



**GEORGETOWN**  
**UNIVERSITY**  
SCHOOL OF CONTINUING STUDIES

# **Handbook of Guidelines and Requirements**

MASTER OF ARTS  
IN  
LIBERAL STUDIES

REVISED FALL 2011

**LS** LIBERAL  
STUDIES

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## LIBERAL STUDIES ADMINISTRATIVE OFFICE

### LOCATION:

The Graduate Liberal Studies (LSP) administrative office is located in the Intercultural Center (ICC), Suite 225. The office is open Monday through Friday, 9:00 AM - 5:00 PM. Additional hours are available by appointment. Check the Graduate Liberal Studies Website, [liberalstudies.georgetown.edu](http://liberalstudies.georgetown.edu) and monitor your email for important messages regarding canceled classes, special events, or other University or Graduate Liberal Studies announcements for MALS students. Additionally check the Graduate LSP facebook page for timely news, stories, and photos.

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MASTER OF ARTS IN LIBERAL STUDIES

# Handbook of Guidelines and Requirements

*On a huge hill, cragged, and steep,  
Truth stands  
And he that will reach her;  
About must and about must go. . . .*

John Donne

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GEORGETOWN UNIVERSITY  
SCHOOL OF CONTINUING STUDIES

**SCS Mission Statement**

In keeping with the historic mission of Georgetown University, the School of Continuing Studies educates students to become more reflective, active, purposeful citizens who strive to improve themselves and our shared world, embodying Georgetown's Catholic and Jesuit values and heritage and respecting the principles and traditions of each individual.

*The Master of Arts in Liberal Studies Handbook* is published and applicable for current students (degree, provisional non-degree students, and non-degree Visiting Graduate Liberal Studies students) enrolled in courses offered by the Master of Arts in Liberal Studies degree program. Updates to certain policies and procedures may be necessary for the *Handbook* during your studies, and all students will be held to the most current academic standards and regulations of the SCS and the MALS program. Please use the most recent edition of the *Handbook* and links to important policies and procedures online at <http://scs.georgetown.edu/academic-affairs/student-handbooks>.

Georgetown University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## School-wide and University Policies

In addition to the academic and administrative policies described in this handbook, some University policies apply to *all students* enrolled in the School and/or Georgetown University. These policies include, but are not limited to, the following:

- [Academic Calendar](#), Fall & Spring (administered through the [Registrar's Office](#))
- [Bias Reporting System](#) (administered through [Student Affairs](#))
- [Blog Terms of Use](#) (administered through [CNDLS](#))
- [Computer Systems Acceptable Use Policy](#)
- [Disability Support](#) (administered through the [Academic Resource Center](#); please also see [SCS Students with Disabilities](#))
- [Educational Records Policy](#), FERPA (administered by each academic unit)
- [Harassment Policy](#) (administered through the [Office of Institutional Diversity, Equity, & Affirmative Action](#), IDEAA)
- [Human Subjects Research](#) (administered through the [Office of Regulatory Affairs](#))
- [Immunization Requirements](#) (administered through the [Student Health Center](#))
- Logo Usage (permission to use the Georgetown or SCS name and/or logo can be requested through the SCS Internal Marketing Group at rcs63@georgetown.edu)
- [Non-discrimination Policy](#) (administered through the [Office of Institutional Diversity, Equity, & Affirmative Action](#), IDEAA)
- [Speech and Expression Policy](#) (administered through the [Office of Student Conduct](#))
- [Student Right-to-Know and Campus Security Act](#) (administered through the [Department of Public Safety, DPS](#))
- [Transcripts](#) (administered through the Registrar's Office)
- [Tuition Refund Deadlines](#) and [Procedures, For-Credit Students Only](#) (administered through the [Registrar's Office](#) and [Student Accounts](#))
- [University Mission Statement](#)
- [Website Policies](#)

## *Georgetown University*

### GRADUATE LIBERAL STUDIES DEGREE PROGRAM

The Graduate Liberal Studies Degree Program at Georgetown University rests on the belief that human life and human action have meaning and that human beings, throughout their lives, must seek it out and live by its implications. Graduate Liberal Studies courses which engage students in reading, reflection, writing, and discussion are meant to bring them the range of knowledge and vision to lead wise and rewarding lives.

What can Aristotle and Plato tell you about “the good life”? What are the expectations of democratic government according to de Tocqueville, Locke, or Rawls? What does religion teach and how do Buddhism, Christianity, Islam, and Judaism differ or agree? What does art reveal about culture and vice versa? Why do Americans pursue war or peace at a given time? Do Shakespeare and Faulkner reveal similar and different human values? Do the Greek myths and Roman history still resonate?

Since 1974 the Liberal Studies Degree Program at Georgetown University, a Bachelor’s and Master’s degree program in interdisciplinary liberal arts, has offered courses with just such questions and interests in mind. With a part-time program providing courses in the evenings and on Saturdays, the schedule seeks to accommodate the demands on time experienced by working students. The Liberal Studies program reflects the intellectual curiosity, breadth of interest, and professional experience of these students. Curricular Fields provide concentrations (majors) in broad areas of special interest for the MALS students. Instead of focusing on an academic discipline, the courses are designed to reflect the questions and interests these adult students carry in their lives and their occupations. The courses are about reading and reflection on great issues that have concerned, thrilled, and disturbed major thinkers and ordinary individuals in the past and in the present. At the core of these discussions are the values humans cherish and debate, values that are replete in the liberal arts. In the Fall of 2005, the Doctor of Liberal Studies (DLS) Degree was inaugurated and it and the Master of Arts in Liberal Studies degree comprise the Graduate Liberal Studies Program. The Liberal Studies program graduate and undergraduate degrees (MALS and BALS) are academically structured, intellectually demanding, and personally enriching, carrying into the 21st century the Georgetown-Jesuit tradition of educating the whole person.

## The Origins of Liberal Studies

The initial decision to inaugurate the Liberal Studies degree came from changes in higher education. Before the Civil War, college education was general education, liberal arts, ancient classics, rhetoric, some mathematics and philosophy, covering a number of present-day subjects. After the Civil War, using the German universities as models and seeking to become research institutions, graduate education became increasingly specialized, professionalized, organized into distinct and specified academic departments/disciplines and increasingly interested in science and technology. That trend continued and accelerated in the 20<sup>th</sup> century.

The appearance of Liberal Studies in 1953 Professor Charles Hands described as “not really an innovation at all; it is, rather, a return to the past, to the idea that the study of the liberal arts at the graduate level, a study that encourages an interdisciplinary approach aimed at showing the interconnectedness of all disciplines, is vital to the future and well-being of society.” It is this reassertion of the liberal arts tradition at the graduate level and in an interdisciplinary mode that Wesleyan University 1953 initiated and which became a major educational movement. This shift in emphasis from specialization, this return to an earlier tradition, broader, more inclusive, also creates the possibility for a creative and imaginative program design.

### **The Association of Graduate Liberal Studies Programs: (AGLSP)**

One hundred and thirty colleges and universities, large and small, public and private, have followed Wesleyan’s leadership, adopting the philosophy of Graduate Liberal Studies, and they offer graduate degrees primarily known as Masters of Arts in Liberal Studies (MALS), Master of Liberal Studies (MLS), and Master of Liberal Arts (MLA). Other degree designations are possible, such as Master of Humanities, as long as the program carrying the name clearly exemplifies the philosophy of Graduate Liberal Studies. There is an organization that embodies and fosters that philosophy. It is the Association of Graduate Liberal Studies Program (AGLSP). (To view the AGLSP website, go to <http://aglsp.org/>.) Due to its origins, Liberal Studies began and has remained primarily a graduate program with a distinctive philosophy of education: graduate, interdisciplinary, liberal arts, organized for working adults. Liberal Studies Programs are administered through Graduate Schools, Schools of Arts and Sciences, and Schools of Continuing Education.

At Georgetown the course offerings are created by faculty members from history, literature, philosophy, theology, sociology, humanistic approaches to sciences, some aspects of business and ethics, art and culture, to name a few. Usually the courses reflect one faculty member's creation or synthesis; but at Georgetown, we also have some team teaching. The goal is the same: a broader organization of materials focused on a particular theme.

In the year 2000 Dr. William Maehl, former Vice-Provost of the University of Oklahoma and then President of the Fielding Institute, reviewed what he considered to be the "best" of adult credit programs and concluded that "GLS programs usually have these three characteristics in common: an interdisciplinary approach, core study designed specially for the program, and a thesis or capstone experience. They also often reflect the values or mission commitments of their host institutions, especially among private colleges." Those elements are clearly markers in every Liberal Studies degree program. At Georgetown, human values and the humanities predominate, conforming to the University's mission and history.

### **The Origins of Georgetown's Liberal Studies Program**

A small group of faculty and administrators led by representatives from Wesleyan, Dartmouth, and Hollins College in Virginia began meetings in 1973 to discuss the common interests in this exciting new kind of degree. Among the attendees was Joseph Pettit, D.B.A., then Georgetown's Dean of the School for Summer and Continuing Education. Dr. Pettit, encouraged by the contacts he had made with other interested university representatives, pursued creating a Liberal Studies degree program for Georgetown University where liberal arts and human values have, in the Jesuit tradition, always been a cardinal part of the University mission and curriculum. His efforts were successful when he won approval for this new degree, and courses began in the summer of 1974. By spring 1975, an association emerged from the members who had attended the early meetings. Georgetown was a charter member of the AGLSP and Dr. Phyllis O'Callaghan, Georgetown's former Associate Dean and Director of Liberal Studies served as the Association's first president as well as served a second term as president in the mid-1980s.

## The Basic Curricular Structure of the MALS Degree Program

The Liberal Studies Master's Program offers fourteen curricular fields of study: *American Studies*, *Catholic Studies*, *Classical Civilizations*, *Ethics and the Professions*, *Humanities*, *International Affairs*, *Islam and Muslim-Christian Relations*, *Literature and Society*, *Medieval and Early Modern European Studies*, *Religious Studies*, *Social/Public Policy*, *Theory and Practice of American Democracy*, *Visual Culture*, and *Individualized Studies* (an option for students to select courses from any of the other curricular fields and not concentrate a majority of their study in one particular field).

Students admitted to the degree program enter with their field designated *Individualized Study*. They may choose or change their curricular field of study at any time during their degree program as long as there are enough remaining credits toward the total required for the degree to meet the particular requirements for their chosen field. Email your choice or change of curricular field to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu) who monitors your progress on a semester basis and your progress in your chosen field. The student's chosen curricular field will appear on the student's final transcript of record upon satisfaction of the degree requirements.

MALS Liberal Studies courses are usually offered in each of the curricular fields each semester. The complete inventory of courses for each curricular field is subject to change. A course may be deleted or additional course(s) added. Changes are posted to the [Website](#) as they occur. With the approval of the Associate Director, students may also enroll in other departmental courses at the University (no more than 2 courses, 6 credits) as available and suitable for their degree program. Be advised that Graduate Liberal Studies policies regarding absence, incomplete grades, add/drop, etc. apply to these courses as well.

## Curricular Fields of Study Descriptions

### AMERICAN STUDIES

Three major dimensions of American culture are explored through *American Studies*: the historical origins and development of the nation; the political and philosophical ideas which brought about the United States *Constitution* and an evolving political system; and the religious beliefs, cultural traditions, and literary texts which, for more than three centuries, have shaped the nature and direction of

American society and civilization. The goal is for students to develop a critical, balanced, and integrated view of American life and society, and in the process to answer the question posed by Hector St. John de Crèvecoeur in the eighteenth century, “What, then, is the American, this new man?”

Core Faculty Advisor: *Ronald M. Johnson, Ph.D.*, [johnsorm@georgetown.edu](mailto:johnsorm@georgetown.edu)

## CATHOLIC STUDIES

Courses in *Catholic Studies* focus on both the theological and the cultural dimensions of Catholicism, showing the connections between Catholic faith and life. Students explore the theological development of Catholicism from the biblical world through major thinkers of the past to contemporary thought. They also examine the many ways in which Catholicism has shaped a view of God, world, and human experience as manifested in art, literature, ethics, and spirituality.

Core Faculty Advisor: *William J. O'Brien, Ph.D.*, [obrien.b@verizon.net](mailto:obrien.b@verizon.net)

## CLASSICAL CIVILIZATIONS

*Classical Civilizations* explores many aspects of the ancient Mediterranean cultures of Greece and Rome which present a continuous, constantly developing tradition from the earliest surviving poetry (Homer, about 800 B.C.E.) to the rise of Medieval Europe some 1500 years later. Included are history, literature, art history and archaeology, philosophy, and myth. From this variety of disciplines the goal is a synthesis leading to a more comprehensive view of culture itself, and to an understanding of how ancient Greece and Rome have so profoundly influenced Western thought, art, and politics.

Core Faculty Advisor: *Charles McNelis, Ph.D.*, [cam72@georgetown.edu](mailto:cam72@georgetown.edu)

## ETHICS AND THE PROFESSIONS

Students selecting courses in the field of *Ethics and the Professions* will grapple with a constellation of issues surrounding the conduct of professional workers in contemporary culture. Professional careers are prized and pursued within our social system, but the moral practices which guide the professions have come under increased scrutiny. These courses will examine normative ethical systems to assess the moral dilemmas faced by professional workers as they relate to their

clients. The goal is to enrich the students' understanding of the moral complexity of professional life, and to assist them in arriving at a balanced, consistent, and defensible judgment of the ethical conduct expected of those in positions of authority.

Core Faculty Advisor: *Terrence P. Reynolds Ph.D.*, [reynoldt@georgetown.edu](mailto:reynoldt@georgetown.edu)

## HUMANITIES

In *Humanities*, students have the opportunity to shape an integrated, interdisciplinary program of study in art, philosophy, theology, literature, and history. In the course of their studies they will come to appreciate the distinct ways in which each discipline seeks to know and reflect the world in which we live. At the same time they will examine and evaluate the enduring insights of these disciplines in an effort to answer for their own lives the abiding private and public questions no person should escape or avoid.

Core Faculty Advisor: *Francis J. Ambrosio, Ph.D.*, [ambrosif@georgetown.edu](mailto:ambrosif@georgetown.edu)

## INTERNATIONAL AFFAIRS

*International Affairs* courses assist the student in forming a critical awareness of the complexity of issues in foreign policy and international affairs and an ethical framework for making informed decisions about these issues. Besides examining basic value conflicts in international relations such as questions about war and peace, human rights, nationalism and democracy, courses will be offered in international politics, business, economics; defense issues; the developing countries; and special geographic regions.

Core Faculty Advisor: *Joseph P. Smaldone, Ph.D.*, [joesmaldone@comcast.net](mailto:joesmaldone@comcast.net)

## ISLAM AND MUSLIM-CHRISTIAN RELATIONS

In the contemporary world both globalization and recognition of special ethnic and local identities create the risk of violent conflict as well as constructive cooperation among the peoples of the world. The great communities of religious believers, Muslims and Christians, have co-existed as individuals, groups, and civilizations for fourteen centuries, and the nature of their relations in the contemporary world plays an important part in determining whether humanity's future will involve a great clash of civilizations or a successful civilizational dialogue. Draw-

ing on the faculty of the Prince Alwaleed Center for Muslim-Christian Understanding, the *Islam and Muslim-Christian Relations* curricular field provides students the opportunity to study the contemporary and historical conditions under which Muslims and Christians interact.

Core Faculty Advisor: *John O. Voll, Ph.D., [vollj@georgetown.edu](mailto:vollj@georgetown.edu)*

## LITERATURE AND SOCIETY

*Literature and Society* offers courses on traditional historical periods, major authors, and the genres of literature. Grounded in a careful reading of texts, the courses also offer students the opportunity to explore the relationship of literature to such disciplines as art, film, theatre, photography, theology, and cultural history. These courses give particular attention to the human values implicit in literature.

Core Faculty Advisor: *Abby A. Johnson, Ph.D., [abbyron@cox.net](mailto:abbyron@cox.net)*

## MEDIEVAL AND EARLY MODERN EUROPEAN STUDIES

This field offers an interdisciplinary approach to a distinctive period in European history. Courses may be drawn from the Liberal Studies degree curriculum; but many other courses are available from various departments in the University that are relevant to the study of *Medieval and Early Modern European Studies*. A careful selection of courses in this field will assist the student to understand the art, philosophy, government, history, theology, and literature of the period from roughly 1200 to 1600 A.D. and to explore how these interacted to create the culture of the Medieval Period.

Core Faculty Advisor: *Stefan Zimmers, Ph.D., [zimmerss@georgetown.edu](mailto:zimmerss@georgetown.edu)*

## RELIGIOUS STUDIES

Through a variety of courses in the field of *Religious Studies*, students are invited to deepen their understanding of religion by asking such questions as, Why have humans been so habitually religious? Is religious understanding compatible with reason and science? Can one retrieve anything of significance from ancient religious texts and traditions? What is the relationship between religion and culture? What is theology? What is the status of Christian, Jewish, Muslim, and other kinds of theology in a religiously plural world?

Core Faculty Advisor: *Frederick J. Ruf, Ph.D., [rufb@georgetown.edu](mailto:rufb@georgetown.edu)*

## SOCIAL/PUBLIC POLICY

*Social/Public Policy* courses analyze the political process; the role of government, private and public organizations/institutions in public policy decisions; national problems such as crime, poverty, and social inequality; and issues such as the role of the media, the intelligence community, and the impact of war. Special attention is focused on scientific discoveries and technological innovations that dramatically affect every aspect of society's choices regarding science and technology including issues such as bioethics, computerization, privacy and genetic engineering.

Core Faculty Advisor: *Elizabeth M. Duke, Ph.D., [rduke@starpower.net](mailto:rduke@starpower.net)*

## THEORY AND PRACTICE OF AMERICAN DEMOCRACY

History, philosophy, and social science combine in this field of *Theory and Practice of American Democracy* to describe the origins and distinctive character of the American form of democracy; to analyze the political processes by which the consent of the governed is achieved; to confront issues which reflect the ever present struggle to make democracy work for all elements of the society; to consider the continuing influence of the *Constitution* on American society and movements for change or reinterpretation; and to review institutional or international influences on government such as the media and foreign relations.

Core Faculty Advisor: *Michael C. Wall, Ph.D., [wallm@georgetown.edu](mailto:wallm@georgetown.edu)*

## VISUAL CULTURE

The field of *Visual Culture* is premised upon a commitment to art as visual evidence critical to the study of cultural history and the formation of cultural values. Not simply aesthetic expressions, art is a shaper and a mirror of culture. Students are engaged in the study of the visual transmission of modes of social behavior, and of religious and political values. The interdisciplinary and cross-cultural nature of the Graduate Liberal Studies degree emphasizes the ways in which works of art shape and reflect changes in cultural attitudes toward religion, government, gender, and society while also recognizing the historicity of both specific works of art and artists.

Core Faculty Advisor: *Diane Apostolos-Cappadona, Ph.D., [apostold@georgetown.edu](mailto:apostold@georgetown.edu)*

## INDIVIDUALIZED STUDY

For those who wish to design their own field within the broad scope of courses in Graduate Liberal Studies rather than concentrating in one of the other fields, students may choose *Individualized Study*. With the advice and direction of the Curricular Field Faculty Advisor, students will select Graduate Liberal Studies *Core, Human Values* courses, elective courses, and then determine a thesis topic to meet their special interests.

Core Faculty Advisor: *John Reuscher, Ph.D., [reuschej@georgetown.edu](mailto:reuschej@georgetown.edu)*

## Academic Information, Policies, and Procedures

### Admissions

A student is officially admitted (including those who may have been designated for non-degree status) when a letters of acceptance from the Dean of the School of Continuing Studies as well as the Director of Graduate Liberal Studies have been received and the registration by the new student has been completed. All new students, including degree and non-degree “provisional” MALS students and “visiting” non-degree graduate Liberal Studies students, are invited to attend New Student Orientation and are subject to all the academic policies and procedures noted in the *Master of Arts in Liberal Studies Handbook*. They are instructed upon admission on the process for registering *online* prior to the beginning of their first semester on or before the designated date for that term. They are also encouraged to meet with the Director or Associate Director following their admission or during their first semester to review their long range degree plans.

### Part-time Student Status

Inasmuch as this program is designed for adult students with existing occupational and/or family responsibilities, the normal courseload of studies each semester, including the summer semester, is three to six credits, or one to two courses. Following the successful completion of the first semester and with special permission of the Associate Director of the Graduate Liberal Studies Degree Program, a student may request by email permission to add a third course increasing the courseload to nine credits. Students are advised that attendance to all class meetings in each of the three courses is crucial and that coursework for

each of the courses must be completed on time, no Incomplete grade (I) will be granted. Prospective students on J-1 or F-1 student visa status may not apply for admission to the part-time Graduate Liberal Studies Degree Program.

### **Graduate Liberal Studies Academic Counseling**

The Graduate Liberal Studies Core Faculty is comprised of faculty members from each of the curricular fields, who will be available as advisors to students needing guidance in a curricular field. Students are also encouraged to request academic guidance and counseling as needed from the Director or Associate Director or other Graduate Liberal Studies faculty members.

### **Leave of Absence**

Students who must temporarily interrupt their studies should discuss their status with the Associate Director and make the request in writing for a leave of absence for two or more consecutive semesters providing documentation for the reason such as work, health, military service, etc. The letter should be sent to [riddera@georgetown.edu](mailto:riddera@georgetown.edu). An approved leave of absence leaves the student inactive in MYAC-CESS with limited access to University services such as email and use of the library. If two consecutive semesters (including summer) pass in which a student does not register or notify the Director or Associate Director that he/she needs to take a semester off, the student is withdrawn from the Program with the notation of “Withdrawn” recorded on the transcript.

### **Re-enrollment Request Form and Essay (<http://scs.georgetown.edu/academic-affairs/student-forms>)**

Students who have completed some courses in the MALS degree program and then missed two or more consecutive semesters (including summer) without applying for an official Leave of Absence must apply for re-enrollment through the Office of Admissions as stated on the website above.

**\*\*Please note:** Re-Enrollment applies only to students who have completed some courses in the degree program. Students who have deferred their enrollment or have interrupted their studies for two years, whether officially in writing or unofficially through failure to

register. are required to re-apply through the SCS Admissions department to initiate or continue their studies in the MALS program.

## Withdrawal from the MALS Program

Students who wish to withdraw from the MALS Degree Program should do so in writing to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu), so that it may be recorded on their permanent records and the action posted through the Office of the Registrar. Students who are in withdrawn status from the MALS program for more than two years must apply for re-admission through the Office of Admissions as stated on the website, <http://scs.georgetown.edu/academic-affairs/student-forms>. Refer to this website for complete information on forms and procedures regarding Re-enrollment and Re-admission to the MALS degree program.

## SCS (MALS) Website

The University, the Dean of the School of Continuing Studies, in conjunction with the Director of the MALS Degree Program and the MALS Core Faculty reserves the right to make degree program policy changes, tuition changes, program or degree requirement changes and subsequently update or add these changes to the SCS (MALS) website, [liberalstudies.georgetown.edu](http://liberalstudies.georgetown.edu). MALS students will be apprised of these changes through correspondence and the website, so they must be attentive to both written and electronic updates as applicable to the current policies of their MALS degree program. It is the responsibility of the student to keep well-informed with respect to the regulations and requirements in this *Handbook* as well as separate policies and procedures established by other University Offices (such as the Registrar's Office, Financial Aid, Student Accounts, and the Office of International Programs) which may affect the student.

## MALS Degree Requirements

MALS candidates use *My Access* to view their academic record and to monitor the completion of specific degree requirements. Curricular field pamphlets posted on the MALS [website \(http://liberalstudies.georgetown.edu\)](http://liberalstudies.georgetown.edu) and are also available in the Graduate Liberal Studies office, 225 ICC, provide up-to-date listings each semester on its semester Schedule of Classes of courses that “count” in each field.

Also the MALS website includes the complete inventory of courses listed for each [curricular field](#). Please note course(s) may be deleted or additional course(s) may be added and the website will be updated periodically to reflect these changes both to semester offerings as well as on the full inventory of courses listed for each curricular field.

## **MASTER OF ARTS IN LIBERAL STUDIES (M.A.L.S.)**

Master's degree candidates complete ten courses, a total of 30 credits **including** one *Core* course and one *Human Values* course or two *Core* courses, a 0 credit Reflective Essay submitted during the completion or immediately following the completion of the sixth course, the 0 credit MALS Thesis Proposal Workshop, and the three-credit thesis (it counts as the 10<sup>th</sup> course, the final 3 credits of the 30 credits). Students who choose to satisfy one of the MALS curricular fields of study must complete six courses in that field, including their *Core* and *Human Values* courses and the three-credit thesis which reflects the field, plus three additional courses from that field or other curricular fields. Students who choose the field of *Individualized Study* select their courses from any of the MALS Liberal Studies courses including their *Core* and *Human Values* courses and satisfy the three-credit thesis requirement. No more than two courses with grades of B or higher (six credits) may be transferred to the Liberal Studies degree from another university. New students request in writing the review and transfer of credits from another university in writing to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu). These courses and credits count as program electives, they are not applicable to the chosen curricular field. Transfer credit is reviewed and posted to the student's transcript by the Office of the Registrar after the student's successful completion of their first semester as a degree student in the MALS program.

## **JOINT DEGREE IN MEDICINE AND LIBERAL STUDIES (M.D./M.A.L.S.)**

Students currently registered in the School of Medicine at Georgetown University may pursue the Joint degree M.D./MALS. These candidates complete ten courses including two ethics courses which are transferred from their Medical School record which may count toward the Curricular Field elective courses or count as Program elec-

tives, following discussion and approval by the Associate Director. Six courses from the *Ethics and Professions* field, the Reflective Essay, the 0 credit *MALS Thesis Proposal Workshop*, one program elective course, and the final three credit thesis, totally **30 credits**, comprise the make up of the MALS degree program. The six courses in the field include two required Core courses, “The Ethics of Aristotle and Kant” and “Ethical Problems in Contemporary Society,” and the three-credit thesis must reflect the field as well. At the discretion of the School of Medicine, 3 credits (one MALS Liberal Studies course) may be transferred as an elective toward the Medical Degree.

## Degree Completion Requirements

Listed below are the general degree completion requirements for student planning purposes as each student anticipates degree completion. A comprehensive booklet, *MALS/DLS Thesis Guidelines*, provided each student upon enrollment in the *Thesis Proposal Workshop*, describes more fully the thesis proposal and thesis preparation and writing and thesis review and approval procedures and policies. The [Guidelines](#) and associated thesis and graduation forms are also online to serve students at any point in their pursuit of the MALS degree. Additionally, students are always welcome to discuss their program progress and thesis planning with the Director or Association Director and MALS faculty.

### Reflective Essay Requirement

After completing 18 credits, students must submit for review the required Reflective Essay. It is submitted on paper to the Director, Dr. Anthony Tambasco, Rm. 225 Intercultural Center at the end of the semester and awaits approval before early registration in the next semester.

This degree program is unlike most degree programs whose coherence is strictly defined for the student through its structure and required courses. Rather, there is a unique responsibility placed on students in Graduate Liberal Studies to create a program that is wide in disciplinary perspective yet integrated in theme around issues related to

human values. This responsibility relates to the selection of courses and the work done in them, and to the research undertaken for the culminating MALS thesis.

## Program Integration and Thesis Preparation

The purpose of the Reflective Essay is to help the student integrate his or her interdisciplinary studies toward the end of coursework and to prod the student into serious thinking about a thesis topic well before entering the Thesis Proposal Workshop. Thus, the essay is designed to help students discover and describe the objectives and interests that have developed during their courses and to begin to focus on the particular issues of human values they wish to study in interdisciplinary fashion in the thesis.

## Requirement and Format for Essay

In order to see that integration is accomplished and that thought has begun on a thesis, the one short reflective essay is required after the completion of the sixth course. If the essay is not submitted, the student's next attempt to register will be blocked.

*A written copy of the essay is due in the Office of Graduate Liberal Studies, 225 ICC, before the beginning of early registration in the semester after the sixth course. Registration will be blocked until the essay has been submitted and evaluated.*

Listing the courses taken to date, the essay should explain how the coursework satisfies the student's educational goals, presenting any themes, problems, issues, or questions that seem to emerge from the courses focused on human values.

The essay should then turn to what among these topics the student hopes to pursue in a thesis.

Here are some specific points provided to clarify this requirement further:

1. The essay should be about five typed, double-spaced pages. Although the essay can be longer, it is unlikely that anything of value can be produced in less than five pages.
2. The courses should be stated by title either at the beginning of the paper or imbedded in the essay.
3. Preeminently, this is a **reflective** essay, not a mere recapitula-

tion of completed courses. The approach may be chronological or analytical, but it should be personal. No two persons who have taken the same courses should be writing similar essays! The essay is not an evaluation of the courses, but a reflection on what purpose the courses served your particular goals.

4. The essay is meant to help the student integrate the study undertaken. Do not “force” integration. Let the choice of courses and your response “play” on each other to illuminate your individual course of study.
5. In the second part of the essay, highlight a topic that emerged from the first part of your essay that would be of particular interest to you for further research in a thesis. You do not need to detail a complete research project, but you should begin to get some clarity on the area of interest so that you can formulate a thesis topic. If you cannot yet shape your idea into a thesis formula, consult the advisor of your curricular field or faculty members working in that area of research to help you shape a topic. Indicate the names of faculty you consulted.
6. Include some references to sources that stimulated your thinking on your topic of interest and use Turabian guidelines for the citations (either footnotes or endnotes or parenthetical references) on these sources.

## **MALS Thesis Process and Requirements**

No student may enroll in more than 27 credits before registering for the *MALS Thesis Proposal Workshop*, LSHV-497-(sections vary), which is taken after the completion of seven MALS courses and before, with or after the 8<sup>th</sup> and/or 9<sup>th</sup> courses and completed prior to enrolling in the 3-credit *MALS Thesis Writing*, (LSHV-499-01) course and the writing of the three-credit thesis. Twenty-seven credits (9 courses) and the *MALS Thesis Proposal Workshop* must be completed prior to the semester the student enrolls in the *MALS Thesis Writing* course. The *MALS Thesis Writing* course is the final required course and may not be taken with any other course. See the [\*Graduate Liberal Studies Guidelines\*](#) booklet for complete information regarding the process, forms, and procedures used to prepare and submit the MALS Thesis. Please note that the *MALS Thesis Writing* course constitutes half-time status and that the *MALS Thesis Proposal Workshop* taken with one three-credit course constitutes half-time status.

A minimum letter grade average of “B” or better, a cumulative grade point average of 3.0 quality points, the satisfactory completion of the Reflective Essay, the *MALS Thesis Proposal Workshop*, and the completion of 27 credits are required for enrollment in the 3-credit *MALS Thesis Writing* course, the final degree requirement. A cumulative grade point average of 3.0 quality points and the completion of 30 credits are required for degree clearance and the posting of the Master of Arts in Liberal Studies degree. A course with a C grade (including *Core, Human Values* course grades as well as the thesis grade) may be earned and posted to the degree provided that the overall average at the completion of 8 courses or upon the award of the final thesis grade still establishes a cumulative GPA of 3.0.

### ***MALS Thesis Proposal Workshop* (LSHV-497-sections vary)**

#### **Fall, Spring, Summer terms**

Near the conclusion of the degree (after the completion of the Reflective Essay, seven MALS courses and before, with or after the 8<sup>th</sup> and/or 9<sup>th</sup> courses) MALS candidates prepare a thesis proposal. To accomplish this, they are required to complete the *MALS Thesis Proposal Workshop* in the semester in which they plan to prepare and submit for approval a thesis proposal. This is a non-credit, zero-tuition course. Please note: The *MALS Thesis Proposal Workshop*, taken in conjunction with a three-credit course, constitutes half-time status.

The *MALS Thesis Proposal Workshop* consists of four, two hour classes. Several sections of this course are offered on different evenings each semester (fall, spring, or summer). **Students must attend all four class meetings of the Workshop.** The result of this Workshop will be an approved MALS Thesis Proposal. The student’s Thesis Committee is made up of the thesis mentor chosen by the student, the student’s *MALS Thesis Proposal Workshop* professor, and the Liberal Studies Program Associate Director. Successful completion of the thesis proposal and its approval will result in a Pass (“S”) grade for the Workshop. **Students who must Withdraw (“W”) from the Workshop or Fail (“U”) the Workshop, may only register for the Workshop one more time.** Students who withdraw from the MALS degree program and are readmitted at a later date may start the MALS thesis preparation process one more time even if prior to their interruption of their degree and withdrawal they had previously passed (S) the *MALS Thesis Proposal Workshop*.

The *MALS Thesis Proposal Workshop* is a time when students actively pursue the creation and organization of a thesis topic, with the approval of a mentor. If a mentor is not a Graduate Liberal Studies faculty, prior to enrolling in the Workshop the student must contact the Associate Director and discuss his/her selection of the mentor. Then (if selection is approved) the student sends the name and contact information of this mentor by email to [riddera@georgetown.edu](mailto:riddera@georgetown.edu) to facilitate program communication and stipend payment for this mentor. During the *Workshop* students join with other students and the professor offering the *Workshop* to do the research necessary to create a statement of the nature, purpose, theme, and interdisciplinarity of the proposed thesis topic, and indicate the human values at stake in the thesis' argument; list an outline of the proposed sections of the thesis; and list the schedule agreed upon between the student and the mentor to accomplish these goals and successfully complete the thesis.

Prior to registering for the *Workshop* students should begin planning for their thesis. It is important to remember that the thesis is a proposition or an argument. The proposal must deal with a very focused subject and explore it fully. The proposal topic usually evolves from the student's coursework, an idea, or argument the student wishes to study and research further.

The choice of a mentor may come in one of two ways:

1. If the student has had a professor he/she would particularly like to work with, then the thesis topic must be a subject that is a part of that professor's special expertise. The student should contact the professor, discuss the topic, and confirm the availability of the professor to serve as his/her mentor, as early as possible, and prior to enrollment in the *Workshop*.
2. If the student has a topic that he/she really desires to explore and does not know who could be a mentor for that topic, then, in consultation with the Director/Associate Director of the Graduate Liberal Studies Degree Program or Program faculty, the student seeks out a professor who would be well versed in that subject. If none is available, including professors outside the Liberal Studies Degree Program, that would mean that the topic could not be pursued. The Graduate Liberal Studies Director/Associate Director, in consultation with Liberal Studies faculty, offers a thorough search on behalf

of the student to find the appropriate mentor before indicating that the topic can not be used.

Discussion of the thesis topic early on before working out a thesis proposal is advisable. Faculty members may already have theses they are monitoring; thus they may have to turn down requests for mentoring as they can and should only mentor a few students each semester. The thesis topic must be related to the student's curricular field if a particular field was chosen, and the student is encouraged to contact the Core Faculty advisor for his/her curricular field to make sure that is the case. **The professor who teaches your Workshop may not also be chosen as your thesis mentor.** The professor may discuss with the Associate Director if an exception to this policy is warranted for a particular student.

Students are encouraged to contact the Director, [tambasca@georgetown.edu](mailto:tambasca@georgetown.edu) or Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu) for additional advice and assistance in preparing to write the thesis. The thesis is an important culmination of the degree.

### ***MALS Thesis Writing Course, LSHV-499-01 (fall and spring terms, only)***

Following the approval of the thesis proposal, and upon successful completion of 9 courses, 27 credits, a student registers for the three-credit *MALS Thesis Writing* (LSHV-499-01) course offered during the fall or spring semesters. A student registers for *MALS Thesis Writing* within one year following the successful completion of the *MALS Thesis Proposal Workshop* (usually the Fall or Spring semester following the *Workshop*) in accordance with the schedule determined between the student and the mentor regarding the writing and completion of the thesis requirement. Enrollment in the *MALS Thesis Writing* course constitutes half-time status. The *MALS Thesis Writing* course is the final three-credit course for Master's candidates. There are no class sessions for the *MALS Thesis Writing* course; rather the student and mentor meet and communicate regarding the preparation and completion of the thesis following the schedule outlined in the thesis proposal. The *MALS Thesis Writing* course is for the actual production of the thesis and carries three credits with regular semester tuition charges and is assigned a letter grade by the student's mentor reflecting the academic quality of the thesis. The grade is posted to the

student's transcript upon the written approval of the mentor, the Associate Director and the Director on behalf of the Graduate School. **The expected length of the thesis text is 80 pages.**

All theses not completed during the first term in which the student enrolls in the *MALS Thesis Writing* courses **MUST** be submitted and accepted by the established deadlines of the following semester (fall or spring, summer not included) unless the student submits by email to [riddera@georgetown.edu](mailto:riddera@georgetown.edu) a request for an additional semester to complete the thesis. This written request must be accompanied by a written confirmation of the mentor to [riddera@georgetown.edu](mailto:riddera@georgetown.edu) approving the extension. An additional semester following the same protocol may be granted for extraordinary reasons.

For additional details on the organization of a thesis proposal and the thesis, see the Liberal Studies website: <http://liberalstudies.georgetown.edu/MALS/resources> for access to the *Thesis Guidelines* booklet and associated forms for thesis preparation and degree completion.

**Thesis final deadlines are:**

**May 1** for students enrolled in *MALS Thesis Writing* in the Fall semester  
**Dec. 3** for students enrolled in *MALS Thesis Writing* in the Spring semester

(If these dates fall on a weekend, the following Monday will be the deadline.)

**Failure to complete the thesis by the final deadline and additionally, the confirmation in writing from the mentor that no thesis was completed or near completion which would warrant extending the student's completion deadline, results in the posting by the Associate Director the grade of "F" for the course and termination of the student's degree candidacy.**

MALS students receiving an "I" for the first semester of the thesis course must register for *MALS Continuous Registration*, \$0 tuition, 0 credit for the subsequent fall or spring extension semester. (The summer term does not count.) Please note that this 0 credit enrollment status has implications on student loan or visa status; however, this course keeps the student in the system for library and other purposes. The student should advise his/her Financial Aid Counselor and/or Office of International Affairs advisor should any degree extension occur.

## Degree Conferral Time-Line

All requirements for the degree should be completed in seven consecutive years unless a special exception is sought by email request to [riddera@georgetown.edu](mailto:riddera@georgetown.edu) and an extension is approved for extraordinary reasons.

## Application for Degree

Master's (MALS) degrees are posted in May and December. MALS students follow the schedule and procedure for degree application and clearance provided by the Associate Director in conjunction with the SCS Office of Academic Affairs on behalf of the Graduate School as fully explained in the blue *Thesis Guidelines for MALS and DLS Students*. *During the first two weeks of their (anticipated) final semester MALS students complete and submit their official graduation application online through the MYACCESS system at <https://myaccess.georgetown.edu> to the Office of Academic Affairs. Detailed instructions for this online process can be found on the [SCS Graduation page](#). Additionally and at the same time, MALS students submit by fax or email attachment the paper Degree Application included in the blue *Thesis Guidelines Booklet* to [riddera@georgetown.edu](mailto:riddera@georgetown.edu) or fax., 202-687-7299, attn. Anne Ridder.*

## Thesis Completion *in Absentia*

In rare instances a student's degree completion is interrupted by a move from the area. Should this be anticipated, it is the student's responsibility to request approval by email from the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu), and make arrangements for how the thesis will be completed, how to continue collaboration with the mentor, and how to arrange to return to campus in person to execute the final thesis completion, approval, and final online submission of the thesis to the SCS Office of Academic Affairs on behalf of the Graduate School. If the student can not return to submit the thesis, he/she must appoint a guardian to handle the delivery and secure the final approval for the thesis on paper before its final online submission. The guardian cannot be a faculty member.

## Degree Financial Clearance

MALS students must settle all financial obligations to the University, e.g. overdue tuition, library fines, late fees, so that their account bal-

ance is \$0 before submitting their thesis or completing their last course *MALS Thesis Writing* or *MALS Continuous Registration*, to be eligible to graduate and receive a diploma and final transcript. The financial clearance deadlines are Dec. 3rd if completing the degree in December or May 1st if completing the degree in May.

## **Georgetown University and School of Continuing Studies Graduation Ceremonies**

All graduate degrees are conferred and diplomas presented at Georgetown's annual Commencement Exercises scheduled in May. Each School has a designated time for its Graduation ceremony and reception. MALS students whose degrees were posted earlier are encouraged to participate in the formal School of Continuing Studies Graduation Ceremony in May of each year. See the SCS Graduation page in mid-Spring which provides further Commencement information.

## **Course Registration**

### ***Online Registration***

Registration instructions are made available to students on the [Website](#) and on the Registrar [website](#) beginning in February for the Summer and by March for the Fall term and in November for the Spring term. All MALS degree students should follow these registration instructions. *Online* registration gives the student an opportunity to register through *My Access* using their Net ID assigned upon acceptance into the Program. Course syllabi and schedules listing classroom locations may be viewed on the Liberal Studies [Website](#) prior to and during each semester. Students requesting permission to register for more than 2 courses, 6 credits or register in a course outside the MALS Liberal Studies Program must email these requests to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu). Be advised that Graduate (MALS) Liberal Studies policies regarding absence, incomplete grades, add/drop, etc., apply to these courses as well.

### **Financial Obligations**

Full payment of tuition is due on or before the dates established by the [Student Accounts office](#) as noted on your online bill and as pub-

lished in the MALS Liberal Studies registration instructions. A late fee and service charge are assessed for payment after these established dates. A student may establish a payment plan following a payment schedule set by Student Accounts. *Students with overdue accounts will have a financial block and may not register online for subsequent semester until the block is lifted.* The unpaid balance of the fall term must be less than \$2000 to register *online* in late October -January for the spring term; the unpaid balance for the spring term must be less than \$100 to register *online* for the summer term or fall terms.

### ***Online Course Registration Changes (Add/Drop Periods, Course Withdrawal, Tuition Refunds)***

The most fundamental responsibility of every student is to ensure correct enrollment within the regular add/drop periods for semesters registered. Students are responsible for handling their course registration and any schedule changes before the end of any registration period. All students are responsible for verifying the accuracy of their academic schedule, including the course and section numbers before the end of the add/drop and withdraw periods. A student may add or drop a course *online* prior to the 1st class meeting of a course and in accordance with the published [add/drop schedule](#) posted by the Office of the Registrar. An add will be processed only if space is available in the course, not exceeding the class limit of 20 students. Students may request by email and provide documentation if requested to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu), to withdraw from a course. An add/drop form reflecting this request will be prepared and taken to the Office of the Registrar, and the tuition refund for this action will be applied as indicated to the student's account per the Registrar's Add/Drop schedule.

Students must attend the first meeting of a course. A student who misses the first class meeting is dropped upon notification by the professor or by request by the student in email to the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu). No student may add into a course after it has started.

For serious reasons a student may contact the Associate Director, [riddera@georgetown.edu](mailto:riddera@georgetown.edu) to withdraw from a course **before** the last scheduled class meeting for that course. Courses dropped during the Add/Drop period will be deleted from the student's record with 100% tuition refund; thereafter, dropped courses are listed as a W (with-

drawn) on the student's record, and the tuition refund is prorated according to the date of the withdrawal. **Students should be attentive to the fact that dropping or withdrawing from a course may have implications on their loan or visa status and must seek advisement regarding this enrollment change with their Financial Aid counselor and the Office of International Programs if indicated.**

### **Online Waitlist**

A Waitlist System manages the wait list for closed courses each semester. Periodically, before classes begin, the Waitlist is sorted and *My Access* emails students if a space has opened in a closed class. Available spaces may open but will not be filled once a course begins. The *online* Waitlist is maintained according to the date you put yourself on the Waitlist as well as your progress in the degree program. Waitlisted students may not attend the first class and attempt to get added to the class. See the WaitList information section on each semester's MALS registration instructions.

### **Add/Drop/Withdrawal/Refund Schedule**

#### **Fall and Spring Semesters:**

1st or 2nd week of semester:	100% refund/delete
3rd or 4th week of semester:	80% refund/withdraw
5th or 6th week of semester:	70% refund/withdraw
7th or 8th week of semester:	50% refund/withdraw
9th week of semester:	40% refund/withdraw
10th-15th week of semester	0 refund/withdraw

up until the week before the final class meeting

The first week of classes is considered to begin the day following Walk-In Registration. You may not withdraw from a course after its final class meeting.

#### **Summer Semester (dates added prior to each summer term)**

Before second class:	100% refund/delete
Before third class:	75% refund/withdraw
Before fourth class:	50% refund/withdraw
After fourth class:	0% refund/withdraw

Check exact dates and schedule on the Registrar's website.

## Change of Address

Address change/correction is a two-step procedure that must be made both *online* and by email sent by the student to Graduate Liberal Studies, [lsp@georgetown.edu](mailto:lsp@georgetown.edu).

1. Enter the change *online* for the Student Record System/Registrar using *My Access* to continue to receive pertinent University mail, grade reports, bills, etc.
2. At the same time, enter the change via email to [lsp@georgetown.edu](mailto:lsp@georgetown.edu) for the Graduate Liberal Studies Address System in order to continue to receive program mailings, emails, registration information, and phone calls.

## Study/Tours

Students interested in participating in a Graduate Study/Tour abroad for credit must first discuss and get the approval to enroll from the Associate Director and follow-up the decision with an email. Only one 3 credit Graduate Study/Tour may be considered for approval toward the MALS degree, and it counts toward the program electives, not toward a curricular field.

## Transfer of Credit

Transfer credit for academic work completed **prior** to beginning the MALS degree is evaluated during the admission process. Once admitted to a degree program at Georgetown University, it is expected that the student will take all the remaining courses for the degree at this University. Special exceptions to this policy require written approval of the Associate Director or Director.

For graduate academic work completed at another accredited university prior to acceptance as a MALS degree candidate, the Associate Director/Director may approve a maximum of 6 transfer credits (two courses). The course(s) considered for transfer must be similar to Georgetown University MALS course offerings. **No course with a grade lower than “B” (3.0) will be considered for transfer credit.**

After the successful completion of the student's first semester as a degree candidate in the MALS Program, the Associate Director reviews the transfer credit, prepares the transfer credit request and sends it to the Registrar for posting to the students record. The credits contribute to the required number of credits necessary for degree completion. The grades, however, do not appear on the transcript and are not a part of the student's quality point GPA index beyond the 30 course credits required for graduation.

## Graduate Grading System (MALS)

A minimum GPA of 3.0 is required of Master's candidates for graduation. *Students must maintain a 3.0 ("B") average with "F's" counted as 0.0 grade points and 0 credit when calculating the cum GPA. Students must have the required 3.0 GPA at the completion of 8 courses (24 credits attempted).* The Associate Director reviews the record of all MALS students upon the completion of 24 attempted credits as well as the records of students enrolled in Thesis Proposal Workshops to determine that all of these students have 3.0 or higher cumulative GPA's and are thus eligible to start the thesis requirements. Should the review show a student at this point with less than a 3.0 cum GPA, the student is subject to withdrawal from the degree program in consultation with the student and the Director and the Associate Dean of Academic Affairs. Students may not register for additional credits beyond the 30 course credits required for degree completion and graduation.

### Official Graduate Grading System

The current University grading system for graduate students is as follows:

A	4.00	W	Withdrawal
A-	3.67	AU	Audit
B+	3.33	I	Incomplete
B	3.00		
B-	2.67	S	Satisfactory ("B" or better in a pass/fail course)
C	2.00		
F	0.00	U	Unsatisfactory (below a "B" in a pass/fail course)

# General Grading Policies/Procedures

1. Grades are posted on *MyAccess* as the professors submit them and students may view them or their online transcript when access to viewing grades on *MyAccess* is opened by the Registrar. **Graded papers** returned by professors for student pick-up are kept in the Graduate Liberal Studies Office, room 225 ICC, for two semesters. Some professors return papers in class or by mail, if the student provides the professor a stamped, self-addressed envelope.
2. A blank grade on the student's transcript reflects that the grade has not been entered by the professor.

### 3. **Quality Grade Point Average (GPA)**

The GPA is calculated by dividing the total number of quality points earned at Georgetown University in the Graduate Liberal Studies Degree Program by the total number of academic credits attempted at Georgetown University in the Graduate Liberal Studies Degree Program. The cumulative GPA is posted on graduate (MALS) transcripts of record at Georgetown University beginning in the fall semester, 2010. (Transfer credit counts toward the total number of academic credits but grades from those courses are not transferred or included in the cumulative GPA.)

### 4. **Pass/Fail Option: S/U Grades**

A student may request to take a course on a pass/fail basis of grading under the following circumstances. Courses that have been designated by departments and programs to be taken **ONLY** on a pass/fail basis (this designation is noted on course description and on transcript) may be applied toward the MALS degree upon approval by the Associate Director. Graduate Liberal Studies courses may not be taken Pass/Fail with the exception of the *Thesis Proposal Workshop* which is designed and designated as a zero credit course.

Grades of Satisfactory or Unsatisfactory are awarded for pass/fail courses only. *Grades of "S" are not included in the calculation of a student's GPA.* However, for the purpose of reviewing academic performance leading to degree candidacy termination, a "U" is treated the same as an "F" grade and earned along with an "F" or "C" grade warrants degree candidacy termination.

## 5. Religious Studies and Theology Honor Society

Liberal Studies students who are pursuing the Catholic Studies, Humanities, Religious Studies or Islam and Muslim/Christian Relations Curricular Fields are eligible for the annual spring selection and induction into Beta Alpha Kappa Honor Society, the national honor society for religious studies and theology. The eligibility requirements are listed below:

- Completion of 5 courses (15 credits) in theology**
- 3.5 or higher cum GPA in theology courses**
- 3.0 or higher cum GPA in all courses completed**

## 6. Honors (cum laude, etc.)

Honors are **not** earned or posted on graduate (MALS) transcripts or diplomas at Georgetown University.

## 7. Course Grade Change

When a professor believes a grade change for a course is justified, e.g., because of an error in recording or grade miscalculation (on occasion following a student's inquiry) or as a result of the completion of incomplete work, the professor will send a grade-change authorization form with a signed statement of the reason for such a change to the Associate Director for approval or may request the grade-change by sending an email to the Associate Director to prepare a grade-change form reflecting the information on the email. The email request is submitted by the Associate Director along with the grade change form to the Registrar for posting. It should be clearly understood that no additional work from an individual student can effect a grade change.

## 8. Course Grade Appeal

When a student appeals a grade received for a course, the following steps are to be taken:

- a. The student should first seek an acceptable resolution through a discussion with the professor. **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.**
- b. If a satisfactory resolution is not reached, the student will then discuss the matter with the Director. **This process must begin no**

later than 60 days after the beginning of the semester following that semester in which the contested grade was received.

- c. If a satisfactory resolution is still not reached, the student may take the case (in writing) to the Dean of the School. The Dean may choose to forward the grade appeal to the Associate Dean of Academic Affairs who may then forward the grade appeal to the Graduate Liberal Studies Standards Committee for its review. The Committee's decision is then forwarded to the Associate Dean of Academic Affairs and on behalf of the SCS Dean, the Associate Dean of Academic Affairs will inform the student of the decision, which is final.

## Academic Regulations

The policies noted below regarding class attendance/absence and incomplete grades apply to Graduate Liberal Studies students' enrollment in MALS courses as well as other University departmental courses. These policies are applicable to MALS students designated non-degree with permission to take up to two courses as well as Visiting non-degree Graduate Liberal Studies students with permission to take up to two Graduate Liberal Studies courses.

### **Class Attendance/Absence**

Because of the intense nature of the Master's degree program, absences are not expected except in extraordinary circumstances. In all instances, the student should contact the professor regarding any absence. Absence from the first class meeting and/or unexplained absence or two absences usually result in withdrawing the student from the course based on written communication by the professor or by the student. Individual professors may request that a student be withdrawn from the course due to absence or may reflect a student's absence in the final course grade or by requiring additional course assignments before assigning the final grade. See p. 29 regarding Add/Drop and Withdraw policies, procedures, and tuition refund schedule. Tardiness to class constitutes absence and when reported by the professor may result in the withdrawal of the student from the course due to such absence.

## **Incomplete Grades**

In some instances it may be necessary for a MALS student to request an Incomplete, “I” grade, and an extension of time by the professor to complete the required coursework. Some professors do not allow Incompletes. If they do, they may establish a date prior to the dates given here. They may also assign a grade penalty or other penalty for late work. If the professor grants the student additional time to complete the coursework and the work is completed by the date established by the professor on or before or in exceptional cases on a date after the Incomplete Deadlines printed in the *Handbook*, the “I” is changed to the appropriate grade. This policy is applicable to all MALS courses as well as courses MALS students may take outside the Program here at Georgetown or another university. It is the student’s responsibility to inform the professor of the Graduate Liberal Studies Program’s Incomplete Grading Policy for MALS students.

**Deadlines for the submission of Incomplete work from each semester will be as follows for MALS students:**

**Jan. 15:** for a course taken in the Fall term

**June 15:** for a course taken in the Spring term

**Sept. 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 (hard copies, only) to the Associate Director, 225 ICC, no later than 4:00 PM on or before the date listed above. Submissions will be date stamped and sent to the appropriate professor. Submissions after the published deadline date and time will not be accepted and the grade of “I” will automatically change to the grade of “F.” (No electronic or faxed assignments will be accepted. Only an original hard copy of the assignment is acceptable.)**

**Following the deadline, the professor will review the work submitted and send a grade change report to the Associate Director. The grade change is then forwarded to the Registrar for posting to the student’s record.**

## Academic Actions: Probation

### MALS Degree Candidates

Since a 3.0 average is required for graduation, a “B-” or a “C” or “F” grade will jeopardize candidacy. Upon receipt of a “B”, “C” or “F” grade the student is informed by an emailed letter of caution sent by the Associate Dean noting the grade earned that is below a 3.0 which may have led to probational status if the student’s cum GPA dropped below 3.0 as a result of the low grade. A student remains on academic probation until a minimal cumulative 3.0 GPA is achieved. If a 3.0 GPA is not achieved after the attempt of 24 credit hours, the student’s degree candidacy is terminated.

## Academic Actions: Degree Candidacy Termination

**Degree Candidacy Termination is determined on one of two grounds: academic integrity violation or academic ineligibility due to the cumulative GPA.**

### Academic Integrity

Students in the Graduate (MALS) Liberal Studies Degree Program are expected to maintain high standards of personal integrity in pursuit of their education. Academic dishonesty in any form is a serious offense. Cases of accidental plagiarism are avoidable if students familiarize themselves with the rules regarding citing the work of others. All students should purchase and use *A Manual for Writers*, 7th edition, by Kate Turabian, revised by Wayne Booth, and consistently follow one of the two acceptable methods of citation described in the manual for all written assignments for their courses. Also, students should refer to the pamphlet *Acknowledging the Work of Others* which is part of each new student’s Orientation packet.

MALS students are responsible for upholding the Georgetown University Honor System and adhering to the academic standards included in the Honor Code Pledge as stated:

*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.*

Students found to have violated academic integrity will be subject to academic penalties adjudicated by the Director and course professor and the SCS Office of Academic Affairs as indicated by each individual case. These include but are not limited to failure of the course, suspension or dismissal (degree candidacy termination) from the University, and revocation of associated degrees already conferred.

### **Academic Ineligibility**

**Master's Degree Candidates** earning grades of two "C's" or lower are academically dismissed and degree candidacy terminated. All grades, including "F's," are calculated in determining the cumulative GPA. An "F" = 0. **At the completion of 8 courses (24 credits attempted), a student must have at least a cumulative 3.0 GPA. If the student's GPA is below a 3.0, his/her degree candidacy is terminated and further course registration or enrollment in the *Thesis Proposal Workshop* is canceled.**

### **Non-Academic Rule Infringement**

The Honor Code Pledge requires honorable conduct of the student in regard to non-academic University rules determined by other university offices including but not limited to the Georgetown University Departments of Public Safety, Counseling and Psychiatric Services, Office of Student Affairs, and the Office of Student Conduct.

### **Degree Candidacy Termination Appeal**

When degree candidacy has been terminated, the student shall have the right of appeal to the Dean of the School of Continuing Studies, who will then refer the appeal to the Office of Academic Affairs and if indicated the Graduate Liberal Studies Standards Committee comprised of three Graduate Liberal Studies faculty members. The appeal procedure is not to be used for the circumvention of standards requirements or Program policies (e.g. grade point average and thesis requirements), but is designed to deal with exceptional cases.

The student must present his or her grounds for appeal to the Dean, in writing, within 60 days of the date of the termination of degree candidacy letter. The Dean will forward the materials to the Office of Academic Affairs and if indicated to the Graduate Liberal Studies Standards Committee as noted above. The Standards Committee reserves the right to make its judgment based on the written materials

alone. If the materials so warrant, a formal hearing may also be held. The decision of the committee will be forwarded to the Associated Dean of the Academic Affairs Office who will inform the student of the decision, which is final.

### **Readmission**

**A student who has been dismissed should not expect to be readmitted.** In very rare cases, when in the judgment of the Dean of the School there is clear evidence of probable future academic success, a written application for readmission to the MALS Degree Program may be considered. This request for readmission must be submitted to the Associate Dean of Academic Affairs six weeks before the date of intended registration, and the terms for re-admission must be followed if re-admission is granted.

## *University Policies, Services and Procedures*

### **Policies and Procedures**

The Graduate Liberal Studies Degree Program subscribes in general to the policies and procedures of The Graduate School of Arts and Sciences in regard to academic dishonesty (as stated in the previous section), non-discrimination, sexual harassment, and disposition of academic records.

### **Directory Information Disclosure Policy**

*A Student Directory* is published annually by the Office of the Registrar containing names of all Georgetown students.

The University may provide directory information at its discretion. This information includes the student's name, address, and telephone numbers, date and place of birth, field of study, dates of attendance, and expected date of graduation. 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 by the second week of classes of the Fall semester.

### **Immigration Policy**

Liberal Studies students who are non-U.S. citizens must complete and submit to the Office of International Programs an International Student Immigration Questionnaire prior to course registration. **Prospective**

students on J-1 or F-1 student visa status may not apply for admission to the part-time Graduate Liberal Studies Degree Program.

## University Offices and Student Services

### GO Cards - Student Identification Cards

It is necessary for all students to have photo student IDs (GO Card) for library use, access to some campus buildings and labs, and to use the University shuttle bus. GO Cards are issued by the GO Card Office located at the entrance of Darnall Hall. GO Card office hours are M-F, 9 AM-5 PM. Call ahead to confirm the hours, (202) 687-2700. Their website is <http://gocard.georgetown.edu/>

### Liberal Studies Writing Center

The Writing Center with services designed for Graduate Liberal Studies students is located in Lauinger Library, 217A. Professors are sent a Writing Evaluation form to complete for each new student in their course at the close of the semester and be returned to the Associate Director with a copy of their course grades. Professors are asked to assess each student's writing. Should the student's writing not be deemed at the level necessary for graduate coursework, then the professor notes on the form a recommendation that the student seek tutorial assistance from the Writing Center. The Director will follow-up with the Writing Coordinator on the progress of those students referred to the Writing Center for tutoring.

The Writing Center is intended to: 1) offer assistance and advice to those students who may be experiencing difficulty in meeting the academic writing requirements; 2) and/or to encourage and counsel students who are professional or avocational writers. Dr. Kathy Temple, Associate Professor of English and Liberal Studies faculty member, is the Writing Center Coordinator, assisted by graduate tutors trained by the English Department. For an appointment, call her at 202-687-6765 or email: [templek@georgetown.edu](mailto:templek@georgetown.edu) or access [writingcenter.georgetown.edu](http://writingcenter.georgetown.edu). Additionally, students are invited to attend the one day Writing Bootcamp offered and conducted each semester by Dr. Temple. Watch email and Web for dates and registration information regarding the semester Bootcamp.

### Academic Resource Center

A component of the [Academic Resource Center](#) is its Learning Services which offers assistance to all University students in many skill

areas necessary for academic achievement, including reading comprehension, study and test taking strategies, notetaking and time management.

Services and referrals are also provided for students with learning or physical disabilities to determine, upon review of documentation provided by the student, reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and University policies. For further information call the Director, Dr. Jane Holahan, (202) 687-9530. The office is located at 335 Leavey Center.

### **Registrar**

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 or through [web request](#). A one-time transcript fee of \$12 is charged to each new student's account upon acceptance to the Graduate Liberal Studies Degree Program. New students receive a letter in their Admissions packet that informs them about My Access, a computer program that allows students to register online, view their student address, class schedule, grades, billing statement, and other personal data via the World Wide Web. Each student is assigned and must activate as directed a Net ID. Students are periodically emailed information by the Registrar on the use of My Access and its services.

### **Office of International Programs**

The Office of International Programs is located at Suite 210, Car Barn, 3520 Prospect St., NW. Students holding or applying for F-1 or J-1 student status may not apply for this part-time program. For further information regarding the Immigration Policy, student/visa status, call 202-687-5867 or view their website.

### **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. Please go to [Student Accounts](#) for further information.

## **Student Financial Services**

Liberal Studies students may secure information on loans and other financial assistance by contacting the Financial Services office located in Room G-19, Healy Building, (202) 687-3478 or accessing Financial Services Information for Graduate Liberal Studies students on their Website, <http://finaid.georgetown.edu/scs>. Students are responsible for the implication dropping, withdrawing from, or failing a course may have on their loan status.

## **Bookstore**

The University Bookstore is located on the main floor of the Leavey Center. The main line is (202) 687-7482. Its current hours are Monday-Friday, 9 AM - 7 PM; Saturday and Sunday, 11 AM - 5 PM. Always call and confirm the hours when planning to go to the Bookstore, additionally use their [website](#) to further information.

## **Lauinger Library**

The main campus library is located on the corner of 37th and Prospect Street. Its regular hours of operation are M-Th, 8:30 AM - 12 midnight; Fri., 8:30 AM - 10:00 PM; Sat., 10:00 AM - 10:00 PM; Sun., 11:00 AM - 12 midnight. There are special summer hours. Call (202) 687-7500 or go to the [website](#) to verify the daily schedule. You must have your GO Card bar-coded at the Library **BEFORE** you check out books or use its research services. Carry your GO Card with you when you go to the Library as you must show it to enter the Library as well.

## **Parking**

The parking daily hourly rate (subject to change) is \$5.00/hour in the underground parking garage in the Southwest Quadrangle. The maximum daily rate is \$15. Enter for parking as directed from Canal Road. Parking in the Southwest Quadrangle is available for Liberal Studies students after 5:00 PM weekdays. Show your student GO Card and pay \$3.00. There is no parking charge in the lot on Saturday and Sunday. Go to Transportation [website](#) for further information on parking options and procedures at the University.

## **Computer Usage Services**

The University's [Academic Computer Services](#) operates computer laboratories for student use. Labs that are most convenient for Liberal Studies students to use are located in the Reiss Science Building in Room 238 and in the Intercultural Center, Room 218. In case of over-flow usage in these locations, students may be directed to labs

that are set up in the LXR, Harbin, and Village C residence halls, see map on inside of back cover for building locations.

### **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, enrollment certification/information, and information on the Yellow Ribbon Program. See [website](#) for further VA information.

### **Student Center and Dining Options**

The Leavey Center (see map on inside back cover) provides students several places for dining: Subway, Cosi, Starbucks, and others, 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 Aramark Hotel. (A mini-market, Hoya Snaxa, is located above the parking garage.) The Epicurean buffet restaurant is on the ground floor of Darnall Hall, facing the hospital.

### **Yates Field House**

A fully equipped recreational/exercise facility is located near the Observatory. Call (202) 687-2400 or check the [website](#) for information on fees and services.

### **Student Health Insurance**

Graduate Liberal Studies students approved to enrolled in nine credit hours following the successful completion of their first semester are automatically charged the required health insurance fee on their tuition bill. Eligible students must accept or waive this insurance. Students enrolled in less than nine hours are not eligible for Health Insurance. For information, call (202) 687-4883 or check [website](#) for further information.

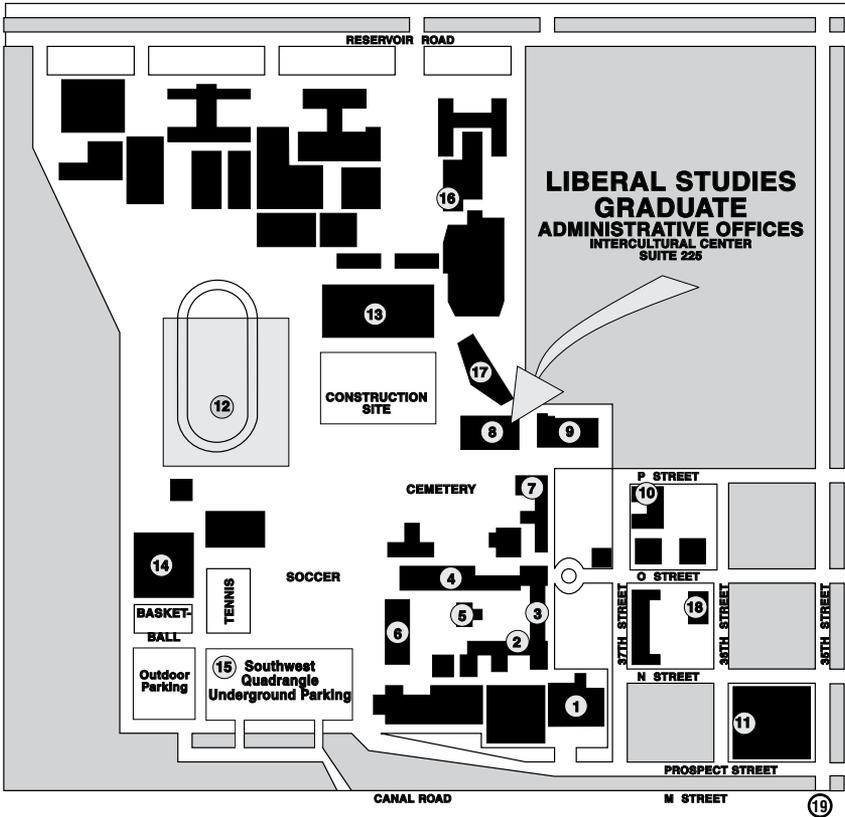
### **Georgetown University Transportation Shuttle**

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

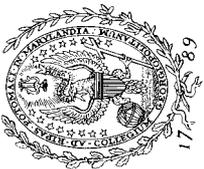
### **MBNA Career Education Center**

The MBNA Career Center is located near the Book Store in the Leavey Center. 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>.

# MAP OF GEORGETOWN UNIVERSITY CAMPUS



- |   |  |
|---|--|
| 1 Lauinger Library (LAU)  | 11 Walsh Building (WAL)  |
| 2 Maguire Hall (MAG)  | 12 Yates Field House   |
| 3 Healy Building (HEA),<br>Financial Aid  | 13 Leavey Center/Bookstore/<br>Restaurants                       |
| 4 New North   | 14 McDonough Arena   |
| 5 Dahlgren Chapel   | 15 Southwest Quadrangle<br>Underground Parking                   |
| 6 Village C, Security Office  | 16 Darnall Hall<br>GO-Card Office<br>Epicurean Buffet Restaurant |
| 7 Copley Hall   | 17 Reiss Science Building  |
| 8 Intercultural Center: Liberal<br>Studies Graduate Administrative<br>Office, Suite 225 | 18 The Alumni House  |
| 9 White-Gravenor (WGR), Registrar,<br>Student Accounts                                  | 19 3307 M St. (2nd fl)<br>SCS Dean's Office                      |
| 10 Poulton Hall   |  |



*GEORGETOWN UNIVERSITY*

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LIBERAL STUDIES MAJ.S DEGREE PROGRAM

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SUITE 225, INTERCULTURAL CENTER  
BOX 571011  
WASHINGTON, DC 20057-1011