quality Point Index (Q.P.I.) drops below the expectation, the student will be warned. Termination of candidacy is taken either when the student has accumulated two failing grades (grades of “F” or “U”), regardless of the number of credits assigned to those two courses, or when it is no longer possible for the student’s Quality Point Index (Q.P.I.) to reach the minimum level (3.0) required for graduation.

A student’s candidacy for the Doctor in Liberal Studies degree may be terminated not only for insufficient grades, but also for such reasons as unsatisfactory progress toward a degree as defined by the Liberal Studies Program, such as inability to pass a Comprehensive Examination, failure to prepare or to defend a thesis satisfactorily, or violation of the time limits for completing the degree. All actions for termination on these and other possible grounds will be determined by the Dean of the School of Continuing School in consultation with the Director of Doctoral Studies and the Director of Liberal Studies. The student will be notified in writing.

Appeals Contesting Grades

Consult with the Dean of the School of Continuing Studies regarding the current grade appeal process.

Style Guide & Thesis Guidelines

The Liberal Studies Program requires that students adhere to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* as the Manual of Style. In addition to the Turabain style guide, the Graduate School prints a *Guidelines for Dissertation and Thesis Writers* which is also necessary for students writing their Doctoral Thesis. These guidelines specify the procedural requirements that must be met for the Doctoral Thesis to be formally accepted by the Graduate School and the School of Continuing Studies. Submission of an improperly prepared thesis may delay the award of the degree.

Academic Integrity

Students at Georgetown University are expected to maintain the highest standards of integrity in pursuit of their education. Academic dishonesty in any form is a serious offense against the academic community in general and against Georgetown University in particular. Students found to have violated standards of academic integrity are subject to academic penalties. These penalties may include, but are not limited to, suspension or dismissal from the University and revocation of degrees already conferred.

Students are responsible for educating themselves about the proper procedures for documentation. Students are cautioned that the improper use of sources, whether intentional or unintentional, may be plagiarism and are expected to know the proper techniques for documentation. Every quotation from another source, whether written, spoken, or electronic, must be bound by quotation marks and properly cited. Every paraphrase (a recapitulation of another source's statement or idea in one's own words) or summary (a more concise restatement of another's ideas) must be properly cited. A bibliographic entry alone is not sufficient to avoid the imputation of plagiarism; nor is mere citation sufficient when use has been made of another person's words.

It is a violation of academic integrity to misrepresent or misuse otherwise valid academic work. For example, a paper submitted to satisfy the requirements for one course may not be submitted to satisfy a requirement for a second course without explicit permission of both professors. *The Doctoral Thesis should not be based extensively on a previous course paper (or papers).*

Doctoral Thesis Proposal Form

All doctoral students must file a Doctoral Thesis Proposal with the Liberal Studies administrative office. The form must include an outline of the proposed topic of study, the proposed procedure or method of study, and a preliminary bibliography. The names of the Doctoral Thesis Committee will be listed on the form, and they, as well as the Director of Doctoral Studies, must indicate their approval by signing the form before it is submitted to the Liberal Studies Program. Students need to put the approved proposal on file with the Liberal Studies office and the Graduate School before registering for D.L.S. Thesis Writing.

Doctoral Thesis Committee

At a minimum, a Doctoral Thesis Committee must be comprised of three members, one of whom serves as Chair. At least two of the minimum three must be members of the Georgetown faculty (either tenure-line or non-tenure-line faculty). The committee members may, but need not, be from outside the student's own graduate program, either from another Georgetown department or program, or from outside Georgetown University. Readers from outside the University must hold a terminal degree for a faculty position in that field. They must also either be members of the faculty of another university or hold a professional appointment in a non-academic research institution that is equivalent to the academic rank of assistant professor or above. Members of the Doctoral Thesis committee are appointed by means of the Thesis or Dissertation Proposal form.

Final Defense of the Doctoral Thesis

A final oral defense is required for all doctoral theses. Thesis defenses must be publicly announced, and a copy of the Doctoral Thesis must be available for public review at least two weeks prior to the event.

At least one week prior to the date of the oral defense, the Thesis Reviewers Report must be completed by the thesis committee and submitted to the Liberal Studies Program. Using this report form, the student's committee must certify by majority vote that the Doctoral Thesis is "ready for defense." That is, the committee must certify that there is a reasonable expectation both that the student will be able to address any questions about or shortcomings in the Doctoral Thesis, and that only minor revisions will be required after the defense.

After a Doctoral Thesis has been certified as ready for defense, and no later than one week prior to the date of the doctoral defense, the student or department will post the defense information to the online Doctoral Dissertation Defense Schedule.

Following a tradition that goes back to the earliest days of the academy, all doctoral defenses at Georgetown University are open to any interested member of the academic community. Only the presentation and questioning periods of the defense are so open; individuals who are not members of the official committee will be excluded from other portions of the defense.

At minimum, a Doctoral Thesis defense must have a public presentation by the candidate, which any member of the academic community may attend, and during which anyone in attendance may address questions to the candidate. The thesis defense may also, but need not, have a period during which the committee alone may ask questions. Every Doctoral Thesis defense must be followed by a closed meeting of the committee during which it deliberates and decides whether or not the defense was successful. The candidate will be considered to have passed the Doctoral Thesis defense when the committee certifies by majority vote that the defense was "successful." That is, the committee must certify that the candidate has satisfactorily addressed any questions about and shortcomings in the thesis, and that no major revisions are required.

The results of an oral defense conducted before a Doctoral Thesis Committee are reported to the University Registrar on a Thesis Defense Report form. A Defense Report form indicating successful defense of the Doctoral Thesis must be submitted directly to the University Registrar's

Office by the Liberal Studies office before the student can be cleared for graduation. The Report indicates passing with Distinction, Pass or Failure.

If the candidate fails the Doctoral Thesis defense, the graduate program reports the failure by submitting the Defense Report form directly to the Dean of the School of Continuing Studies. The failure is reported to the School of Continuing Studies and the Graduate School whether or not a second defense is permitted. Students who fail the defense of thesis for the second time will be dismissed from the program without the doctoral degree.

It is common for the Doctoral Thesis Committee to require students who have successfully passed the final defense to make additional revisions to the text of the Doctoral Thesis before it is presented to the Liberal Studies Program/Graduate School. A final copy of the thesis, complete with all required revisions and signed by the Committee and the Director of Doctoral Studies, must be accepted by the Liberal Studies Program and the Graduate School before the student can be cleared for graduation.

Research on Human Subjects

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who are participants in or subjects of the proposed research. Research on human subjects includes not only work in the biomedical sciences but also projects in the social and behavioral sciences. Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects. As such, it is also subject to review. These legal requirements apply regardless of the source of research support. In a large number of cases, research proposals fall into categories which exempt them from full review. For example, research on standard educational techniques or strategies, work using publicly available survey data where the respondents are not identified, or interviews with public officials or candidates for public office are normally exempt. However, a specific project's eligibility for exemption cannot simply be determined by the individual researcher. The law requires that institutions provide structured mechanisms for determining exemptions and that they keep records documenting the process and its results.

Students whose research will involve human subjects should contact the University's Institutional Review Board, IRB-C, at (202) 687-5594 *before beginning their research*. Additional information and copies of the forms are available on the website for the IRB-C at: ora.Georgetown.edu

Time Limits for Completing Degrees

Students admitted to the Doctor of Liberal Studies degree program are ordinarily allowed no more than five years from achievement of candidacy to award of the D.L.S.

A student who has not complied with the time limits stated above is terminated from the graduate program, unless an extension of time to complete the degree has been approved.

Requests for Extension of Time Limits

If it becomes apparent that a student will not complete all degree requirements and graduate within the time allowed, the student may petition the Liberal Studies Program for an extension

of time to complete the degree. Such a request must be submitted in writing to the Director of Doctoral Studies. The Director of Doctoral Studies forwards a recommendation to the Director of the Liberal Studies Program on whether to grant or deny the student's request. If the Director of Doctoral Studies recommends granting the request, he or she should specify any intermediate deadlines or other academic criteria that are to be met by the student, as well as a realistic date for completion of the degree; the recommended completion date may or may not be the date requested by the student.

The Liberal Studies Program will readily grant a first extension of up to one year on the recommendation of the Director of Doctoral Studies. Subsequent extensions will be granted only in extraordinary circumstances, and only on the recommendation of the Director of Doctoral Studies and a standing committee of faculty appointed by the Dean to review all such requests. The student must maintain appropriate registration during any authorized period of extension.

Leave of Absence

Students who find it necessary to interrupt their studies may apply in writing to the Director of Liberal Studies for a personal leave of absence. A "personal leave of absence" is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests should be submitted at least one week prior to Walk-In Registration for the semester in which the leave is to be taken, and must be submitted no later than the last day of the Add/Drop period. The Director then has the responsibility of granting or denying the leave of absence. Students considering taking a leave of absence should be aware of any financial aid or visa implications.

Ordinarily a total of no more than four semesters of leave of absence are allowed in a student's graduate career at Georgetown University for the Doctor of Liberal Studies degree. Up to two semesters of leave may be granted at any one time. The length of time that would otherwise be permitted to complete all requirements for a degree and to graduate generally will be extended by one semester for each semester of approved leave of absence. Leaves of absence for medical reasons and for military leave, when properly approved, will not be counted against the four-semester limit for leaves of absence.

A student who is called to active military duty is permitted a military leave of absence. The student should report his/her obligation for military service in writing to the Director of Doctoral Studies and the Liberal Studies Director as soon as reasonably possible after the student receives his/her orders. If a new semester has begun, the Director of Liberal Studies may authorize a 100% refund of tuition through the 50% refund period. The student's courses are marked with a "W" grade and a record made on the transcript to explain the withdrawal.

Students whose leave of absence extends beyond the agreed upon length, as well as students who fail to register for several semesters, may be withdrawn.

Formal Withdrawal and Readmission

An honorable withdrawal will always be granted on request to any student who is not subject to disciplinary action. In the case of official withdrawal from the University during a semester, the

student's transcript will reflect this action with a "W" after each course. A student who is subject to disciplinary action may request withdrawal from the University, but such a request will not exempt the student from the appropriate disciplinary procedures.

A student who wishes to withdraw formally from the University must notify the Liberal Studies Program in writing. In addition, the student must notify Student Financial Services (in person, when possible) if he or she has received financial assistance from Georgetown University or from state-guaranteed or federally-insured loan lenders outside the University. Students who withdraw from the University must consult with a Student Accounts representative to be certain that financial records are in order. By act of registration, students accept financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of the method of payment used. A percentage credit toward tuition will be calculated from the date the written notification is received, according to the schedule printed in Section III. Registration: "The Add/Drop Process and Withdrawal from Courses."

Failure to withdraw properly may result in grades of "F" in the current semester's coursework and, if the student does not return, eventual withdrawal from the D.L.S. program, as determined by the Director of Liberal Studies.

Students who desire to resume studies after formally withdrawing (or being withdrawn) from the University must apply for readmission to the degree program.

V. Graduation and Commencement

The Graduate School of Arts and Sciences awards doctoral degrees at the end of each month, with the exception of June. The University conducts Commencement exercises annually in May. All students applying to graduate must file an Application for Graduate Degree to be considered for graduation and to be eligible to participate in Commencement.

Application for Graduate Degree

Students applying for graduation for July through January must file an Application for Graduate Degree by the first working day of the month in which they wish to receive the degree. Students are then given until the last working day of the month (with the exception of May, see below) to meet all degree requirements. Please note, however, that students are strongly encouraged to submit theses to the Graduate School as early in the month as possible.

Students who do not meet all requirements by the last working day of the month will have their applications carried over to the following month. An application will be held open for a total of three months, including the first month for which the student applied. If the student has not graduated by the end of that time, he or she must file a new application.

Students must be enrolled during the term in which they graduate. In some cases, the three-month application window may span two different semesters. Students who apply to graduate toward the end of one semester, but who, for any reason, do not complete all degree requirements

until the following semester, will be required to enroll in that semester. For questions on registration particulars, course numbers, and fees, see Section III. Registration.

Students who wish to apply to graduate in February, March, April, or May, must file an Application for Graduate Degree no later than the last day of the Add/Drop period in January. Those who do not do so may not have their names in the Commencement program book and their diplomas may not be available at the Commencement Ceremony in May.

One additional deadline applies for the month of May: A Doctoral Thesis submitted in partial fulfillment of the requirements for a May degree must have faculty approval from the School of Continuing Studies and be accepted by the Graduate School no later than the first working day of May. All other degree requirements must be met by the last Friday preceding Commencement, including receipt by the University Registrar of Spring semester grades and all examination ballots.

Financial Clearance

Students must settle all financial obligations to the University, e.g. overdue tuition, library fines, late fees, etc., so that their account balance is zero to be cleared for graduation. Such matters must be settled before a student may graduate or receive a diploma or final transcript. The financial clearance deadlines are December 1st if completing the degree in December or May 1st if completing the degree in May.

Diplomas and Transcripts

Diplomas for January through May degrees will be available for distribution immediately following the Graduate School Commencement Ceremony in May, provided that the students submitted the Application for Graduate Degree by the end of the Add/Drop period in January, as noted above. Diplomas for students who did not submit the Application for Graduate Degree in January will be available for pickup or mailing approximately four weeks into the Summer term.

Diplomas for students who graduate in July and August will be ordered at the end of August and should be available for pickup or mailing by the beginning of October. Diplomas for students who graduate in September, October, November and December are ordered at the end of December and should be available for pickup or mailing by the beginning of February.

An official copy of a student's final transcript, showing award of the doctoral degree, is normally distributed or mailed with the diploma. Additional copies of the final transcript can usually be obtained from the Registrar's Office within two weeks after the degree award date.

Please note that University policy does not permit the release of either diplomas or final transcripts to students with unpaid balances greater than \$100. Students with unpaid balances should contact the Office of Student Accounts for more information or to clear their accounts.

Commencement

The monthly awarding of graduate degrees should not be confused with the annual Commencement Ceremony. The Commencement Ceremony is a festive event held in May of each year at which earned degrees are awarded and degree candidates are hooded. Diplomas are distributed immediately after the ceremony.

Graduate School Commencement Ceremony: Participation in the Graduate School Commencement Ceremony is limited to those who have been awarded graduate degrees between July and May of that academic year. Graduates who were awarded degrees between July and January will be eligible to participate without further application. Those who intend to graduate in February, March, April, or May must file the Application for Graduate Degree no later than the end of the Add/Drop period in January.

All participants are required to wear appropriate academic regalia (cap, gown, and hood). Information on ordering academic regalia will be available from the Graduate School early in the Spring semester and will be posted on the Graduate School website at: <http://grad.georgetown.edu/pages/commencement.cfm>

VI. Other University Policies

Non-Discrimination Policy

Georgetown University's commitment to diversity is fundamental to its educational mission. Georgetown University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, disability, or any other basis prohibited by law in the administration of its educational policies or in the provision of access to its programs, facilities, services, and activities.

Students who have concerns about treatment they have experienced are encouraged to discuss those concerns with a representative of the Office of Affirmative Action Programs (OAAP). The Affirmative Action Programs Office is located at M-36 Darnall Hall. The telephone number is (202) 687-4798. Students wishing to pursue a formal complaint of discrimination in a non-academic matter may do so through the OAAP (<http://www.georgetown.edu/admin/aa/>) or the Office of Student Conduct (www.georgetown.edu/student-affairs/stconduc/).

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, qualifying or comprehensive examinations, or the evaluation of theses, dissertations, or any other degree requirements, the matter should be presented to the Director of the Liberal Studies Program on an informal basis. If, after the preliminary investigation by the Director, 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 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 Affirmative Action Programs. The Dean will examine the complaint and intercede as necessary.

Although the University encourages 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.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

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. 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.

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 doctoral thesis submitted to the School of Continuing Studies/the Graduate School 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 is deemed to be consent to its disclosure and publication.

Computer Systems Acceptable Use Policy

The Georgetown University Computer Systems Acceptable Use Policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by Georgetown University. More importantly, it is meant as an application of the principles of respect and reverence for every person that are at the core of Georgetown's Catholic Jesuit identity. For specific information, please refer to the University Information Systems website: <http://uis.georgetown.edu/policies/technology/acceptableuse.html>.

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. While respecting users, confidentiality, and privacy, the University reserves the right to examine all computer files. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University and users recognize that all members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media.

VII. Additional Information

Emails and Liberal Studies Website

Many general messages are sent to all Georgetown students, and often messages of deadlines or other information do not apply to Liberal Studies students. *Students should check the Liberal Studies website (<http://liberalstudies.georgetown.edu>) on a regular basis as it gives the latest time-sensitive messages.* Check the right side-bar for timely announcements. Also, check the Current Students link, particularly for Course Schedule updates.

Student ID Card (GOCard)

All students should obtain a GOCard (photo identification card) and carry it with them whenever

on campus. The GOCard is used for library services, Georgetown shuttle services, parking, and possibly access to buildings. Students may also deposit funds to their account and then use the GOCard as a debit card. The GOCard can be obtained after a student is admitted. The GOCard office is located in Darnall Hall, close to the Leavey Center. The GOCard office is generally open 9 AM – 5 PM. To verify hours or for other information, call (202) 687-2700 or visit <http://gocard.georgetown.edu/>.

Student Health Insurance

Liberal Studies students enrolled in *nine or more credit hours* are automatically charged the required health insurance fee on their tuition bill. Eligible students must accept or waive this insurance (by filling out a waiver form showing proof of insurance from another provider). Students enrolled in less than nine hours are *not* eligible for Student Health Insurance. For information, call (202) 687-4883 or visit <http://www.georgetown.edu/student-affairs/insurance/>.

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Streets. Note that the hours of operation change according to the day of the week and the particular term. Services are limited during holidays. Call (202) 687-7500 to check the schedule. Students need to have their GOCard barcoded at the library circulation desk *before* checking out books or using research services. Entry to the library requires a GOCard or driver's license.

Gelardin New Media Center

The Gelardin New Media Center in the Lauinger Library at Georgetown University provides computing resources to the Main Campus community, including computing facilities, printing services, internet access, and technical support. For more information and daily schedule, call (202) 687-7410 or visit <http://www.library.georgetown.edu/dept/gelardin/>.

Computer Services

In addition to Gelardin, the University has other computer labs for student use. Labs that are usually most convenient for Liberal Studies students are located in Reiss Science Building, Room 238 and the Intercultural Center (ICC), Room 218. If these labs are occupied, students may be directed to LXR, Harbin, and Village C residence halls.

Parking

Student parking is available in the Southwest Quad parking garage by entering the campus through Canal Road and then parking as directed (under visitor parking). Monday through Friday, the daily rate is \$12. After 5 PM, parking is \$2.00, with GoCard. Parking is free all day Saturday and Sunday.

Georgetown University Transportation Shuttle (G.U.T.S.)

G.U.T.S. is a free bus transportation service offered by Georgetown University for students, faculty, and staff. For routes and schedules, call (202) 687-4364 or visit <http://otm.georgetown.edu/guts>.

Bookstore

Course books are on the second floor of the bookstore, located on the main level of the Leavey Center (behind the ICC building). Regular hours are 9:00 AM – 7:00 PM, weekdays, and 11:00 AM – 5:00 PM, weekends. For more information, call (202) 687-7482 or visit <http://auxsrvcs.georgetown.edu/bookstores.html>.

Student Center

The Leavey Center provides students several places for dining: Center Grill (cafeteria with multiple options, located on “hospital side”), Hoya Court (fast food), The Faculty Club (gourmet buffet breakfasts and lunches), Hoyas Restaurant (evening dining), Vital Vittles (mini market), and several coffee bars. The Leavey Center also has open lounges for study as well as a full-service, attached Marriott Hotel.

Yates Field House

Yates Field House provides Georgetown with a first-class facility for recreation. To use the facilities, students must buy membership. For additional information, call (202) 687-2400 or visit <http://yates.georgetown.edu/>.

Veterans and Active-Duty Military Personnel Services

Students who are eligible to receive veterans’ educational benefits through the Veterans Administration may contact the Veterans Affairs Coordinator in the Registrar’s Office, (202) 687-4020, for Veterans’ education benefits and enrollment certification/information.

VIII. Contact Information

Members of the Graduate Liberal Studies Administrative Office are available to discuss specific matters with you.

Our office is located in the Intercultural Center on the main campus, Suite 225. It is open from 9:00 AM to 5:00 PM, Monday through Friday, except University holidays. The office also holds late hours (until 6:15 PM) two days a week. Morning appointments (7:30 AM on) are also usually an option.

Anne Ridder

Associate Director of Liberal Studies & Assistant Dean, SCS
(202) 687-5706; riddera@georgetown.edu

Isaiah Wooden

Academic Records Administrator
(202) 687-5913; lsp@georgetown.edu

Kelly Robbins

Academic Records Assistant
(202) 687-0355; kmr56@georgetown.edu

Liberal Studies Program Office
<http://liberalstudies.georgetown.edu>
(202) 687-5746; 5706; 5913; Fax: (202) 687-7299
lsp@georgetown.edu

In addition, the following contact information may prove useful:

James J. O'Donnell, Ph.D.
Provost (Chief Academic Officer)
(202) 687-6400; provost@georgetown.edu

Robert L. Manuel, Ph.D.
Dean of the School of Continuing Studies
(202) 687-5400; rlm52@georgetown.edu

Chester Gillis, Ph.D.
Director of Doctoral Studies
(202) 687-4514; gillisc@georgetown.edu
Office: The Berkley Center, 3307 M St., 3rd Fl.

Felicidad A. Buñuan
Associate University Registrar
(202) 687-4068 bunuanf@georgetown.edu

Carol Miller
Director
Office of Student Accounts
(202) 687-7111

Sandra F. Baden
Associate Director
Office of Student Financial Services
(202) 687-3478; badens@georgetown.edu

Sandra Hussey
Bibliographic Instruction Librarian
Lauinger Library
(202) 687-8689; husseys@georgetown.edu

Katherine S. Bellows
Director
Office of International Programs
(202) 687-5867