GEORGETOWN UNIVERSITY
School of Continuing Studies

Professional Studies Graduate Student Handbook

Academic Rules and Regulations

2013-2014

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WELCOME

Welcome to Georgetown University and the graduate programs in the School of Continuing Studies (SCS): Doctor of Liberal Studies (DLS); Master of Arts in Liberal Studies (MALS); Master of Professional Studies (MPS); and Advanced Professional Certificate (APC). This handbook is provided as a guide for students, faculty, and staff regarding important policies and procedures. SCS establishes minimum standards for academic performance (described in this handbook); however, individual programs are encouraged to set higher standards that reflect the academic rigor and unique nature of those programs and Georgetown's commitment to academic excellence. Students should consult with their academic programs about requirements that are specific to their major.

We believe that education should help students build and maintain a genuine spirit of reflectivity to guide them along their academic and intellectual journey. These policies were developed to maintain the integrity of our programs and to ensure equity and fairness through their application. We encourage all students to read through this handbook carefully and to familiarize themselves with the requirements of their programs. Students should feel free to discuss any questions about academic policies and procedures with their program or the SCS Academic Affairs & Compliance Office.

University Mission Statement

Georgetown is a Catholic and Jesuit, student-centered research university.

Established in 1789 in the spirit of the new republic, the university was founded on the principle that serious and sustained discourse among people of different faiths, cultures, and beliefs promotes intellectual, ethical and spiritual understanding. We embody this principle in the diversity of our students, faculty and staff, our commitment to justice and the common good, our intellectual openness and our international character.

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate and professional education in the Jesuit tradition for the glory of God and the well-being of humankind.

Georgetown educates women and men to be reflective lifelong learners, to be responsible and active participants in civic life and to live generously in service to others.

School Mission Statement

In keeping with the historic mission of Georgetown University, the School 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.

History of the School of Continuing Studies

The School of Continuing Studies (SCS) at Georgetown was founded in 1956 as the Georgetown University School for Summer and Continuing Education (SSCE). In the summer of 1974, Liberal Studies, the oldest degree program within the School, was launched by Joseph Pettit, the Dean of the SSCE at the time. The Bachelor of Arts in Liberal Studies (BALS) and the Master of Arts in Liberal Studies (MALS), each graduated our very first student (one in each program) in May 1978. The Doctor of Liberal Arts (DLS) program began in fall 2005, and the first Doctor of Liberal Studies (DLS) student graduated in May 2010.

The Master of Professional Studies (MPS) programs, emphasizing a balance of theoretical and applied learning, began in Fall 2007 with majors in Public Relations & Corporate Communications and Journalism. Our first group of MPS students, 14 total, graduated in Fall 2008. MPS majors in Sports Industry Management and Real Estate began in Fall 2008; Human Resources Management in Spring 2009; Technology Management in Fall 2009; Urban & Regional Planning,

and Emergency & Disaster Management in Fall 2013. Our MPS alumni community has grown considerably with over 800 graduates from all programs since their inception.

For over 50 years, the School of Continuing Studies has fulfilled Georgetown University's mission of educational outreach and inclusivity by offering a wide range of educational options to a diverse community of students and professionals. Our School now offers more than 600 courses, undergraduate and graduate degrees, advanced professional certificates, customized education, special programs, and much more.

Accreditation & Certification Information

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.

Note that the Commission is recognized by the U.S. Secretary of Education for accrediting activities in the Middle States region, which includes the District of Columbia, Delaware, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands.

Institutions based outside of the United States, whether or not chartered or licensed within the Middle States region, may not make reference to the Commission's recognition by the U.S. Secretary of Education. Any reference to accredited status may not imply that the Secretary's recognition of the agency extends to foreign institutions.

Disclaimer, Website, and Update Information

This Handbook is published for current and prospective SCS graduate students. It is not a contract or an offer to contract. Updates to certain policies and procedures may be necessary to the Handbook during your studies, and all students will be held to the most current academic standards and regulations of SCS and their programs. Changes to major policies are proposed, reviewed, and approved, as appropriate, by the SCS Executive Committee; the MPS Deans' Council; and the Academic Affairs & Compliance Office. We therefore encourage students to check our Student Handbook and Policy web page at the start of each semester to download the most recent Handbook for that academic term and to read about academic and non-academic policies that affect all students in the School and at the University.

The most recent edition of the Handbook and links to important policies and procedures can be found at: scs.georgetown.edu/academic-affairs/student-handbooks.

While every effort is made to contain costs and achieve economies, Georgetown specifically reserves the right to increase tuition or other fees without prior notice. The University and School further reserve the right to advance the requirements regarding admission; to change the arrangement of courses; the requirements for graduation or degrees; and other regulations affecting the student body. Such regulations may govern current and new students and will be effective whenever determined by the particular School involved or by general University directive.

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.

CONTACTING US

The central and academic program offices of SCS are located at 640 Massachusetts Ave., NW; Washington, DC 20001.

Important Websites

Georgetown University
www.georgetown.edu

School of Continuing Studies
scs.georgetown.edu

MyAccess (Address, Course Registration, Degree Audit, Student Account Information)
myaccess.georgetown.edu

Academic Calendar (Add/Drop and Withdrawal Deadlines)
registrar.georgetown.edu/registration/add-drop

Georgetown University's Emergency Preparedness
www.georgetown.edu/campus-life/safety-and-emergency-preparedness/

Honor System and Code
scs.georgetown.edu/academic-affairs/honor-code

Office of International Programs (F-1/J-1 Visa)
http://internationalservices.georgetown.edu/arrival/prearrivalguides/degreestudents/

The Registrar's Office
registrar.georgetown.edu/

SCS Graduation Process and Annual Commencement Ceremony
http://scs.georgetown.edu/academic-affairs/graduation

SCS Research and Scholarship
scs.georgetown.edu/about-scs/research-and-scholarship

SCS Student Forms
scs.georgetown.edu/academic-affairs/student-forms/

SCS Student Handbooks and Policies
scs.georgetown.edu/academic-affairs/student-handbooks/

SCS Student Life
scs.georgetown.edu/students/

Student Accounts
http://studentaccounts.georgetown.edu/

Student Conduct
studentconduct.georgetown.edu/

Student Financial Services
finaid.georgetown.edu/

Student Health Center
http://studenthealth.georgetown.edu/medical-care/

Tuition Refund Schedule
registrar.georgetown.edu/registration/refunds-and-tuition/

University Safety
safety.georgetown.edu/

Academic Program Offices

Central Office: Academic Affairs & Compliance
scs.georgetown.edu/academic-affairs/

Assistant Dean and Interim Associate Dean, Rachael Godlove	(202) 687-8700
Assistant Director, Joseph Davies	(202) 687-8073
International Programs Advisor & DSO, Anka Dadarlat	(202) 687-8692

Program Offices: Master of Professional Studies

Emergency & Disaster Management (EDM)

Executive Director, Nancy Suski	(202) 687-8700
Director, Kirk Anderson	(202) 687-2880

Human Resources Management (HRM)

Senior Associate Dean, Christopher Metzler	(202) 687-4914
Assistant Dean, Wanda Cumberlander	(202) 687-3680
Assistant Dean, Robert Traynham	(202) 687-6053
Director, Calvin Pringle	(202) 687-2812

Public Relations & Corporate Communications (PRCC) and Journalism (JO)

Senior Associate Dean, Denise Keyes	(202) 687-8897
PRCC Director, Carolina Bonilla Barzuna	(202) 687-8555
CSIC Deputy Director, Julie Dixon	(202) 687-4662
JO Assistant Dean, Amy Kovac-Ashley	(202) 687-2220
JO Director, Serena Kafeyah	(202) 687-2097

Real Estate (RE)

Executive Director, William Hudnut	(202) 687-4661
Director, Nicole Witenstein	(202) 687-2812

Sports Industry Management (SIM)

Associate Dean, Matthew Winkler	(202) 687-7149
Director, Laura Regensburg	(202) 687-0085

Technology Management (TM)

Associate Dean, Beverly Magda	(202) 687-4504
Program Manager, Stacy Garfield	(202) 687-0984

Urban & Regional Planning (URP)

Executive Director, Uwe Brandes	(202) 687-8700
Director, Nicole Witenstein	(202) 687-2812

FIRST STEPS AFTER ADMISSION

Activate Your Georgetown Email

Set up your e-mail. Georgetown University will send e-mail messages only to your georgetown.edu address, and students are responsible for all messages and information sent to their accounts by University representatives. Plan to either check this account frequently or forward Georgetown mail to another account. Please make sure that your Georgetown email account is maintained and does not go over quota. You should have received a temporary password for your e-mail account with your admissions notification. Additional information about managing your email account (including setting up a forwarding address) can be found at https://sites.google.com/a/georgetown.edu/google-apps-help/.

Verify Your Personal Information

Verify and update your biographical information, email address and mailing address and phone number in our system of record by going to myaccess.georgetown.edu. Students are responsible for keeping their personal information current and accurate every semester. Please make sure to update any changes (such as your address or emergency contact information) through MyAccess and with your academic program.

Secure Your GOCard (Student ID)

Get your GOCard. You must have a student identification card, called a GOCard, to access the Georgetown Downtown campus at 640 Massachusetts Avenue, NW. Additionally, your GOCard is required to check books out from the library, to enter some labs, classrooms and main campus buildings, and to use the University shuttle bus. GOCards are issued by the GOCard Office with a satellite office at 640 Massachusetts Avenue, NW and on main campus at the entrance of Darnall Hall. You can make your visit a short one by completing most of the work in advance; you can email or fax in your information and photo and simply pick up the card when it is ready. Information is available at gocard.georgetown.edu.

Register for Courses

Register for courses directly through MyAccess. Check the registration dates for your courses in succeeding semesters at the Registrar's website, registrar.georgetown.edu/. Be sure to register as soon as possible. Verify the accuracy of your schedule before classes start. Students are responsible for making sure their schedules are accurate.

Pay Your Tuition

Pay for your courses. Tuition is due by the start of the semester or a late fee will be charged. Billing issues and questions should be raised with Student Accounts, NOT with SCS staff. You can pay your bill online. Information is available at: studentaccounts.georgetown.edu/.

Students with Disabilities

Students with disabilities should contact the Academic Resource Center (satellite office at 640 Massachusetts Avenue, NW and on main campus in the Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; academicsupport.georgetown.edu/) before the start of classes to allow their office time to review required documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Transfer Students

New students should consult with their academic program advisors about the possibility of transferring some coursework into their programs before enrolling in their first semester of courses. All coursework for consideration must have been completed at the graduate-level at an accredited institution with a grade of "B" (3.00) or better. Different programs may have their own stricter requirements. Students should review transfer requirements and procedures within their program section of this Handbook.

International Students

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire they receive from the SCS International Advisor by e-mail upon to the Office of International Programs (internationalservices.georgetown.edu/arrival/prearrivalguides/degreestudents/) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Part-time and non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

ADMISSIONS STANDARDS & POLICIES

Admissions Requirements

To be considered for full admission into any graduate-level program, applicants are required to have an earned undergraduate degree from an accredited college or university. A cumulative GPA of 3.00 (solid "B") and relevant academic and professional experience are typically required to ensure that applicants are prepared for graduate-level work in the requested field of study. Other factors, such as writing samples, portfolios, and interviews may be taken into consideration by the program and Admissions Office when reviewing applicants. In rare instances, a program may recommend full admission for an applicant with a borderline GPA who presents documentation of extraordinary professional achievements in the field and/or recent examples of academic success. All such exceptions to standard admissions policies must be reviewed and approved by the SCS Academic Affairs & Compliance Office.

Provisional, Non-Degree Enrollment

In rare cases, applicants who do not meet all of the criteria for full admission to a master's degree program might be allowed to enroll in provisional, non-degree status to prove their academic potential at the graduate-level. The Admissions Committee and academic programs make this recommendation; applicants cannot request this status.

A provisional student should verify their non-degree status in MyAccess, on their transcript, as well as from the academic program's advising office, and the provisional student's admissions letter. Provisional students are limited to 2 courses/6-credit hours (which is part-time), and they must earn solid grades of "B" (3.00) or better in this status before being considered for full admission to a degree program. Grades of "B-" (2.67) and below, including a "U" grade, are unsatisfactory and disqualify the student from full admission status.

Provisional students are limited to one academic year (three semesters) to complete these two courses. They may defer the start of their program but they are not permitted to take a Leave of Absence (LOA) once they have begun their studies. The only LOA a provisional student may take during their non-degree status is under the "Military: U.S. Armed Forces" policy as described in this Handbook.

Provisional students who meet the SCS academic requirements for provisional students (earning 2 grades of "B" or better, regardless of cumulative GPA, within the permitted timeframe of one academic year) will be transferred into degree-status of their current major. This can only be done after grades are posted. Students should follow up with their Professors with any questions regarding grades. The provisional student is notified of their new degree-seeking status by way of email notification, the documented "MPS" in their MyAccess record and on their transcript, as well as the Degree Audit feature now available to the degree-seeking student. All coursework, credits and grades completed in non-degree status then counts towards the MPS degree.

<u>Students who do not meet these minimum standards are automatically academically dismissed from their program.</u>

<u>Please note:</u> Due the course Executive model of the one year Emergency & Disaster Management MPS degree, provisional non-degree students cannot be permitted; this program can only be taken in full-time status. Provisional students are highly encouraged to take Ethics as their first of two permitted courses. Individual programs can set additional requirements that do not conflict with overall policies.

Confidentiality of Admissions Materials

All information submitted to the SCS Admissions Office, including personal essays, transcripts, portfolios, and letters of recommendation are considered confidential and cannot be returned to the applicant. Neither the applicant's admission status nor information contained in the applicant's admissions file will be shared with individuals outside of the School and University without a signed waiver from the applicant. By submitting these documents, the applicant attests to their accuracy and validity. All work submitted under the applicant's name (such as the personal essay or writing samples) must reflect the original work of that applicant. If any false information or plagiarized material is discovered in one's application materials, admission can be revoked, course schedule cancelled without right of refund, and degree(s), if already conferred, revoked.

Applicants are officially admitted when a notice of acceptance signed by the Dean of SCS has been received e-confirmation to matriculate and course registration has been completed. All new students should attend the New Student Welcome, their program orientation and Visa students must attend the mandatory immigration session. Students who do not attend SCS or program orientations are held responsible for all information provided during those sessions.

Admissions Appeals Process

Applicants who have been denied admission may request an explanation of the decision by contacting the reviewing program's Associate/Assistant Dean or Director. To appeal beyond the program level, applicants can contact the Director of Admissions to request an appeal review by the Admissions Appeal Committee, which is comprised of Deans, Directors, Admissions Advisors, and the Director of Admissions. All appeals must be in writing and specifically address weaknesses in the original application (such as reasons for low GPA, unsatisfactory grades in specific courses, or areas of professional development and experience). Appeals will be reviewed based solely upon the academic merits of the situation. Personal circumstances (such as financial aid, loans, athletic eligibility, or Visa status) are not allowable reasons for an appeal. The Committee will make a recommendation to the Office of Academic Affairs & Compliance. All appeals are considered final and without right of further appeal.

International Students upon Admission

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire they receive from the SCS International Advisor by e-mail upon to the Office of International Programs (OIP) (internationalservices.georgetown.edu/arrival/prearrivalguides/degreestudents/) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Provisional students are non-degree and cannot be supplied with University-sponsored Visa documentation.

Degree-seeking international students requesting a University-sponsored F-1/J-1 Visa status must also do the following: (1) complete all requirements and procedures administered by OIP; (2) attend additional mandatory orientation and immigration sessions through OIP; and (3) maintain full-time student status as outlined by OIP. Federal law may also require international students to follow more restrictive requirements than U.S. citizens.

Please keep in mind that admission to an academic program does not guarantee the conferral of a Visa. The Visa is a separate, required process through OIP and associated government offices that can take 4-8 weeks after receipt of an offer of admission to a program. If a student is not able to complete this process by the start of classes, s/he may defer enrollment until the following semester by contacting the SCS International Programs Advisor, the program's Associate/Assistant Dean or Director, and Admissions Counselor.

Deferral of Admissions Acceptance

Acceptance to SCS graduate programs is competitive, and new students should carefully consider requesting a deferral. Deferrals can be granted for no longer than one academic year. Deferral is typically allowed for new students who have unexpected professional, personal, or military obligations preventing their course enrollment and delaying the start of their academic program. All deferrals must be approved by the Associate/Assistant Dean or Director of the new student's program, who may also require updated or additional application materials for re-consideration at a future date. This is then recorded by the program's Admissions Counselor. If any academic work is completed during the period of deferral, the new student must re-apply.

Mandatory Tuberculosis Screening/Immunizations for New Students

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 coursework. In addition, any students under age 26 attending school are required by D.C. Law 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 or visit http://studenthealth.georgetown.edu/medical-care/.

Transfer Credit from Other Graduate Institutions

Many graduate students have already completed some graduate study elsewhere before being accepted to Georgetown University. The program Associate/Assistant Dean or designated Director may consider for transfer from another accredited, graduate-level institutions a maximum number of transfer credits associated with a specific program major as follows:

- A maximum of six credits for the Human Resources Management, Journalism, Public Relations & Corporate Communications, Real Estate, Sports Industry Management, and Technology Management majors (3-credit courses only).

- A maximum of eight credits for the Urban & Regional Planning major (3-credit or 2-credit courses only).

- Zero credits for the Emergency & Disaster Management major due to the cohort and lock-step nature of this executive program. All EDM courses include a required on-ground experiential component unique to this program.

The program's Associate/Assistant Deans or designated Director and the Academic Affairs & Compliance Office have final say regarding which courses may transfer, and, in general, will consider the content of the course in question and its similarity to a program course, the syllabus, the grade received, the age of the course, and the accreditation of the institution offering the course. Unless approved in advance, transfer credit is not awarded for study at other institutions after students have started their study at Georgetown. Students should therefore plan on completing all coursework in residence at Georgetown once they have matriculated at the University.

Only graduate-level courses completed for credit and for which the student received an official grade of "B" (3.000) or better can be considered for transfer into a graduate-level program. Credits that have been or are being applied to another degree or certificate may not be transferred. The GPA earned in coursework completed elsewhere is not calculated in the Georgetown University GPA. No course titles of transferred courses appear on the Georgetown transcript, nor do previous grades earned. Requests for transfer credit must be submitted during the student's first academic year of study. Transfer credits will only be posted following the

student's successful completion of the first semester. The *Transfer Credit Request Form* can be downloaded from: scs.georgetown.edu/academic-affairs/student-forms/.

Transfer Credit from another Georgetown Graduate Program into SCS

In order to transfer from one graduate-level degree program into another (whether within SCS or between graduate programs at the University like the Graduate School of Arts and Sciences; the McDonough School of Business; the School of Foreign Service; the School of Nursing and Health Sciences; and so on), students must secure advance, written permission by the SCS Associate Dean of their new program, and they may be required to apply formally through the SCS Admissions Office. Minimally, they must be in good academic standing with a cumulative GPA of 3.000 or better.

However, acceptance into one graduate program at the University or within SCS does not guarantee acceptance into another program, regardless of the student's GPA. Students cannot transfer from one program into another to prevent actions like probation or termination. All courses taken and grades earned at Georgetown remain on the student's permanent academic record and are factored into the determination of academic actions even if those credits are not permitted into the student's new program. A cumulative GPA of 3.000 is uniformly required to remain in good standing and to qualify for graduation.

Although some graduate-level courses and programs at Georgetown and in SCS may overlap, students who would like to transfer from one program into another must undergo a formal credit review by their new program Associate Dean to determine the applicability of previously earned credits. Students should keep in mind that they may not be able to apply credit (and grades) already awarded in their previous program – whether in residence at Georgetown or through transfer from another institution – to their new program. Courses that are not approved for the program will be excluded from the degree GPA and be awarded no credit.

Transfer Credit from SCS to another Program or Institution

In the event that an SCS graduate student transfers to another academic program within Georgetown University (such as the MBA program) or to another institution, the credits earned in SCS will be subject to the transfer policies and procedures of the receiving program and/or institution. Students should request their official Georgetown transcripts through the Registrar's Office at registrar.georgetown.edu/records/transcripts/.

Students currently enrolled in other graduate programs at the University should secure the advance, written permission of their own program before requesting permission to enroll in SCS graduate-level courses.

UNIVERSITY POLICIES

Educational Records Policy

The Family Educational Rights and Privacy Act of 1974 (also known as FERPA and the Buckley Amendment) is a federal law which states that a written institutional policy with respect to student records must be established and that a statement of adopted procedures covering the privacy rights of students must be made available annually. The law provides that the University will maintain the confidentiality of student educational records.

Georgetown University accords to its students all rights under this law. No one outside the University shall have access to students' educational records, nor will Georgetown disclose any information from these records without the written consent of the student, except to:

1. personnel within the University, on a need-to-know basis;
2. persons or organizations providing student financial aid;
3. accrediting agencies carrying out their accreditation function;
4. persons in compliance with a judicial order or a lawfully issued subpoena (provided that the University will first make a reasonable attempt to notify the student);
5. organizations conducting studies to develop, validate, and administer predictive tests;
6. authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs; and
7. persons in an emergency in order to protect the health and safety of students or other persons.

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

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

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

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

Academic files are maintained by the graduate and undergraduate program Deans' offices, Academic Affairs & Compliance Office, and the University Registrar. These files may contain admission credentials, requests for exceptions to policies, and records of current and previous academic work. Records are also contained in certain instances by the following Offices or Departments: the Associate Dean of Student Affairs; the Career Education Center, the Office of Student Financial Services; the Office of International Programs; the Center for Minority Student Affairs; the Office of Student Accounts; and certain academic programs.

Students who wish to review their educational records must make a written request to the custodian of these records. The information will be made available within 45 days of the request. Students may have copies made of the records with certain exceptions (e.g., a copy of an academic record on which a hold has been placed because of an unsatisfied financial obligation to the University). These copies will be made at the student's expense, at the rate of fifteen cents per page.

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

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

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

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

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

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

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

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the Senior Associate Dean for Academic Affairs & Compliance or the University Registrar. If this discussion

does not lead to a resolution of the student's concern, the student has a right to an informal hearing. During this process the student will be afforded a full and fair opportunity to present relevant evidence. If the result of the hearing process is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable amount of time that the records will not be amended; the student will then be informed of his or her right to a formal hearing.

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

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

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

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

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

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

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

The above procedures constitute general guidelines for these committees. The committees, however, may establish additional procedures as deemed necessary and appropriate to insure fairness and to facilitate the hearing process. All time limits are to be determined without counting Saturdays, Sundays, and University holidays and vacation periods.

It should be noted that a student may challenge a recorded grade only on the grounds that it was inaccurately recorded, not on the grounds that it was lower than what the instructor ought to have awarded.

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

Non-Discrimination Policy

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

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

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

1. hear and consider the student's complaint;
2. accept and consider further evidence concerning the complaint;
3. forward its recommendation for resolution or further action in the case to the Associate Dean of Academic Affairs.

Every effort will be made to insure the student fundamental fairness in the complaint process. It should be emphasized, however, that the review board is not a court of law. While the board may review materials and graded work presented as documentation, it does not have the authority to re-grade work or make determinations about the academic merit of assignments. If the board

finds that discrimination has occurred that may have affected the student's grade in the course, it will recommend further review by the Associate/Assistant Dean or Director of the program in consultation with the Associate Dean of Academic Affairs & Compliance and a faculty member deemed to have expertise in the course content.

The student will be expected to attend the review board's hearing of the complaint. If, because of extraordinary circumstances the student is unable to attend, he or she may submit a written summary of the case. The student should supply a list in advance of any individuals s/he would like to bring to the meeting to assist in presenting the complaint. The student may be present for all stages of the review board's hearing except for the final deliberation by the board.

The review board shall have at the hearing all available information pertaining to the student's complaint including his/her academic record. The board will accept and review written statements submitted by the student, faculty member, and/or other relevant individuals. The board may also, at its discretion, entertain oral testimony from witnesses.

The general outline of the hearing will be as follows:

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

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

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

Harassment Policy

It is the policy of Georgetown University to prohibit harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or other factor prohibited by federal and/or District of Columbia law.

This policy on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for completing training provided by the University to prevent harassment and promote a respectful community.

The most current University policy statement can be found at ideaa.georgetown.edu/policies/.

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

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

Sexual harassment may occur between persons of the same or opposite gender.
Sexual harassment subverts the University's mission, diminishes the dignity of both perpetrator and victim, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff.

Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position.

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

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

Harassment Other Than Sexual Harassment
Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran’s status or any basis prohibited by federal and/or District of Columbia law, when such conduct has the purpose or effect of: unreasonably interfering with an individual’s academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual’s academic or employment opportunities.

Harassment may include, but is not limited to: verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures.

National Origin and Accent Harassment
The Equal Employment Opportunity Commission (EEOC) has taken the position that harassment of employees on the basis of their national origin or their accent or manner of speaking is a

violation of Title VII of the Civil Rights Act of 1964 as amended. Under EEOC guidelines, ethnic slurs and other verbal or physical conduct relating to an employee's national origin, surname, skin color or accent would constitute unlawful harassment when such conduct:

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

Procedure for Complaints
Any member of the University community, who believes that conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact the Office of Institutional Diversity, Equity and Affirmative Action immediately at 202-687-4798. This Office is staffed with trained counselors, and administers both a confidential mediation process and a confidential grievance procedure. A full description of the Grievance Procedures may be obtained from the Office of Institutional Diversity, Equity and Affirmative Action.

In addition, the University recognizes that supervisors bear a particularly important responsibility to deter harassment. Supervisors who learn of conduct that may violate this policy should immediately contact the Office of Institutional Diversity, Equity and Affirmative Action, and, as appropriate, inform their own supervisors.

In accordance with the guidelines of the EEOC, all complaints will be investigated impartially, and appropriate corrective action will be taken, including discipline for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution.

This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It further prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of harassment.

The Student Right-to-Know and Campus Security Act
In compliance with the *Student Right-to-Know and Campus Security Act*, it is the policy of Georgetown University to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the University, as well as the average completion or graduation rate of students who have received athletically-related student aid. This information is available upon request from the Department of Athletics (202-687-2435) and the University Registrar (registrar.georgetown.edu/).

The *Crime Awareness and Campus Security Act of 1990* requires that the University prepare information on current campus law enforcement policies, crime prevention programs, and campus security statistics. This information is available upon request from Department of Public Safety (police.georgetown.edu/; 202-687-4343).

Change of Address
Address change/correction is a two-step procedure that must be made both online and by email by the student to the academic program office:

1. Enter the change online for the Student Record System/Registrar using MyAccess to continue to receive University mail, grade reports, etc.

2. At the same time, notify the academic program in order to continue to receive program mailings, registration information, and, in some instances, urgent phone calls.

Directory Information Disclosure Policy

There is a student directory, published annually by the Office of the Registrar containing names and contact information of all current Georgetown students. The Georgetown directory is also available online by clicking on the directory link on the homepage of the main University website. 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 annually and giving this written notice to the Office of the University Registrar by the second week of classes of the fall semester each year that the student is enrolled at the University.

Electronic Mail

Please use your official georgetown.edu e-mail address in all e-mail communications with faculty and staff members. If you wish, you can configure your Georgetown account so that incoming Georgetown e-mail is redirected to another account that you prefer to use. Information on this is available at http://netid.georgetown.edu. You are personally responsible for all University, School, and Program information sent to your official Georgetown email account.

Emergency Closures

During inclement weather or other emergencies, check www.georgetown.edu/campus-life/safety-and-emergency-preparedness/ or call (202) 687-SNOW for information on whether the university is open. If the University announces a "liberal leave" policy in the event of inclement weather and announces that classes will meet as scheduled then a faculty member who believes that it is unsafe to come to campus may elect to cancel his or her class by notifying the students by email through MyAccess (and notifying the appropriate program offices of this decision).

An individual student who believes that it is unsafe to travel to campus should notify the faculty member by email and, if necessary, request to be excused from submitting any assignments or tests scheduled for that day until the next possible time to do so. The University can send text messages and recorded messages about emergencies to cell phones and other mobile devices. Please sign up for this service through the MyAccess system.

REGISTRATION & ENROLLMENT POLICIES

Students are required to enroll in courses every Spring and Fall semesters (for EDM students only, fall, spring and summer are required) to maintain their active student status. Students who cannot enroll for any reason must request a formal Leave of Absence (please see policy below) to prevent being withdrawn from the University with the notice "Withdrawn for failure to register" being placed on their official transcripts.

Students are strongly advised to register for courses early, because many do fill up, and there is a size limit on courses. Students should also print a copy of their degree audit and academic transcript for their own records. The official *Academic Calendar* – including the add/drop and withdrawal periods – can be found at registrar.georgetown.edu/registration/add-drop/. *Tuition Refund Periods* can be found at registrar.georgetown.edu/registration/refunds-and-tuition/.

Students register for courses online through MyAccess. In order to register, students need their NetID and password. If assistance is needed with this process, please contact the UIS Help Desk at (202) 687-4949. The *Schedule of Classes* can be found at registrar.georgetown.edu/.

- All traditional Professional Studies courses are found under "Prof Studies" followed by the major designation (HRM, JO, PRCC, RE, SEM, SIM, TM and URP).

- All Executive Professional Studies courses (EDM) are found under "Exec Prof Studies Emerg Mgmt."

Students are advised that attendance in each of the courses is critical and that coursework for each class meeting must be completed on time. No Incomplete ("I") grades will be granted to students who take on too much academically and then do not adjust their schedules within the published add/drop and withdrawal period.

Students in Professional Studies programs (except SIM and EDM) must secure advance permission from their Director or Manager before they register for more than 9 credits in a given semester. Registering for courses outside of one's major or in another program within the University requires prior approval from the student's academic program and from the Dean's Office and/or academic program offering the course.

Student Enrollment and Tuition Liability
By act of course registration, students accept full financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of the method of payment used; registration includes Pre-registration, Registration, and all courses added after the student's initial registration. Any student who initiates course registration after the close of the regular Registration period will be assessed late registration and late payment fees. The Student Accounts Office also will assess late payment fees and a service charge on any tuition and fees that are not paid by their stated deadline.

Academic Advising
Students are encouraged to request academic guidance and advising as needed from the Associate and Assistant Deans, Director, Associate Director, and/or Manager of their program, the Associate and Assistant Deans of Academic Affairs & Compliance, program Professors and other faculty members. The program provides individual advising to students as needed and requested by the student, and individual programs may also require advising at certain points in the student's tenure, particularly if the student is not in good academic standing. Students are ultimately accountable for their own enrollment decisions, however, and are responsible for

meeting all of the requirements for the certificate, degree, concentration, track, and major; thus, no academic requirements will be waived based upon allegations of an advising error.

Financial Aid Advising

Requirements and processes to receive financial aid can be complex and time-consuming. We encourage all students seeking aid to work directly with the Office of Student Financial Services (finaid.georgetown.edu/; 202-687-4547) for information regarding eligibility requirements. Students who do not make satisfactory progress towards their degree (whether through time to completion or academic actions like probation) can jeopardize their eligibility and may be subject to additional corrective measures established by Student Financial Services and the Office of Academic Affairs & Compliance.

Part-Time Student Status

All of the traditional MPS programs are designed to accommodate adult students with existing professional and/or family responsibilities. Many students therefore enroll part-time, between three and six credits, or one to two courses per term. Some of our students pursue their academic studies full-time, taking nine or more credits during a single semester. Students on J-1 or F-1 student Visa must be registered as full-time to satisfy the terms and conditions of the Visa.

Please note: part-time status is not available in the Executive MPS in Emergency & Disaster Management program. This is a full-time program only and cannot be taken part-time.

Full-Time Student Status

Students requiring full-time status (such as the Executive MPS program and international students on a University-sponsored Visa) should meet with their academic program and plan out their entire schedules, as much as possible, during their first semester of study. Full-time status for graduate students is nine credits in the regular fall and spring semesters and six credits in the summer semester. Given the intense nature of graduate study, SCS recommends that most students enroll in no more than six to nine credits per semester. Students who work twenty or more hours per week are strongly encouraged to enroll in a maximum of six credits during a single semester so that they can balance their professional and academic obligations. Except for SIM and EDM majors, students must secure advance, written permission from their Associate Dean to enroll in more than 9 hours during a single semester.

International students on a University-sponsored Visa must contact their International Programs Advisor in advance if they are planning on going part-time (6 or fewer credits in fall/spring semesters) in their final semester to learn if they are eligible for an exemption under federal regulations.

Please note: Full-time status may be required by some University offices (such as the Counseling Center, University Health Insurance, and the Office of International Programs) for students to receive specific services and support. Students who enroll full-time during the Fall or Spring semesters are billed automatically for student health insurance. If such insurance is not desired, the student must contact the Student Health Insurance Office (studenthealth.georgetown.edu/insurance/; 202-687-4883) to secure a waiver by showing proof of coverage.

Registration Holds

A registration hold may be placed on a student's record for a variety of reasons. Common causes include failure to supply documentation of immunization, an outstanding balance with the Office of Student Accounts, incomplete forms with the Office of Student Financial Services, or incomplete academic records with the School. If a registration hold has been place on a student's record, the student must contact the appropriate Office or Department and clear the hold before he or she

will be permitted to register. Students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

Waitlist

SCS graduate programs and courses do not maintain waitlists. Students who need to enroll in a closed, required course during their final semester to ensure their timely graduation should consult directly with their academic department prior to the start of the semester to determine if they can be permitted to add into a closed section. Students will not be added to closed, elective courses.

Leaves of Absence

Students who need to interrupt their studies temporarily for such documented reasons as work, health, or family obligations in a fall or spring semester (for EDM students only, Summer is also included) should discuss the situation with their program and request an official Leave of Absence through the Academic Affairs & Compliance Office in writing. An approved Leave of Absence (LOA) allows the student to remain active in the system and to receive limited access to University services (such as email and the library). The LOA Form is located at: scs.georgetown.edu/academic-affairs/student-forms and needs to be received in the Office of Academic Affairs & Compliance before the end of Add/Drop of the semester the leave is requested to begin.

Students who do not register for classes and who do not receive a formal LOA will be withdrawn for failure to register and be subject to Re-Enrollment and Re-Admission policies. Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

The statement “Withdrawn for failure to register” will be recorded on the student’s transcript. Students cannot take courses elsewhere for transfer credit while on a LOA. Students who request a LOA during a semester during which they concurrently withdraw from courses will be subject to the registration, payment, and refund deadlines and policies for that semester. All enrollment periods and cessations (including *Leaves of Absence* and *Withdrawals for Failure to Register*) are recorded on the transcript. To request a LOA, students must complete the LOA Form in consultation with their academic program and return it with the program’s approval to Academic Affairs & Compliance Office.

No program requirements can be completed during the LOA, nor can a student graduate during one. However, the LOA will not alter deadlines relating to the completion of specific course requirements, such as deadlines for completing work in a course for which an "Incomplete" grade was received.

Please note: a *Leave of Absence* does not confer the registration or residency status necessary to qualify for financial aid or to meet Visa requirements. International students must contact their academic advisor, the Academic Affairs & Compliance Office, and the SCS International Programs Advisor **prior** to initiating a request to take a LOA.

Personal Leave of Absence

A personal *Leave of Absence* (LOA) 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 regular 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 of the Spring or Fall semester. The LOA is not needed for the Summer semester. Students who have not taken a personal LOA and who have not registered in courses by the end of the Add/Drop period will be withdrawn for failure

to register in the Spring and Fall semesters (for EDM students only, fall, spring and summer are required).

Length of a Personal LOA

- A total of no more than four semesters of personal LOA (Summer is excluded from being a semester requiring course registration) can be allowed in the student's graduate career in a traditional MPS program: HRM, JO, PRCC, RE, SEM, SIM, TM and URP.

- A total of no more than two semesters of personal LOA (Summer is included as a semester requiring course registration) can be allowed in the student's graduate career in an executive MPS program: EDM.

- Up to two consecutive semesters of leave may be granted at any one time: all Professional Studies programs.

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 LOA. *Leaves* for documented medical reasons, when properly approved in advance, will not be counted against the four-semester limit for LOAs.

Students who have received an incomplete ("I") in their Thesis Writing Course should not request a *Leave of Absence*. Rather, they enroll in the Continuous Registration course associated with their degree program (LSHV 996 for DLS students; and LSHV 991 / 992 for MALS students).

Medical Leave of Absence
The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a *Medical Leave of Absence* (MLOA), which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and co-curricular goals. Students interested in a MLOA should contact their academic Dean's Office and the Student Health Center or the Counseling and Psychiatric Service.

MLOAs are administered according to the guidelines on Medical Leaves of Absence, found on the website for the *Office of the Vice President for Student Affairs* at: www3.georgetown.edu/student-affairs/caps/MLOA/mloa.html. Approved periods of medical leave will extend the time permitted to complete degree requirements and to graduate.

Returning from a Leave of Absence
Returning from a LOA is not automatic, and in some cases, not guaranteed. Before an approved LOA comes to an end, the student must request to return by completing and submitting the LOA Return Request Form with the program's signed approval by the deadline for a return in a specific semester they plan to resume their studies.

- Fall Return – July 1
- Spring Return – November 1
- Summer Return – May 1

Students in the Emergency & Disaster Management (EDM) program use the same forms and process, but follow an accelerated schedule to initiate a LOA and request to return from a LOA. These specific dates are available to EDM students by their program Director or Executive Director. EDM students returning after a LOA are placed in the same module they received a "W" for, but in a different co-hort.

Students who do not complete this process must either: (a) withdraw; (b) request an extension to the LOA (if a return is not possible, and an extension may be allowable); or (c) be withdrawn for failure to register.

Military: U.S. Armed Forces LOA Request, Return, and Re-Enrollment
Georgetown University recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This policy applies to all University schools and programs and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

I. Military Leave and Refund Procedures

A. Definition

For purposes of this policy, a "military service leave" is a University approved withdrawal from a University course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

B. Student Responsibilities

A student who is called up for active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the University with advanced notice of such service and the intention to withdraw. As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean, as well as the Georgetown University Veterans Office, and present a copy of the military orders or other appropriate documentation. This advanced notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to the Georgetown University Veterans Office, 3520 Prospect St., NW, Room 224, Washington, DC 20007; by FAX to (202) 687-2797; or by email to: veteransservices@georgetown.edu.

C. University Procedures

Upon receiving notice of a student's intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Student Accounts. The Office of Student Financial Services will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred. If the University determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student

takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the University receives a copy of the military orders necessitating the withdrawal.

II. Military Re-Enrollment Procedures

A. Definition

For purposes of this policy, a "military re-enrollment" is a University approved re-enrollment into a course or program after a military service leave.

B. Student Responsibilities

A student who has taken military service leave from the University or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

***Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation*.** To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student's withdrawal was related to service in the uniformed services and that the student is able to resume studies.[1] Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.[2] Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the University.

C. University Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the University, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.[3] However, if military or

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[1] The University shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

[2] The appropriate point in a course or program for a student to resume studies, the timing of re-enrollment, and the determination of the "same course of study" will be determined by the University taking into account the unique characteristics and requirements of that course or program and the modes in which it is offered (e.g., non-degree vs. degree, evening vs. day program, special program vs. standard program). If the program in which the student was enrolled has been discontinued or is no longer offered, the University will enroll the student in the program that it determines to be most similar to that program or in a different program for which the student is qualified.

[3] The appropriate tuition and fee amounts will be reflected on the bill that the student receives.

veterans' education benefits will cover the difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

If a student is not academically prepared to resume a course of study in which he or she was previously enrolled or is unprepared to complete a program, the University will determine whether reasonable means are available to help the student become prepared. The University may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the University on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition his or her dean for consideration of military re-enrollment.[4] A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

Add/Drop Periods, Course Withdrawal, and Tuition Refunds

Tuition and fees for the academic year, as well as current due dates, payment options, and applicable tax credits can be found at: studentaccounts.georgetown.edu/tuition/scs/. The tuition refund periods can be found at registrar.georgetown.edu/registration/refunds-and-tuition/.

Students in the Emergency & Disaster Management (EDM) program follow accelerated add/drop/withdrawal/refund schedules based on the executive format of this program. These specific dates and actions are available to all EDM students at the beginning of each module by their program Director or Executive Director.

The most fundamental responsibility of every student is to ensure correct enrollment within the regular adjustment periods for those semesters, every semester. Students – not Program Managers, Directors or Deans, the Registrar's Office staff – are responsible for handling their own course registration and any schedule changes before the end of any registration period. Students who fail to register for classes by the end of the official registration (add/drop) period will 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.

All students are responsible for verifying the accuracy of their academic schedule, including all course and section numbers, before the end of the add/drop and withdrawal periods. Students should do this even if they make no changes to their schedule, but especially if they do.

Current deadlines for the Add/Drop period and for withdrawing from a course are listed on the Academic Calendar of the University Registrar (registrar.georgetown.edu/registration/add-drop/) every semester. After the add/drop period ends, students can only withdraw from a course or program by one of the following methods:

(a) Securing their Program Dean's permission on a paper Schedule Adjustment Form available in the Registrar's Office and in the Academic Affairs & Compliance Office and hand-delivering that Form to the Registrar's Office. The date of the Dean's signature shall

[4] This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

serve as the official date of withdrawal and any applicable refund. The Withdrawal Form will be considered invalid within one week after the Dean's signature date. In the absence of a date, the date that the student turns in the Form to the Registrar will be used as the official date for any applicable refund.

(b) Emailing their program with (1) their GUID; (2) the course name(s) and number(s) from which they want to withdraw; (3) a statement as to whether this is a program withdrawal (with no intention of returning) or semester withdraw (with the intention of returning in the following semester). Students should write "Withdrawal Request" in the subject line of the email. The date of the email will be used as the official date of withdrawal and any applicable refund. It is the student's responsibility to keep all email correspondence related to withdrawals.

Withdrawal requests cannot be done online or by simply calling programs or the Registrar's Office. It is the student's personal responsibility to notify the program of the withdrawal request in writing before the official withdrawal deadline. Tuition will be charged on a sliding scale (see below), and no additional refunds will be provided after these periods have ended. Failure on the student's part to withdraw officially from a course will result in a grade of "F" in the course and be factored into the student's academic standing (probation and termination) and official GPA.

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 "W" (withdrawn) on the 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 they must keep the appropriate authorities informed.

Whether withdrawing from one or more courses or from a program, students must notify Student Financial Services if they have received financial assistance from Georgetown University or from a state-guaranteed or federally-insured lender outside the University. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive. They should also contact the Student Accounts Office to satisfy all financial obligations to the University.

International students must meet with the International Programs Advisor for advising **prior** to withdrawing from a course or from a program.

Withdrawal from the Program

Students who wish to withdraw formally from a program should do so in writing via email to their Associate/Assistant Dean or Director and the Academic Affairs & Compliance Office so that it may be recorded on their permanent record. The date of the email will be used as the official date of withdrawal and any applicable refund. It is the student's responsibility to keep all email correspondence related to withdrawals.

Students who have withdrawn (or been withdrawn for failure to register) officially from their programs may be required to re-apply through the *SCS Admissions Office* should they wish to return in the future (please see "Readmission after Prior Attendance" under "Academic Regulations").

Students who intend on resuming their studies in the following semester may withdraw from all courses in a semester without withdrawing completely from their program. Please note, however, that student on financial aid must consult with the Office of Student Financial Services prior to withdrawing from their program or from any courses. Prior acceptance to a program in SCS does not guarantee future acceptance to that same or another program.

International students must meet with their International Programs Advisor for advising **prior** to withdrawing from a course or from a program.

Refund Schedule
The Add/Drop/Withdrawal Refund Schedule can be found at registrar.georgetown.edu/registration/refunds-and-tuition/ for Fall and Spring, and at scs.georgetown.edu/departments/29/summer-school/admissions-and-tuition.cfm for the Summer.

Students in the Emergency & Disaster Management (EDM) program follow accelerated add/drop/withdrawal/refund schedules based on the executive format of this program. These specific dates and actions are available to all EDM students at the beginning of each module by their program Director or Executive Director.

The academic program Associate/Assistant Deans, Directors or Managers cannot make recommendations for refunds outside of these scheduled. The student's courses will be marked with a "W" grade and a record will be made on the transcript to explain the withdrawal. All refund requests are handled through the Office of Student Accounts. Additional "Refund Information" can be found at studentaccounts.georgetown.edu/policies/.

Compassionate Withdrawals

SCS is committed to academic excellence, and we understand that a student's academic progress might occasionally and unexpectedly be hindered by non-academic circumstances related to their health, families, and/or professional obligations. We embrace the ideal of "Cura Personalis," a Latin phrase that translates as "Care of the Person" and which emphasizes the unique circumstances and concerns of each student.

It is important for students to assess their progress in courses honestly and regularly throughout each semester. If circumstances do arise that prevent students from doing their best work, we encourage them to talk to their professors, the Associate/Assistant Dean or Director of their program, and/or the Office of Academic Affairs & Compliance. In some cases, the best avenue might be for that student to request an Incomplete – if the circumstances are temporary and the student believes that s/he can realistically complete the course requirements with a bit more time – or to withdraw from the course if the circumstances will likely be on-going. Students should also keep in mind that withdrawing from courses or programs may have implications on their loan or Visa status.

By taking advantage of these particular options when appropriate, students can focus more completely on their circumstances without sacrificing their academic potential.

In extremely rare circumstances when students are not able to withdraw on their own by the stated deadlines, typically due to documented health-related matters, students may petition Academic Affairs & Compliance for a compassionate withdrawal. Such withdrawals cannot be allowed simply to avoid an unsatisfactory grade in a course or resulting academic action (like termination). Thus, the student's professor will also be contacted for input regarding attendance and grades earned throughout the semester when SCS reviews such requests.

Compassionate withdrawals can only be considered with verifiable, third-party documentation of extraordinary circumstances that would have prevented the student from withdrawing in a timely manner. Submission of documentation does not guarantee that a request will be approved. Compassionate withdrawal requests must be submitted in writing by the student no later than 60 days after the beginning of the semester following that semester in which the situation arose. If approved, compassionate withdrawal will result in a notation of "W" next to the withdrawn course(s).

Students should keep in mind that late refunds are seldom allowable, even if the compassionate withdrawal has been approved. Refunds are not allowed for enrollment errors on the part of students who should have adjusted and verified their schedules during the regular add/drop and withdrawal periods. The Academic Affairs & Compliance Office does not make recommendations for refunds and respects the authority of Student Accounts regarding all financial decisions. Requests sent to the Academic Affairs & Compliance will be forwarded to the Compassionate Refund Committee which will make a recommendation to the Associate Dean.

Degree and Certificate Time Limits

SCS prides itself on the currency and relevance of its courses and the knowledge base built within its programs. Thus, we encourage students to maintain a strong academic focus that will help them complete their program of study in a timely manner. The traditional MPS degree must be completed within five years of first registration. The Executive MPS in EDM must be completed within one year.

Students must request extensions in writing beyond the allotted time period. These requests are not automatic or guaranteed and will be reviewed on a case-by-case basis by their Associate/Assistant Dean or Director and then by their Dean's Council.

Students who do not enroll in a Fall or Spring (for EDM students only, Summer is also included) semester and who have not requested and been granted an official Leave of Absence (please see "Leaves of Absence" under "Registration & Enrollment Policies") will be inactivated, and the notation "Withdrawn for failure to register" will be added to their permanent transcript. Students who are inactivated may be required to re-apply through the SCS Admissions Office (see policy under "Readmission after Prior Attendance"). Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters. The APC must be completed within three years of first registration.

International students with F-1/J-1 visa status are required to enroll full-time (9 credits in the regular fall and spring semesters) and must therefore complete their degrees within four to five semesters. International students on a University-sponsored Visa who anticipate completing their programs sooner than anticipated (by enrolling in summer courses, for example), or later than expected, must contact their program, the Academic Affairs & Compliance Office, and the International Programs Advisor as soon as those changes occur to discuss the possible ramifications to their Visa status.

GRADES & GRADING

Graduate Grading System

Final course grades for graduate-level coursework are recorded as follows:

A	4.00	I	Incomplete
A-	3.67	W	Withdrawal
B+	3.33	S	Satisfactory ("B" or better required for "S")
B	3.00	U	Unsatisfactory ("B-" or lower results in "U")
B-	2.67	IP	In Progress
C	2.00	NR	Not Reported*
F	0.00	AU	Audit (Not an option for SCS graduate students)**

Final course grades of "C+" "C-" or "D" cannot be assigned to any graduate-level course under any circumstances.

The Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at Georgetown University in the program by the total number of academic credits attempted at Georgetown University in the program. The current GPA is included on the student's degree audit and transcript which the student may view through MyAccess. (Transfer credit counts toward the total number of academic credits earned, but grades from those courses are not transferred or included in the cumulative GPA.)

*An "NR" is used in undergraduate and non-Graduate Liberal Studies graduate-level courses across campus. The "NR" code is not considered an Incomplete ("I") and is not treated the same way as an Incomplete ("I"). The "NR" code is reserved for the few situations that arise when the deadline for that grade has been met but the grade for that course has not yet been submitted by the instructor as a result of a dean's direction.

The grades of Satisfactory ("S") or Unsatisfactory ("U") are awarded for pass/fail courses only and cannot be earned in classes not already officially designated to be pass/fail by the department. A grade of "B" or better is required for a graduate student to be assigned an "S"; a grade of "B-" or lower results in a grade of "U" and there will be no earned credit. Grades of "S" and "U" are not included in the calculation of a student's GPA; however, for the purpose of reviewing academic performance leading to academic probation or termination, a "U" is treated the same as an "F."

**Professional Studies courses cannot be audited (by students within those programs or by visiting students). SCS firmly believes that our students enroll in courses for credit and grades to help ensure active participation and the successful, timely completion of assignments.

In order to be considered in good academic standing, graduate students must maintain a minimum semester and cumulative GPA of 3.000 (solid "B" average). In addition, a minimum GPA of 3.000 is required of all degree and certificate students to be eligible for graduation. Georgetown does not round the GPA. Thus, a student with a 2.999 cumulative GPA would not be allowed to graduate and would be terminated from the program. There are no exceptions to this minimum academic standard.

Academic Standing

Academic excellence is one of the defining characteristics of Georgetown, and SCS graduate students are expected to make consistent progress in their degree and certificate programs. Students with a cumulative and semester GPA of 3.000 (solid "B") or better are considered in good academic standing.

Good academic standing is required to be considered for some special requests at the School-level (such as participation in the Consortium of Universities) and for other requests at the department and program level (such as approval for certain internships and independent studies). Students are subject to academic warning, probation, dismissal or termination depending upon their GPA and other factors.

Course Syllabi and Grading Criteria

Students should note that course syllabi are agreements between the professor and students, but they are not contracts, nor should they be regarded as such. In certain situations, professors may need to change some course requirements (including due dates and percentage allocations for assignments) during the semester. In those cases, professors should notify students of those changes as quickly and clearly as possible, and they should apply those changes uniformly to the course.

Grading Scales

Professors determine the point value required for final grades in their course. Some professors may require 90 points for an "A," for example, while others may require 94 points for an "A" and assign an "A-" to students with 90-93 points. Professors are not required to round grades, and many choose not to do so; therefore, a student who has earned 89.99 points could reasonably be assigned a "B+" in a course in which that professor requires 90 points for an "A-". Additionally, professors are not required to use the +/- system in assigning grades. Finally, while professors may assign grades of "C+" or "C-" or "D" on individual assignments, tests, or papers during a course (and include such grades on their syllabi), they cannot assign these as final course grades. Thus, a student with a "C+" average in a class could be assigned a "C" as the final course grade, and a student with a "C-" or "D" average in a class could be assigned an "F" as the final course grade.

Late Work

Faculty members are allowed to deduct points for late work and may also choose not to accept any late work from students (assigning a grade of zero for that work). Faculty may also request documentation of a student's circumstances (such as work or medical documentation) before deciding whether or not an assignment will be accepted late. Please note: Out of fairness to the entire class, even with documentation, the faculty member may choose to deduct points or not accept the work.

Class Attendance/Absence

Because of the interactive structure of these programs, attendance in class is expected except in extraordinary circumstances (such as medical or emergency situations) and in the case of religious observances. In all instances, students should contact the professor in advance regarding any absence. In the case of religious observances that conflict with their class meetings, students should notify the professor in writing at the beginning of the semester (see "Provost's Policy Accommodating Students' Religious Observances" below) to discuss how they can best fulfill the academic requirements of the course. Since active participation and discussion are required in most courses, continued absences may have an adverse effect on the calculation of a student's final course grade. Except as outlined below, professors are not required to accept late work and, if they choose to allow late work, professors can deduct additional points from those assignments.

Penalties for non-attendance and/or unexcused absences may include – but are not limited to – a reduction in points for individual assignments, participation, or the overall final grade and/or mandated withdrawal from the course. Students should **not** assume that they will be dropped or withdrawn by their professor due to non-attendance, however, and they will be charged tuition for the period of time they remain enrolled in courses.

Additionally, students who stop attending classes without dropping or withdrawing from them on their own through the Registrar's Office will be assigned a failing grade for those courses. If a student wishes to withdraw from a course, then that student should fill out the required paperwork for that adjustment and obtain the required approvals by the deadline for doing so. The student is responsible for delivering the signed Withdrawal Form to the Registrar's Office in a timely manner and will be charged tuition based upon the tuition refund schedule for that semester.

Provost's Policy Accommodating Students' Religious Observances

Georgetown University promotes respect for all religions. Any student who is unable to attend classes or to participate in any examination, presentation, or assignment on a given day because of the observance of a major religious holiday or related travel shall be excused and provided with the opportunity to make up, without unreasonable burden, any work that has been missed for this reason and shall not in any other way be penalized for the absence or rescheduled work. Students will remain responsible for all assigned work. Students should notify professors in writing at the beginning of the semester of religious observances that conflict with class meetings. Approved holidays can be found at: campusministry.georgetown.edu/files/Campus%20Ministry%20Religious%20Days%202013-14.pdf.

The Office of the Provost, in consultation with Campus Ministry and the Registrar, will publish, before classes begin for a given term, a list of major religious holidays likely to affect Georgetown students. The Provost and the Main Campus Executive Faculty encourage faculty to accommodate students whose bona fide religious observances in other ways impede normal participation in a course. Students who cannot be accommodated should discuss the matter with an advising dean.

Repeating a Course

Students may not repeat any course except under the following circumstances:

A. Students who have not been terminated or dismissed academically may be permitted by their program's Associate/Assistant Dean or Director to repeat a single course at their own expense in which a grade of "F" has been received. If such a course is repeated, all registrations for that course and their respective grades, including the original grade of "F," will remain on the transcript. Both the original grade of "F" and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. If a course is no longer offered, the program may allow the student to take a content-similar course as the "repeat" for it.

B. If a program requires a grade of "B" (3.00) or better in a required course, and the student earns a grade below this level (without having been terminated or dismissed academically), the Associate/Assistant Dean or Director of that program may permit the student to repeat it on a one-time basis at his/her own expense. The original and repeat grades are factored into the cumulative GPA, remain on the student's transcript, and are used in making determinations of probation and termination. Individual programs may also limit courses that can be repeated. Students in the Executive MPS Emergency & Disaster Management program who have earned a grade of "B-" or "C" in "Theory & Legal Framework" (MPEM 500) or Capstone (MPEM 900), or who withdrew from either course, must request to go on a Leave of Absence until that course can be repeated in the next year's cohort.

Incomplete Grades and Deadlines

Students are expected to complete all coursework by the end of the semester in which that coursework is taken. In extreme, documented instances (typically related to unexpected work or

health reasons), it may be necessary for traditional MPS students to request an Incomplete, "I," grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and some professors do not allow Incompletes. If they do, the professor may establish a date prior to the dates given here, and they may also assign a grade penalty or other penalty for late work.

All Incompletes should be requested first by the student of the professor. If the instructor approves the Incomplete, then the instructor should notify both the program Associate or Assistant Dean or Director and the Senior Associate Dean of Academic Affairs & Compliance explaining the remaining course requirements and due date (not to exceed the dates listed below).

If the professor grants a student additional time to complete the coursework and the work is completed on or before the established extension deadline, the "I" is changed to the appropriate grade. This policy is applicable to all Professional Studies courses as well as courses students may take outside the program here at Georgetown or another university.

Professional Studies deadlines for the submission of Incomplete coursework:

- March 1: for a course taken in the fall term
- July 15: for a course taken in the spring term
- October 15: for a course taken in the summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered to the Associate/Assistant Dean, Director, and professors no later than 4 p.m. on or before the date listed above. A student is responsible for ensuring any emailed work, including attachments, is received and can be opened by the Associate/Assistant Dean, Director and 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." Upon receipt of the final assignment(s) by the deadline, the professor will review the work submitted and send a grade change report to the Office of Academic Affairs & Compliance for final review.

In extremely rare cases, students may request an extension of the Incomplete deadline listed above due to unexpected extenuating circumstances that arise while they are working on those incompletes (such as a sudden illness, death in the family, unforeseen professional responsibilities, and so on). Such extensions requests are to be sent for review and approval consideration to both the course professor and the program Associate/Assistant Dean or Director in advance of the deadline listed above.

In these cases, the new incomplete deadline cannot exceed the last day of classes in the semester following when the incomplete was granted. For example, an incomplete in a fall semester course would be due no later than the last day of classes in the spring semester. An incomplete in a spring semester course would be due no later than the last day of full-term courses in the summer semester. No additional extensions can be allowed beyond this exception, and unfinished incompletes will be changed to failing grades following these dates. The program Associate Dean should notify the Academic Affairs & Compliance Office in writing of the extension with a copy to the student and professor.

EDM Students please note: An incomplete in the field experience of an Emergency & Disaster Management module is not possible, and an incomplete in the technology enhanced portion of an EDM course is highly discouraged. In the event of an unanticipated emergency, a one-week

incomplete may be allowed for coursework. If the incomplete is not satisfied within that timeline, an "F" grade will be applied to that course and the student will be terminated from the program.

Course Grade Changes and Time Limits

Students are responsible for verifying the accuracy of their grades, degree audit, and transcript at the conclusion of every semester. If the student discovers a legitimate error in the recording of the grade, he or she should contact the professor of the course immediately (within 30 days following the last day of classes for the semester in which the course was offered) to discuss the matter.

Grades cannot be changed more than three consecutive semesters (fall/spring/summer; spring/summer/fall; summer/fall/spring) following the end of the semester in which the course was originally offered. After the degree has been conferred or the certificate awarded, the transcript is considered final.

If the professor agrees that the grade was recorded incorrectly (e.g., because of an error in recording or due to a legitimate grading or calculation error), then s/he should send a Grade-Change Authorization Form with a signed statement of the reason for such a change to the Senior Associate Dean of Academic Affairs & Compliance for final review. Grade change requests cannot be accepted from anyone other than the instructor of record for the course. If the professor does not agree that the grade was recorded incorrectly, and the student wishes to appeal the grade, the student should follow the "Course Grade Appeal" process below.

Please note: No additional or revised coursework can or will be accepted to improve a student's course grade after that course has been completed.

Course Grade Appeals

Our faculty members have been chosen due to their unique experience and expertise in their respective fields. As such, SCS strongly believes in the authority of its faculty to determine the academic merit and grades of their students. While students may request a review of their final course grade, they should also keep in mind that the faculty member is considered the academic and professional expert in determining their grade. In the case of all grade appeal reviews, the student should also be aware that any re-evaluation of the grade could lead to the grade being raised, sustained, or lowered.

The grade appeal procedure is not set up to address allegations of discrimination (please see the "Non-Discrimination Policy" under "University and Program Policies" in this Handbook). However, SCS takes all such allegations very seriously and advises that students who believe they have been discriminated against make a formal complaint through the Office of Institutional Diversity, Equity, and Affirmative Action (202-687-4798; ideaa@georgetown.edu). The Grievance Procedure and Discrimination Complaint Form can be found at ideaa.georgetown.edu/policies/.

Students should refer to the Grade Appeal Process in this Handbook for specific guidelines and deadlines regarding the grade appeal process.

Pending Grade Appeal

A student may request a delay in imposing academic termination from the Senior Associate Dean for Academic Affairs & Compliance, because of a pending grade appeal that could change the student's status. An approved delay allows the student to register while on termination. This request must be submitted by the student in writing to the Associate Dean at least two weeks prior to the first day of classes of the semester in which the termination has been placed. Submission of a request does not guarantee approval will be granted.

If the grade appeal is successful, the official transcript is corrected and the student continues in classes. If the grade appeal is not successful, the student is required to stop attending all classes immediately. No record of registration for the academic period appears on a transcript and the student receives the appropriate refund as of the decision date.

Re-Admission after Prior Attendance

The SCS graduate courses and degrees reflect the most current research material and academic and professional standards; therefore, students are expected to make adequate, timely progress towards completion of their studies. Students who do not enroll in a regular Fall or Spring semester (for EDM students only, Summer is also included) and who do not apply for an official Leave of Absence (please see "Leave of Absence" under "Registration & Enrollment Policies") are withdrawn from those programs for failure to register. Students who wish to return after being officially withdrawn must re-apply through the Office of Admissions if they meet <u>any</u> of the following conditions:

1. The student is returning after any absence during which s/he studied at another institution without prior written permission. These students will be evaluated as transfer students. Credits earned elsewhere without advance, written permission from their academic department and the Associate Dean of Academic Affairs & Compliance may not be accepted towards their degree;
2. The student is international and requires Visa support through Georgetown University;
3. The student was on *academic probation* (with a GPA under 3.000) at the time of last attendance;
4. The student was in provisional, non-degree status at the time of last attendance;

Students who were terminated or dismissed from the School and University due to academic reasons or due to a violation of the Honor Code or Student Conduct must complete the "Appeal of Termination or Dismissal" process.

Prior acceptance to an SCS program does not guarantee future acceptance to that same or another program regardless of coursework completed or GPA. Students who are re-admitted may be required to complete additional coursework or requirements for those certificates or degrees if earlier requirements have changed. Students who must re-apply will be required to meet all application deadlines for timely review.

Re-Enrollment after Prior Attendance

If none of the conditions listed for required readmission review are met, then students may submit a request to re-enroll by (a) completing the Re-enrollment Request Form and (b) writing a brief essay explaining the reasons they left their studies, why they would like to return at this time, and how they are prepared to successfully complete their studies within the time limit for their degree. The form and essay should be returned to the Academic Affairs & Compliance Office with the approval of the program's Associate/Assistant Dean or Director at least <u>two weeks</u> prior to the start of the semester for which the student is requesting to return.

Students who do not enroll in a Fall or Spring semester (for EDM students only, Summer is also included) and who are not on an official Leave of Absence (please see "Leaves of Absence" under "Registration & Enrollment Policies") will be inactivated, and the notation "Withdrawn for failure to register" will be added to their permanent transcript. Students who are inactivated and later wish to return to their studies may be permitted to submit the Re-Enrollment Request Form or may be required to re-apply through the *SCS Admissions Office* (please see "Readmission

after Prior Attendance”). Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

Re-Enrollment applies only to students who have already completed courses in pursuit of the Professional Studies degree. Students who have deferred their enrollment - whether officially in writing or unofficially through failure to register - are required to re-apply after the maximum time period for deferral has elapsed. The *Re-Enrollment Request Form* can be downloaded from: scs.georgetown.edu/academic-affairs/student-forms.

Student Grievance Process

The Academic Affairs & Compliance Office advises students regarding academically-related grievances (such as grade appeals) and guides students to appropriate University offices and resources for other types of concerns. As per University policy, those who file good faith grievances or reports of problems will not be subject to retaliatory action.

ACADEMIC INTEGRITY & STUDENT CONDUCT

The Georgetown University Honor Code and System

As a Jesuit Catholic university, committed to the education of the whole person, Georgetown expects all members of the academic community, students and faculty, to strive for excellence in scholarship and in character. To uphold this tradition, the University community has established an honor system for its undergraduate schools, including Georgetown College, the School of Foreign Service, the School of Business, the School of Nursing and Health Studies, the Law Center, and the School of Continuing Studies. The Honor Council is the principal administrative body of this system. The Honor Council has two primary responsibilities: to administer the procedures of the Honor System and to educate the faculty and undergraduate student body about the standards of conduct and procedures of the System. Upon matriculation, you may be required by your Associate Dean, Assistant Dean or professor to state or write the pledge as follows:

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

Faculty may, at their discretion, require students to include a signed version of the pledge with their assignments and tests. Without regard to motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes but is not limited to cheating on exams and other assignments, committing plagiarism, using false citations, submitting work for multiple purposes, submitting false data, falsifying academic documentation, abuse of library privileges, and/or abuse of shared electronic media.

All students are required to abide by the Honor System regardless of whether or not they have been required to state or write it. The Honor System includes detailed provisions for investigating and adjudicating allegations of academic misconduct. Further information is available at gervaseprograms.georgetown.edu/honor/system/. Students found to have committed any such offense will be subject to academic penalties. These include but are not limited to failure of the course, suspension or dismissal from the University, and revocation of degrees already conferred.

The Honor System process is described in detail on the Honor System website listed above and in the Honor System Booklet available through their office and typically distributed to students during orientation. We encourage students who not receive this Booklet at orientation to obtain a copy online or through the Honor Council Office (located on the ground floor of the Gervase Building).

The Honor Council Hearing Board is comprised of student, faculty, and administrator volunteers who believe in the integrity of the Honor System. All cases brought before the Board are confidential. SCS respects the integrity of this system and the careful deliberations that go into reviewing cases. After hearing a case, the Board makes a sanctioning recommendation to Associate Dean of Academic Affairs & Compliance on behalf of the Dean of the School and notifies the student and the Honor Council Office of the recommendation. Students who wish to appeal the initial recommendation of the Board must provide new, compelling information and documentation to the Honor Council Office by the deadline specified. After the Dean has made a final decision regarding the sanction, no further appeal of that decision is possible.

Plagiarism, Citing Sources, and Academic Research

Plagiarism is defined by the Georgetown Honor Council as "the act of passing off as one's own the ideas or writings of another" (Please see "What is Plagiarism?" available at: *http://gervaseprograms.georgetown.edu/honor/system/53377.html. Plagiarism, whether intentional or unintentional, is a* serious breach of academic integrity at the University. As such, any suspected incidence of plagiarism will be referred to the Honor Council for investigation and review.

Paraphrasing is the act of putting someone else's ideas into one's own words without quoting that source directly (using quotation marks). Even when paraphrasing, students must cite the original source of the information in both the text of their paper and in their bibliography. *Uncited paraphrasing*, whether intentional or unintentional, is also a serious breach of academic integrity. As such, any suspected incidence of uncited paraphrasing will be referred to the Honor Council for investigation and review.

Students are required to write academic papers that contain both their own original ideas and interpretations and research gathered from outside sources (books, journals, newspapers, websites, blogs, encyclopedias, and so on). Students should discuss appropriate formatting and citing guidelines with their instructors, as different instructors and programs can use different style manuals.

The primary style manuals used by the Professional Studies programs are:

- *The American Psychological Association (APA)*
- *The Modern Language Association (MLA)*
- *The Chicago Manual of Style*
- *The Associated Press Stylebook*

Avoiding Plagiarism and Uncited Paraphrasing

Students are required to cite all information (including, but not limited to: general ideas that are not their own; direct or indirect quotations; and data) taken from outside sources – regardless of that source – in (a) the text of their papers and (b) in their bibliographies. Including a source in the bibliography without citing it in the text of the paper is not satisfactory, nor is including a source in the text of the paper without citing it in the bibliography.

SCS students are expected to maintain the highest standards of personal and academic integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense against the academic community in general, and against SCS and Georgetown in particular. Students found to have violated the standards of academic integrity will be subject to academic penalties including, but not limited to, failure of the course, termination from the program, and revocation of degrees already conferred. We strongly encourage all students to complete Georgetown University's Scholarly Research and Academic Integrity Tutorial at www.library.georgetown.edu/tutorials/academic-integrity.

Turnitin.com & Student Essays

Georgetown University subscribes to an online service called Turnitin.com which can assist faculty members in assessing possible plagiarism and original thought in a student's work. Essays are submitted electronically (by the student, faculty member, or, in some cases, the academic program), and this service automatically searches the work for passages found on the Internet (including webpages no longer available online), in the ProQuest Research Library, and in all papers previously submitted by users at any member school.

Human Subjects Research

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. Students in all courses, but particularly in the Capstone, should be mindful of this important review process.

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.*

Any student whose research will involve human subjects should contact the University's Institutional Review Board, IRB-C, at 202-687-6553 or 202-687-1506 before beginning their research. Additional information about the Institutional Review Board and required forms are available on the IRB-C website at: ora.georgetown.edu/irb/irbc_index.htm.

Student Conduct

Georgetown University and the School of Continuing Studies expect all members of the academic community, students, staff, and faculty alike, to treat others respectfully and with dignity both in and out of the classroom. Students should be particularly mindful that their interactions through group assignments, email, blogs, and social media (for example, Facebook and Twitter) can reflect upon them personally, academically, and professionally. *Cybercivility* is as important and expected as civility and respectful behavior in the classroom and on campus, and instances of harassment may be referred to the Office of Student Conduct for investigation.

All viewpoints, editorials, and opinions expressed by students represent those students exclusively – and not the students' professors, classmates, academic program, School, or University – even in cases when students are using Georgetown-affiliated systems like email, blogs, and online portfolios. Any perceived infraction of the Student Code of Conduct can be referred to the student's Associate/Assistant Dean or Director and, in some cases, to the Office of Student Conduct (studentconduct.georgetown.edu/) and other University Offices, such as Legal Affairs. Students found in violation of the Code of Conduct could be subject to a variety of sanctions, including mandatory withdrawal from courses (without a refund) and suspension or termination for non-academic reasons.

DEGREE & CERTIFICATE CONFERRAL

The MPS degree and APC are typically awarded and recorded on the official transcripts in May (for spring candidates), September (summer candidates), and January (fall candidates). Students should contact their academic program after earning the following number of credit hours preceding their final semester review their progress toward completion:

- 33 hours for students in Urban & Regional Planning (URP)
- 24 hours for students in Emergency & Disaster Management (EDM)
- 21 hours for students in Human Resources Management (HRM), Journalism (JO), Public Relations & Corporate Communications (PRCC), Real Estate (RE), Technology Management (TM)
- 18 hours for students in Sports Industry Management (SIM)
- 9 hours for APC students

Graduation and certificate completion is not an automatic process, and all students must be cleared and certified to graduate by the Office of Academic Affairs & Compliance. In order to facilitate this process, all students should complete the following steps during the first two weeks of their final semester:

A. Review the degree audit and print a copy of their transcript (using the MyAccess system) to review on their own and with their academic department. While the department can provide academic guidance, it is ultimately the students' responsibility to ensure that they have met all degree or certificate requirements (including specific course, GPA, credit, and major requirements which can differ by program).

B. MPS students fill out the online graduation application in MyAccess under "Student Records" and "Apply to Graduate." Urban & Regional Planning students apply to graduate when they have attempted 33-credits, and all other master's-level students can only apply to graduate when they have attempted 21-credit hours (earned hours *plus* currently enrolled hours). APC fill out a paper application and can apply for certificate completion when they have 15 attempted credit hours. Under University policy, no credits may be completed in excess of the number required by the program without advance, written permission of the program to Academic Affairs & Compliance.

C. Applications are required from all students by published deadlines for diploma and certificate orders, degree conferral, and preparation of the annual *Commencement Book*. Failure to return a complete application in a timely manner could result in delays conferring the degree and ordering the diploma or certificate.

D. All students should contact the Office of Student Accounts (202-687-7100) to ensure that they have settled their financial obligations. The University cannot provide diplomas or official transcripts to students who owe in excess of $100.00.

E. International students should contact their SCS International Program Advisor at (202) 687-5867 to update their status and report the exact end-date of their program.

MPS students should apply to graduate online following the steps described at: scs.georgetown.edu/academic-affairs/graduation. APC students should apply for certificate completion by completing and submitting the *APC Application of Completion* Form at scs.georgetown.edu/academic-affairs/student-forms.

Submission of an application does not guarantee graduation clearance, as all grades must be entered, and students must complete the standards and requirements of their department, program, the School, and the University.

Commencement Exercises

The school-wide Commencement Ceremony is held in May every year. MPS graduates who have had their degrees posted earlier (in the prior fall or summer semesters, depending on the program) are welcomed and encouraged to participate in this formal ceremony.

The *University Commencement Book* is published once per year for this Ceremony. Only the names of students expected to complete their degree by the end of the current spring semester (and who earned their degree in the prior year's fall and summer semesters) will appear in the annual *Commencement Book*. While every effort is made to ensure complete accuracy within the *Commencement Book*, please note that appearing in it does not guarantee degree conferral, nor does the act of walking in the Commencement Ceremony. *Degrees are conferred and posted on transcripts only after all requirements have been completed successfully and certified by the Office of Academic Affairs & Compliance.*

Academic Honors and Awards

SCS academic programs review their graduating students and make recommendations for program-specific awards to be presented at the annual *Tropaia Ceremony* which takes place during the week before Commencement. Departments consider a variety of criteria in making their recommendations (such as cumulative GPA; social impact; Capstone presentations; and so on). Students should contact their department to learn more about these awards. Students who have completed the APC are typically also recognized at this Ceremony.

The School does not rank its graduate students officially. The minimum acceptable GPA for good academic standing and graduation is a 3.000 (“B” average), and all graduate students are expected to perform at a high academic level in their specific field of study. Therefore, undergraduate academic honors (such as *summa/magna/cum laude*) are not applied at the graduate-level.

Financial Clearance

All students must settle all financial obligations to the University – e.g. overdue tuition, library fines, and late fees – so that their account balance is $0 before completing their last course to be eligible to graduate and receive a diploma or certificate and final, official transcript.

PROFESSIONAL STUDIES DEGREE PROGRAMS

Master of Professional Studies (MPS) Description

Colleges and universities offer a variety of graduate-level degrees, such as the more traditional, research-focused Master of Arts (MA) and Master of Science (MS); the arts-focused Master of Fine Arts (MFA); and those degrees focused on specific aspects of industry, including the Master of Public Administration (MPA), the Master of Business Administration (MBA), and the Master of Professional Studies (MPS). These degrees are further differentiated by such factors as their pedagogical focus, curricula (course offerings and requirements), and culminating projects.

Each of the MPS majors in the School of Continuing Studies focuses on applied, practical learning targeted to professional careers in

- Emergency & Disaster Management, EDM (Executive MPS)
- Human Resources Management, HRM
- Journalism, JO
- Public Relations & Corporate Communications, PRCC
- Real Estate, RE
- Sports Industry Management, SIM
- Technology Management, TM
- Urban & Regional Planning, URP

The minimum school-wide requirements for the Master of Professional Studies degree are described below; however, each program can have additional and/or stricter requirements specific to their major. Therefore, students are encouraged to maintain regular contact with their major department throughout their studies.

Learning Goals for the MPS Degree

The MPS degree was created to help students develop the advanced academic and professional skills needed to succeed in their chosen field: Emergency & Disaster Management; Human Resources Management; Journalism; Public Relations & Corporate Communications; Real Estate; Sports Industry Management; Technology Management; and Urban & Regional Management. Students who complete the MPS degree in these fields will:

A. Develop a strong ethical foundation based upon established standards within that field;
B. Solve real-world professional problems through applied learning exercises;
C. Hone research and writing skills to produce professional documents in line with current industry standards;
D. Complete assignments both individually and collaboratively in a team environment;
E. Produce a final capstone project that reflects the culmination of their learning experiences in their program.

In addition to the goals described above, each MPS major has learning goals that are specific to that particular academic and professional field.

Minimum Requirements for the MPS Degree

The Core requirements for all Professional Studies programs, regardless of the major are:

- A minimum cumulative GPA of a 3.000
- Core course: Ethics
- Core course: Capstone
- These requirements cannot be waived or substituted under any circumstances and no exception can be made.

The following majors are contained in the 30-credit MPS degree:

- Emergency & Disaster Management
- Human Resources Management (students admitted before Fall 2013)
- Journalism
- Public Relations & Corporate Communications
- Real Estate
- Sports Industry Management
- Technology Management

The following major is contained in the 33-credit MPS degree:

- Human Resources Management (students admitted in/after Fall 2013)

The following major is contained in the 42-credit MPS degree:

- Urban & Regional Planning (URP)

Degree's Core Course Requirements (Ethics and Capstone)

Ethics in the Profession and *Capstone* are the two Core courses unique to the MPS degree and are requirements in all of the majors in Professional Studies. Ethics is a core component of "Theory & Framework" (MPEM 500) in the EDM program. Due to their fundamental importance, Core courses cannot be waived under any circumstances. Students should take the *Ethics* course within their first two semesters as it sets the foundation for ethical behavior within that field. The *Capstone* course is typically taken in the student's final semester before graduation. We strongly recommend that students schedule time with their Associate Dean to discuss ideas for their Capstone course after they have earned 21 credits.

Due to the academic requirements and time commitment expected of students in Capstone, we strongly recommend that students take this course by itself or with no more than one additional course during their final semester. If possible, the *Capstone* should be taken as the only course in the final semester. Once they have chosen their topic for their *Capstone*, students should meet periodically with both their *Capstone* course advisor and their Associate Dean to ensure that they are successfully meeting the requirements to earn credit. Copies of all *Capstone* projects remain on file with the academic programs.

International students on University-sponsored Visas should contact the International Program Advisor if they plan on enrolling part-time in their final semester. They may qualify for a special exemption to their Visa while for part-time status on a one-time basis. There is no guarantee of exemption, so international students must contact the International Program Advisor in advance of their final semester to discuss this option.

The five sequential modules in Emergency & Disaster Management are all considered Core requirements and the Urban & Regional Planning major requires seven Core courses. These courses cannot be waived under any circumstances.

Please note: Nearly all of the MPS majors require a grade of "B" (3.00) or better in the Ethics course, and all MPS majors require a grade of "B" (3.000) or better in the Capstone courses, both are required for graduation. The PRCC major does not require a minimum "B" grade in Ethics but does require a minimum "B" grade in Capstone.

As a result, students who earn a "B-" (2.67) or lower cannot graduate, even if they have a cumulative GPA of 3.000 overall. These students are required to repeat the course with a "B" or better (at their own expense and within the following academic year) to prevent degree candidacy

termination. Both grades remain on the student's transcript and are factored into the cumulative GPA.

Concentration Requirements in a Major

A concentration is a cohesive collection of four or more courses (12 credits minimum; some programs may require more credits for a concentration) within an academic program that focuses more specifically on an academic and professional content area.

Some majors require students to complete an official area of concentration for the degree; other programs allow a more flexible, individualized program with recommended courses for students to build expertise within an unofficial concentration. Select examples of official concentrations include: Diversity and Inclusion Management (HRM); International Real Estate (RE); Business, Management, and Operations (SIM); and Information Security (TM).

The majors of Journalism, Public Relations & Corporate Communications, and the Executive MPS in Emergency & Disaster Management do not offer any official concentrations. Students should consult with their programs to determine their concentration offerings and requirements.

Students who wish to complete additional coursework for more than one official concentration can cross-count no more than one course (3 credits) between concentrations. Therefore, each concentration must consist of at least 9 original credits that apply to that concentration alone.

Please note: Some programs do not allow any courses or credits to cross-count. In those programs, students must complete courses that are unique to each concentration. Students must receive advance, written permission to enroll in additional coursework for more than one concentration (please see "Academic Overload" policy). Concentrations can be tracked in the Degree Audit function in MyAccess, but they are not listed on transcripts.

Foundation Courses and Other Requirements in a Major

In addition to the required Core courses (*Ethics in the Profession* and *Capstone*), some programs have specific foundation and major requirements. Foundation courses and major requirements are integral courses that provide students with the academic background needed for success within those programs and professions. In some cases, programs may also require students to earn minimum grades of "B" (3.000) or better to satisfy a requirement (students should consult with their program to ensure that they meet all additional requirements for those majors and the "Program Guidelines" section of this Handbook).

The Schedule of Classes available at registrar.georgetown.edu/ course notes and/or descriptions should include which course fulfills a foundation, major, or concentration requirement.

- All traditional Professional Studies courses are found under "Prof Studies" followed by the major designation (HRM, JO, PRCC, RE, SEM, SIM, TM and URP).

- All Executive Professional Studies courses (EDM) are found under "Exec Prof Studies Emerg Mgmt."

Foundation Courses in a Major: Waiver Requests

Due to the timeliness of content, continuity of the clock-step curriculum and cohort model, students in the Executive MPS in EDM program cannot be waived from any foundation course or program requirement.

MPS students in in traditional programs may be waived from some selected courses required within that major or within a concentration with written permission from their program Associate Dean and the Associate Dean of Academic Affairs & Compliance. Students must supply documentation of their proficiency in that course (such as a writing portfolio to request a waiver of the "Fundamentals of Reporting and News Writing" Journalism requirement) during their *first semester* of study to the program Associate Dean for review.

Please note: Students do not receive grades or credit for waived courses; rather, this process allows them to take an Elective in place of a waived course. MPS degree-specific requirements cannot be waived under any circumstances.

Executive MPS Degree

The Executive Master of Professional Studies degree is the foundation of the Emergency & Disaster Management (EDM) program and is exclusive to this major. Students will have a first-hand look at response planning and management of natural and human-created situations.

This is a year-long intensive program that combines technology-enhanced learning with hands-on required field-study at various domestic and international locations. The Executive MPS degree is a five module program (6-credits per module/course) that are taken in a lock-step order as a pre-requisite to the next module.

This is a practice-oriented curriculum – a hallmark of Georgetown's professional studies graduate programs – putting students in the action and encouraging expansive thinking about current emergency management systems and alternatives to overcoming future threats.

Advanced Professional Certificate (APC)*

*Beginning in Fall 2013, SCS discontinued the APC and no longer accepts students into this program. All students currently enrolled will be grandfathered through completion; however, no additional students will be accepted into the program until further notice.

The Advanced Professional Certificate (APC) is a credit-bearing, non-degree graduate program that gives professionals the opportunity to focus on specific areas of improvement within their industry. Each APC is designed as a planned, cohesive group of five courses between the student and the program's Associate Dean. While some programs have prescribed courses, others allow for more individualized proposals.

APC students must have secured the *advance* written *permission* of the appropriate program's Associate Dean for all coursework during their *first semester* of study by filling out the APC Tracking Form. A copy of this completed Form identifying the five pre-approved courses must have been filed with the Academic Affairs & Compliance Office before the end of the student's first semester.

In order to complete the APC within three years, students should plan on taking 1-2 courses per semester within five consecutive semesters (fall/spring/summer). The minimum school-wide requirements for the APC are described below; however, each program can have additional and/or stricter requirements specific to their major. Therefore, students are encouraged to maintain regular contact with their major department throughout their studies.

Minimum APC Requirements

The Advanced Professional Certificate (APC) program requires a total of 15 graduate-level credits with a minimum cumulative GPA of 3.000. Students admitted to the APC were required to schedule an appointment with their Associate Dean before the start of their first semester to

discuss specific Learning Goals and to have completed the mandatory *Advanced Professional Certificate (APC) Tracking Form*.

The completed *APC Tracking Form* with specific course Learning Goals must have been supplied to the *Academic Affairs & Compliance Office* during the student's first semester. Any changes to this original form must be approved by the student's Associate Dean and re-filed with the *Academic Affairs & Compliance Office* prior to the student enrolling in those courses. Although some APCs may not require the Ethics course, it is strongly recommended that all students enroll in this course, as it will be required for further study if the student applies and is accepted into the MPS degree at a later date.

Completion of the APC does not guarantee admission into an MPS program. Students who are accepted into an MPS program following completion of the certificate can count those credits towards the degree; however, those students may also be required to complete additional course requirements by their major. Thus, APC students who are accepted into an MPS program may have to complete more than the minimum graduate-level credits to earn the degree.

Please note: The APC is not merely an accumulation of credits; rather, each certificate should be formed by a cohesive, well-defined, and clearly articulated group of courses planned well in advance of study. APCs will not be awarded retroactively nor will they be awarded to students who simply complete 15 credits within an MPS degree major and then decide to stop their studies. The APC will not be awarded as a default credential to MPS students who have been terminated academically from their programs.

Dual Enrollment within SCS

In extremely rare cases, a student might apply to and be accepted officially into both an APC* in one program and an MPS in another or to two separate APC programs. Due to time limits and the intense academic nature of the MALS and MPS degrees, students are discouraged from pursuing two degrees concurrently. In these exceptional cases, students might be able to count some coursework to both the APC and the MPS degree. The MPS degree requires a minimum of 24 credits that are unique to that degree alone. The APC requires a minimum of 12 credits that are unique to that certificate alone. Therefore, students may count a maximum of 3 credits from an MPS major or another APC toward the 15 required credits for an APC in a different program. Students may count a maximum of 6 credits from an MPS major or another APC to a different MPS major. Advance, written permission from both the MPS and APC program Associate Deans and the *Office of Academic Affairs & Compliance* is required to cross-count credits in this manner. Individual MPS or APC program departments may have stricter requirements and may also decide that no credits can cross-count to their specific department.

*Beginning in Fall 2012, no additional students will be accepted into the APC. Current APC students will be allowed to continue and be grandfathered out of the program.

Academic Standing

Good Academic Standing

Students with a cumulative and semester GPA of 3.000 (solid "B") or better are considered in good academic standing. Good academic standing is required to be considered for some special requests at the School-level (such as participation in the Consortium of Universities) and for other requests at the department and program level (such as approval for certain internships and independent studies).

Warning

Students with a semester GPA under 3.000 but with a cumulative GPA of 3.000 or better are

placed on academic warning. A notice is sent to the student and the student's academic program when a student is on warning. Some programs may require a meeting with their program Associate Dean when a student is placed on Warning.

Probation
Students are placed on academic probation when (1) they earn one "F" or "U" in a single semester; or (2) when their cumulative GPA falls below a 3.000. Unless they meet the criteria for termination or dismissal as outlined below, students remain on probation until their GPA improves to a 3.000 or better. Some majors may require a meeting with their Associate Dean when a student is placed on Probation.

Termination of Degree Candidacy (Degree Candidates)
MPS students are automatically terminated from degree candidacy under any of the following conditions:

1. Upon accumulating two grades or 6-credits of "F" at any point, regardless of their cumulative GPA.
2. Upon accumulating three grades or 9-credits of "B-" or lower <u>and</u> their cumulative GPA is below 3.000.
   (**For purposes of Termination, a "U" is considered a "B-" or lower at the graduate-level.)
3. If their cumulative GPA is at such a low level that raising it to the required level to be eligible for graduation within the program credit limit becomes mathematically impossible. *Termination for this reason is considered final and not open to appeal*.
4. If they are unable to complete individual program requirements with acceptable grades (such as Ethics and Capstone with a "B" or better in each) during the allotted time period.

A student's candidacy may also be terminated for such reasons as making unsatisfactory progress toward a degree as defined by that student's specific major or for violating the time limit for completion of the degree.

<u>Please note</u>: MPS students who have been terminated cannot be awarded the APC retroactively. The APC is a separate program to which students must have originally applied and been accepted, following the APC academic and course tracking standards from the beginning of their academic careers. The APC is comprised of coursework pre-approved by the major's Associate Dean during the student's first semester of study. The student and the School cannot selectively pick-and-choose completed courses to award the APC as a default for terminated MPS students regardless of grades earned in those courses.

Academic Dismissal (Certificate Candidates)
APC students are academically dismissed under any of the following conditions:

1. Upon accumulating one grade of "F" at any point, regardless of their cumulative GPA.
2. Upon accumulating two grades or 6-credits of "B-" or lower <u>and</u> their cumulative GPA is below 3.000.
   (**For purposes of Dismissal, a "U" is considered a "B-" or lower at the graduate-level.)
3. If their cumulative GPA is at such a low level that raising it to the required level to be eligible for certificate completion within the 15-hour credit limit becomes mathematically impossible. *Dismissal for this reason is considered final and not open to appeal*.
4. If they are unable to complete individual program requirements with acceptable grades (such as Ethics and Capstone with a "B" or better in each) during the allotted time period.

Academic Dismissal (Provisional Non-Degree Students)
Provisional, non-degree students are automatically academically dismissed academically under any of the following conditions:

1. Upon accumulating one grade of "B-" (2.67) or lower at any point, regardless of their cumulative GPA. For purposes of Dismissal, a "U" is considered a "B-" or lower at the graduate-level.
2. If they are unable to complete individual program requirements with acceptable grades during the allotted time period of one academic year (fall/spring/summer).

Appeals of Termination and Dismissal

Students who have been terminated or dismissed because their GPA is at such a low level that it would be mathematically impossible for them to graduate or complete their certificate (Condition 3 described above) cannot appeal that decision. In these unfortunate cases, there is no way that students could reach the required GPA for graduation, as students cannot enroll in more than the required 15 APC or 30 MPS credits for the purpose of improving their GPA.

In all other cases of academic termination or dismissal, students may submit a request to return on probationary status to the Associate Dean of Academic Affairs & Compliance on behalf of the Dean of the School of Continuing Studies. A return is not automatic or guaranteed, and recommendations will be based upon not merely the best interests of the student, but also the best interests of the academic program, School, and University.

In the appeal request, the student should (1) discuss all factors that hindered his or her academic progress in the program (including personal, medical, family, or professional circumstances) and (2) explain fully the steps completed by the student to address these circumstances so that he or she could successfully resume his or her studies. The student may also be required to supply documentation of these changes in support of a return and is therefore encouraged to do so beforehand. <u>This appeal process cannot be used to appeal a grade in a course</u>. That is a separate appeal process with specific deadlines described under "Course Grade Appeal." Students should mail their written appeals and supporting documentation to the Associate Dean of Academic Affairs & Compliance at:

The Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
640 Massachusetts Avenue, NW
Washington, DC 20001

The appeal cannot to be used for the circumvention or waiving of academic requirements (e.g., GPA within the credit limit; required coursework or other program standards; and so on). Rather, it is designed to deal with exceptional cases of a complex nature. If the Associate Dean of Academic Affairs & Compliance finds that the student's termination is based on failure to satisfy standard requirements for the degree or certificate without exceptional, complicating circumstances, the student's request for an appeal will be denied. If the Associate Dean of Academic Affairs & Compliance determines that such exceptional circumstances do exist (and that it is mathematically possible for the student to return and complete his or her studies within the credit limit), then the Dean will refer the appeal to the MPS Deans' Council for review. The MPS Deans' Council will review the request and make an official recommendation to the Associate Dean of Academic Affairs & Compliance who will then notify the student. The decision of the Dean is final and not open to further appeal.

Students who have been terminated or dismissed and allowed to return on probationary status may be held to higher academic standards or be required to earn specific grades in certain courses. The original termination or dismissal notice remains on the official transcript. A second dismissal or termination will be final and without right of further appeal.

Grade Appeal Process

In the event that a student would like to appeal the final grade received for a course, the following steps are to be taken:

A. Students should first seek an explanation for the grade through a discussion with the instructor. This process must begin no later than 30 days after the beginning of the semester following that semester in which the contested grade was received. Students should bring copies of the course syllabus and all graded assignments with them to their meeting with the instructor so that they can discuss all aspects of their grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that instructors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards.

B. If, after speaking with the instructor, the student still believes that the final grade was incorrectly assigned, s/he may then appeal in writing to the Associate Dean of the program offering the course. The student should supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following that semester in which the contested grade was received. The course instructor may also be contacted by the Associate Dean for additional information. Upon completion of this review, the Associate Dean may decide (1) that there is no basis for the appeal and the original grade will be upheld or (2) that the appeal warrants further review by a faculty committee comprised of three faculty members within that program. If a committee is called, the Associate Dean will name a chair of that committee and all members will review the information and assignments and then make a formal, written recommendation to the Associate Dean. In re-evaluating the student's work, the committee can decide to raise, sustain, or lower the grade. In either case, the Associate Dean will not judge the academic merit of the assignments; rather, the Associate Dean will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the Associate Dean of the program will make a recommendation to the Senior Associate Dean for Academic Affairs & Compliance.

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

Academic Overload

Degree-seeking students nearing graduation with a cumulative GPA of 3.330 ("B+" average) or

better may request permission through their program Associate Dean and the Academic Affairs & Compliance Office to enroll in additional courses beyond those required for their degree (30-cr., 33-cr., or 42-cr. depending on the program and when the student was admitted). Such credits may be used to fulfill a double concentration within a program or to complete extra elective courses before graduating. In these pre-approved circumstances, the grades and credits earned will be factored into the student's cumulative GPA and count towards that degree.

Students with a GPA of 3.000-3.329 will be considered for this exception on a case-by-case basis with a warning that all grades earned will be factored into the GPA and could lead to academic probation or termination if their GPA falls below a 3.000 at any point or if they meet other academic termination criteria. Students with a GPA under 3.000 are not eligible for this exception unless they have received advance, written permission from their program Associate Dean and the Associate Dean for Academic Affairs & Compliance to repeat the Ethics course, the Capstone course, or one failed course (see "Repeating a Course" under the section "Grades and Grading"). Students with a GPA under 3.000 who mistakenly enroll in additional credits beyond 30 credits will not be allowed to count those credits or grades towards the improvement of their GPA.

The Academic Overload Form must be completed and turned in to the Academic Affairs & Compliance Office at least two weeks prior to the first day of classes for review. This form can be downloaded from: scs.georgetown.edu/academic-affairs/student-forms/.

A. MPS students who receive advance permission to apply these additional credits to their degree cannot receive retroactive permission to apply the credits to an APC. The APC is a separate non-degree application program to which students must apply and receive advance permission for all coursework to be completed. In those cases when a student has formally been accepted to both an MPS program and an APC in a separate major, the rules under "Dual Enrollment in SCS" listed below may apply. Please see APC policies and procedures in this Handbook.

B. APC students are not eligible to enroll in or apply more than 15 credits to the certificate (except when the rules under "Repeating a Course" apply). Additional coursework completed in error by the student could affect academic standing and be used in assessing warning, probation, or dismissal. No additional coursework will be accepted to improve the GPA.

Emergency & Disaster Management: Program Guidelines

Executive Director, Nancy Suski
Program Director, Kirk Anderson
http://scs.georgetown.edu/edm

Mission Statement

The Emergency & Disaster Management program is an Executive MPS degree that is applied and practice-oriented and encourages expansive thinking about current emergency management systems and alternatives to overcoming future threats. Our curriculum provides students with a first-hand look at preparing for and managing these challenges in a year-long intensive program that combines lectures and face-to-face learning; online coursework, interactive exploration, webinars, group discussions and independent learning; laboratory work that replicates real-world scenarios; field-study work at four renowned locations: Washington, D.C., New Orleans, the San Francisco Bay Area and Doha, Qatar; and an overview of the technical, legal and ethical principles that govern the work of emergency and disaster management professionals.

Learning Goals

Students who successfully complete the Executive MPS in Emergency & Disaster Management will:

1. Demonstrate advanced competency through theoretical and field exercises assessed in five content-based modules of instruction;
2. Identify and understand fundamental local, state, federal and international rules and regulations so that they can respond ethically and legally to emergencies and disasters;
3. Analyze and reflect upon local, state, federal and international responses to emergencies and disasters so that they can formulate informed, well-reasoned and professional recommendations for both preventive measures and future responses to such situations;
4. Prepare response plans for multiple types of emergencies and disasters and adapt those plans to respond quickly, ethically and effectively to changing situations;
5. Make critical decisions in times of extreme pressure and quickly changing variables;
6. Identify and educate appropriate constituents and concerned parties (the public, supervisors, team members, colleagues, private sector, military and other officials) through communications plans targeted to their specific needs;
7. Create, coordinate and implement an immediate and effective emergency management response plan that responds to a crisis. In short, transcend traditional thinking and become a leader in the profession of disaster management.

Executive MPS Degree Requirements in Emergency & Disaster Management

The Master of Professional Studies (MPS) in Emergency & Disaster Management (EDM) is an Executive, one-year intensive program. Students must successfully complete all five, six-credit program modules, and earn a minimum cumulative GPA of 3.00 (solid "B") for good academic standing and to be eligible to graduate.

Two of the five modules satisfy the Core courses that are unique to the MPS degree: Theory & Legal Framework (MPEM 500) and Capstone (MPEM 900). A grade of “B” or better is required in both of these course modules to qualify for graduation.

The modules are taken in sequential order; modules/courses cannot be waived; and transfer credits cannot be applied to this program. Requests for exceptions will not be considered. Each module combines online learning activities with intensive, on-site week-long sessions.

The five contiguous modules provide students with rigorous online study combined with hands-on field experiences. As a cohort-based program, students must enroll in the program in the fall, at the beginning of each academic year.

Students who have earned a grade of "B-" or "C" in Theory & Legal Framework (MPEM 500) or Capstone (MPEM 900), or who withdrew from either module, must request to go on a leave of absence until that module can be repeated in the next year's cohort. Since these course/modules are 6-credits each, one "F" grade will automatically terminate degree candidacy.

An incomplete in the field experience of an Emergency & Disaster Management module is not possible, and an incomplete in the technology enhanced portion of an EDM course is highly discouraged. In the event of an unanticipated emergency, a one-week incomplete may be allowed for coursework. If the incomplete is not satisfied within that timeline, an "F" grade will be applied to that course and the student will be terminated from the program.

Anticipated 2013-14 Calendar (Contact Program Director for Final Dates)

Module	Course	Module Dates	Onsite Dates*	Field Location
Module 1 6-credits	**MPEM-500-01** Theory & Legal Framework	Aug. 28 – Oct. 20, 2013	Oct. 7-12, 2013	Washington, D.C.
Module 2 6-credits	**MPEM-600-01** Natural Disasters	Oct. 21 – Dec. 19, 2013	Dec. 9-14, 2013	New Orleans, L.A.
Module 3 6-credits	**MPEM-700-01** Domestic Terrorism	Jan. 8 – March 9, 2014	Feb. 24 – March 1, 2014	Livermore, C.A.
Module 4 6-credits	**MPEM-800-01** Int'l Large-Scale Disasters	March 10 – May 11, 2014	April 28 – May 3, 2014	Doha, Qatar
Module 5 6-credits	**MPEM-900-01** Capstone	May 19 – Aug. 8, 2014	July 7-12, 2014	Washington, D.C.

Travel Requirements*

Each module ends with field work that is one-week-long to provide students with practical skills and knowledge they can use to advance as emergency management leaders. Students are required to be onsite the evening before the day the onsite program begins and leave the date after the program ends. Room and board is covered by regular tuition, but students must make their own travel arrangements for each module's onsite venue.

Human Resources Management: Program Guidelines

Senior Associate Dean, Christopher Metzler, Ph.D.
Assistant Dean, Wanda Cumberlander
Assistant Dean, Robert Traynham
Program Director, Calvin Pringle
http://scs.georgetown.edu/hr/

Mission Statement

The Human Resources Management program brings together the academic traditions and values of Georgetown with the best professional minds in the human resources field. Our curriculum focuses on optimizing human resources theories and practices, as well as innovation, corporate social responsibility, technology, and globalization. Students participating in the program gain an advanced understanding of the challenges and opportunities related to human capital management while developing expertise in concentrations including International Human Resources Management, Diversity and Inclusion Management, and Strategic Human Capital Management.

Learning Goals

Students who successfully complete the MPS in Human Resources Management will:

1. Explore the core values endemic to the professional world with a particular focus on the connections between applied ethics and human resources and diversity;
2. Understand the foundations of strategic human resource management, workforce planning and employment, and employee and labor relations;
3. Define and understand data and information requirements, data normalization, entity relationships, statistical and time-series data analysis, predication and decision-making strategies;
4. Develop planning and management strategies based upon environmental analysis, assessment of organizational competencies and weaknesses, and analysis of competitors;
5. Design a research proposal, objectives of research with specificity and particularity, conduct literature reviews, and assess and implement appropriate research methods based upon project needs.

MPS Degree Requirements in Human Resources Management

Students entering the Human Resources Management program prior to Fall 2013 complete the Master of Professional Studies (MPS) degree that is comprised of 30 credits (11 courses) including: 6 Required Core credits (MPHR 700 and MPHR 809); 9 Major Credits (MPHR 696, MPHR 703, and MPHR 802); 12 Concentration Credits; and 3 Elective Credits. These students also complete MPHR 812, the 0-Credit New Student Immersion Lab on a pass/fail basis. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

Students entering the Human Resources Management program in/after Fall 2013 complete the Master of Professional Studies (MPS) degree that is comprised of 33 credits (11 courses) including: 6 Required Core credits (MPHR 700 and MPHR 809); 3 Required Foundation Credits (MPHR 502); 9 Major Credits (MPHR 696, MPHR 703, and MPHR 802); 12 Concentration Credits; and 3 Elective Credits. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

Core, Foundation and Major Requirements (Admit In/After Fall 2013: 18 Credits)

MPHR 502, Research Process & Methods (Foundation requirement, 3 cr.) – admitted in/after Fall 2013

MPHR 696: Foundations of HR (Major course, 3 credits)
MPHR 700: Workplace Ethics (Core requirement, 3 credits)
MPHR 703: Data Analysis and Decision Making (Major course, 3 credits)
MPHR 802: Strategic Thinking in HR (Major course, 3 credits)
MPHR 809: MPS HR Capstone (Core requirement, 3 credits)
MPHR 812: New Student Immersion Lab (Major course, 0 credits) – admitted prior to Fall 2013

Enrollment Notes: MPHR 700 should be taken in the first semester of study. MPHR 809 is completed during the final semester. Students must complete MPHR 700 and MPHR 809 with a minimum grade of "B" (3.00) or better in each to be eligible for program completion and graduation. The waiver for the 502 Foundation requirement or the Major courses (696, 703 and 802) can be approved by the Sr. Assoc. Dean and must be filed with Academic Affairs & Compliance prior to MPS degree completion.

Concentrations and Electives (15 Credits)
Diversity and Inclusion Management*
MPHR 699: Theories of Diversity and Inclusion (3 credits)
MPHR 707: Creating and Sustaining a Climate of Inclusion (3 credits)
MPHR 708: Analyzing and Addressing Institutional Discrimination (3 credits)
MPHR 803: Strategic Diagnosis and Planning in Diversity and Inclusion (3 credits)
MPHR 810: Diversity and Inclusion in International Context (3 credits)

International Human Resources Management*
MPHR 704: Global Compensation and Benefits (3 credits)
MPHR 705: Multinational Business Policy and Geopolitics (3 credits)
MPHR 800: Global Labor and Employment Law (3 credits)
MPHR 810: Diversity and Inclusion in International Context (3 credits)
MPHR 813: Global Implications of HR (3 credits)

Strategic Human Capital Management*
MPHR 707: Creating and Sustaining a Climate of Inclusion (3 credits)
MPHR 801: Managing Complex Systems Change (3 credits)
MPHR 805: Consulting Skills in Human Capital (3 credits)
MPHR 811: Talent Management and Career Management (3 credits)
MPHR 817: HR in International Context (3 credits)

*With permission from the program Senior Assoc. Dean, students can substitute additional courses within the concentration. MPHR 700 (Workplace Ethics) and MPHR 809 (MPS HR Capstone) cannot be waived or substituted. The waiver for the 502 Foundation requirement or the Major courses (696, 703 and 802) must be filed with Academic Affairs & Compliance prior to MPS degree completion.

Sample MPS in Human Resources Management Schedule
First Semester: MPHR 696 (Foundations of HR) + MPHR 700 (Workplace Ethics)
Second Semester: MPHR 502 (Research Process & Methodology) + MPHR 703 (Data Analysis and Decision Making)
Third Semester: MPHR 802 (Strategic Thinking in HR) + 3 Credits in Concentration
Fourth Semester: 6 Credits in Concentration
Fifth Semester: 3 Credits in Concentration + 3 Elective Credits
Sixth Semester: MPHR 809 (MPS HR Capstone)

Journalism: Program Guidelines

Senior Associate Dean, Denise Keyes
Assistant Dean, Amy Kovac-Aslhey
Program Director, Serena Kefayeh
http://scs.georgetown.edu/journalism/

Mission Statement

The Journalism program at Georgetown University is committed to educating and preparing students to be successful, responsible journalists in the digital age. Through rigorous instruction and intensive practice, each student will build a solid foundation of necessary skills, while reinforcing the core principles of accurate and fair reporting, careful writing, sophisticated storytelling, and sound, ethical judgment.

Learning Goals

Students who complete the MPS in Journalism will:

A. Understand the ethical implications of the choices journalists make every day in routinely doing their jobs and living their lives. Students will develop and exercise a core set of journalistic principles and values.

B. Absorb the fundamentals of accurate and fair reporting. Students will understand what qualifies as news, how to go about gathering and verifying information, and how to effectively provide alternate points of view.

C. Acquire strong news writing skills that will enable them to write powerful leads, develop characters and tell compelling stories while meeting strict deadlines.

D. Master multimedia storytelling techniques for print, broadcast, and online platforms. Students will be able to combine the latest reporting and storytelling technology with the time-honored techniques of traditional journalism.

MPS Degree Requirements in Journalism

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses). Students entering the Journalism program in Summer 2010 and thereafter must complete the following: 6 Required Core Credits (MPJO 500 and MPJO 900); 9 Required Foundation Credits (MPJO 501, MPJO 505, and MPJO 508); and 15 Elective Credits. Additionally, students who receive a grade of "B-" ("B minus"; 2.67) or below in any of the Core or Foundation courses are required to repeat them with a grade of "B" or better before qualifying for graduation by the department. Although students can only count credit for a course one time towards their degree, all grades earned appear on the transcript and are used in determining academic standing.

Regardless of the year of admission, all Journalism students must complete the Core Courses (MPJO 500 and MPJO 900); maintain a minimum cumulative GPA of 3.00 (solid "B") for good academic standing and to be eligible to graduate; and earn a 3.00 (solid "B") or better in the Capstone course (MPJO 900). All students must also complete the MPS degree within five years.

Core and Foundation Requirements (15 Credits)

MPJO 500: Ethics in Journalism (Core course, 3 credits)
MPJO 501: Fundamentals of Reporting and News Writing (Foundation course, 3 credits)
MPJO 505: Digital Essentials for Journalists (Foundation course, 3 credits)
MPJO 508: Introduction to Video Journalism (Foundation course, 3 credits)
MPJO 900: Capstone (Core Course, 3 credits)

Elective Courses (15 Credits)
Elective courses and course descriptions can be found at registrar.georgetown.edu/.

Enrollment Notes: We strongly encourage students to complete MPJO 500, MPJO 501, MPJO 505, and MPJO 508 within their first two semesters as they serve as pre-requisites for advanced electives. The Capstone course (MPJO 900) is a research-and-writing intensive course and serves as the students' culminating experience in the program; as such, students should plan on making this final course their primary academic focus as they near graduation. A minimum grade of "B" is needed to pass this course. We strongly encourage students to enroll in this course alone during their final semester whenever possible.

Students enrolled in the program prior to Summer 2010 will not be required to take the Foundation requirements (MPJO 501, MPJO 505, and MPJO 508) but are strongly encouraged to do so as these courses serve as pre-requisites for advanced electives. All MPS students are required to complete the Core Ethics and Capstone courses, regardless of the semester in which they first enrolled.

Sample MPS in Journalism Schedule
First semester: MPJO 500 (Ethics in Journalism) + MPJO 501 (Fundamentals of Reporting and News Writing)
Second semester: MPJO 508 (Introduction to Video Journalism) + MPJO Elective
Third semester: MPJO 505 (Digital Essentials for Journalists) + MPJO Elective
Fourth semester: MPJO Elective + MPJO Elective
Fifth semester: MPJO Elective + MPJO 900 (Capstone)

Public Relations & Corporate Communications: Program Guidelines

Senior Associate Dean, Denise Keyes
Program Director, Bonilla Barzuna
Deputy Director of CSIC, Julie Dixon
Visiting Assistant Professor, Tiphané Turpin Curry
scs.georgetown.edu/pr/

Mission Statement

The Public Relations & Corporate Communications program prepares global communication leaders to thrive in a fast changing world by equipping students with the skills needed to respond ethically and confidently to any communications challenge.

Courses emphasize strategic planning to address critical business objectives and the development of hard metrics to measure success. Students learn to think strategically, present creative ideas, gain a global perspective on communications and public relations, develop clear and concise writing skills, and become leaders in the digital world.

Students are a part of a community of passionate communication professionals who are personally invested in their colleagues' success. Student committees, fellowships, and real-world client challenges provide our students with multiple opportunities to be engaged in dynamic networks.

Learning Goals

Clear Writing: Program graduates have the ability to write clear, concise, action-oriented language for a range of communications situations. Their writing also resonates with target audiences.

Strategic Thinking: Students internalize the Georgetown Framework for Strategic Planning and apply it to challenges throughout their time in the program. Application of the framework reflects individual student critical thinking skills, strategic decision making, and creativity. Students also learn how to convey their strategic ideas verbally and in writing.

Responsible Communication: Graduates are committed to consistently evaluating and applying their personal code of ethics, which is built on a foundation of ethical paradigms, professional codes of conduct, and best practices. Students go beyond basic ethical considerations to authentically use their skills and talents to positively impact the world.

Practical Evaluation: Students learn about research techniques and can select the most appropriate method, given the situation, their budget and time line. Program graduates also understand the role of research in developing creative insights.

Assessment of student learning in the program includes:

Ethics: The ethics curriculum requires students to explore their values, the origination of their beliefs, and how both impact their decision making. Students review major philosophers, professional codes of ethics, and contemporary industry case studies. Based on this experience, students create a personal code of ethics, which they use to practically evaluate ethical dilemmas in their professional lives. Students revisit their personal code in capstone when faced with an ethical challenge. Throughout the program, students practice decision making and analyze complex situations, so they can draw upon clear examples during future professional contexts.

Strategy: Students are introduced to strategy in a new student boot camp, and then revisit the concept in the Elements of Communications Planning course. Within the class, students learn the

Georgetown Framework for Strategic Planning and express their learning by creating an individual plan and responding to multiple challenges throughout the semester. While the model is based on rigorous academic models, it allows for personal adaptation based on the students' experience and professional specialization. The value of strategic communication is reflected and assessed in all program courses. Students revisit strategy in capstone, while working on a real-world communications challenge for a client.

Capstone: During this final course, students must apply the comprehensive skills they have built throughout the program. After identifying and securing a company or organization of their choosing, students respond to a communication issue by creating a well-researched, insightful, creative, strategic plan that exemplifies their development as communications professionals. Students choose clients based on their personal interests or aimed at continuing the social impact mission of the program. Multiple forms of assessment, including quick fire challenges, written projects, an ethical response paper, final plan, and a strategy pitch, review each student's level of competency in all program learning goals. By pairing alumni instructors with capstone students, the program ensures multiple levels of support and advice throughout the course, to be sure all graduates leave confident in their skills.

Curriculum Description

APC Requirements in Public Relations and Corporate Communications*

The Advanced Professional Certificate is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Senior Associate Dean. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

*Beginning in Fall 2013, SCS discontinued the APC and no longer accepts students into this program. All students currently enrolled will be grandfathered through completion; however, no additional students will be accepted into the program until further notice. Upon successful completion of the APC, students may apply to the MPS degree program. While credits completed in the APC can transfer to the MPS, students may be required to take additional coursework to complete the MPS degree. The same acceptance standards apply as for the MPS degree program.

Enrollment Notes: APC students are required to complete and submit the APC Tracking Form to the Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Senior Associate Dean and must list specific Learning Goals for each course. Although not required for this APC, we recommend all students complete MPPR 500, Conversations about Ethics, which would be required for students who later apply and are accepted to the MPS degree. Students must complete the APC within three years.

MPS Degree Requirements in Public Relations & Corporate Communications

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses) including: 6 Required Core Credits (MPPR 500 and MPPR 950); 3 Required Foundation Credits (MPPR 505); 21 Elective Credits. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

The applied curriculum prepares students for leadership roles across sectors. Courses emphasize strategic planning to address critical business objectives and the development of hard metrics to measure success. The curriculum not only teaches best practices, but also asks students to apply their learning through real world projects. We understand the benefit of immediately utilizing knowledge gained in the classroom. Students learn to think strategically, gain a global perspective on communications and public relations, develop clear and concise writing skills, and become leaders in the digital world.

Core and Foundation Requirements (9 credits)
MPPR 500: Conversations about Ethics (Core course, 3 credits)
MPPR 505: Elements of Communications Planning (Foundation course, 3 credits)
MPPR 950: Capstone (Core course, 3 credits)

Enrollment Notes: MPPR 500 should be completed within the first or second semester of study. MPPR 950 must be completed with a "B" grade or better, is reserved for degree-seeking students, and must be taken in the final semester of study after all coursework is completed.

Elective Courses (21 credits)
Students in this program do not enroll in a specific concentration; rather, they may use these tracks to guide their individual path based on professional interests. Many students reach beyond their chosen area of study into another track in order to create a well-rounded, multidisciplinary curriculum that meets their needs and goals.

Corporate Communications
MPPR 710: Media Relations & Messaging (3 credits)
MPPR 730: Corporate Communications (3 credits)
MPPR 765: Live Branded Media (3 credits)
MPPR 780: Grassroots Communications (3 credits)
MPPR 795: Public Affairs & Government Relations (3 credits)
MPPR 810: Crisis Communications (3 credits)
MPPR 830: Advanced Corporate Communications (3 credits)
MPPR 835: Employee Engagement and Internal Communications (3 credits)
MPPR 836: Leadership in Communication (3 credits)
MPPR 845: Communications Challenges in a Changing World (3 credits)
MPPR 865: Global Communication in Social Media (3 credits)
MPPR 885: Speech Writing (3 credits)

Public Relations
MPPR 600: Presentation Skills (3 credits)
MPPR 605: PR Case Studies (3 credits)
MPPR 700: PR Writing (3 credits)
MPPR 703: Business Writing (3 credits)
MPPR 710: Media Relations & Messaging (3 credits)
MPPR 741: Communications Strategy (3 credits)
MPPR 750: The Intersection of Offline and Online PR (3 credits)
MPPR 795: Public Affairs & Government Relations (3 credits)
MPPR 805: Persuasive Writing (3 credits)
MPPR 810: Crisis Communications (3 credits)
MPPR 836: Leadership in Communication (3 credits)
MPPR 837: Project Management and Budgeting (3 credits)
MPPR 870: Communications Research (3 credits)
MPPR 871: Applied Research Techniques (3 credits)
MPPR 885: Speech Writing (3 credits)
MPPR 886: Corporate Influences on Cause Communications (3 credits)

Integrated Marketing Communications
MPPR 706: Creating Public Media Campaigns (3 credits)

MPPR 760: Integrated Marketing Communications (IMC) (3 credits)
MPPR 765: Live Branded Media (3 credits)
MPPR 775: In-Depth Interviews and Focus Groups (3 credits)
MPPR 835: Employee Engagement and Internal Communications (3 credits)
MPPR 886: Corporate Influences on Cause Communications (3 credits)
MPPR 890: Brand and Creative Strategy (3 credits)
MPPR 836: Leadership in Communication (3 credits)

Digital Communications
MPPR 705: Content Creation Management: Digital Storytelling (3 credits)
MPPR 755: Digital Communication Strategy (3 credits)
MPPR 785: Social Media for Social Causes (3 credits)
MPPR 850: Social Media (3 credits)
MPPR 855: Digital Campaigns (3 credits)
MPPR 860: Advanced Digital Communication Strategies (3 credits)
MPPR 865: Global Communication in Social Media (3 credits)
MPPR 880: SEO/Search Engine Strategy (3 credits)

Social Impact
MPPR 780: Grassroots Communications (3 credits)
MPPR 785: Social Media for Social Causes (3 credits)
MPPR 825: Communication for International Development (3 credits)
MPPR 865: Global Communication in Social Media (3 credits)
MPPR 875: Environmental Communications (3 credits)
MPPR 885: Speech Writing (3 credits)
MPPR 886: Corporate Influences on Cause Communications (3 credits)
MPPR 900: Cause Consulting: Strategic Communications Planning (3 credits)
MPPR 910: Cause Consulting II: Implementing Communications Plans (3 credits)

Real Estate: Program Guidelines

Executive Director, William (Bill) Hudnut
Program Director, Nicole Witenstein
http://scs.georgetown.edu/realestate/

Mission Statement

The Real Estate program creates a learning environment of "supported challenge," in which students master the advanced academic and professional skills needed to meet the challenges of today's real estate and related financial, construction, and environmental markets.

Learning Goals

Through the Foundational Real Estate courses, all MPS RE students who complete the RE program will achieve the following learning goals:

Beginning with the ETHICS IN ACTION course the RE program guides students in setting their moral compass to true north, with the goal of heightening their sensitivity to the moments of ethical decision in real estate development, finance, construction, and environmentalism. Because real estate substantially determines the broad well-being of the community and is literally a matter of life and death to individuals, Ethics pervades everything we do in the RE program: the most important lesson we can teach students is always to do the right thing.

Translating Ethics into the practical transactional and regulatory context of the real estate business, the FOUNDATIONS OF REAL ESTATE LAW course conveys the constitutional and historical sources of governmental authority over private real estate action, with the goal of providing students with a profound understanding of that power and limits of that authority. At the same time, the Law course depicts the great flexibility of legal devices available to facilitate virtually any kind of permissible real estate activity, with the goal of giving our students the background to be superior dealmakers.

In FOUNDATIONS OF REAL ESTATE FINANCE, students learn to analyze potential and actual real estate projects in a financially rigorous manner, with the goal for students to understand the need to reject the many impossible dreams and recognize the viable deals in the marketplace. The deeper goal is to sharpen the financial judgment of students so that they ultimately develop something like a sixth sense as to whether a real estate deal will pencil out, a skill that will gain them wide recognition as real estate professionals.

The FOUNDATIONS OF REAL ESTATE MARKETS course relates the economic needs of the community to the business opportunities available to real estate entrepreneurs, with the goal of giving students the ability to analyze a community's overall built environment in order to determine what is missing in that market, and the ability to determine what is feasible to fill that market need. While most in the real estate industry recognize the importance of market analysis, our goal here is for students to fully recognize the indispensability of creative market analysis to isolating the best and most original real estate opportunities, with students often working in teams so that many minds can make the most of these opportunities.

While the broad community and economic context of real estate practice is essential training for the real estate leaders MPS/RE seeks to produce, the FOUNDATIONS OF REAL ESTATE ACCOUNTING course has the goal of teaching students the financial accounting to confirm or invalidate the profitability of a real estate project. At the same time, the course teaches students the cost accounting needed to allocate revenue in a real estate organization at the enterprise level.

Following the Foundational courses, as students gain mastery and confidence in real estate, they select one or more concentrations in Development, Finance, Construction Management,

International RE, or Environmental and Energy Aspects of RE. The academic goal here is for students to assume a relatively high level of responsibility for choosing their own educational path. The professional goal here is to move students closer to their own career paths by exposing them to courses which resemble practice in the various real estate sectors to the greatest extent possible in an academic setting.

The RE program culminates with the CAPSTONE COURSE, the goals of which are for students to synthesize all relevant portions of the RE program, to hone their analytical writing skills to a fine edge in a Capstone Paper, and to present that thesis in an oral and visual Capstone Presentation to the real estate and general public.

The ultimate goal of the Core, Foundation, and Concentration/Elective courses together is to produce real estate professionals who make the greatest contribution to society, to the real estate profession, and to users of real estate, all while satisfying their personal goal of having a stimulating, contributing, and rewarding career.

MPS Degree Requirements in Real Estate

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses) including: 6 Required Core Credits (MPRE 500 and MPRE 950); 12 Required Foundation Credits (MPRE 601, MPRE 621, MPRE 631, and MPRE 641); and 12 Concentration Credits. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

Core and Foundation Courses (18 Credits)

MPRE 500: Core Course in Applied Ethics (Core course, 3 credits)
MPRE 601: Foundations of Real Estate Law (Foundation course, 3 credits)
MPRE 621: Foundations of Real Estate Finance (Foundation course, 3 credits)
MPRE 631: Foundations of Real Estate Markets (Foundation course, 3 credits)
MPRE 641: Foundations of Real Estate Accounting (Foundation course, 3 credits)
MPRE 950: The Real Estate Capstone Course (Core course, 3 credits)

Enrollment Notes: MPRE 500 should be completed within the first or second semester of study. MPRE 950 is reserved for degree-seeking students, and must be taken in the final semester of study after all coursework is completed. Students must complete MPRE 500 and MPRE 950 with a “B” (3.00) grade or better in each to be eligible for program completion and graduation

Concentrations within the Real Estate Program (12 Credits)

Real Estate students can choose from one of four concentrations to focus their academic activity and development. Please note: Each concentration requires 12 unique credits applied exclusively to that concentration (not to another concentration, core, or foundation requirement) unless that student has received an official waiver of a foundation course requirement. Such waivers must be filed with the Academic Affairs & Compliance Office before graduation in order to be recorded on the student’s official record.

Real Estate Development

Understand the financial considerations, market demand, project feasibility, financing, and environmental considerations that drive decisions on whether and where to develop. Courses include:

MPRE 602: How HUD Works
MPRE 603: Community Development Finance
MPRE 630: Acquisitions & Dispositions
MPRE 651: Real Estate Business Plans
MPRE 675: The Great Places
MPRE 676: Architecture in Historical Context

MPRE 700: Real Estate Development: Art & Science (Introductory course for this concentration)
MPRE 701: Washington by Design
MPRE 703: Healthcare Real Estate
MPRE 704: Green Asset & Building Management
MPRE 705: Green Buildings
MPRE 706: Energy Issues in Real Estate
MPRE 707: Hotels and Resorts I: Design and Development
MPRE 708: Hotels: Valuation/Transactions
MPRE 710: Leasing
MPRE 717: Real Estate Investment Trusts
MPRE 720: Due Diligence
MPRE 722: Leadership and Organization Management in Real Estate
MPRE 723: Retail Real Estate Development
MPRE 724: Real Estate Entrepreneurship
MPRE 725: Real Estate Valuation
MPRE 726: Real Estate Taxation
MPRE 727: Distressed Real Estate and Workouts
MPRE 728: Real Estate Private Equity
MPRE 729: Real Estate Investment Banking
MPRE 730: Corporate Real Estate
MPRE 732: Real Estate Economics
MPRE 733: Urban Economics
MPRE 735: Structured Finance
MPRE 736: Real Estate Portfolio Management
MPRE 737: Real Estate Statistics and Modeling
MPRE 738: Asset Management for Commercial Real Estate
MPRE 739: Real Estate Bankruptcy
MPRE 750: Construction Management Process
MPRE 751: Transit-Oriented Development
MPRE 752: Green Development and Construction
MPRE 760: Construction Estimating and Procurement
MPRE 775: Inward Introduction to International Real Estate Investment
MPRE 78*: Selected Regions in International Real Estate
MPRE 786: Real Estate Investments
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum

Construction Management
Learn to manage projects on time and on budget, keeping an eye on the major financial considerations involved with large-scale construction activity and subcontractor oversight. Gain insight into how to quantify and evaluate the impact of changes, as well as monitor quality and adherence to guidelines and standards. Courses include:

MPRE 602: How HUD Works
MPRE 603: Community Development Finance
MPRE 651: Real Estate Business Plans
MPRE 675: The Great Places
MPRE 676: Architecture in Historical Context
MPRE 700: Real Estate Development: Art & Science
MPRE 701: Washington by Design
MPRE 703: Healthcare Real Estate
MPRE 704: Green Asset & Building Management
MPRE 705: Green Buildings
MPRE 707: Hotels and Resorts I: Design and Development
MPRE 710: Leasing

MPRE 722: Leadership and Organization Management in Real Estate
MPRE 723: Retail Real Estate Development
MPRE 724: Real Estate Entrepreneurship
MPRE 727: Distressed Real Estate and Workouts
MPRE 730: Corporate Real Estate
MPRE 732: Real Estate Economics
MPRE 733 Urban Economics
MPRE 739: Real Estate Bankruptcy
MPRE 750: Construction Management Process (Introductory course for this concentration)
MPRE 751: Transit-Oriented Development
MPRE 752: Green Development and Construction
MPRE 760: Construction Estimating & Procurement
MPRE 78*: Selected Regions in International Real Estate
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum

Real Estate Finance

Perhaps the most critical aspect of successful development projects is learning how to obtain the financing needed to begin a project. From private equity to leveraged buy-outs, the U.S. real estate capital markets have never been so sophisticated. Explore complex issues like financing structures, liquidity, securitization, and financing as well as traditional bank lending. *MPRE 621, Foundations of Real Estate Finance, serves as the introductory course for this concentration. Since this is a required foundation course as well, students should choose an additional 12 credits from courses listed below. Courses include:

MPRE 602: How HUD Works
MPRE 603: Community Development Finance
MPRE 630: Acquisitions & Dispositions
MPRE 651: Real Estate Business Plans
MPRE 700: Real Estate Development: Art & Science
MPRE 701: Washington by Design
MPRE 703: Healthcare Real Estate
MPRE 704: Green Asset & Building Management
MPRE 706: Energy Issues in Real Estate
MPRE 707: Hotels and Resorts I: Design and Development
MPRE 708: Hotels: Valuation/Transactions
MPRE 710: Leasing
MPRE 717: Real Estate Investment Trusts
MPRE 720: Due Diligence
MPRE 722: Leadership and Organization Management in Real Estate
MPRE 723: Retail Real Estate Development
MPRE 724: Real Estate Entrepreneurship
MPRE 725: Real Estate Valuation
MPRE 726: Real Estate Taxation
MPRE 727: Distressed Real Estate and Workouts
MPRE 728: Real Estate Private Equity
MPRE 729: Real Estate Investment Banking
MPRE 730: Corporate Real Estate
MPRE 732: Real Estate Economics
MPRE 733 Urban Economics
MPRE 735: Structured Finance
MPRE 736: Real Estate Portfolio Management
MPRE 737: Real Estate Statistics and Modeling
MPRE 738: Asset Management for Commercial Real Estate
MPRE 739: Real Estate Bankruptcy

MPRE 750: Construction Management Process
MPRE 751: Transit-Oriented Development
MPRE 752: Green Development and Construction
MPRE 760: Construction Estimating & Procurement
MPRE 775: Inward Introduction to International Real Estate Investment
MPRE 78*: Selected Regions in International Real Estate
MPRE 786: Real Estate Investments
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum

International Real Estate
From Dubai to China to Russia and all points in between, both inbound and outbound real estate investment is rapidly internationalizing real estate practice. You'll build on Georgetown's expertise in international affairs to understand more about global markets, and then how to leverage that knowledge to design a progressive investment strategy. Courses include:

MPRE 676: Architecture in Historical Context
MPRE 705: Green Buildings
MPRE 707: Hotels and Resorts I: Design & Development
MPRE 722: Leadership and Organization Management in Real Estate
MPRE 728: Real Estate Private Equity
MPRE 729: Real Estate Investment Banking
MPRE 730: Corporate Real Estate
MPRE 732: Real Estate Economics
MPRE 736: Real Estate Portfolio Management
MPRE 752: Green Development and Construction
MPRE 775: Inward Intro to Int'l RE Investment (introductory course for this concentration)
MPRE 78*: Selected Regions in International Real Estate
MPRE 786: Real Estate Investments
MPRE 802: Negotiations

Sports Industry Management: Program Guidelines

Associate Dean, Matthew Winkler
Program Director, Laura Regensburg
Program Manager, Vacant
Visiting Assistant Professor, James Lynn
http://scs.georgetown.edu/sports/

Mission Statement

The Sports Industry Management (SIM) program combines practical teaching by key industry leaders with internships, mentoring, and other customized learning opportunities. SIM focuses on preparing students for placement in the front office of sports organizations with emphasis on industry and position track skills and knowledge.

Learning Goals

A. Students who successfully complete our concentration in *Business, Management, and Operations* will:

1. Codify and commit to their own code of ethics in relation to professional codes of conduct and best practices;
2. Develop a functional knowledge of finance, law, facilities management, and economics within the sports industry;
2. Be able to employ analytical and planning tools to execute strategies that maximize profitability and productivity.
3. Examine and appreciate issues of ethnicity, gender, and international scope in relation to the modern sports world.
4. Develop strategies to handle management issues and organizational behavior in the industry, relating mostly to staffing, motivation, and communication.

B. Students who successfully complete our concentration in *Strategic Marketing, Communications, and New Media* will:
1. Codify and commit to their own code of ethics in relation to professional codes of conduct and best practices;
2. Develop expertise in promoting the sports industry, teams, athletes and events;
3. Be prepared to form media relationships that facilitate delivering news to interested parties;
4. Be able to develop marketing strategies by leveraging brands, databases, the Internet, market research, and technology.
5. Examine and appreciate issues of ethnicity, gender, and international scope in relation to the modern sports world.
6. Develop strategies to handle management issues and organizational behavior in the industry, relating mostly to staffing, motivation, and communication.

MPS Degree Requirements in Sports Industry Management

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses) including: 6 Required Core Credits (MPSM 500 and MPSM 900); 6 Required Foundation Credits (MPSM 510, MPSM 520); 12 Concentration Credits; and 6 Elective Credits. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

Core and Foundation Courses (12 Credits)

MPSM 500: Applied Ethics in Sports (Core course, 3 credits)
MPSM 510: Sports Leadership and Management (Foundation course, 3 credits)
MPSM 520: Social Responsibility and Diversity in Sports (Foundation course, 3 credits)

MPSM 900: Capstone (Core course, 3 credits)

Enrollment Notes: MPSM 500 should be completed within the first or second semester of study. MPSM 900 must be taken in the final semester of study after all coursework is completed. Students must complete MPSM 500 and MPSM 900 with a minimum grade of “B” (3.00) or better in each to be eligible for program completion and graduation.

Concentration Courses (12 Credits)

Business, Management, and Operations

Our concentration in Business, Management, and Operations will enable you to develop a functional knowledge of finance, law, facilities management, and economics as you learn to employ analytical and planning tools to execute strategy that maximizes profitability and productivity. Courses include:

MPSM 700: Sports Business and Finance (3 credits)
MPSM 710: Sports Law, Contracts, and Negotiation (3 credits)
MPSM 720: Sports Event Planning and Facility Management (3 credits)
MPSM 730: Sports Economics, Global Brand Management and Under Armour (3 credits)

Strategic Marketing, Communications, and New Media

Our Strategic Marketing, Communications, and New Media concentration will help you develop expertise in promoting the sports industry, teams, athletes and events, and in forming media relationships that facilitate the deliverance of news to interested parties. Leverage brands, databases, the Internet, market research, and technology to develop marketing strategy and long-term consumer relationships. Courses include:

MPSM 600: Sports Marketing Strategy (3 credits)
MPSM 610: Sports Communications and Public Relations (3 credits)
MPSM 620: Sales Promotion, Licensing and Sponsorship Development in Sports (3 credits)
MPSM 630: Sports Digital Media and Consumer Engagement (3 credits)

Program Electives (6 Credits)

MPSM 800: Internship I (3 credits)
MPSM 810: Internship II (3 credits)
*Students who choose not to enroll in an internship may fulfill their elective requirements by choosing a course from the other concentration offered.

Technology Management: Program Guidelines

Associate Dean, Beverly Magda, Ph.D.
Program Manager, Stacy Garfield
scs.georgetown.edu/departments/technology/

Mission Statement

The Technology Management (TM) program aims to meet the educational needs of managers and executives, allowing students to earn a professionally-oriented degree. The program integrates Georgetown's values while educating students to be stewards of technology through the development of ethics, leadership, and technical business operations competencies.

Learning Goals

The curriculum for the Technology Management program will ensure that you have a strong understanding of the system development life cycle, information security management, project management, database design principles, and more. You will also explore application of techniques related to acquiring, accounting for, and allocating an organization's financial assets. Your academic experience will prepare you to tackle business problems that managers and executives face as they make technology decisions for their organizations, customers, or clients.

Students who complete the MPS in Technology Management will:

A. Understand and make connections between applied ethics and areas such as technology, business management, and law;
B. Learn methods of gathering, analyzing, and prioritizing business requirements with a focus on the ease of use for IT staff and end-users alike;
C. Learn theories and practical techniques related to acquiring, accounting for, and allocating an organization's financial assets as it relates to technology.
D. Obtain a mastery of the broad field of technology management through a wide range of courses;
E. Develop professional competencies in the discipline through a curriculum that demonstrates leadership, management, and strategy;
F. Apply a balanced mix of theory and real world practical knowledge in the discipline of technology management.

MPS Degree Requirements in Technology Management

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses), including: 6 Required Core Credits (MPTM 500 and MPTM 900); 9 Required Foundation Credits (MPTM 600, MPTM 700, and MPTM 800); 12 Concentration Credits; and 3 Elective Credits. Students who do not wish to declare an official concentration (from those listed below) complete the required Core and Foundation Credits and 15 Elective Credits chosen from courses among any of the concentrations. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years.

Core and Foundation Courses (15 Credits)

MPTM 500: Core Course in Applied Ethics (Core course, 3 credits)
MPTM 600: Management of Technology (Foundation course, 3 credits)
MPTM 700: System Requirement and Analysis (Foundation course, 3 credits)
MPTM 800: Financial Analysis for Managers (Foundation course, 3 credits)
MPTM 900: Capstone Course (Core course, 3 credits)

Enrollment Notes: MPTM 500 should be completed within the first or second semester of study. MPTM 900 is reserved for degree-seeking students, and must be taken in the final semester of

study after all coursework is completed. Students must complete MPTM 500 and MPTM 900 with a “B” (3.00) or better in each to be eligible for program completion and graduation.

Concentration Courses (12 Credits)

Project Management and Leadership for Technology Courses*

MPTM 620: Project Management for IT Professionals
MPTM 621: Project Risk/Change Management
MPTM 622: Managing Diverse Organizations in a Flat World
MPTM 623: Technology Entrepreneurship

Marketing and Exploitation of Technology Trends Courses*

MPTM 630: Marketing Technology Products and Services
MPTM 631: e-Business/Social Media Technology Trends
MPTM 632: Enterprise Modernization and Technology Assertion
MPTM 633: R&D Management

System Design, Development, and Management Courses*

MPTM 640: Software Lifecycle Management
MPTM 641: Software Testing Techniques
MPTM 642: Human-Computer Interaction
MPTM 643: Database Analysis, Design, and Management

Information Technology Courses*

MPTM 650: Data Warehousing and Business Intelligence
MPTM 651: Essentials of Network Technology
MPTM 652: Managing Information Security
MPTM 653: e-Business Architecture
MPTM 654: Service Oriented Architecture
MPTM 655: Enterprise Architecture

Information Security/Information Assurance Courses*

MPTM 660: IT Security Compliance/Forensics
MPTM 661: Information Assurance and Risk Assessment
MPTM 662: Cryptography & Network Security
MPTM 663: Threats/Vulnerabilities

Health Information Technology

MPTM 670: Introduction to Healthcare Information Systems
MPTM 671: Seminar in Healthcare Environments
MPTM 672: Healthcare Informatics
MPTM 673: Healthcare Standards & Policy

Elective Courses (3-15 Credits)

Other courses in the program provide theoretical and practical experience in using information technology to support organizational decision-making processes through examining how an organization to optimizes its competitive strategy and core competencies. You will explore tools and techniques that prepare you to exhibit technical competence and showcase leadership that can transform organizations. Students who have chosen not to complete an official concentration select 5 elective courses (15 credits) from any of the courses listed above.

*With permission from the program Associate Dean, students can substitute additional courses within the concentration. The waiver must be filed with the Academic Affairs & Compliance Office prior to MPS degree completion. MPTM 500 (Core Course in Applied Ethics) and MPHR 900 (Capstone) cannot be waived or substituted.

Urban & Regional Planning: Program Guidelines

Executive Director, Uwe Brandes
Program Director, Nicole Witenstein
scs.georgetown.edu/departments/technology/

Mission Statement

The Urban and Regional Planning (URP) program sets to develop visionary urban planning professionals who understand the importance of working within the context of "whole communities." The program intends to advance the professional urban planning community, allowing students to earn degrees while working or completing career-enhancing internships. With a growing urban population throughout the world and Georgetown University's international reputation within Washington, D.C., the program tackles urban issues that often transcend local and state boundaries, requiring wider-reaching regional approaches.

Students will learn how to influence built environments and serve as valuable change agents in communities of all sizes; gain exposure to emerging tools and world leaders in urban and environmental planning; connect with real-world urban planning laboratories in the Washington metropolitan area, a model of progressive urban planning for sustainable and inclusive city centers; and master the art of critical thinking and collaboration to accommodate diverse populations and preserve a region's natural resources.

Learning Goals

Students who complete the Master of Professional Studies in Urban and Regional Planning program will be able to:

1. Prepare urban and regional comprehensive plans, resource plans and neighborhood plans
2. Learn how ecological, economic and social implications affect development patterns
3. Apply green infrastructure and sustainable methods to the urban planning practice
4. Use community development strategies and techniques that improve the lives of low-income people through empowerment, capacity building and wealth generation
5. Develop strategies to improve local and regional economies
6. Understand how to finance municipal services such as schools, roads, public safety and affordable housing
7. Gain a basic understanding of ordinances and zoning regulations that shape local development and regional and state policies that affect the growth management of cities
8. Design parks, monuments, streets and neighborhood details that enhance communities
9. Integrate communication, mediation and deliberation skills with the design, critical thinking and science of urban planning

MPS in Urban and Regional Planning

The Master of Professional Studies (MPS) degree in Urban and Regional Planning (URP) is comprised of 42 credits (14 courses), including: 21 Required Core Credits; 12 Concentration Credits; and 9 Elective Credits. A minimum cumulative GPA of 3.00 (solid "B") is required of all students for good academic standing and to be eligible to graduate. The MPS degree must be completed within five years. Two of the Core courses, Ethics and Capstone, are unique to the MPS degree and a grade of "B" or better is required for in each.

Core Courses (21 Credits)

MPUP 500: Ethics and Planning Practice (3 credits)
MPUP 510: Urban Planning History and Theory (3 credits)

MPUP 520: Methods in Urban Planning Research (3 credits)
MPUP 530: Economics for Planners (3 credits)
MPUP 540: Urban Planning Theory (3 credits)
MPUP 550: Legal Foundations of Planning (3 credits)
MPUP TBD: Capstone (3 credits)

Enrollment Notes: MPUP 500 should be completed within the first or second semester of study. Capstone is taken in the final semester of study after all coursework is completed. Students must complete Ethics and Capstone with a "B" (3.00) or better in each to be eligible for program completion and graduation.

Concentration Courses (4 Courses, 12 Credits)
Land Use and Urban Design (subject to change)

- Design Basis of American Cities
- Environmental Psychology and Behavioral Geography
- Integrative Planning Processes
- Topics in Metropolitan-Wide Planning
- Applied Topics in Urban Redevelopment

Housing and Community Development (subject to change)

- Political Context and Planning
- Socially Optimal Urban Design
- Managing the Modern Metropolis
- Economic Development in the Urban Center

Economic Development (subject to change)

- Capital Planning for Urban Planning
- Planning and Economic Development
- Land Economics
- Legal Context and Planning

Environmental Development (subject to change)

- UP in Select International Regions: Asia
- UP in Select International Regions: Latin America
- UP in Select International Regions: Europe
- UP in Select International Regions: Africa

Elective Courses (9 Credits)

- MPUP: Internship (3 credits) – required for students with no prior URP experience
- MPUP: City Lab (3 credits) – required for all URP students
- The remaining 3 elective credits may be fulfilled by choosing a course in another concentration or from an existing MPS Real Estate course.

UNIVERSITY OFFICES & SERVICES

Academic Resource Center (ARC)
The Academic Resource Center has a satellite office at 640 Massachusetts Avenue, NW and offers assistance to all University students in many skill areas necessary for academic achievement, including reading comprehension, study and test taking strategies, note-taking and time management. Students may consult individually with a learning skills specialist. Services and referrals are also provided for students who may have learning disabilities. For further information call the center at (202) 687-8354, or by email at arc@georgetown.edu, or by calling the SCS Receptionist at (202) 687-8700.

Bookstore
The SCS Bookstore is located at 640 Massachusetts Avenue, NW and can be reached at (202) 687-8700. The University Bookstore is located on the main floor of the Leavey Center on main campus and can be reached at (202) 687-7482.

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

Computer Services
The University's Academic Computer Services operates computer laboratories for student use. Insert phone number. Laptops can be rented for classroom use at Georgetown Downtown, 640 Massachusetts Ave, NW contingent upon availability. The laptops for SCS students may not be taken out of the office building and must be returned after class.

Computer Support
If you are having difficulty with any of the university's online systems, please contact the University Information Services (UIS) help desk for assistance. You can call (202) 687-4949 or you can send e-mail to help@georgetown.edu. More information can also be found at: uis.georgetown.edu/.

Counseling and Psychiatric Service (CAPS)
The Counseling and Psychiatric Service program has satellite offices at 640 Massachusetts Avenue, NW and students are eligible to receive support and professional services through this office. Students can learn more at caps.georgetown.edu/ or by calling 202-687-6985. For after-hour emergencies, students should call (202) 444-PAGE (7243) and ask to speak to the CAPS on-call clinician. For immediate dangers to oneself or others, regardless of full or part-time enrollment status, students on campus should contact DPS (Dept. of Public Safety) at 202-687-HELP. Students off campus should call 911 during such emergencies.

Degree Audit
The Degree Audit feature in MyAccess (myaccess.georgetown.edu) assists to remind degree seeking students of degree/program/grade requirements, grades earned, GPA calculation and projections, current standing, and future semester course selections. Additional information can be found at registrar.georgetown.edu/registration/degree-audit/.

Financial Obligations
Full payment of tuition is due by the dates established by the Student Accounts Office. A late fee

and service charge are assessed for payment after these established dates. You may defer current semester charges following the directions on the bill and meeting the fee schedule set by the Student Accounts Office.

SCS Digital Media Center (DMC) and Mac Lab

SCS students, professors, and staff can take advantage of the Digital Media Center, located at 640 Massachusetts Avenue, NW. Through the DMC you can: rent video cameras, still photography cameras, light kits, microphones and request access to the state-of-the-art Mac Lab for video and audio editing, graphic design. Please note that some equipment requires training and certain items may be limited to particular classes. You can check out equipment for up to 7 days. Instructors, please check in with the DMC before the start of each semester to coordinate how we can work with your class at (202) 687-8700. Center hours and more details can be found at: scs.georgetown.edu/students/student-resources/digital-media-center.

GOCards

You must have a student identification card, called a GOCard, to access the Georgetown Downtown campus at 640 Massachusetts Avenue, NW. Additionally, your GOCard is required to check books out from the library, to enter some labs, classrooms and main campus buildings, and to use the University shuttle bus. GOCards are issued by the GOCard Office with a satellite office at 640 Massachusetts Avenue, NW and on main campus at the entrance of Darnall Hall. You can make your visit a short one by completing most of the work in advance; you can email or fax in your information and photo and simply pick up the card when it is ready. Information is available at gocard.georgetown.edu.

International Programs, Office of

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire to the Office of International Programs (internationalservices.georgetown.edu/arrival/prearrivalguides/degreestudents/) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

Applicants who are non-U.S. citizens must request, complete and submit for approval an Immigration Questionnaire along with their application. International students whose immigration status is approved by the Office of International Programs and who are admitted to the MPS or APC program must carefully follow the guidelines and policies as set forth by immigration regulations. They must keep their International Program Advisor informed of their progress as students.

Library

The SCS Library is located at 640 Massachusetts Avenue, NW and can be reached at (202) 687-8700. The main campus' Lauinger Library is located on the corner of 37th and Prospect Street. Call (202) 687-7500 or visit www.library.georgetown.edu/ to verify the daily schedule. Carry your GOCard with you when you go to the Library as you must show it to enter the Library. Many library services, such as databases, are available online from any location.

Student Accounts

Student billing and student accounts management are handled by Student Accounts, located on the ground floor of White-Gravenor, (202) 687-7100 and at studentaccounts.georgetown.edu/. 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.

Students with Disabilities

Georgetown does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center (ARC). The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction.

We encourage all students with disabilities to contact ARC (satellite office at 640 Massachusetts Avenue, NW, and also at the Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu) early in their academic careers at Georgetown for guidance and information regarding possible accommodations, including note takers, books on tape, extended time on tests, interpreting services, and enlarged texts among others. A list of accommodations can be found at academicsupport.georgetown.edu/.

Student Financial Aid

SCS students may secure information on loans and other financial assistance by contacting them in their satellite office at 640 Massachusetts Avenue, NW or on main campus in Room G-l9, Healy Building, and (202) 687-3478. More information can be found at finaid.georgetown.edu/.

Student Health Insurance

If you are a student enrolled in nine or more credit hours you are considered full-time student enrolled in the MPS degree program. You are automatically charged the required health insurance fee on your tuition bill. Eligible students must accept or waive this insurance. You may waive the University insurance online through Student Access+ but you will have to show proof of private coverage. For information, call (202) 687-4883 or visit studenthealth.georgetown.edu/insurance/.

Transcripts

All official student transcripts are stored at the Office of the Registrar. You may request a copy of your transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020. Additional information can be found at registrar.georgetown.edu/records/transcripts/. A one-time transcript fee of $50 is charged to each new student's account upon acceptance to the MPS program.

Writing Resource Program

In order to excel in our program, you will need excellent writing skills. As a member of the Georgetown community, you will have full access to the University Writing Center tutors who will have office hours at the Georgetown Downtown location. The Center itself (writingcenter.georgetown.edu) is located in Lauinger Library 217A and offers peer tutoring services to students at all levels. The center's tutoring has proved helpful to those wishing to improve their grammar and style, to respond more effectively to assignments, to learn to organize both short papers and lengthy research projects, and to turn first drafts into publishable projects. Some students seek assistance on a regular basis; some only occasionally. For well-established students, the writing tutors have also offered on-line help, responding to questions about papers submitted through email attachments and counseling students through phone conferences.