



GEORGETOWN UNIVERSITY
School of Continuing Studies

Supplement to the
Professional Studies Graduate Student Handbook
2015-2016

Table of Contents

<i>TUITION, FEES, AND OTHER COSTS</i>	3
Application Fee.....	3
Tuition.....	3
Additional Fees.....	3
Books and Supplies.....	3
Other Course Material.....	4
Cost of Attendance.....	4
Tuition Installment Option.....	5
<i>RESOURCES AND SERVICES</i>	5
Library Resources.....	5
Career Advising.....	5
Employment After Program Completion.....	6
Health Care Services and Student Responsibility.....	6
<i>DEADLINES AND CLOSURES</i>	7
Admission Application Deadlines.....	7
Instructional Continuity.....	7
<i>STATE-SPECIFIC INFORMATION</i>	7
Information for Residents of Alaska.....	7
Information for Residents of Arkansas.....	7
Information for Residents of Georgia.....	7
Information for Residents of Indiana.....	8
Information for Residents of Iowa.....	8
Information for Residents of Louisiana.....	9
Information for Residents of Minnesota.....	9
Information for Residents of New Mexico.....	9
Information for Residents of Ohio.....	9
Information for Residents of Wisconsin.....	9
<i>GOVERNANCE AND ADMINISTRATION</i>	9
Governance Process.....	9
Officers of Georgetown University.....	10
SCS Central Administration.....	10
Program Administration.....	10
SCS Executive Committee.....	10

TUITION, FEES, AND OTHER COSTS

Application Fee

The application fee is \$50.

Tuition

Tuition for Summer 2015-Spring 2016 Semesters is below. Tuition is subject to change in subsequent academic years.

- Executive Masters in Professional Studies: \$1,863 per credit hour
- Professional Studies: \$1,083 per credit hour

SCS tuition is charged by the credit hour. Tuition charges may be obtained by multiplying the number of credits by the per-credit tuition rate. The current tuition rate is available on the Office of Student Accounts Web site (see below). Additional information related to graduate tuition and available financial aid may be found on the following websites:

SCS tuition website:

<http://scs.georgetown.edu/admissions/tuition/>

Georgetown University Office of Student Financial Services (OSFS):

<http://finaid.georgetown.edu>

Office of Student Accounts:

<http://studentaccounts.georgetown.edu>

Additional Fees

- One-time transcript fee: \$50
- Non-degree transcript fee: \$25
- Late registration fee: \$100
- Outstanding balance service charge: 1.75%
- Returned check fee: \$80

Transcript Fee: The one-time transcript fee will ensure that the student has access to copies of his or her official transcript for life. Students in degree programs are assessed a fee of \$50.00. Students in non-degree programs are assessed a fee of \$20.

Late Registration and Outstanding Balance Service Charge: Any student with an outstanding balance as of the end of the add/drop period is subject to a flat \$100.00 fee, assessed by the Registrar. At the end of each month following the start of classes, any outstanding balance will be subject to a service charge equal to 1.75% of the balance in question.

Returned Check Fee: Any paper or electronic check which is returned for any reason will result in an \$80.00 charge.

Books and Supplies

Students are not required to purchase books and supplies from the University; however, required textbook, software, or other required course material information can be found on the

University's bookstore Web site (<http://www.georgetown.bkstr.com>), individual course syllabi, and from the online course schedule available at <http://schedule.georgetown.edu>.

Other Course Material

Any required course material information can be found on the University's bookstore Web site (<http://www.georgetown.bkstr.com>), individual course syllabi, and from the online course schedule available at <http://schedule.georgetown.edu>.

For programs and courses that include study tours, students may be responsible for their own transportation to and from on-site fields of study and other accommodations not covered by a travel fee.

Cost of Attendance

A breakdown of the 2015-16 average cost of attendance budget for a graduate student who enrolls in a SCS Master of Professional Studies (MPS) degree program is listed below:

Direct Expenses¹	MPS unless otherwise noted	MPS Systems Engineering Management	Executive MPS Emergency & Disaster Management	Executive MPS Global Strategic Communications
Tuition ²	\$19,494	\$26,334	\$44,787	\$44,787
Indirect Expenses¹				
Average Living Allowance	\$20,286	\$20,286	\$17,328	\$17,328
Average Books	\$1,300	\$1,300	\$600	\$600
Average Travel	\$1,320	\$1,320	\$3,400	\$4,750
<u>Federal Direct Loan Fees</u>	<u>\$1,160</u>	<u>\$1,450</u>	\$2,175	\$2,235
<i>Subtotal</i>	<i>\$24,066</i>	<i>\$24,356</i>	<i>\$23,503</i>	<i>\$24,913</i>
Total Cost of Attendance	\$43,560	\$50,690	\$68,290	\$69,700

¹Direct expenses are charges that a student will incur on their billing statement from the Office of Billing and Payment Services. Indirect expenses are other associated costs which are averages that a student may incur for their education.

²MPS tuition is based on a student's anticipated enrollment in 18 credit hours; 9 credit hours each semester. Note: 9 credit hours is equivalent to full-time status and Executive MPS tuition is based on a student's anticipated enrollment in 24 credit hours; 12 credit hours each semester.

^{Note} Mandatory University Fee: A Georgetown University Health Insurance charge is not required unless a student is enrolled full time.

Tuition Installment Option

Any student with an account balance greater than or equal to \$2,000.00 is eligible to enroll in a monthly payment plan. Students wishing to enroll in one of the interest-bearing plans (i.e., the 33% or 20% plan) after the end of the semester's add/drop period but prior the last day of plan enrollment will be required to pay a \$60 fee. For more information, visit <https://studentaccounts.georgetown.edu/paymentplans>.

RESOURCES AND SERVICES

Library Resources

The SCS Library is a full-service Georgetown University library and offers the following services and resources to students, faculty and staff.

- Georgetown University library collections
- One-on-one research consultations
- Research assignment and project review consultations
- Research strategy and citation sessions

The Georgetown University Library fully utilizes online and information technologies that facilitate providing information resources and services that support the University's curricular and research activities. The Library website (<http://www.library.georgetown.edu>) serves as a gateway to research tools and resources such as online periodical index databases, electronic journals, and information available on the web from other scholars. In addition, information about the library and its services, ways to contact the library, including online forms, simplify use of library resources.

Career Advising

The SCS Career Collective, developed by faculty and staff, provides students helpful information regarding job searches, resume preparation, and LinkedIn profile strategies. The Collective holds regular resume review sessions and lectures from career coaches. Students can access many resources online by visiting the [SCS Career Collective Website](#)

Alumni Career Services – Georgetown's [Alumni Career Services](#) provides tools for job searches, events and webinars for professional development, networking opportunities and other special benefits. As a new alum, you are provided with the following complimentary services (for up to three years after graduation) through the [Cawley Career Education Center](#):

- Up to three 50-minute sessions with a career counselor
- Mock interview session (can be videotaped)
- Assessments to determine values, interests, personality, and skills (nominal fees may apply to cover cost of assessment supplies)
- Up to three 30-minute sessions with an employment advisor
- Opportunity to meet with pre-law advisor
- Attend annual career fairs
- Walk-in appointments (15 minute) on a first-come, first-serve basis
- Access to view and apply for alumni postings through the Hoya Career Connection system

Alumni of degree programs who graduated more than three years ago may receive:

- One walk-in appointment (15 minutes) to learn about resources available online and in the Career Resource Library.
- Access to view and apply for alumni postings through the [Hoya Career Connection](#) system.
- [Workshops and events](#) offered by staff, alumni and professionals throughout the year.
- Print resources, tools and links in the [Career Resource Library](#).

[Alumni Directory](#) & [Alumni Career Network](#) – The Georgetown University Office of Advancement hosts a number of forums designed to facilitate networking among Georgetown alumni working in a variety of industries. Whether you are looking to learn more about a certain industry, or you are preparing for a career transition, use the Alumni Directory and the Alumni Career Network to establish contact with fellow Georgetown graduates.

Employment After Program Completion

The School of Continuing Studies does not and cannot guarantee that openings listed through SCS programs will still exist, as posted, at the time of inquiry. SCS makes no representation or guarantee about positions listed and is not responsible for safety, wages, working conditions or other aspects of employment. It is each individual's responsibility to thoroughly research the integrity of each organization to which he or she is applying.

SCS does not guarantee job placement following degree completion. Current students and alumni can take advantage of the career services (including job postings, workshops, and webinars) offered through the Georgetown Alumni Association, Career Services, and through SCS at the program level.

Health Care Services and Student Responsibility

Because maintaining good health requires access to health care when you need it, Georgetown University requires all full-time (8+ credits) graduate students to have adequate health insurance:

1. Your medical plan should include a minimum coverage of at least \$100,000 per illness and \$100,000 per injury.
2. Your plan should be in effect no later than the last day of Add/Drop.
3. Your medical plan needs to remain in effect for the duration of your full-time student enrollment at Georgetown. For more information about insurance plans, please visit:

<https://studenthealth.georgetown.edu/insurance>

The Student Health Center (SHC) is staffed by family practice faculty physicians and nurse practitioners who are dedicated to providing high quality health care. SHC is a service provided by Georgetown University Hospital for students at Georgetown University. Fees are charged for their services and may be billed to students' health insurance providers. More information about the Student Health Center can be found on the SHC website: <http://shc.georgetown.edu>.

DEADLINES AND CLOSURES

Admission Application Deadlines

Georgetown SCS has rolling admissions deadlines which are subject to change. Please see the Admissions website for the most up to date deadlines and additional information:

<http://scs.georgetown.edu/admissions/how-to-apply/masters-degrees/#deadlines>

Instructional Continuity

Georgetown University operates under a formal instructional continuity plan. In the event of an emergency closure, faculty members provide educational opportunities to their students using instructional technology (such as Zoom or Blackboard) and other methodologies to ensure continuation of study. This website offers guidance for maintaining academic continuity during these unexpected periods <http://instructionalcontinuity.georgetown.edu/>.

STATE-SPECIFIC INFORMATION

Information for Residents of Alaska

Georgetown University provides online or distance delivered instruction to Alaska residents and does not have a physical presence in the state. Therefore, the university is exempt from authorization by the Alaska Commission on Postsecondary Education.

Information for Residents of Arkansas

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Information for Residents of Georgia

Please see page 41 of the SCS Student Handbook for information on filing complaints. The final institutional decision will be made by the Dean of SCS.

If you have additional questions or concerns, you may also contact:

Office of Academic Affairs and Compliance
School of Continuing Studies

640 Massachusetts Ave, N.W.
Washington, DC 20001
scsoaac@georgetown.edu
(202) 687-8700

Students also have the right of appeal of the final institutional decision to:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300
www.gnpec.org

Information for Residents of Indiana

This institution is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670
Indianapolis, IN 46204-1984

Information for Residents of Iowa

Georgetown University is registered by the Iowa College Student Aid Commission. Questions or complaints may be addressed to:
Iowa Student Aid Commission
430 E. Grand Ave, Floor 3
Des Moines, IA 50309

Per Iowa Code section 261.9(1)g, Georgetown University has adopted the following policy for residents of Iowa who are students within Georgetown's SCS online programs:
Not less than the following options will be offered to an Iowan SCS online student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements

are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Information for Residents of Louisiana

Georgetown University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Information for Residents of Minnesota

Georgetown University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Information for Residents of New Mexico

Refunds, including a cooling off policy, for residents of New Mexico will be calculated pursuant to New Mexico Administrative Code 5.100.2.20 NMAC.

<http://164.64.110.239/nmac/parts/title05/05.100.0002.htm>

Residents of New Mexico may direct questions or complaints to:
NMHED/PPSD

2044 Galisteo St, Suite 4, Santa Fe, NM 87505-2100

505-476-8442 or 505-476-8416

<http://www.hed.state.nm.us/institutions/complaints.aspx>

Information for Residents of Ohio

Authorization by the Ohio Board of Regents applies to online programs with an on-ground component in Ohio. Approval for these programs is limited to the on-ground experience.

Information for Residents of Wisconsin

Refunds for residents of Wisconsin will be calculated pursuant to Wisconsin Administrative Code Chapter EAB 8.

https://docs.legis.wisconsin.gov/code/admin_code/eab/8/05

GOVERNANCE AND ADMINISTRATION

Governance Process

For more information on the University governance processes, including the role of students, please see the following Web sites:

1. Georgetown University's Governance website:

<http://www.georgetown.edu/about/governance/index.html>

2. School of Continuing Studies' Governance website:

<http://scs.georgetown.edu/about-scs/governance-and-leadership/>

Officers of Georgetown University

John J. DeGioia, Ph.D., President

Robert M. Groves, Ph.D., Provost

Vacant, Treasurer

Edward M. Quinn, Secretary

SCS Central Administration

[Kelly J. Otter, Ph.D.](#), Dean

[Walter Rankin, Ph.D.](#), Deputy Dean

[James V. Parenti, M.A.](#), Senior Associate Dean

[Roseanna C. Stanton, Ph.D.](#), Chief Strategy & Communications Officer and Senior Associate Dean

[Kristen Consolo, M.B.A.](#), Chief of Staff and Senior Administrative Officer

[Laurie A. Jarema, M.A.](#), Associate Dean, Finance & Administration

[Sissel Malmbekk, M.A.](#), Associate Dean, Operations

[Jeremy A. Stanton, M.B.A.](#), Executive Director, Technology

[Michele Mackie, Ph.D.](#), Associate Dean, Office of Academic Affairs and Compliance

Program Administration

[Denise A. Keyes, M.A.](#), Senior Associate Dean, Division of Professional Communication

[Veronica D. Donahue, Ph.D.](#), Associate Dean, Summer School & Special Programs

[Edwin W. Schmierer, M.B.A., M.S.](#), Associate Dean, Center for Continuing & Professional Education

[Uwe Steven Brandes, M.Arch.](#), Executive Director, Urban & Regional Planning Program

[Gray Shealy, M.Arch.](#), Executive Director, Hospitality Management Program

[Glenn Williamson, M.B.A.](#) (Interim), Assistant Professor of the Practice, Real Estate Program

[Vincent J. Kiernan, Ph.D.](#), Associate Dean, Bachelor of Arts in Liberal Studies Program

[Beverly A. Magda, Ph.D.](#), Associate Dean, Technology Management Program

[Nancy Suski, M.S.](#), Executive Director, Emergency & Disaster Management Program

[John Dolan, Ph.D.](#), Associate Dean, Graduate Liberal Studies Programs

SCS Executive Committee

The SCS Executive Committee is comprised of tenured faculty from Georgetown University, an Associate Provost and the Dean of SCS. The Committee reviews proposals for new credit programs and advises the Dean on internal and external affairs at SCS and the University. They may also request information and reports regarding marketing, operations, staffing and financial matters within SCS.

[Paul Almeida, Ph.D., M.B.A.](#), Senior Associate Dean of Executive Education, and Associate Professor of Strategy and International Business, McDonough School of Business

[Julia A. Lamm, Ph.D.](#), Associate Professor, Department of Theology

[Peter C. Pfeiffer, Ph.D.](#), Professor and Chair, Department of German

[Kelly J. Otter, Ph.D.](#), Dean, School of Continuing Studies

[Terrence P. Reynolds, Ph.D., Th.M., M.Div.](#), Associate Professor, Department of Theology
[Alexander Sens, Ph.D.](#), Joseph Durkin, S.J., Professor and Chair, Department of Classics
[Anna Celenza, Ph.D.](#), Thomas E. Caestecker Professor of Music, Department of Performing Arts

FACULTY

The faculty members of the School of Continuing Studies represent a balance of traditional research interests and applied professional experience. Across the disciplines, our faculty members hold advanced degrees from the Ph.D. and J.D. to the M.A., M.B.A. and M.Ed., among others.