



**GEORGETOWN UNIVERSITY**  
**School of Continuing Studies**

*Master of Arts in Liberal Studies, Student Handbook*

*Academic Rules and Regulations*

2015 - 2016

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## ***WELCOME***

Welcome to Georgetown University and the graduate programs in the School of Continuing Studies (SCS): Doctor of Liberal Studies (DLS); Master of Arts in Liberal Studies (MALS); Master of Professional Studies (MPS); Executive Master of Professional Studies (EMPS); and Advanced Professional Certificate (APC). This handbook is for students, faculty, and staff regarding important academic policies and procedures.

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

### **University Mission Statement**

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

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate and professional education in the Jesuit tradition for the glory of God and the well-being of humankind. Georgetown educates women and men to be reflective lifelong learners, to be responsible and active participants in civic life and to live generously in service to others.

### **School Mission Statement**

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

### **History of the School of Continuing Studies**

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

The Master of Professional Studies (MPS) programs, emphasizing a balance of theoretical and applied learning, began in Fall 2007 with majors in Public Relations & Corporate Communications and Journalism. Our first group of MPS students, 14 total, graduated in Fall 2008. MPS majors in Sports Industry Management and Real Estate began in Fall 2008; Human Resources Management in Spring 2009; Technology Management in Fall 2009; Urban & Regional Planning, and Emergency & Disaster Management in Fall 2013; Hospitality Management and Systems Engineering Management in Fall 2014. Our MPS alumni community has grown considerably with over 800 graduates from all programs since their inception.

For over 50 years, SCS has fulfilled Georgetown University's mission of educational outreach and

inclusivity by offering a wide range of educational options to a diverse community of students and professionals. Our School offers more than 600 courses, undergraduate and graduate degrees, advanced professional certificates, customized education, special programs, and much more.

### **Accreditation & Certification Information**

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

The Commission is recognized by the U.S. Secretary of Education for accrediting activities in the Middle States region, which includes the District of Columbia, Delaware, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands. Institutions based outside of the United States, whether or not chartered or licensed within the Middle States region, may not make reference to the Commission's recognition by the U.S. Secretary of Education. Any reference to accredited status may not imply that the Secretary's recognition of the agency extends to foreign institutions.

### **Disclaimer, Website, and Update Information**

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

[scs.georgetown.edu/academic-affairs/student-handbooks](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, Billing and Payment Services, and the Office of Global Services) which may affect the student.

### **Office of Academic Affairs & Compliance**

The Office of Academic Affairs & Compliance reinforces the relationship between the School's liberal and professional studies programs and the fundamental Jesuit Values of Georgetown (<http://missionandministry.georgetown.edu/identity>), bridging academic rigor with human values, ethics, and *cura personalis*, a central belief in each individual's unique needs and gifts. We monitor student progress to ensure that minimum academic standards are met; serve as the final point of appeal for exceptions to policy; assess overall program quality; and recommend to programs academic trainings and workshops for students, faculty, and staff in the School's credit and non-credit, high school, undergraduate, and graduate programs.

# ***UNIVERSITY POLICIES***

## **Educational Records Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the 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 SCS may establish a subcommittee comprised of representatives of her Executive Committee and charged with the responsibility of adjudicating challenges to the contents of student records. The formation of the subcommittee is at the Dean's discretion. Requests for a formal hearing must be made in writing to the appropriate Dean's office within one calendar year after the initial denial of the student's request. This petition must be dated and signed by the petitioner and must contain a brief and concise explanation of the item being challenged and the basis for the challenge. It must also contain a statement that the petitioner's initial request to a University official was denied, naming the official and stating the date of the denial. The petition must further specify what relief is being requested.

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

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

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

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

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

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

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

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

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

### **Non-Discrimination Policy**

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

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

Upon receipt of the formal written complaint, the Office 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 program Director or Assistant Dean, 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/Executive Director of the program in consultation with the Office 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 Office 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 GU and SCS 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.

### **Anti-Harassment Policy**

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

This policy on harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for completing training provided by the University to prevent harassment and promote a respectful community. The most current University policy statement can be found at [ideaa.georgetown.edu/policies/](http://ideaa.georgetown.edu/policies/).

### ***Sexual Misconduct and Sexual Harassment***

Georgetown University is committed to providing a safe and hospitable environment for all members of its community. Sexual misconduct subverts the University's mission, and threatens permanent damage to the educational experience, careers, and well being of students, faculty, and staff. Georgetown University prohibits sexual misconduct, including sexual harassment, sexual assault, domestic/dating violence, and stalking (<http://sexualassault.georgetown.edu/>)

Sexual misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation. Sexual harassment is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic relationship; 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 academic performance, denying or limiting an individual's ability to participate in or benefit from the University's education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit (Office of Institutional Diversity, Equity, and Affirmative Action – Policy Statement on Sexual Misconduct (2014)).

All faculty and staff members are obligated to internally report any suspected or knowing situation to their School's Deputy Title IX Coordinator.

Deputy Title IX Coordinator for the School of Continuing Studies  
Dr. Michele Mackie, Associate Dean, Academic Affairs and Compliance  
640 Massachusetts Avenue N.W.; Washington, D.C. 20001  
Phone: (202) 687-5965; Email: [titleixscs@georgetown.edu](mailto:titleixscs@georgetown.edu)

### ***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. Depending on the situation, harassment cases will be reported to the Office of Student Conduct, IDEAA, and in some cases, also to the Department of Public Safety or local authorities.

### ***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 (IDEAA) 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 IDEAA office.

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 IDEAA office, and, as appropriate, inform their own supervisors.

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

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

### ***The Student Right-to-Know and Campus Security Act***

In compliance with the *Student Right-to-Know and Campus Security Act*, it is the policy of Georgetown University to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the University, as well as the average completion or graduation rate of students who have received athletically-related student aid. This information is available upon request from the Department of Athletics (202-687-2435) and the University Registrar ([registrar.georgetown.edu/](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 ([police.georgetown.edu/](http://police.georgetown.edu/); 202-687-4343).

### ***Change of Address***

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

1. Enter the change into MyAccess to continue to receive University mail, grade reports, etc.

2. At the same time, notify the Graduate Liberal Studies office via email at [lsp@georgetown.edu](mailto:lsp@georgetown.edu) in order to continue to receive program mailings, registration information, and, in some instances, urgent phone calls.

### **Directory Information Disclosure Policy**

There is a student directory, produced annually by the Office of the Registrar containing names and contact information of all current Georgetown students. The Georgetown directory is available online by clicking on the directory link on the homepage of the main University website. The University may provide directory information at its discretion. This information includes the student's name, address, and telephone numbers, date and place of birth, field of study, dates of attendance, and expected date of graduation. Students may instruct the Registrar to withhold the release of directory information by completing an Information Disclosure Form annually and giving this written notice to the Office of the University Registrar by the second week of classes of the fall semester each year that the student is enrolled at the University.

### **Emergency Closures, Preparedness, and University Safety**

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

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

# ***UNIVERSITY ACADEMIC INTEGRITY & STUDENT CONDUCT POLICIES***

## **The Georgetown University Honor Code and System**

As a Jesuit Catholic university, committed to the education of the whole person, Georgetown expects all members of the academic community, students and faculty, to strive for excellence in scholarship and in character. To uphold this tradition, the University community has established an honor system for its undergraduate and graduate 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 and graduate student body about the standards of conduct and procedures of the System. Upon matriculation, you may be required by your program advisor or instructor(s) 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.*

All students are required to abide by the Honor System regardless of whether or not they have been required to state or write it. 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.

Suspected violations of academic integrity should be reported to the Associate Dean of Graduate Liberal Studies who will review the allegation and documentation in consultation with the course professor, and the SCS Academic Affairs & Compliance Office. Students found to have violated the Honor Code will be subject to academic penalties based upon the individual cases. Possible sanctions include, but are not limited to, failure of a course, suspension, termination, and revocation of the degree. Once a sanction has been decided, the student will be notified in writing by the Associate Dean with a copy to the SCS Academic Affairs & Compliance Office. Appeals of actions taken related to academic integrity must be made in writing by the student to the Associate Dean for Academic Affairs & Compliance within 60 days of notification of the original recommended action.

## **Plagiarism, Citing Sources, and Academic Research**

*Plagiarism* is defined by the Georgetown Honor Council as "the act of passing off as one's own the ideas or writings of another" (Please see "What is Plagiarism?" available at: <https://honorcouncil.georgetown.edu/whatisplagiarism>). *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 Graduate Liberal Studies Program requires that students adhere to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, (8<sup>th</sup> Edition)* as the manual of style for thesis preparation. In addition to the Turabian style guide, students must follow the *Thesis Guidelines for MALS and DLS Thesis Writers*. These guidelines specify the procedural requirements that must be met for the Master's thesis to be accepted by the Associate Dean, and, ultimately, by the Graduate School. Submission of an improperly prepared thesis may delay the award of the degree or result in termination of degree candidacy.

### ***Avoiding Plagiarism and Uncited Paraphrasing***

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

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

### ***Turnitin.com & Student Essays***

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

### ***Human Subjects Research***

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who are participants in or subjects of the proposed research. Research on human subjects includes not only work in the biomedical sciences but also projects in the social and behavioral sciences. Students in all courses, but particularly in the research and writing of the Thesis, 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>

### **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/Executive Director and, in some cases, to the Office of Student Conduct ([studentconduct.georgetown.edu/](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 courses (without a refund) and suspension or termination for non-academic reasons.

# ***ADMISSIONS STANDARDS & POLICIES***

## **Admission Requirements**

For full admission consideration, MALS applicants are required to have an earned undergraduate degree from an accredited college or university. A final cumulative GPA of 3.00 (solid "B") and relevant academic 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, recommendations and interviews may be taken into consideration when reviewing applicants. Admissions information can be found at: [scs.georgetown.edu/admissions/](http://scs.georgetown.edu/admissions/)

A student is officially admitted when letters of acceptance from the Dean of the School of Continuing Studies as well as the Associate Dean of Graduate Liberal Studies have been received and the registration by the new student has been completed. All new students are encouraged to attend New Student Orientation.

## **Provisional, Non-Degree Enrollment**

In rare cases, applicants who do not meet our minimum academic requirements might be allowed to enroll in provisional, non-degree status for an opportunity to prove their academic potential at the graduate-level. The academic programs and SCS Admissions make this recommendation; applicants cannot request this status.

A provisional student should verify their non-degree status in MyAccess, on their transcript, as well as from their academic advising office, and the provisional student's admissions letter. Provisionals may defer the start of their program, but they are not permitted to take a Leave of Absence (LOA) once they have begun their studies. The only LOA a provisional student may take is under the "Military: U.S. Armed Forces" policy as described in this handbook.

Provisional students are limited to two courses/six-credit hours (part-time status), and they must earn solid grades of "B" (3.00) or better in both courses before being considered for full admission to a degree program. Provisional students are limited to one year (three consecutive semesters) to complete these two courses. Those who meet the SCS academic requirements (earning two grades, six credits, of "B" or better, regardless of cumulative GPA, within the permitted timeframe of one year) will be transferred into degree-status.

This transfer can only be done after all pending grades are posted. Students should communicate with their instructors any question regarding grades. Provisional students are notified of their new degree-seeking status by way of email notification and the documented "MALS" notation in their MyAccess record and on their transcript. Coursework, credits, and grades completed in non-degree status then count toward the MALS degree.

Grades of "B-" (2.67) and below, including a "U" grade, are unsatisfactory and disqualify the provisional student from degree-seeking status. Provisional students who do not meet these minimum standards are automatically academically dismissed.

## **Confidentiality of Admissions Materials**

All information submitted to the SCS Admissions, including personal essays, transcripts and letters of recommendation are considered confidential and cannot be returned to the applicant. Neither the applicant's admission status nor information contained in the applicant's admissions file will be shared with individuals outside of the School and University without a signed waiver from the applicant. By submitting these documents, the applicant attests to their accuracy and validity. All work submitted under the applicant's name (such as the personal essay or writing

samples) must reflect the original work of that applicant. If any false information or plagiarized material is discovered in one's application materials, admission can be revoked, course schedule cancelled without right of refund, and degree(s), if already conferred, revoked.

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

Upon admissions, new students are instructed to register in MyAccess as soon as possible, and certainly prior to the first day of class of their first semester. They are also encouraged to meet with the program administration following their admission or during their first semester to review their long range degree plans and expectations.

### **Mandatory Tuberculosis Screening/Immunizations for New Students**

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

### **Deferral of Admission Acceptance**

Graduate program acceptance is competitive, and new students should carefully consider deferral. Deferral requests can be granted for no longer than one academic year. All deferral requests must be approved by the new student's academic advisor, 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 new student must re-apply through SCS Admissions.

### **Admission Decision Appeals**

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

## *FIRST STEPS AFTER ADMISSION*

### **Activate Your Georgetown Email**

Activate your e-mail account. Georgetown University sends e-mails only to your @georgetown.edu address, and students are responsible for all messages and information sent to their accounts by University representatives. Your temporary password was included in your admissions notification. Check this account frequently or forward your Georgetown email to another account. Additional information about managing your email account (including setting up a forwarding address) can be found at [sites.google.com/a/georgetown.edu/google-apps-help/](https://sites.google.com/a/georgetown.edu/google-apps-help/).

### **Secure Your GOCard (Student ID Card)**

You must have a GOCard, a student identification card to check books out from the GU libraries, to enter some classrooms and main campus buildings, to use the University shuttle bus, to access the Georgetown Downtown campus at 640 Massachusetts Avenue, NW, etc. The GOCard office location is on main campus in Darnall Hall. You can complete most of the paperwork in advance; you can also email or fax your information and photo and then simply pick up the card when it is ready. Please visit: [gocard.georgetown.edu](http://gocard.georgetown.edu).

### **MyAccess (Student System)**

Your student record is accessible through the MyAccess ([myaccess.georgetown.edu](http://myaccess.georgetown.edu)) secure student system. Using your NetID and password, you will register and withdraw from courses, view your schedule and tuition bill every semester, access your grades, email your instructors, and more. If assistance, students should contact the UIS Help Desk at (202) 687-4949.

### **Verify Your Personal Information**

Students are responsible for keeping their personal contact information current and accurate every semester. Verify and update your biographical information, previous academic institution, non-GU email address, current mailing address and phone number. Make sure to update any changes, such as your address or emergency contact information, in MyAccess.

### **Financial Aid Advising**

Requirements and processes to receive financial aid can be complex and time-consuming. We encourage all students seeking aid to work directly with the Office of Student Financial Services ([finaid.georgetown.edu/](http://finaid.georgetown.edu/); 202-687-4547) for information regarding eligibility requirements. Students who do not make satisfactory progress towards degree completion (whether through time to completion or academic actions like probation) can subsequently jeopardize their eligibility for aid and may be subject to additional corrective measures established by Student Financial Services and the Office of Academic Affairs & Compliance. **Students are responsible for the implications that dropping, withdrawing from or failing a course may have on their loan status.**

## **Register for Courses**

Register for courses directly through MyAccess. Check the registration dates for your courses in succeeding semesters at the Registrar's website, [registrar.georgetown.edu/](http://registrar.georgetown.edu/). Be sure to register as soon as possible. Verify the accuracy of your schedule before classes start. A student not fully registered in a course and on the faculty roster may not be permitted to attend any sessions of that course. Students are responsible for making sure their schedules are accurate.

## **Pay Your Tuition Bill**

Pay for your courses. Tuition is due by the start of the semester or a late fee will be charged. Billing issues and questions should be raised with Billing and Payment Services, NOT with SCS staff. You can pay your bill electronically. Full payment of tuition is due on or before the dates established by the Office of Student Accounts. Students with overdue accounts will have a financial block and may not register online for the subsequent semester until the block is lifted. The unpaid balance of the fall term must be less than \$2000 to register online for the spring semester during the fall registration period. The unpaid balance for the spring semester must be less than \$100 to register online for the summer or fall semesters. For additional information on all policies, please visit [studentaccounts.georgetown.edu/](http://studentaccounts.georgetown.edu/).

## **International Students & Scholars (F-1/J-1 Visas)**

All incoming international and U.S. permanent resident students must return the mandatory Immigration Questionnaire regardless of degree-seeking or provisional status admission decision. Students in these categories must have the IQ information on file in order to be eligible to register for courses. Provisional students are non-degree and therefore cannot be supplied with GU-sponsored Visa documentation.

Degree-seeking students requesting a GU-sponsored F-1/J-1 Visa status must also do the following: (1) complete all requirements and procedures required by the Office of Global Services (OGS); (2) attend the mandatory immigration session; and (3) maintain full-time status as outlined by OGS. Federal law may also require international students and scholars to follow more restrictive requirements than U.S. citizens.

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

Additional information for international students can be found at <http://scs.georgetown.edu/academic-affairs/intl-student-resources/>

## **Academic Resource Center (ARC)**

The Academic Resource Center (ARC) offers an array of academic support services, including study skills workshops, individual consultations and disability support for students with documented disabilities. If a student is experiencing challenges with their coursework, they are encouraged to consult with an ARC administrator who will be able to address their individual needs and outline a plan of action. [academicsupport.georgetown.edu/](http://academicsupport.georgetown.edu/)

## **Writing Center & Tutors**

The Writing Center provides students with the resource of best practices in writing from idea creation to the structure of a paper and more. Appointments with tutors are free and limited each semester, so it is in your best interest to come prepared. Editing services are not provided by writing tutors; students are expected to perform all aspects of writing in every course themselves. The Writing Center with services designed for Graduate Liberal Studies students are coordinated by

Dr. Kathryn Temple, [temple@georgetown.edu](mailto:temple@georgetown.edu). The Writing Center is located in Lauinger Library, 217A. [writingcenter.georgetown.edu/](http://writingcenter.georgetown.edu/).

Should a professor determine that a student's writing is not deemed to be appropriate for graduate coursework, he or she may recommend that the student seek assistance from the Writing Center. Students are also recommended to attend the one day writing workshop offered each semester by Dr. Kathryn Temple.

### **Conducting Research and the SCS Library**

Conducting research is an important and rewarding skill that will elevate one's educational experience far beyond an individual assignment. Students are encouraged to reach out to the library services early in the semester to learn best practices for conducting graduate level research. [www.library.georgetown.edu/scs](http://www.library.georgetown.edu/scs)

### **Student Veterans**

We recognize that the student veteran is an accomplished and unique individual and the Student Veterans Office was created to support and address the needs of student veterans. To become involved or to seek resources, please visit [veterans.georgetown.edu](http://veterans.georgetown.edu).

### **Counseling and Psychiatric Services (CAPS)**

The "Counseling and Psychiatric Services (CAPS) is the university's primary mental health provider for students and the campus community. CAPS strives to provide students with ample opportunities to develop greater self-understanding, identify and to solve problems, as well as to improve academic performance through the alleviation of psychological, emotional and cognitive impairments." More information can be found at [studenthealth.georgetown.edu/mental-health/about-us](http://studenthealth.georgetown.edu/mental-health/about-us).

### **Students with Disabilities**

We proudly support the role of GU's Office of Institutional Diversity, Equity, and Affirmative Action ([ideaa.georgetown.edu/](http://ideaa.georgetown.edu/)) and do not discriminate or deny access to otherwise qualified students on the basis of disability. Depending on their documentation, students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 ([www.ed.gov/policy/speced/reg/narrative.html](http://www.ed.gov/policy/speced/reg/narrative.html)) and the Americans with Disabilities Act of 1990 ([www.ada.gov/](http://www.ada.gov/)).

Students with disabilities are strongly encouraged to contact the Academic Resource Center (ARC), [academicsupport.georgetown.edu/disability/](http://academicsupport.georgetown.edu/disability/), on main campus and at Georgetown Downtown, [arc-scs@georgetown.edu](mailto:arc-scs@georgetown.edu), (202) 784-7366 before the start of classes to allow that office time to review their documentation and to make recommendations for appropriate accommodations, including note takers, materials in alternative formats (Large Print, Braille, MP3, KESI, DAISY), extended time on tests, and interpreting/CART services among others. There is a procedure for requesting an accommodation: [academicsupport.georgetown.edu/disability/medical-accommodations/request/](http://academicsupport.georgetown.edu/disability/medical-accommodations/request/).

If ARC approves and recommends accommodations, its office will provide the student with an official letter to share with professors. Students are responsible for completing this process in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance. In some instances, recommended accommodations might not be allowable by a professor if doing so would compromise course or degree requirements considered an essential requirement of the program of instruction. Should questions or related issues arise, the student and professor should work directly with ARC to find an appropriate resolution.

## **Student Forms**

Various forms relevant to student needs from requesting transfer credit consideration, taking or returning from a leave of absence, to list a few, can be found at [scs.georgetown.edu/academic-affairs/resources](https://scs.georgetown.edu/academic-affairs/resources) .

## **Transfer Credits**

Transfer credit for academic work completed prior to beginning the MALS degree is evaluated at the beginning of a student's enrollment in the program. Consult with the Graduate Liberal Studies administrators about the possibility of transferring already completed course credits into your new program before completing your first semester. Up to two courses/six credits may be eligible for transfer. Requests for transfer credit must be submitted during the student's first academic year of study. Transfer credits will only be posted following the student's successful completion of the first semester. All coursework for consideration must have been completed at the graduate-level, at an accredited institution, and with an earned grade of "B" (3.00) or better. Different programs may have their own stricter requirements. In accordance with the Georgetown Graduate School policies, courses that were taken more than seven years prior to admission to the program are generally not accepted for transfer.

### ***Transfer Credits from Other Graduate Institutions***

The new student's program may consider for transfer from another accredited a maximum of six transfer credits that were earned at an accredited institution, the course was offered for graduate-level credit, the minimum grade of "B" was earned, and the credit was not already applied to an earned academic degree.

The MALS program administration and the Office of Academic Affairs & Compliance have final say regarding which course credits may transfer, and, in general, will consider the content of the course in question and its similarity to a program course, the syllabus, the grade received, the age of the course, and the accreditation of the institution offering the course. The courses considered for transfer must be similar to those included in the MALS course offerings. Unless approved in advance, transfer credit is not awarded for study at other institutions after students have started their study in SCS. Students should therefore plan on completing all coursework in residence once they have matriculated at the University.

Only graduate-level courses completed for credit and for which the student received an official grade of "B" (3.000) or better can be considered for transfer into a graduate-level program. Under no circumstances will undergraduate credit be applied or transferred into an SCS graduate degree-seeking program. Credits that have been or are being applied to another degree or certificate may not be transferred, nor will Pass/Fail or Satisfactory/Unsatisfactory or Audit courses be considered. The GPA earned in coursework completed elsewhere is not calculated in the Georgetown University GPA. No course titles of transferred courses appear on the Georgetown transcript, nor do previous grades earned.

### ***Transfer from another GU Graduate Program into SCS***

To transfer from one graduate-level program into another (within SCS or between graduate programs at GU like the Graduate School of Arts and Sciences; McDonough School of Business; and so on), students must secure advance, written permission by the administrator of new program and they may be required to apply formally through SCS Admissions. Minimally, they must be in good academic standing with a cumulative GPA of 3.000 or better.

Acceptance into one graduate program at GU or within SCS does not guarantee acceptance into another program. Students cannot transfer from one program into another to prevent actions like probation or termination. All courses taken and grades earned remain on the student's

permanent academic record and are factored into the determination of academic actions, even if those credits are not permitted into the student's new program.

Students who would like to transfer from one degree program into another must undergo a formal credit review by their new program's dean or senior administrator to determine the applicability of previously earned credits, or if the student may need to fully apply to that new program. Students should keep in mind that they may not be able to apply credits (and/or grades) awarded from their previous program – whether at GU or through transfer from another institution – to their new program. Courses that are not approved for the program will be excluded from the degree GPA and be awarded no credit.

### ***Transfer Credit from SCS to another Program or Institution***

In the event that a student transfers from SCS to another academic program within GU 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 currently enrolled in other graduate programs at the University should secure the advance, written permission of their own program before requesting permission to register in SCS graduate-level courses.

## ***PROGRAM ENROLLMENT & COURSE REGISTRATION***

Students are required to maintain active registration every spring and fall semester to make academic progress toward degree-completion. Students who cannot register for any reason must request a formal leave of absence (please see policy below) to prevent being withdrawn from the University with the notice "Withdrawn for failure to register" placed on their official transcripts.

Students are urged to register for courses early, as many courses reach full capacity soon after registration opens. Students should also reference their MyAccess schedule, their degree audit and unofficial transcript for accuracy.

The *Schedule of Classes* can be found at [registrar.georgetown.edu/](http://registrar.georgetown.edu/). All MALS courses are found in the "main campus" listing under "Lib Stds" (LSHV).

Attendance for each class meeting is critical and coursework for each class meeting must be completed on time. No Incomplete ("I") grade will be automatically granted to students who take on too much academically and then do not properly adjust their schedules within the published add/drop and withdrawal period.

### ***Course Registration and Tuition Liability***

By act of course registration, class attendance, or participation in other activities associated with enrollment at Georgetown, the student accepts financial responsibility for charges assessed to his/her account regardless of attendance in class and regardless of the method of payment used.

Registration includes registration, and all courses entered after the student's initial registration. Any student who initiates course registration after the close of the regular Registration period must show documented justification for such an exception. If an exception is approved, the late registration will be assessed any and all late registration fees and late payment fees. The Office of Billing and Payment Services assess late payment fees and a service charge on any tuition and fees that are not paid by their stated deadline.

GU does not issue paper billing statements. Electronic billing statements are posted to Student Account Services via MyAccess. Upon a new billing posted, an email is sent to the student's preferred email address on file in the student's MyAccess account. Contact [studentaccounts@georgetown.edu](mailto:studentaccounts@georgetown.edu) or (202) 687-7100 with any questions.



## Academic Advising

Upon admissions, new students are encouraged to have ongoing advising sessions with the Graduate Liberal Studies program administration and faculty. Continuing students are also encouraged to engage with program administration and faculty for guidance in the completion of the degree.

Students are ultimately accountable for their own program enrollment and course registration decisions, however, and are responsible for meeting all of the requirements for the program; thus, no academic requirements will be waived based upon allegations of an advising error.

## Academic Calendar

SCS strictly adheres to the posted academic calendar for course registration, final grade posting, course withdrawals, and the like. The official *Academic Calendar* – including the add/drop and withdrawal periods – can be found at <https://registrar.georgetown.edu/registration/registration-schedule>. *Tuition Refund Periods* can be found at [registrar.georgetown.edu/registration/refunds-and-tuition/](https://registrar.georgetown.edu/registration/refunds-and-tuition/). It is the student's responsibility to verify the accuracy of his or her own registration schedule every semester in advance of a passing deadline.

### **Add/Drop Periods, Course Withdrawal, and Tuition Refunds**

Current deadlines for the Add/Drop period and for withdrawing from a course are listed on the Academic Calendar of the University Registrar (<https://registrar.georgetown.edu/registration/registration-schedule>) every semester. Tuition and fees for the academic year, as well as current due dates, payment options, and applicable tax credits can be found at: [studentaccounts.georgetown.edu/tuition/scs/](https://studentaccounts.georgetown.edu/tuition/scs/).

A student not fully registered in a course and on the faculty roster may not be permitted to attend any sessions of that course. The most fundamental responsibility of every student is to ensure correct course registration within the regular adjustment periods for those semesters, every semester. **The student, not the faculty, program administrator, the Registrar's Office staff or Student Accounts, is solely responsible for handling his or her own course registration and any schedule changes before the end of any registration period. Students register for courses, drop courses, or withdraw from courses in MyAccess.**

Students may add or drop a course during the published add/drop schedule posted by the Office of the Registrar. A course add will be processed only if space is available in the course. 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. Courses dropped during the Add/Drop period will be deleted from the student's record with 100% tuition refund. After the add/drop period ends, students withdraw from a course in MyAccess. Course withdrawal requests 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 offices and authorities informed.

Course withdrawal requests cannot be done by simply calling programs or the Registrar's Office or by emailing an advisor or administrator. **It is the student's personal responsibility to withdraw from a course in MYAccess before the official withdrawal deadline.** 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.

Students who intend on resuming their studies in the following semester may withdraw from all courses in a semester without withdrawing completely from their program. Please note, however, that student on financial aid must consult with the Office of Student Financial Services prior to

withdrawing from any course. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive.

International students must meet with the Assistant Dean for International Students & Scholars for advising **prior** to withdrawing from a course or from a program.

### **Part-Time Student Status**

The MALS degree is designed to accommodate adult students with existing professional and/or personal responsibilities, and is therefore part-time. Many students register for between three and six credits, or one to two courses per semester. With approval of the Associate Dean, some students pursue their academic studies full-time, taking nine 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.

### **Full-Time Student Status**

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

International students on a University-sponsored Visa must contact their Assistant Dean for International Students & Scholars in advance if they are planning on going part-time (six or fewer credits in the fall/spring semesters) in their final semester to determine if they are eligible for an exemption under federal regulations.

Please note: Full-time status may be required by some University offices (such as the Counseling Center, University Health Insurance, and the Office of Global Services) for students to receive specific services and support. Students who register full-time during the fall or spring semesters are billed automatically for student health insurance. To opt out, the student must contact the Student Health Insurance Office ([studenthealth.georgetown.edu/insurance/](http://studenthealth.georgetown.edu/insurance/); 202-687-4883) to secure a waiver by showing proof of alternate coverage.

### **Dual Degree Enrollment within SCS**

Due to the intense academic nature expected of MALS students, they are discouraged from pursuing two degrees concurrently.

### **Registration Holds**

A registration hold may be placed on a student's record for a variety of reasons. Common causes include failure to supply documentation of immunization, an outstanding balance with the Office of Billing and Payment Services, incomplete forms with the Office of Student Financial Services, or incomplete academic records with the School. If a registration hold has been placed on a student's record, the student must contact the appropriate Office or Department and clear the hold before he or she will be permitted to register. Students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

## **Waitlist**

SCS does not maintain waitlists. Students should consult directly with their program administrator prior to the start of the semester to determine if they can be permitted to add into a closed section of a required course.

## **Leaves of Absence**

Students needing to interrupt their studies temporarily should discuss the situation with their program to request an official leave of absence. An approved leave of absence (LOA) allows the student to remain active in the system and to receive limited access to University services (such as email and the library).

The LOA form is located at: [scs.georgetown.edu/academic-affairs/student-forms](https://scs.georgetown.edu/academic-affairs/student-forms) and needs to be received in the Office of Academic Affairs & Compliance before the end of Add/Drop of the semester the leave is requested to begin. Students who request a LOA during a semester during which they concurrently withdraw from courses will be subject to the registration, payment, and refund deadlines and policies for that semester. All registration periods and cessations (including *Leaves of Absence* and *Withdrawals for Failure to Register*) are recorded on the transcript.

Students who do not register for at least one course and who are also not on a formal LOA will be automatically withdrawn for failure to register. The statement "Withdrawn for failure to register" will be recorded on the student's transcript. These students are subject to Re-Enrollment and Re-Admission policies. Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

Students will not be approved for a Leave of Absence once they have entered Thesis Writing. Students who have received an incomplete ("I") in their Thesis Writing Course should not request a *Leave of Absence*. Rather, they enroll in the Continuous Registration course associated with their degree program, (LSHV 991) for MALS students).

Students may not take courses elsewhere for transfer credit and no program requirements can be completed during a LOA, nor can a student graduate during one. However, the LOA will not alter deadlines relating to the completion of specific course requirements, such as deadlines for completing work in a course for which an "Incomplete" grade was received.

A LOA does not confer the registration or residency status necessary to qualify for financial aid or to meet Visa requirements. International students must contact their academic advisor, the Academic Affairs & Compliance Office, and the Assistant Dean for International Students & Scholars **prior** to initiating a request to take a LOA.

### ***Personal Leave of Absence***

A personal *Leave of Absence* (LOA) is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests are usually for such documented reasons as work, health, or family obligations in a fall or spring semester. The LOA is not needed to be away for the Summer semester. Students will not be approved for a leave of absence once they have entered Thesis Writing.

Up to two consecutive semesters of leave may be granted at any one time: usually no more than four semesters of personal LOA will be approved in the student's graduate career in the MALS program.

### ***Medical Leave of Absence***

We recognize that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students.

In these situations, students should consider requesting a *Medical Leave of Absence* (MLOA), which permits students to take a break from University life and their studies, so that they may focus on their treatment. Returning MLOA students return to the University with an enhanced opportunity to achieve their academic and co-curricular goals.

Leaves for documented medical reasons, when properly approved in advance, will not be counted against the four-semester limit for LOAs. Students interested in a MLOA should contact their academic Dean's Office and the Student Health Center or the Counseling and Psychiatric Service (CAPS).

MLOAs are administered according to the guidelines on Medical Leaves of Absence, found at: <https://studenthealth.georgetown.edu/medical-care/medical-leave> . Approved periods of medical leave will extend the time permitted to complete degree requirements and to graduate.

### ***Returning from a Leave of Absence***

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

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

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

### ***Military: U.S. Armed Forces LOA Request, Return, and Re-Enrollment***

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

## **I. Military Leave and Refund Procedures**

### ***A. Definition***

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

### ***B. Student Responsibilities***

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

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

### **C. University Procedures**

Upon receiving notice of a student's intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Billing and Payment Services. The Office of Student Financial Services will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred. If the University determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the University receives a copy of the military orders necessitating the withdrawal.

## **II. Military Re-Enrollment Procedures**

### **A. Definition**

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

### **B. Student Responsibilities**

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

***Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation.*** To qualify for military re-enrollment, a student must provide notice to the University of the intention to re-enroll within three years from the time he or she is discharged from military service or is placed on inactive duty. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty

orders, or other appropriate documentation) to establish that the student's withdrawal was related to service in the uniformed services and that the student is able to resume studies.<sup>1</sup> Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.<sup>2</sup> Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the University.

### **C. University Procedures**

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the University, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.<sup>3</sup> However, if military or veterans' education benefits will cover the difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

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

### **Satisfactory Academic Progress**

Students on federal financial aid may be notified by the Office of Student Financial Services of

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<sup>1</sup> The University shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

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

<sup>3</sup> The appropriate tuition and fee amounts will be reflected on the bill that the student receives.

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

being placed on financial aid warning or financial aid probation as a result of making unsatisfactory progress toward degree completion. It is very important that all students remain on track and any academic questions should be addressed to program administrators. All financial aid questions should be addressed to that office.

### **Withdrawal from the Program**

Students who wish to withdraw formally from a program should do so in writing via email to the Associate Dean and also to the Academic Affairs & Compliance Office so that it may be recorded on their permanent record. The date of the email will be used as the official date of withdrawal and for any applicable refund. They should also contact the Office of Billing and Payment Services to satisfy all financial obligations to the University. It is the student's responsibility to keep all email correspondence related to withdrawals.

Students who have withdrawn (or been withdrawn for failure to register) officially from their program may be required to fully re-apply through *SCS Admissions* 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.

International students must meet with their Assistant Dean for International Students & Scholars for advising **prior** to withdrawing from a course or from a program.

### **Compassionate Withdrawals**

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

In extremely rare circumstances when students are not able to withdraw on their own by the stated deadlines, typically due to documented health-related matters, students may petition Academic Affairs & Compliance for a compassionate withdrawal. Such withdrawals cannot be allowed simply to avoid an unsatisfactory grade in a course or resulting academic action (like termination). Thus, the student's instructor 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. This process is not allowed for registration 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 Billing and Payment Services regarding all financial decisions. Requests sent to the Academic Affairs & Compliance office will be forwarded to the Compassionate Withdrawal Committee which will make a recommendation to the Associate Dean.

### **Re-Admission after Prior Attendance**

The SCS graduate courses and degrees reflect the most current research material and academic and professional standards; therefore, students are expected to make adequate, timely progress toward completion of their studies. Students who do not register in a regular Fall or Spring semester and who do not apply for an official Leave of Absence (please see “Leave of Absence” under “Registration & Enrollment Policies”) are withdrawn from those programs for failure to register. The notation “Withdrawn, Failure to Register” will be entered onto the official transcript.

Former students who wish to return after being officially withdrawn must re-apply through the Office of Admissions if they meet any of the following conditions:

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

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. Former students who must re-apply will be required to meet all application deadlines for timely review.

Former 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.

### **Re-Enrollment after Prior Attendance**

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

Re-Enrollment applies only to students who have already completed courses in pursuit of degree completion. 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 Student Forms page contains the latest *Re-Enrollment Request Form*.

### **Termination and Dismissal Appeals**

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 degree (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 register for more than the required number and type of credits for the purpose of improving their GPA.



In all other cases of degree-candidacy termination or academic dismissal, former students may submit a written request to return to the Associate Dean of Academic Affairs & Compliance on behalf of the Dean of the School of Continuing Studies. A return after termination or dismissal should not be expected. Return recommendations will be based upon not merely the best interests of the student's clear evidence of probable future academic success, but also the best interests of the academic program, school, and university.

In the appeal request, the former 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 former student to address these circumstances so that he or she would successfully complete a course of study should a return be recommended. The student may also supply third-party documentation of these changes in support of a return. Students should mail their written appeals and supporting documentation to the Associate Dean of Academic Affairs & Compliance at:

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

The appeal process is designed to deal with exceptional cases of a complex nature and when it is mathematically possible for the former student to return and complete his or her studies within the credit limit. The appeals committee will be presented the case for a thorough and comprehensive review, and make an official recommendation to the Associate Dean of Academic Affairs & Compliance who makes notification to the requesting party.

Former 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.

## ***GRADES & GRADING***

### **Graduate Grading System**

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

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

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

The Grade Point Average (GPA) is calculated by dividing the total number of quality points earned at GU in the program by the total number of academic credits attempted at GU in the program. The current GPA is included on the student’s degree audit and transcript which the student views in 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.)

\*Beginning in Spring 2012, any courses that are not graded, such as Continuous Registration courses but are required for students to maintain their enrollment status receive a designation of “NG” upon completion.

\*\*The “NR” code is not considered an Incomplete (“I”) and is not treated the same way as an Incomplete (“I”). The “NR” code is reserved for the few situations that arise when the deadline for that grade has been met but the grade for that course has not yet been submitted by the instructor as a result of a dean’s direction.

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

\*\*\*SCS courses cannot be audited (by students within those degree programs or by visiting students). We firmly believe that our students register for courses for credit and grades to help ensure active participation and the successful, timely completion of assignments.

In order to be considered in good academic standing, students must maintain a minimum semester and cumulative GPA of 3.00 (solid “B” average). In addition, a minimum GPA of 3.00 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**

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

### ***Grading Scales***

Instructors determine the point value required for final grades in their course. Instructors are not required to round grades, and many choose not to do so; therefore, a student who has earned 89.99 points could reasonably be assigned a “B+” in a course in which that instructor requires 90 points for an “A-.” Additionally, instructors are not required to use the +/- system in assigning grades. Finally, while instructors 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 Coursework***

Faculty members are allowed to deduct points for late coursework and may also choose not to accept any late coursework (assigning a grade of zero for that work). Instructors may request documentation of a student’s circumstances (such as work or medical documentation) before deciding whether or not an assignment will be accepted late. 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 intense nature of the Master’s degree program, absences are not expected except in extraordinary circumstances. Students are expected to attend all class sessions, including participation in activities required by the instructor during campus “closure,” and to complete all assignments in a timely fashion. Normally one excused absence is allowed. Additional absences may result in withdrawal from the course.

Since active participation and discussion are required in most courses, absences have an adverse effect on learning the material, participation and the calculation of the final grade. Students should **not** assume that they will be dropped or withdrawn due to absenteeism. They will be charged tuition for the period of time they remain registered in courses and will be assigned a final grade.

In all instances when a student is unable to attend class, students should contact the instructor well in advance. In the case of religious observances that conflict with class sessions, the student should notify the instructor in writing at the beginning of the semester (see “Provost’s Policy Accommodating Students’ Religious Observances” below) to discuss the best approach to fulfilling the academic requirements of the course.

Professors will share their policies regarding attendance in their syllabus. Absences can negatively impact a student’s grade, up to and including failure of the course. Individual professors may request that a student be withdrawn from a course due to absence.

## **Accommodating Students’ Religious Observances Policy**

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 instructors in writing at the beginning of the semester of religious observances that conflict with class meetings.

Before classes begin for a given semester, the Office of the Provost, in consultation with Campus Ministry and the Registrar, will publish 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.

### **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 administrator and the 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 SCS courses as well as courses students may take outside the program here at Georgetown or another university.

#### GLSP deadlines for the submission of Incomplete work:

- **February 1:** for a course taken in the fall term
- **June 15:** for a course taken in the spring term
- **September 15:** for a course taken in the summer term

Students with Incompletes in Thesis Writing courses must complete a separate set of enrollment and completion requirements.

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 via hard copy to the Graduate Liberal Studies office no later than 4 p.m. EST on or before the date listed above. Submissions will be time and date stamped and then submitted to the appropriate professor. The student is responsible for ensuring all work is received by the recipient. 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 program administrators who then forward to Office of Academic Affairs & Compliance for final review.

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

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

### **Repeating a Course**

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

- Thesis Proposal students who withdraw or have earned one “U” already in that course may repeat it only one time.
- Thesis Writing students must register for Continuous Registration for no more than two semesters, the maximum length to write the thesis (excluding summers).

### **Course Grade Changes and Time Limits**

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

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

If the 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 program administrator, who reviews and forwards to the 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.

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

### **Course Grade Appeals**

Our faculty members have been chosen due to their unique experience and expertise in their respective fields. As such, SCS strongly believes in the authority of its faculty to determine the academic merit and grades of their students. While students may request a review of their final

course grade, they should also keep in mind that the faculty member is considered the academic and professional expert in determining their grade. In the case of all grade appeal reviews, the student should also be aware that any re-evaluation of the grade could lead to the grade being raised, sustained, or lowered.

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

### ***Pending Grade Appeal***

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

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

### **Grade Appeal Process**

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

- A. Students should first seek an explanation for the grade through a discussion with the instructor. This process must begin no later than 30 days after the beginning of the semester following that semester in which the contested grade was received. Students should bring copies of the course syllabus and all graded assignments with them to their meeting with the instructor so that they can discuss all aspects of their grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that instructors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards.
- B. If, after speaking with the instructor, the student still believes the final grade was incorrectly assigned, s/he may then appeal in writing to the Assistant/Associate Dean of the program. The student must supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following the semester in which the contested grade was received. The course instructor may also be contacted by the Associate Dean for additional information. Upon completion of this review, the Associate Dean may decide (1) there is no basis for the appeal and the original grade will be upheld or (2) the appeal warrants further review by a faculty committee comprised of three faculty members within that program. If a committee is called, the committee 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 recommend to raise, sustain, or lower the grade. In any case, the academic merit of the assignments will not be judged; rather, the situation will be

reviewed solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, a recommendation is submitted to the Associate Dean for Academic Affairs & Compliance.

- C. If, after speaking with the instructor and Assistant/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 Associate Dean for Academic Affairs & Compliance and the Dean of the School of Continuing Studies for final review. The Associate Dean will complete an investigation on behalf of the Dean. This process must begin no later than 90 days after the beginning of the semester following the semester in which the contested grade was received. This final level of appeal reviews the administrative handling of the appeal only. Neither the Associate Dean nor the Dean of SCS will evaluate the academic merit of the work (such as re-grading a paper or test). The decision of the Dean is final and not open to further appeal.

### ***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.

## ***Master of Arts in Liberal Studies (MALS): Program Guidelines***

**Program Website:** [scs.georgetown.edu/gls](https://scs.georgetown.edu/gls)

**Program Email:** [lsp@georgetown.edu](mailto:lsp@georgetown.edu)

### ***Program Office***

The Graduate Liberal Studies administrative office is located on the main campus, in the Intercultural Center (ICC), Suite 225. The office hours are Monday-Friday, 9:00 a.m.-5:00 p.m. Additional hours are available by appointment.

### ***Program Administration***

Associate Dean of Graduate Liberal Studies Programs, John Dolan, Ph.D.  
[john.dolan@georgetown.edu](mailto:john.dolan@georgetown.edu), 202-687-5746

Assistant Dean of Graduate Liberal Studies Programs, Anne Ridder, M.A.L.S.  
[riddera@georgetown.edu](mailto:riddera@georgetown.edu), 202-687-5706

Academic Records Administrator, Jonathan Henry  
[jgh38@georgetown.edu](mailto:jgh38@georgetown.edu), 202-687-5913

Chair, Graduate Liberal Studies Core Faculty, Terrence Reynolds, Ph.D.  
[reynoldt@georgetown.edu](mailto:reynoldt@georgetown.edu)

The Graduate Liberal Studies Program (GLSP) in the School of Continuing Studies (SCS) at Georgetown University (GU) rests on the belief that human life and human action have meaning and that human beings, throughout their lives, must seek it out and live by its implications. Graduate Liberal Studies courses which engage students in reading, reflection, writing, and discussion are meant to bring them the range of knowledge and vision to lead wise and rewarding lives. Courses are offered in the curricular areas of the humanities, international affairs, social and public policy; religious studies and the intersection of science and culture.

Since 1974, the Liberal Studies degree Program at Georgetown University, a Bachelor's and Master's degree program in interdisciplinary liberal arts, has offered courses with just such questions and interests in mind. With a program providing courses in the evenings and on Saturdays, the schedule seeks to accommodate the demands on time experienced by working students. The Liberal Studies program reflects the intellectual curiosity, breadth of interest, and professional experience of these students.

Instead of focusing on an academic discipline or concentration, the courses are designed to reflect the questions and interests these adult students carry in their lives and their occupations. The courses are about reading and reflection on great issues that have concerned, thrilled, and disturbed major thinkers and ordinary individuals in the past and in the present. At the core of these discussions are the values and ethics humans cherish and debate, values that are replete in the liberal arts. In the fall of 2005, the Doctor of Liberal Studies (DLS) degree was inaugurated and it and the Master of Arts in Liberal Studies (MALS) degree comprise the GLSP.

The Liberal Studies graduate and undergraduate degrees (DLS, MALS, and BALS) are academically structured, intellectually demanding, and personally enriching, carrying into the 21st century the Georgetown Jesuit tradition of educating the whole person.



## **Origins of Liberal Studies**

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

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

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

One hundred and thirty colleges and universities, large and small, public and private, have followed Wesleyan’s leadership, adopting the philosophy of Graduate Liberal Studies, and they offer graduate degrees primarily known as Masters of Arts in Liberal Studies (MALS), Master of Liberal Studies (MLS), and Master of Liberal Arts (MLA). Other degree designations are possible, such as Master of Humanities, as long as the program carrying the name clearly exemplifies the philosophy of Graduate Liberal Studies. There is an organization that embodies and fosters that philosophy. It is the Association of Graduate Liberal Studies Programs (AGLSP; [aglsp.org/](http://aglsp.org/).)

Due to its origins, Liberal Studies began and has remained primarily a graduate program with a distinctive philosophy of education: graduate, interdisciplinary, liberal arts, organized for working adults. Liberal Studies Programs are administered through Graduate Schools, Schools of Arts and Sciences, and Schools of Continuing Education. At Georgetown the course offerings are created by faculty members from history, literature, philosophy, theology, sociology, sciences, business and ethics, art and culture, to name a few.

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

## **Origins of Georgetown’s Liberal Studies Program**

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

the AGLSP and Dr. Phyllis O'Callaghan, Georgetown's former Associate Dean and Director of Liberal Studies (1979-2007) served as the Association's first president as well as served a second term as president in the mid-1980s. Most recently, Dr. Anthony Tambasco, a Professor in the Theology Department served as the Associate Dean & Director of Graduate Liberal Studies Program until 2013. Assistant Dean Anne Ridder served as an Interim Associate Dean until Dr. John Dolan was appointed in May 2015 to take over the role.

### **Study Tours**

Students interested in participating in a Graduate Study Tour abroad for credit must first discuss and get the approval to enroll from the Assistant Dean and follow-up the decision with an email. Up to two three-credit graduate Study Tours may be considered for approval toward the degree, and count as elective credits.

### **Religious Studies and Theology Honor Society**

Liberal Studies students who select courses from the areas of the Humanities or Religious Studies or courses offered through the Center for Islam and Muslim/Christian Relations are eligible for the annual selection and induction into Theta Alpha Kappa National Honor Society for religious studies and theology. The eligibility requirements are as follows:

- Completion of five courses (15 credits) in theology/religious studies
- 3.7 or higher cum GPA in theology/religious studies courses
- 3.5 or higher cum GPA in all courses completed

### **Academic Standing**

Academic excellence is one of the defining characteristics of Georgetown, and SCS graduate students are expected to make consistent progress in their degree and certificate programs. Students with a cumulative and semester GPA of 3.00 (solid "B") or better are considered in good academic standing.

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

### **Academic Probation**

Since a 3.00 average is required for graduation, a "B-" or a "C" or "F" grade will jeopardize candidacy. Upon receipt of a "B-" "C" or "F" grade, the student is informed by an emailed letter of caution sent by the GLSP Associate Dean and the SCS Office of Academic Affairs & Compliance noting the grade earned that is below a 3.00 which may lead to probationary status if the student's cum GPA drops below 3.00 as a result of the low grade. A student remains on academic probation until a minimal cumulative 3.00 GPA is achieved.

### **Academic Termination of Degree Candidacy**

MALS candidates are automatically terminated from the degree program for any of the following reasons and are not permitted to take additional courses:

- Upon earning two grades of "C" (2.00) or lower, as all grades, including grades of "F" (0.00) are calculated in determining the cumulative GPA
- If the student's GPA is below a 3.00 at the completion of eight courses (24 credits attempted)
- If the student fails to complete and submit a thesis by the final deadline and does not confirm in writing with the program's Associate Dean a request to withdraw from LSHV-899 before the grade submission deadline of Continuous Registration (LSHV-981).
- Non-degree students will be dismissed upon earning one grade of "B-" or lower

## Curriculum Structure

MALS candidates elect to complete either (a) the 30-credit/Thesis degree plan, or (b) the 36-credit/Coursework degree plan.

### **Students Pursuing the 30-Credit/Thesis Degree Plan**

Students who select the 30-credit/Thesis plan complete the following requirements within seven years of first registration:

- Six credits: Two Foundational courses at three credits each, which should be among the first four to six courses completed
- 21 credits: seven elective courses at three credits each.
- LSHV-898 “Thesis Proposal” course at zero credit after completing 21 credits, and before, with or after the eighth and/or ninth course, with a minimum GPA of 3.000
- Three credits: final three credit Thesis Writing, LSHV-899, scheduled with mentor
- Attend the Graduate Liberal Studies writing workshop within the first year of enrollment
- Submission and completion approval of a master’s thesis that will be published through Georgetown University’s library and through ProQuest
- A course with a “C” grade (in one elective, *Foundational* or the *Thesis* course) may be earned and posted to the degree provided that the overall average at the completion of 30 credits (10 credit-bearing courses and one zero credit course as outlined here) still establishes a cumulative GPA of 3.000
- Curricular Fields of Study - Effective with Fall 2013, the MALS curricular fields were discontinued. Students admitted in AY2012-2013 and earlier may remain in their declared curricular field, completing at least six courses designated for the chosen field, through the following time periods:
  - Spring 2016 for students admitted in Spring 2009
  - Spring 2017 for students admitted in Spring 2010
  - Spring 2018 for students admitted in Spring 2011
  - Spring 2019 for students admitted in Spring 2012
  - Spring 2020 for students admitted in Spring 2013

### **Students Pursuing the 36-Credit/Coursework Degree Plan**

New and returning students who are pursuing the 36-credit/Coursework plan complete the following requirements within seven years of first registration:

- Six credits: Two Foundational courses at three credits each, which should be among the first four to six courses completed
- *For continuing students who have declared a curricular field:* 18 credits (six courses at three credits each) in the student’s curricular field of study; may include the two Foundational courses; 12 additional elective credits (four courses at three credits each)
- *For students admitted after Fall 2013:* 30 credits (ten elective courses at three credits each)
- Attend the Graduate Liberal Studies writing workshop within the first year of enrollment
- A course with a “C” grade (in one elective, or Foundational course) may be earned and posted to the degree provided that the overall average at the completion of 36 credits (12 courses as outlined here) still establishes a minimum cumulative GPA of 3.000
- Curricular Fields of Study - Effective with Fall 2013, the MALS curricular fields were discontinued. Students admitted in AY2012-2013 and earlier may remain in their declared curricular field through the following time periods:
  - Spring 2016 for students admitted in Spring 2009
  - Spring 2017 for students admitted in Spring 2010
  - Spring 2018 for students admitted in Spring 2011
  - Spring 2019 for students admitted in Spring 2012
  - Spring 2020 for students admitted in Spring 2013

Upon completion of the eighth course, the student selects four additional courses to reach a total of 36 credits to satisfy the requirements for the MALS degree. The student must have earned a

3.0 cum GPA at the completion of the 24 credits to be approved to register for the additional four courses to complete the degree.

## **Thesis Process and Requirements**

For students choosing the thesis plan, it is important to note that no student may enroll in more than 27 credits before registering for the *MALS Thesis Proposal Workshop*, LSHV-898, which is taken after the completion of seven MALS courses and before, with or after the 8<sup>th</sup> and/or 9<sup>th</sup> courses and completed prior to enrolling in the three-credit *MALS Thesis Writing*, (LSHV-899-01) course and the writing of the three-credit thesis. Twenty-seven credits (nine courses) and zero credit *Thesis Proposal Workshop* must be completed prior to the semester the student enrolls in the MALS Thesis Writing course.

The *MALS Thesis Writing* course is the final required course for students, and may not be taken with any other course. See the *Graduate Liberal Studies Thesis Guidelines* booklet for complete information regarding the process, forms, and procedures used to prepare and submit the MALS Thesis. Please note that the *MALS Thesis Writing* (three credit) course and the MALS Continuous Registration (zero credit, \$500 tuition) course each constitute half-time status (full-time status for international students) and that the *MALS Thesis Proposal Workshop* taken with one three-credit course constitutes half-time status (full-time for international students). A minimum letter grade average of “B” or better (a cumulative grade point average of 3.0 quality points), the *MALS Thesis Proposal Workshop*, and the completion of 27 credits are required for enrollment in the three credit *MALS Thesis Writing* course.

### ***Thesis Proposal Workshop (LSHV-898-sections vary)***

Near the conclusion of the degree (after the completion of the seven MALS courses (21 credits) and before, with or after the 8<sup>th</sup> and/or 9<sup>th</sup> courses) MALS candidates in the 30 credit/Thesis plan prepare a thesis proposal. To accomplish this, they are required to complete the *Thesis Proposal Workshop* in the semester in which they plan to prepare and submit for approval a thesis proposal. This is a zero credit, zero tuition course.

The *Thesis Proposal Workshop*, taken in conjunction with a three-credit course, constitutes half-time status (full-time for international students). The *MALS Thesis Proposal Workshop* consists of four, two-hour classes. Students must attend all four class meetings of the *Workshop*. The result of this *Workshop* will be an approved *Thesis Proposal*. The student should have a tentative thesis topic and a thesis mentor confirmed prior to registering for the *Workshop*.

The student's Thesis Committee is made up of the thesis mentor chosen by the student, the student's *Thesis Proposal Workshop* professor, and the Graduate Liberal Studies Program Assistant Dean. Successful completion of the thesis proposal and its approval will result in a Pass (“S”) grade for the *Workshop*. Students who must Withdraw (“W”) from the Workshop or Fail (“U”) the Workshop, may only register for the Workshop one more time. Students who withdraw from the MALS degree program and are re-enrolled or re-admitted at a later date may start the MALS thesis preparation process one more time even if prior to their interruption of their degree and withdrawal they had previously passed (“S”) the *Thesis Proposal Workshop*.

The *Thesis Proposal Workshop* is a time when students actively pursue the creation and organization of a thesis topic, with the approval of a mentor. If a mentor is not a GLSP faculty member, prior to enrolling in the *Workshop* the student must contact the Associate Dean and discuss his/her selection of the mentor. Then (if selection is approved) the student sends the name and contact information of this mentor by email to the Associate Dean to facilitate program communication and stipend payment for this mentor.

During the *Workshop*, students join with other students and the professor offering the *Workshop* to do the research necessary to create a statement of the nature, purpose, theme, and interdisciplinary of the proposed thesis topic, and indicate the human values and ethics at stake in

the thesis' argument; list an outline of the proposed sections of the thesis; and list the schedule agreed upon between the student and the mentor to accomplish these goals and successfully complete the thesis.

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

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

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

Discussion of the thesis topic early on before working out a thesis proposal is advisable. Faculty members may already have theses they are monitoring; thus they may have to turn down requests for mentoring as they can and should only mentor a few students each semester.

The thesis topic must be related to the student's curricular field (if a particular field was chosen) and the student is encouraged to contact Graduate Liberal Studies administration for validation of the thesis topic per curricular field (for continuing or returning students in the 30 credit/Thesis track).

Students are encouraged to contact the Associate or Assistant Dean for additional advice and assistance in preparing to write the thesis. The thesis is the culmination of the thirty credit/Thesis degree plan.

### ***Thesis Writing Course, LSHV-899-01***

Following the approval of the thesis proposal, and upon successful completion of 27 credits, a student registers for the three credit *Thesis Writing* (LSHV-899-01) course offered during the fall or spring semesters. A student registers for *Thesis Writing* following the successful completion of LSHV 898, the *Thesis Proposal Workshop* (usually the fall or spring semester following the *Workshop*) in accordance with the schedule determined between the student and the mentor regarding the writing and completion of the thesis requirement.

Registration in the *Thesis Writing* course constitutes half-time status (full-time for international students). The *Thesis Writing* course is the final three credit course for Master's candidates pursuing the 30-cr./Thesis plan. There are no class sessions for the *Thesis Writing* course; rather the student and mentor meet and communicate regarding the preparation, completion, and approval of the thesis following the schedule outlined in the thesis proposal.

The *Thesis Writing* course is for the actual production of the thesis and carries three credits with regular semester tuition charges and is assigned a letter grade by the student's mentor reflecting the academic quality of the thesis. The grade is posted to the student's transcript upon the written approval of the mentor, the Assistant and Associate Deans on behalf of the School of Continuing Studies and the Graduate School of Arts and Sciences.

The expected length of the thesis text is 80 pages. For details on the organization of a thesis proposal and the thesis, access to the Thesis Guidelines booklet and required forms, see the Master of Arts in Liberal Studies website at [scs.georgetown.edu/mals](http://scs.georgetown.edu/mals).

### ***Thesis Writing Completion & Continuous Registration***

Current research and scholarship are fundamental to the completion of a successful thesis. MALS students who pursue the 30 credit/Thesis plan will therefore be held to a firm timeline to help them achieve this goal. Theses may be completed in one semester.

#### ***First Semester Extension (LSHV-991)***

Students who receive an "I" in LSHV-899, "Thesis Writing" must register in Continuous Registration (LSHV-991) in the next semester (fall or spring) via MyAccess to maintain their academic standing and prevent being withdrawn for failure to register. A \$500 tuition charge is associated with Continuous Registration, and it has half-time status (full-time for international students).

Ex: If the Incomplete in LSHV-899 was from the spring semester, the student registers for LSHV-991 for the fall, since the summer semester is not required for course registration.

#### ***Second Semester (Final Thesis Extension)***

The student with an "I" in Thesis Writing (LSHV-899) and who does not submit a final thesis in that next consecutive calendar offering of Continuous Registration has one final semester of Continuous Registration to complete the thesis writing and submission. The student may request this second semester of Continuous Registration under extenuating circumstances, with demonstration of substantial – though partial – work completed, and with written approval from their thesis mentor and the Associate Dean. With approval, the student may register again for a final Thesis Extension (LSHV-991). A \$500 tuition charge is associated with this course. No additional semesters will be allowed for thesis completion.

Example: If the Incomplete in LSHV-899 was from the spring semester, and the student was not able to complete the thesis in the following fall's LSHV-991 Continuous Registration, the student registers again for LSHV-991, the final extension semester.

Continuous Registration sections are zero credit and this enrollment status may have implications on student loan or Visa status. Students should connect with their Financial Aid advisor and International Programs advisor regarding their continuing status. Although this is a zero credit course, it is designed to keep the student's status active in the system as s/he is actively continuing the pursuit of this degree, and carries with it services to and access across Georgetown University.

Requests for Thesis Writing extensions beyond the two consecutive semesters of Continuous Registration will not be considered. Students will not be approved for a Leave of Absence once they have entered Thesis Writing. Students are withdrawn from Georgetown University for failure to register in every Fall and Spring semester where there is no course registration in MyAccess.

A student who is unable to complete and submit a final Thesis by the deadline of his/her second (and final) semester of Continuous Registration may request to be either (a) withdrawn from Thesis Writing course at no refund and apply the already earned MALS credits toward the pursuit of the 36-cr./Coursework plan, or (b) withdrawn from the Thesis Writing course and from the MALS program entirely.

**If the student does not confirm in writing with the program administrators of his/her request to withdraw from LSHV-899 before the grade submission deadline of that last Continuous Registration semester, the "I" for LSHV-899 will be changed to an "F" grade and the student's degree candidacy will be automatically terminated.**

### ***Thesis Completion and Approval Recommended Schedule***

- April 1 for students enrolled in *MALS Thesis Writing* in the fall semester
- November 1 for students enrolled in *MALS Thesis Writing* in the spring semester
  - If these dates fall on a weekend, the following Monday will be the due date.
  - Failure to complete the thesis by the final deadline will result with the “I” for LSHV-899 to be changed to an “F” grade. This failure to complete the thesis will be confirmed in writing by the thesis mentor. The student’s degree candidacy will be automatically terminated.

## ***DEGREE CONFERRAL***

### ***Timeline to Degree, Applying to Graduate, Program and Completion***

All requirements for the degree must be completed in seven consecutive years from the time of admission. Requests for extensions must be submitted to the SCS Academic Affairs & Compliance Office by the Associate Dean. Extensions will only be granted under extraordinary and documented circumstances and are neither automatic nor guaranteed. Students who do not submit a request for an extension – or whose requests for an extension are denied – will be terminated from the program.

International students with F-1/J-1 visa status are required to register full-time (nine 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 registering in summer courses, for example), or later than expected, must contact their program, the Academic Affairs & Compliance Office, and the Assistant Dean for International Students & Scholars as soon as those changes occur to discuss the possible ramifications to their Visa status.

Graduation at the end of Fall, Spring or Summer 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 MALS 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 at [myaccess.georgetown.edu](http://myaccess.georgetown.edu)) to review their program audit on their own and also with their academic program. While the program administrators can provide guidance, it is ultimately the students’ responsibility to ensure that they have met all degree requirements (including specific courses, GPA, credit amount, and major requirements like a thesis which can differ by track).
- B. MALS candidates should complete the online graduation application in MyAccess under "Student Records" and "Apply to Graduate." **Neither paper forms nor duplicate forms should be submitted. Providing duplicate electronic and then hard copy applications to graduate is not recommended by the Office of the University Registrar and the Office for Academic Affairs & Compliance. The MALS administrators are provided with routine lists of students who have applied to graduate in every semester.**
- C. Under University policy, no credits may be completed in excess of the number required.
  - MALS candidates following the 30-credit/Thesis track should apply to graduate in MyAccess in the semester they anticipate completing their written thesis (27 attempted graduate-level credit hours earned *plus* currently enrolled).

- MALS candidates in the 36-credit/Coursework track should apply to graduate in MyAccess in their final semester of study.
- D. Applications are required from all students by Academic Affairs & Compliance's published deadlines for degree conferral, diploma order, and preparation of being listed in the annual *Commencement Book* in May. Failure to return a complete application in a timely manner may result in delays conferring the degree and ordering the diploma.
- E. International students should contact their International Programs Advisor (202-687-5867) to update their status and report the exact end-date of their program.

Submission of an application to graduate does not guarantee a 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. Detailed instructions for this process can be found in the "Application to Graduate" section of this handbook as well as on the SCS Graduation page ([scs.georgetown.edu/academic\\_affairs/graduation](http://scs.georgetown.edu/academic_affairs/graduation)).

### **Degree Completion in Absentia**

In rare circumstances, a student's degree completion is interrupted by a move away from the area. Should this be anticipated, it is the student's responsibility to request approval by email to the Associate Dean. If the student is in the process of producing a thesis or is a course or two away from completing the 36-credit plan, the student can work with the administration to determine if it is appropriate to make arrangements for how the thesis or final courses may be completed and transferred to his or her student record.

### **Commencement Exercises**

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

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

### **Academic Honors and Awards**

SCS academic programs review their graduating students and make recommendations for program-specific awards to be presented at the annual *Tropaia Ceremony* which takes place during the week before Commencement.

Graduate students are not ranked. 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. Undergraduate academic honors (such as *summa/magna/cum laude*) are not applied at the graduate-level.

### **Financial Clearance**

Financial holds prevent the generation of official transcripts and the issuance of a diploma or a certificate. Financial holds are not released until the past due balance is paid in full. All students



should 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. The financial clearance dates are December 3 if completing the degree in the fall semester; May 1 if completing the degree in the spring, or August 1 if completing the degree in the summer.

## **UNIVERSITY SERVICES**

### **Bookstore**

The University Bookstore is located on the main floor of the Leavey Center. The main line is (202) 687-7482. Its current hours and additional information can be found on their website at [georgetown.bkstore.com](http://georgetown.bkstore.com).

### **Computer Usage Services**

The University's [Academic Computer Services](#) operates computer labs for student use. Labs that are most convenient for Liberal Studies students to use are located in the Reiss Science Building in Room 238 and in the Intercultural Center, Room 218. In case of overflow usage in these locations, students may be directed to labs that are set up in the LXR, Harbin, and Village C residence halls.

### **Gelardin New Media Center**

The Gelardin New Media Center in Lauinger Library is Georgetown University's main resource for turning ideas and research into multimedia projects. An experienced staff is available to help connect you with the knowledge and tools that you need. All equipment and media resources are free to use for Georgetown students, staff, and faculty. The GNMC also offers facilities for post-production and other digital media endeavors.

### **Georgetown Downtown**

As Graduate Liberal Studies students, you enjoy all the access and privilege that comes with being a student in the School of Continuing Studies. While your courses are not held in the Georgetown Downtown space at this time, you are always welcome to stop in, visit with the Dean's Office or other primary SCS units, study and work on class assignments. Georgetown Downtown is located at 640 Massachusetts Avenue NW, in the vibrant, Metro-accessible downtown Gallery Place/Chinatown neighborhood in our nation's capital, Washington, D.C. [scs.georgetown.edu/about-scs/campus-life](http://scs.georgetown.edu/about-scs/campus-life)

### **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>.

### **Lauinger Library**

The main campus library is located on the corner of 37th and Prospect Street. Its regular hours of operation and other important information can be found on its website at [library.georgetown.edu](http://library.georgetown.edu). You must have your GO Card bar-coded at the Library BEFORE you check out books or use its research services. Carry your GO Card with you when you go to the Library as you must show it to enter the Library as well.

### **Parking**

Parking is available on campus in the Southwest Quadangle underground lot. Go to <https://transportation.georgetown.edu/Driving-and-Parking#CampusParkingLots> for further information on parking options and procedures at the University. All rates are subject to change without notice.

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

The Leavey Center provides students several places for [dining](#): Subway, Cosi, Starbucks, and others, The Faculty Club (restaurant), Vital Vittles (mini-market), and several coffee bars. The Leavey Center also has open lobbies for study as well as a full service attached [Aramark Hotel](#). The Epicurean buffet restaurant is on the ground floor of Darnall Hall, facing the hospital.

### ***Student Health Insurance***

Graduate Liberal Studies students enrolled in nine credit hours in a semester are automatically charged the required health insurance fee on their tuition bill. Eligible students must accept or waive this insurance. Students enrolled in less than nine hours are not eligible for Health Insurance. For information, call (202) 687-4883 or check <https://studenthealth.georgetown.edu/insurance> for further information.

### ***Transcripts***

All official student transcripts are stored at the Office of the Registrar. 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 [registrar.georgetown.edu/transcripts/](http://registrar.georgetown.edu/transcripts/). A one-time transcript fee of \$50 is charged to each new student's account upon acceptance.

### ***Yates Field House***

A fully equipped recreational/exercise facility is located near the Observatory on the main campus. Call (202) 687-2400 or check [website](#) for information on fees and services. Yates membership is not included as part of your course tuition.