Master of Professional Studies
&
Advanced Professional Certificate
Student Handbook

GEORGETOWN UNIVERSITY

School of Continuing Studies

Academic Rules and Regulations
2011-2012

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WELCOME

Welcome to Georgetown University and the Master of Professional Studies (MPS) and Advanced Professional Certificate (APC) programs in the School of Continuing Studies (SCS). 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 the *SCS Academic Affairs & Compliance Office* or with the Associate Dean of their program.

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.

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.

All programs offered by the School of Continuing Studies in Clarendon have been certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). SCHEV can be found online at http://www.schev.edu/.

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 Human Resources Management, Journalism, Public Relations & Corporate Communications, Real Estate, Sports Industry Management, and Technology Management.

The minimum school-wide requirements for the MPS 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.

Advanced Professional Certificate (APC) Description
The Advanced Professional Certificate (APC) is a for-credit, 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 Associate Dean. While some programs have prescribed courses, others allow for more individualized proposals. APC Students must secure the advance written permission of the appropriate program Associate Dean(s) for all certificate coursework during their first semester of study by filling out the APC Tracking Form. A copy of this completed form must be filed with the *SCS Academic Affairs & Compliance Office* before the end of the student's first semester. This form can be found online at http://scs.georgetown.edu/academic-affairs/student-forms.

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.

Disclaimer, Website, and Update Information
This handbook is published for current and prospective students of the MPS and APC majors. 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 by the MPS Deans' Council in consultation with the *SCS Academic Affairs & Compliance Office.* We therefore encourage students to check the *SCS Student Handbook and Policy* website 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 online at: http://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 offices for Admissions, Academic Affairs & Compliance, Student and Alumni Affairs, and the academic program offices for Human Resources Management, Real Estate, and Sports Industry Management are in the main office building of the School of Continuing Studies, at 3307 M St., NW, Suite 202, in Washington, D.C. The academic program offices for Journalism, Public Relations & Corporate Communications, and Technology Management are located at 3101 Wilson Blvd., Second Floor, in Arlington, VA across from the Clarendon Metro.

Important Websites

Georgetown University
http://www.georgetown.edu/

School of Continuing Studies
http://scs.georgetown.edu/

MyAccess (Address, Course Registration, Student Account Information)
https://myaccess.georgetown.edu/

Academic Calendar (Add/Drop and Withdrawal Deadlines)
http://scs.georgetown.edu/academic-affairs/academic-calendar

The Honor Code
http://scs.georgetown.edu/academic-affairs/honor-code

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

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

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

SCS Student Life
http://scs.georgetown.edu/students/

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

Tuition Refund Schedule
http://registrar.georgetown.edu/tuition/

Central Offices

Walter Rankin, Senior Associate Dean for Academic Affairs & Compliance	(202) 687-8700
Rachael Godlove, Assistant Dean for Academic Affairs & Compliance	(202) 687-8700
Christy Anderson, Assistant Director for Academic Affairs & Compliance	(202) 687-8073
Patrick Brennan, Assistant Dean for Student & Alumni Affairs	(202) 687-6053
Amye Lee, Assistant Director of Student Affairs	(202) 687-0084

Tara Young, Assistant Director of Alumni Affairs (202)-687-6366
Michael Cummings, Director of Admissions (202) 687-5162

Academic Program Offices

Human Resources Management
Christopher Metzler, Associate Dean (202) 687-4914
Calvin Pringle, MPHR Program Manager (202) 687-2812

Journalism
Denise Li, Associate Dean (202) 687-4413
Serena Kafeyah, MPJO Director (202) 687-2097

Public Relations & Corporate Communications
Denise Keyes, Associate Dean (202) 687-8897
Jackie Buchy, MPPR Director (202) 687-6049
Julie Dixon, Deputy Director, CSIC (202) 687-4662
Yolande Young, MPPR Program Manager (202) 687-8555

Real Estate
Charles Schilke, Associate Dean (202) 687-4661
Jill Phaneuf, MPRE Director (202) 687-2812
Heather Melman, MPRE Program Manager (202) 687-8073

Sports Industry Management
Matthew Winkler, Associate Dean (202) 687-7149
Stephanie Holland, MPSM Program Director (202) 687-0924
Laura Regensburg, MPSM Program Manager (202) 687-0085

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

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 http://uis.georgetown.edu/email/.

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 https://myaccess.georgetown.edu. Students are responsible for keeping their personal information current and accurate every semester.

Secure Your GOCard (Student ID)

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

Register for Courses

Register for classes directly through MyAccess. Check the registration dates for your classes in succeeding semesters at the Registrar's website at 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 classes. 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 MPS staff. You can pay your bill online. Information is available at http://www9.georgetown.edu/finaff/studentaccounts/.

Students with Disabilities

Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; http://ldss.georgetown.edu/index.cfm) before the start of classes to allow their office time to review 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.

International Students

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire to the Office of International Programs (http://oip.georgetown.edu/isss/vsq.htm) 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.

ADMISSIONS STANDARDS & POLICIES

Admissions Requirements

To be considered for full admission to any of the Professional Studies programs, 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 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 Associate Deans and Admissions Office when reviewing applicants. In rare instances, a department 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 Professional Studies program might be allowed to enroll in provisional, non-degree status to prove their academic potential at the graduate-level. Provisional students are limited to 6 credit hours (which is part-time), and they must earn solid grades of "B" (3.00) or higher in this status before being considered for full admission to a degree program. Grades of "B-" (2.67) are below "B" and will disqualify a student from full admission status. Provided provisional students meet these academic requirements, all coursework completed in non-degree status then counts towards the MPS degree. Please note: Individual programs can set additional requirements for consideration (such as completion of certain courses; participation in outside internships; or completion of prerequisite undergraduate coursework from an outside institution). Non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

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 student. 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, classes cancelled without right of refund, and degree(s), if already conferred, revoked.

Applicants are officially admitted when a letter of acceptance signed by the Dean of SCS has been received and course registration has been completed. All new students must attend New Student Orientation and register online prior to the beginning of their first semester on the designated date for that term.

Admissions Appeals Process

Applicants who have been denied admission to a Professional Studies program may request an explanation of the decision by contacting the reviewing program and its Associate Dean. To appeal beyond the program level, applicants can contact the *Academic Affairs & Compliance Office* to request an appeal review by the MPS Admissions Appeal Committee, which is comprised of three MPS Associate Deans 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. The decision of the Committee is 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 to the Office of International Programs (http://oip.georgetown.edu/isss/vsq.htm) 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.

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 the Office of International Programs; (2) attend additional mandatory orientation sessions through the Office of International Programs; and (3) maintain full-time student status as outlined by the Office for International Programs. 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. This is a separate, required process through the Office of International Programs and associated government offices that can take 4-8 weeks after receipt of an offer of admission to a program. If you are not able to complete this process by the start of classes, you may defer enrollment until the following semester by contacting your program dean.

Deferral of Acceptance

Acceptance to the MPS programs is competitive, and new students should think carefully before requesting a deferral. Deferrals can be granted for no longer than two consecutive semesters (fall/spring; spring/summer; summer/fall). Deferral is typically allowed for students who have unexpected professional, personal, or military obligations to prevent their enrollment. All deferrals must be approved by the Associate Dean of the student's program department who may also require updated or additional application materials for re-consideration at a future date. If any academic work is completed during the period of deferral, the student must re-apply.

MINIMUM DEGREE & CERTIFICATE REQUIREMENTS

Learning Goals for Master of Professional Studies (MPS) Programs

The Master of Professional Studies (MPS) degree has been developed to help students develop the advanced academic and professional skills needed to succeed in their chosen field: Human Resources Management; Journalism; Public Relations & Corporate Communications; Real Estate; Sports Industry Management; Technology 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 Master of Professional Studies (MPS) Requirements
Regardless of major, the MPS degree requires a total of 30 graduate-level credits with a minimum graduating GPA of 3.000. Of these 30 credits, students must successfully complete two Core courses (6 credits, described below in more detail): (1) *Ethics in the Profession*, taken in the first or second semester, and (2) *Capstone* taken during the final semester. Neither of these core courses can be waived under any circumstances, nor can any courses be substituted for them. Please note: Individual majors may also have additional course, enrollment, pre-requisite, GPA, and major requirements specific to their programs and/or to specific concentrations within those departments.

Minimum Advanced Professional Certificate (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 are required to schedule an appointment with their Associate Dean before the start of their first semester to discuss specific Learning Goals and to complete the mandatory *Advanced Professional Certificate (APC) Tracking Form*. This form can be found online at http://scs.georgetown.edu/academic-affairs/student-forms. The completed *APC Tracking Form* with specific course Learning Goals must be supplied to the SCS *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 class, 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 degree program. Students who are accepted into an MPS degree major 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 degree major may have to complete more than 30 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.

MPS Core Course Requirements (Ethics and Capstone)
Ethics in the Profession and *Capstone* are core courses required for the MPS degree. Due to their fundamental importance, these two 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. <u>Due to the academic requirements and time commitment expected of students in the Capstone, we strongly recommend that students take no more than one additional course during their final semester</u>. 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 Office of International Programs (http://oip.georgetown.edu/isss/) if they plan on enrolling part-time in their final semester. They may qualify for a special exemption to extend their Visa while in part-time status on a one-time basis. There is no guarantee of exemption, so international students must contact OIP in advance of their final semester to discuss this option.

Please note: Many of the MPS majors require a grade of "B" (3.00) or higher in the Capstone course to qualify for graduation. In those majors, 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.

MPS Concentration Requirements
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. Examples of official concentrations include Diversity and Inclusion Management (Human Resources); International Real Estate (Real Estate); Business, Management, and Operations (Sports Industry Management); and Information Security (Technology Management). Additional concentration areas are listed by program. The Journalism and Public Relations and Corporate Communications programs do not offer any official concentrations.

Some programs 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. Students should consult with their programs to determine their concentration 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. <u>Please note: Some programs do not allow any courses or credits to cross-count</u>. 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 "30-credit Overload" policy).

MPS Foundation and Major Requirements
In addition to the required core courses (*Ethics in the Profession* and *Capstone*), some programs have specific foundation and major requirements. Foundation and major requirements are integral courses that provide students with the academic background needed for success within those programs and professions. Please consult with your program about these requirements.

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: http://ora.georgetown.edu/irb/irbc_index.htm

Program (Foundation/Major) Course Requirements and Waivers
All MPS students are required to complete the core courses listed above, *Ethics in the Profession* and *Capstone*. Additionally, several of the MPS programs maintain their own list of compulsory (foundation and major) courses and courses needed to meet a specific concentration. In some cases, programs may also require students to earn minimum grades of "B" (3.000) or higher to satisfy a requirement. Students should consult with their program to ensure that they meet all additional requirements for those majors and/or departmental concentrations. Course descriptions by major are available in the online catalog under "Professional Studies" at http://courses.georgetown.edu/.

With written permission from their program Associate Dean and the Senior Associate Dean of Academic Affairs & Compliance, MPS graduate students may be waived from some selected courses required within that major or within a concentration. 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. Some programs do not waive any course requirements. 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 and Core courses (*Ethics in the Profession*; *Capstone*; 30 graduate-level credits; minimum 3.000 cumulative GPA) cannot be waived under any circumstances.

30-Credit Overload (MPS Students Only)
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 the 30 credits required for their degree. 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 Senior Associate Dean for Academic Affairs & Compliance to repeat 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 *30-Credit Overload* must be completed and turned in to the *SCS Academic Affairs & Compliance Office* at least <u>two weeks prior</u> to the first day of classes for review. This form can be downloaded at:
http://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.

Transfer Credit from Other Graduate Institutions
Many APC and MPS students have already completed some graduate study elsewhere before being accepted to Georgetown University. The program Associate Dean may consider for transfer (1) a maximum of three credits for the Advanced Professional Certificate, or (2) a maximum of six credits for the MPS degree from other accredited, graduate-level institutions. The department's Associate Deans and the *Academic Affairs & Compliance Office* have final say regarding which courses may transfer into the APC or MPS programs, and in general will consider the content of the course in question and its similarity to an APC or MPS course, the syllabus, the grade received, the age of the course, and the accreditation of the institution offering the course. 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 an APC or MPS 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. Requests for transfer credit must be submitted during the student's first semester of study. The *Transfer Credit Request* form can be downloaded at: http://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) at SCS, students must secure advance, written permission by the 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. <u>However, acceptance into one graduate program at the University or within SCS</u>

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 grades earned at Georgetown remain on the student's 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 in the APC and MPS programs 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 already awarded in their previous program – whether in residence at Georgetown or through transfer from another institution – to their new program.

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 MPS degrees, students are discouraged from pursuing two MPS 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 *SCS 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.

Transfer Credit from SCS to another Program or Institution
In the event that an APC/MPS 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 http://registrar.georgetown.edu/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.

Degree and Certificate Time Limits (MPS, Five Years; APC, Three Years)
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 APC must be completed within three years (9 consecutive semesters, including fall/spring/summer) of first registration. The MPS degree must be completed within five years (15 consecutive semesters, including fall/spring/summer) of first registration. Requests in writing for extensions beyond the allotted time period are not automatic or guaranteed and will be judged on a case-by-case basis by the Associate Deans and the *Academic Affairs & Compliance Office*. Students who do not enroll in two consecutive semesters (fall/spring; spring/summer; summer/fall) and who have not requested and been granted an official Leave of Absence (please see "Leave of Absence" under "Academic & Enrollment Regulations" 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 consists of five pre-approved courses listed on the *APC Tracking Form* that is filed with the *SCS Academic Affairs & Compliance Office* by the end of the student's first semester of study. In order to complete the APC within three years, students should therefore plan on taking 1-2 courses per semester within five consecutive semesters (fall/spring/summer). The MPS consists of a minimum of ten courses. In order to complete the MPS within five years, students should therefore plan on taking 1-2 courses per semester within 15 consecutive semesters (fall/spring/summer).

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 Office of International Programs (202-687-5867) as soon as those changes occur to discuss the possible ramifications to their Visa status.

REGISTRATION & ENROLLMENT POLICIES

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

Students register for courses online through MyAccess at https://myaccess.georgetown.edu/. 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 online at http://registrar.georgetown.edu/. All MPS/APC courses are found under "Professional Studies" followed by the major designation.

Students in all majors except Sports Industry Management must check with the director or manager of their program before they register for more than nine credits. Registering for courses outside of one's program major or in another department within the University requires prior approval from both the student's Associate Dean and from the dean's office offering the course. Current MPS and APC students cannot audit courses. The MPS Deans' Council firmly believes that all students in Professional Studies courses should enroll for credit and grades to help ensure active participation and the successful, timely completion of assignments.

Academic Advising
Students are encouraged to request academic guidance and advising as needed from the Associate Dean, Director, and/or Manager of their program, the Associate and assistant deans of *Academic Affairs & Compliance*, and other faculty members. The department 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.   All APC students are encouraged to review their certificate completion requirements and progress with their Associate Dean after earning 9 credits; MPS

students are encouraged to review their graduation requirements and progress towards the degree with their Associate Dean after earning 21 credits.

Part-Time Student Status

All majors in the APC and MPS programs are designed for 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.

Sample Part-Time Schedule for MPS Students

Fall Semester: 6 credits (*Ethics in the Profession* + 3 credits as advised by academic department)
Spring Semester: 6 credits (as advised by academic department)
Summer Semester: 0-3 credits (as advised by academic department)
Fall Semester: 6 credits (as advised by academic department)
Spring Semester: 6 credits (as advised by academic department)
Summer Semester: 3-6 credits (*Capstone* + 0-3 credits as advised by academic department)

Full-Time Student Status

Students requiring full-time status (such as international students on a University-sponsored Visa) should meet with their academic department 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 the MPS/APC programs, 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 Sports Industry Management majors, all MPS/APC students must secure advance, written permission from their Associate Dean to enroll in nine or more hours during a single semester. 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.

Sample Full-Time Schedule for MPS Students

Fall Semester: 9 credits (*Ethics in the Profession* + 3 credits as advised by academic department)
Spring Semester: 9 credits (as advised by academic department)
Summer Semester: 3-6 credits (as advised by academic department; 6 credits is full-time in summer only)
**Fall Semester: 6-9 credits (*Capstone* +3-6 credits as advised by academic department; 6 credits is part-time)

**International students on a University-sponsored Visa must contact the Office of International Programs 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.

Tuition, Fees, and Refunds

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

Waitlist

Instructors and programs are not required to maintain a waitlist, and this feature, when used, can be managed in a variety of ways depending on the course, the major, and the program. Thus, in some cases, students may be added automatically. In other cases, the instructor's written approval on an add/drop form might be required. And in other cases, the student may receive an email alerting her/him of the ability to add the course through MyAccess. In courses that do allow a waitlist, students must therefore monitor their enrollment on their own to ensure that they are appropriately added to the waitlisted class (if they receive approval to do so). Appearing on a waitlist does not guarantee that a student will be added to a class, and the student is ultimately responsible for ensuring accurate enrollment before the end of the add/drop period.

Leave of Absence

If students need to interrupt their studies temporarily (for such documented reasons as work, health, or military service), they should discuss the situation with their Associate Dean and notify the *SCS Academic Affairs & Compliance Office* in writing to request an official *Leave of Absence*. An approved *Leave of Absence* allows the student to remain active in the system and to receive limited access to University services (such as email and the library). If two consecutive semesters (fall/spring; spring/summer; summer/fall) pass in which students do not register and do not request a formal *Leave of Absence*, they will be inactivated in the system, and the notation "Withdrawn for failure to register" will be added to their permanent transcripts. Students who have been withdrawn from their program may be required to re-apply through the *SCS Admissions Office* should they wish to return in the future (see "Readmission after Prior Attendance" below). Prior acceptance to an SCS program does not guarantee future acceptance to that same or another program.

A total of no more than <u>four semesters</u> of *Leave of Absence* can be allowed in the student's graduate career at Georgetown University. Up to two semesters (fall/spring; spring/summer; summer/fall) of leave may be granted at any one time. The length of time that would otherwise be permitted to complete all requirements for a degree or certificate and to graduate generally will be extended by one semester for each semester of approved *Leave of Absence. Leaves of Absence* for documented medical reasons and for military leave, when properly approved in advance, will not be counted against the four-semester limit for *Leaves of Absence*.

No program requirements can be completed during *Leaves of Absence*, nor can a student graduate during one. However, *Leaves of Absence* 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 that a *Leave of Absence* does not confer the registration or residency status necessary to qualify for financial aid or to meet Visa requirements. <u>International students must contact their major program, the</u> *SCS Academic Affairs & Compliance Office*<u>, and the Office of International Programs prior to taking a Leave of Absence</u>.

Withdrawal from the Program

Students who wish to withdraw formally from a program should do so in writing to their Associate Dean and the *Academic Affairs & Compliance Office* so that it may be recorded on their permanent record. 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"). Prior acceptance to a program in SCS does not guarantee future acceptance to that same or another program.

Add/Drop Periods, Course Withdrawal, and Tuition Refunds

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 Associate Deans, not the Registrar's Office staff – are responsible for handling their course registration and any schedule changes before the end of any registration period. All students are responsible for verifying the accuracy of their academic schedule, including 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 class are listed on the Academic Calendar of the University Registrar (http://registrar.georgetown.edu/calendars/) every semester. After the add/drop period ends, students can only withdraw from a course by getting their Associate Dean's signed permission on a manual, paper form. This form is available in the Registrar's Office and in the *SCS Academic Affairs & Compliance Office*. Withdrawal requests cannot be done online or by calling/emailing programs or the Registrar's Office. **It is the student's personal responsibility to deliver the signed form to the Registrar's Office 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.**

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.

Except in rare instances approved by their Associate Dean, students may not add a course after its first meeting date. Late adds – after the end of the add/drop period – will only be considered with documentation of a *university or departmental error* and require approval of both the Senior Associate Dean of Academic Affairs & Compliance and the University Provost's Office. Such adjustments are considered major exceptions to policy and are not automatic or guaranteed. Late fees may also apply.

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.

Student Enrollment and Tuition Liability

By act of 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.

Refund Schedule

The Add/Drop/Withdrawal Refund Schedule can be found online at http://registrar.georgetown.edu/tuition/ for fall and spring courses and at http://summerschool.georgetown.edu/tuition-and-fees.cfm for summer courses. The *Academic*

Affairs & Compliance Office does not make recommendations for refunds outside of these scheduled periods except in the case of military deployment. In the case of military deployment, the Dean may authorize a 100% refund of tuition if documentation of the military deployment is received before the end of the 50% refund period. 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 on their website at http://studentaccounts.georgetown.edu/Refunds/RefundInformation/Index.html.

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 higher required for "S")
B	3.00		U	Unsatisfactory ("B-" or lower results in "U")
B-	2.67		AU	Audit (Not an option for MPS courses)
C	2.00		IP	In Progress
F	0.00		NR	Not Reported

The Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at Georgetown University in the MPS/APC program by the total number of academic credits attempted at Georgetown University in the MPS/APC 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.) "NR" is posted on a grade report when the grade for that course has not been submitted by the instructor. 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 higher is required for a 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." Final course grades of "C+" "C-" or "D" cannot be assigned to any graduate-level course under any circumstances.

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.

Course Syllabi and Grading Criteria
Graduate 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 class 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 instructor in advance regarding any absence. In the case of religious observances that conflict with their classes, students should notify the instructor 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, instructors are not required to accept late work and, if they choose to allow late work, instructors 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 class. Students should not assume that they will be dropped or withdrawn by their instructor due to non-attendance, however, and they will be charged tuition for the period of time they remain enrolled in classes.

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 their classes. Approved holidays can be found online at: http://campusministry.georgetown.edu/files/Religious%20Holy%20Days%202011-12.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 passed with a "C" grade or better for credit except under the following circumstances:

A. Students may be permitted by their Associate Dean to repeat a single course at his/her 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 higher in the Capstone or another required class, and the student earns a grade below this level, the Associate Dean 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.

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 students to request an Incomplete, "I," grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and some instructors do not allow Incompletes. If they do, the instructor 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 instructor. If the instructor approves the Incomplete, then the instructor should notify both the program Associate Dean 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 instructor 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.

Deadlines for the submission of Incomplete work from each semester:
March 1: for a course taken in the fall term
July 15: for a course taken in the spring term
October 15: for a course taken in the summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered to the Associate Dean and instructors 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 Dean and instructor. 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 instructor 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 deadlines listed above due to 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 must be reviewed and approved by both the course instructor and the program Associate Dean in advance of the deadlines listed above. The program Associate Dean should notify the *SCS Academic Affairs & Compliance Office* in writing of the extension with a copy to the student and instructor. 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 classes 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.

Course 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 Dean 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 rare circumstances when students are not able to withdraw on their own by the stated deadlines, typically due to health-related matters, students may petition the Senior Associate Dean for 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.

Course Grade Changes and Time Limits
Students are responsible for verifying the accuracy of their grades and transcripts 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 instructor of the course immediately to discuss the matter. 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. 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 instructor 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 instructor 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.

Course Grade Appeals
Professional Studies 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 in the steps outlined below, 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 be aware that the 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 http://ideaa.georgetown.edu/policies/.

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 on his or her own; 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.

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 Senior 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.

ACADEMIC INTEGRITY & STUDENT CONDUCT

The Georgetown University Honor Code

As a Jesuit Catholic university, committed to the education of the whole person, Georgetown expects all members of the academic community, students and faculty, to strive for excellence in scholarship and in character. To uphold this tradition, the University community has established an honor system for its undergraduate schools, including Georgetown College, the School of Foreign Service, the School of Business, the School of Nursing and Health Studies, 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 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 http://gervaseprograms.georgetown.edu/hc/. 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 Senior 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 online 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*

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. We recommend that all students read the excellent summary of academic integrity, research misconduct, and plagiarism provided by the Georgetown Graduate School of Arts & Sciences at http://grad.georgetown.edu/pages/info-acad-integrity.cfm.

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 http://www.library.georgetown.edu/resource/tutorials.htm.

Turnitin.com & Student Essays

Georgetown University subscribes to an online service called *Turnitin.com* which assists 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

Please see "Human Subjects Research" under "Master of Professional Studies (MPS) Description, Accreditation, Admissions, and Degree Requirements" for federal requirements on all research involving human subjects, including, but not limited to, on-the-street intercept surveys or detailed questionnaires delving into attitudes about controversial subjects.

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' instructors, classmates, academic program, School, or University – even in cases when students are using Georgetown-affiliated systems like email, blogs, and online portfolios. Any perceived infraction of the Student Code of Conduct can be referred to the student's Associate Dean and, in some cases, to the Office of Student Conduct (http://studentconduct.georgetown.edu/) and other University Offices, such as Legal Affairs. Students found in violation of the Code of Conduct could be subject to a variety of sanctions, including mandatory withdrawal from classes (without a refund) and suspension or termination for non-academic reasons.

ACADEMIC & ENROLLMENT POLICIES

Academic Standing

Academic excellence is one of the defining characteristics of Georgetown, and SCS students are expected to make consistent progress in their degree and certificate programs. Academic standing for Professional Studies students is defined as follows:

Good Academic Standing

Students with a cumulative and semester GPA of 3.000 (solid "B") or higher 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 higher 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 (MPS Students)

MPS students are terminated academically from the degree program under any of the following conditions:

1. Upon accumulating two grades of "F" at any point, regardless of their cumulative GPA.
2. Upon accumulating three grades, 9 credits, of "B-" or lower and 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 30-hour 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 Capstone with a "B" or higher) 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.

Please note: 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 (APC and Provisional, Non-Degree Students)

APC students are dismissed academically from the certificate program 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, 6 credits, of "B-" or lower and 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 Capstone with a "B" or higher) during the allotted time period.

Students in provisional, non-degree status are dismissed if they do not meet the academic criteria to be accepted into degree status. In rare situations, a program may permit the continued enrollment of a student who has not met the academic criteria outlined in provisional, non-degree status but who has, in the professional judgment of the major's Associate Dean, provided other evidence that indicates possible success within that major. In these instances, the Associate Dean may set additional academic criteria (requiring higher grades or completion of certain courses, for example) that allow the student a final opportunity to prove academic commitment and ability. Under these circumstances, academic dismissal results if the student fails to meet these academic standards regardless of the student's cumulative GPA.

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 Senior 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. This appeal process cannot be used to appeal a grade in a course. 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 Senior Associate Dean of Academic Affairs & Compliance at:

The Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
3307 M Street, NW; Suite 202
Washington, DC 20057

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 Senior 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 Senior 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 Senior 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.

Readmission after Prior Attendance
The Professional Studies courses, degrees and certificates are meant to reflect the most current academic and professional standards; therefore, SCS graduate students are expected to make adequate, timely progress towards completion of their studies. Students who have missed two or more consecutive semesters of enrollment (fall/spring; spring/summer; summer/fall) without applying for an official Leave of Absence (please see "Leave of Absence" under "Registration & Enrollment Policies") will be withdrawn from those programs for failure to register. Students who wish to return after being officially withdrawn must apply for *readmission* through the *SCS Office of Admissions* if they meet any of the following conditions:

1. The student has not been enrolled in classes in his or her program for *two calendar years* (six consecutive semesters);

2. 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 the Senior Associate Dean of Academic Affairs & Compliance may not be accepted towards the MPS/APC;

3. The student is international and requires Visa support through Georgetown University;

4. The student was on *academic probation* (with a GPA under 3.000) 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 described above.

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 certificate (3 years from first matriculation) or degree (5 years from first matriculation). The form and essay should be returned to the *SCS Academic Affairs Office & Compliance* at least <u>two weeks</u> prior to the start of the semester for which the student is requesting to return.

Re-Enrollment applies only to students who have completed courses in a degree or certificate program. 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 at:
http://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.

Students enrolled in programs offered at our Clarendon, Virginia location may contact SCHEV (The State Council of Higher Education for Virginia) for complaints about the University.

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219
Phone: (804) 225-2600

Fax: (804) 225-2604
Web: www.schev.edu

DEGREE & CERTIFICATE CONFERRAL

The Master of Professional Studies (MPS) degrees and Advanced Professional Certificates (APCs) 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 21 hours (MPS) / 9 hours (APC) and/or in the semester preceding their final semester to review their progress and requirements in detail.

Graduation 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 MPS and APC students should complete the following steps during the first two weeks of their final semester:

A. 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 department).

B. Master of Professional Studies (MPS) students should fill out the online graduation application in MyAccess at https://myaccess.georgetown.edu under "Student Records" and "Apply to Graduate*."* MPS students can only apply to graduate when they have 30 attempted graduate-level 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 graduate-level hours.

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 the Office of International Programs 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:
http://scs.georgetown.edu/academic-affairs/graduation

APC students should apply for certificate completion by completing and submitting the *APC Application of Completion* form at http://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) 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
Academic departments 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 MPS or APC 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
MPS and APC 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.

ACADEMIC PROGRAMS & REQUIREMENTS

Human Resources Management

http://scs.georgetown.edu/hr
Associate Dean, Christopher Metzler, Ph. D.
Program Manager, Calvin Pringle
Visiting Assistant Professor, Vacant

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 program 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.

Curriculum Description

APC Requirements in Human Resources Management

The Advanced Professional Certificate (APC) is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Associate Dean. APC students are required to take MPHR 700 (Workplace Ethics) in addition to four courses chosen from one of the concentrations listed below. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Associate Dean and must list specific Learning Goals for each course. Students must complete the APC within three years.

APC Concentrations in Human Resources Management

Diversity and Inclusion Management*
MPHR 700: Workplace Ethics (Required, 3 credits)
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 709: Measuring Return on Investment in Diversity and Inclusion (3 credits)

International Human Resources Management*
MPHR 700: Workplace Ethics (Required, 3 credits)
MPHR 697: Employee Relations in Comparative Context (3 credits)
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 804: Cross Cultural Management and Negotiations (3 credits)
MPHR 807: Fundamentals of Global Staffing (3 credits)

Strategic Human Capital Management*
MPHR 700: Workplace Ethics (Required, 3 credits)
MPHR 698: Diversity and Inclusion Management (3 credits)
MPHR 701: A Strategic Approach to Employee Relations (3 credits)
MPHR 703: Data Analysis and Decision Making (3 credits)
MPHR 801: Managing Complex Systems Change (3 credits)
MPHR 805: Consulting Skills in Human Capital (3 credits)
MPHR 806: Crafting and Implementing an Effective Succession Plan (3 credits)

*With permission from the program Associate Dean, students can substitute additional courses within the concentration. MPHR 700 (Workplace Ethics) cannot be waived or substituted. The waiver must be filed with the SCS Academic Affairs & Compliance Office prior to APC completion.

MPS Degree Requirements in Human Resources Management

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses) including: 6 Required Core Credits (MPHR 700 and MPHR 809); 9 Required Major Credits (MPHR 696, MPHR 703, and MPHR 802); 12 Concentration Credits; and 3 Elective Credits. Additionally, all new students must complete MPHR 812, the 0-Credit New Student Immersion Lab. 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 Major Requirements (15 Credits)
MPHR 696: Foundations of HR (Major course, 3 credits)
MPHR 700: Workplace Ethics (Core course, 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 course, 3 credits)
MPHR 812: New Student Immersion Lab (Major course, 0 credits)

Enrollment Notes: MPHR 696, MPHR 700, and MPHR 812 should be taken in the first semester of study. With approval from the program Associate Dean, advanced professionals may be waived from MPHR 696. MPHR 703 and MPHR 802 should be taken in the second semester. MPHR 809 is completed during the final semester and requires a minimum grade of "B" (3.00) or better for students to be eligible for graduation.

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 Associate 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 must be filed with the SCS Academic Affairs & Compliance Office prior to MPS degree completion.

Sample MPS in Human Resources Management Schedule
First Semester: MPHR 696 (Foundations of HR) + MPHR 700 (Workplace Ethics) + MPHR 812 (New Student Immersion Lab)
Second Semester: MPHR 703 (Data Analysis and Decision Making) + MPHR 802 (Strategic Thinking in HR)
Third Semester: 6 Credits within MPHR Concentration
Fourth Semester: 6 Credits within MPHR Concentration
Fifth Semester: MPHR 809 (MPS HR Capstone)

Journalism
http://scs.georgetown.edu/journalism
Associate Dean, Denise Li
Program Director, Serena Kefayeh

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 program 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.

Curriculum Description

APC Requirements in Journalism

The Advanced Professional Certificate (APC) is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Associate Dean. APC students are required to take MPJO 500 (Ethics in Journalism) in addition to four courses chosen in consultation with the Associate Dean. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Associate Dean and must list specific Learning Goals for each course. Students must complete the APC within three years.

MPS Degree Requirements in Journalism

The Master of Professional Studies (MPS) degree is comprised of 30 credits (10 courses). Students entering the MPS 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 classes are required to repeat them with a grade of "B" or higher 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 MPS 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 higher 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 online at http://courses.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. 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 classes 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 and Corporate Communications
http://scs.georgetown.edu/pr
Associate Dean, Denise Keyes
Program Director, Jackie Buchy
Program Manager, Yolande Young
Deputy Director of CSIC, Julie Dixon
Visiting Assistant Professor, Tiphané Turpin

Mission Statement
The Public Relations and 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, 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 Associate Dean. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program 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 and 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 Major 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 Major Requirements (9 credits)
MPPR 500: Conversations about Ethics (Core course, 3 credits)
MPPR 505: Elements of Communications Planning (Major 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 is reserved for Master of Professional Studies degree students, and must be taken in the final semester of study after all coursework is completed.

Concentration and Elective Courses (21 credits)
Students in this program do not enroll in a specific concentration; rather, they may these tracks to guide their individual path based on professional interests. Many 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

http://scs.georgetown.edu/realestate
Associate Dean, Charles Schilke, J.D.
Program Director, Jill Phaneuf
Program Manager, Heather Melman
Visiting Assistant Professor, John Kirkland

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 MPS/RE degree will achieve the following learning goals:

Beginning with the ETHICS IN ACTION course on the Savings & Loan Crisis and the Great Recession, the MPS/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 MPS/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 Real Estate Development, Real Estate Finance, Construction Management, International Real Estate, or Environmental and Energy Aspects of Real Estate. 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 MPS/RE program culminates with the CAPSTONE COURSE, the goals of which are for students to synthesize all relevant portions of the MPS/RE program, to hone their analytical writing skills to a fine edge in a Capstone Thesis, 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, Concentration, and Capstone 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.

Curriculum Description

APC Requirements in Real Estate

The Advanced Professional Certificate is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Associate Dean. APC students are required to take MPRE 500 (Core Course in Applied Ethics) in addition to four courses chosen in consultation with the Associate Dean. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Associate Dean and must list specific Learning Goals for each course. Students must complete the APC within three years.

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 Master of Professional Studies degree students, and must be taken in the final semester of study after all coursework is completed. Students must complete this course with a "B" (3.00) or higher to be eligible for 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 SCS Academic Affairs & Compliance Office before graduation in order to be recorded on the student's official record.

Recommended introductory courses for each concentration are noted with an asterisk (*). These are not required, however.

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 550: CityLab/Geneva
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 780: Selected Regions in International Real Estate: Latin America
MPRE 781: Selected Regions in International Real Estate: China
MPRE 782: Selected Regions in International Real Estate: India
MPRE 783: Selected Regions in International Real Estate: Western Europe
MPRE 784: Selected Regions in International Real Estate: Europe
MPRE 786: Real Estate Investments
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum
MPRE 901: Independent Study

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 550: CityLab/Geneva
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 780: Selected Regions in International Real Estate: Latin America
MPRE 781: Selected Regions in International Real Estate: China
MPRE 782: Selected Regions in International Real Estate: India
MPRE 783: Selected Regions in International Real Estate: Western Europe
MPRE 784: Selected Regions in International Real Estate: Europe
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum
MPRE 901: Independent Study

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 550: CityLab/Geneva
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 780: Selected Regions in International Real Estate: Latin America
MPRE 781: Selected Regions in International Real Estate: China
MPRE 782: Selected Regions in International Real Estate: India
MPRE 783: Selected Regions in International Real Estate: Western Europe
MPRE 784: Selected Regions in International Real Estate: Europe
MPRE 786: Real Estate Investments
MPRE 800: Software for RE Financial Analysis
MPRE 802: Negotiations
MPRE 899: Department of Homeland Security Headquarters Practicum
MPRE 901: Independent Study

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 Introduction to International Real Estate Investment (introductory course for this concentration; previously named Inbound/Outbound International Real Estate Finance)
MPRE 780: Selected Regions in International Real Estate: Latin America
MPRE 781: Selected Regions in International Real Estate: China
MPRE 782: Selected Regions in International Real Estate: India
MPRE 783: Selected Regions in International Real Estate: Western Europe
MPRE 784: Selected Regions in International Real Estate: Europe
MPRE 786: Real Estate Investments
MPRE 802: Negotiations
MPRE 901: Independent Study

Sports Industry Management

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

Mission Statement

The Sports Industry Management (SIM) program combines practical teaching by key industry leaders with internships, mentoring, and other customized learning opportunities. The SIM program 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 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.

Curriculum Description

APC Requirements in Sports Industry Management

The APC is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Associate Dean. APC students are required to take MPSM 510 (Sports Leadership and Management), MPSM 520 (Diversity and Social Responsibility in Sports), and MPSM 900 (Capstone) in addition to two courses (6 credits) chosen from one of the concentrations listed below. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Associate Dean and must list specific Learning Goals for each course. Students must complete the APC within three years.

APC Concentrations in Sports Industry Management
Business, Management, and Operations Concentration
In addition to MPSM 510, MPSM 520, and MPSM 900, students in this concentration complete 6 credits from the following:

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
In addition to MPSM 510, MPSM 520, and MPSM 900, students in this concentration complete 6 credits from the following:

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)

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)

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

Mission Statement

The Technology Management 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 program 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.

Other courses in the Master of Professional Studies in Technology Management 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. In the MPS in Technology Management program you will explore tools and techniques that prepare you to exhibit technical competence and showcase leadership that can transform organizations.

Curriculum Description

APC Requirements in Technology Management

The APC is a five course, 15-credit application program that is available to advanced professionals with pre-approval from the program Associate Dean. APC students are required to take MPTM 500 (Ethics in Technology Management) in addition to four courses chosen in consultation with the Associate Dean. A minimum cumulative GPA of 3.00 (solid "B") is required for good academic standing and to be eligible for the certificate.

The same acceptance standards apply as for the MPS degree program. 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.

Enrollment Notes: APC students are required to complete and submit the APC Tracking form to the SCS Academic Affairs & Compliance Office during their first semester of study. This form requires pre-approval by the program Associate Dean and must list specific Learning Goals for each course. Students must complete the APC within three years.

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 Master of Professional Studies degree students, and must be taken in the final semester of study after all coursework is completed. Students must complete this course with a "B" (3.00) or higher to be eligible for 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

Elective Courses (3-15 Credits)
Students who have chosen to complete an official concentration (with a minimum of 12 credits) choose an elective course (3 credits) from the any of the concentration courses listed above. 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. MPTM 500 (Core Course in Applied Ethics) and MPHR 900 (Capstone) cannot be waived or substituted. The waiver must be filed with the SCS Academic Affairs & Compliance Office prior to MPS degree completion.

UNIVERSITY POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the 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 of the Graduate School will decide to accept or reject the request for a further review of the case. Upon allowing an appeal, the Dean will review the hearing record and any new evidence submitted. The Dean is empowered to sustain, reverse or alter the board's decision. The Dean's decision will be communicated in writing within 30 days of receipt of the request for an appeal and this decision will be final.

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

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

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

Non-Discrimination Policy

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

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, or the evaluation of any other degree requirements, the matter should be presented to the Associate Dean of that program on an informal basis within 30 days of the alleged incident. If, after the preliminary investigation by the program Associate Dean, or through discussion with the student, the faculty member, and other relevant individuals, the complaint is resolved satisfactorily, no record of the complaint will be placed in the file of the student or the faculty member. If the complaint is not resolved, the student may submit a formal written complaint to the Senior 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 Senior 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 Deans, or faculty members within the School depending upon the circumstances. The review board will:

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

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

finds that discrimination has occurred that may have affected the student's grade in the course, it will recommend further review by the Associate Dean of the program in consultation with the Senior 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 Senior 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
The most current University policy statement on sexual harassment can be found online at http://ideaa.georgetown.edu/policies/.

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

This policy on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for

completing training provided by the University to prevent harassment and promote a respectful community.

Sexual Harassment

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

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

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

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

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

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

Harassment Other Than Sexual Harassment

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

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

National Origin and Accent Harassment

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

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

Procedure for Complaints

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

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

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

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

The Student Right-to-Know and Campus Security Act

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

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

Change of Address

Address change/correction is a two-step procedure that must be made both online and by email by the student. 1. Enter the change online for the Student Record System/Registrar using MyAccess to continue to receive University mail, grade reports, etc. 2. At the same time, notify the academic program in order to continue to receive program mailings, registration information, and phone calls.

Directory Information Disclosure Policy

There is a student directory, published annually by the Office of the Registrar containing names of all 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 and giving this written notice to the Office of the University Registrar by the second week of classes of the fall semester.

Electronic Mail

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

Emergency Closures

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

UNIVERSITY OFFICES & SERVICES

Academic Resource Center

The Academic Resource Center 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.

Bookstore

The University Bookstore is located on the main floor of the Leavey Center. The main line is (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 class use at the M St. office 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 and press 1, or you can send e-mail to help@georgetown.edu. Information on the status of service outages is announced at https://www12.georgetown.edu/uis/tools/outages/unscheduled.cfm

Counseling and Psychiatric Service
Full-time graduate students (enrolled in nine credits in the regular fall and spring semesters, six credits in the summer semester) are eligible to receive support and professional services through this office. Part-time students are eligible only for limited, emergency (crisis) services. Students can learn more at http://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.

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.

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

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

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 (http://oip.georgetown.edu/isss/vsq.htm) 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 OIP advisors informed of their progress as students. OIP offices are located in the Car Barn. For further information, call (202) 687-5867.

Lauinger Library
The main campus library is located on the corner of 37th and Prospect Street. Call (202) 687-7500 to verify the daily schedule. Carry your GO Card 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. 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.

Student Center
The Leavey Center provides students several places for dining: Center Grill (cafeteria), Subway, Taco Bell, Starbucks and Cosi(fast-food), The Faculty Club (restaurant), Vital Vittles (mini-market), and the student run Uncommon Grounds coffee bar. The Leavey Center also has open lobbies for study as well as a full service attached Marriott Hotel. (A mini-market, Hoya Snaxa, is located above the parking garage.)

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

We encourage all students with disabilities to contact The Academic Resource Center (Leavey Center, Suite 335 ; 202-687-8354; arc@georgetown.edu) early in their academic careers at Georgetown for guidance and information regarding possible accommodations, including note takers, books on tape, extended time on tests, interpreting services, and enlarged texts among others. A list of accommodations can be found at http://ldss.georgetown.edu/services.cfm.

Student Financial Aid
SCS students may secure information on loans and other financial assistance by contacting the Office of Student Financial Services located in Room G-l9, Healy Building, and (202) 687-3478. This office can be found online at http://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
http://www.georgetown.edu/student-affairs/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 online at http://registrar.georgetown.edu/transcripts/. A one-
time transcript fee of $12 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
(http://writingcenter.georgetown.edu) located in Lauinger Library 217A. Offered to students at all
levels, the center's tutoring has proved helpful to those wishing to improve their grammar and
style, to respond more effectively to assignments, to learn to organize both short papers and
lengthy research projects, and to turn first drafts into publishable projects. Some students seek
assistance on a regular basis; some only occasionally. For well-established students, the writing
tutors have also offered on-line help, responding to questions about papers submitted through
email attachments and counseling students through phone conferences.

Yates Field House
A fully equipped recreational facility is located near the Observatory. Call (202) 687-2400 for
information on fees and services.