



GEORGETOWN UNIVERSITY
Semester in Washington, DC Program

Academic Rules and Regulations

2014 – 2015

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WELCOME

Welcome to Georgetown University and the programs in the School of Continuing Studies (SCS). SCS is comprised of: Doctor of Liberal Studies (DLS) degree; Master of Arts in Liberal Studies (MALS) degree; Master of Professional Studies (MPS) degree; Executive Master of Professional Studies (EMPS) degree; Bachelor of Arts in Liberal Studies (BALS) degree; Semester in Washington Program (SWP); the Summer School; Special Programs for High School Students; and the Center for Continuing and Professional Education, the non-credit arm of the School.

This handbook is for Semester in Washington Program 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 the SWP program Dean 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.

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, the MPS Deans' Council, 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.

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.

Semester in Washington Program (SWP)

The SWP program office is located at the Georgetown Downtown campus.

Dr. Katerina Kulagina, Assistant Dean
Georgetown University, SCS, SWP
640 Massachusetts Avenue, NW
Washington, DC 20001

Direct: 202-687-8722

Main: 202-687-7723

Fax: 202-784-7200

Email: kyh@georgetown.edu

Website: scs.georgetown.edu/departments/19/semester-in-washington-dc-program/

Office of Academic Affairs & Compliance

The Office of Academic Affairs & Compliance (scs.georgetown.edu/academic-affairs/) reinforces the relationship between the School's liberal and professional studies programs and the fundamental Jesuit Values of Georgetown (missionandministry.georgetown.edu/thespiritofgeorgetown/), 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 ideaa.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 Associate/Assistant Deans or Executive Directors, or faculty members within the School depending upon the circumstances. The review board will:

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

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

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
Rachael Godlove, Interim Associate Dean, Academic Affairs and Compliance
640 Massachusetts Avenue N.W.; Washington, D.C. 20001
Phone: (202) 687-5965; Email: titleixscs@georgetown.edu

Bullying and Cyberbullying

According to the Student Code of Conduct, “Any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal, that can be reasonably expected to inflict fear, to intimidate, to incite violence, or to force someone to do something against his/her will or self-interest. Harassment may include, but is not limited to, any act that may:

- Place an individual in reasonable fear of physical harm;
- Cause a substantial and foreseeable detrimental effect on an individual's physical or mental health;
- Substantially interfere with an individual's ability to participate in or benefit from the University's education and/or co-curricular programs;
- Create an intimidating, hostile, or offensive environment that interferes with an individual's work or academic pursuit.

(studentconduct.georgetown.edu/code-of-student-conduct)

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/).

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

Change of Address

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

1. Enter the change into MyAccess to continue to receive University mail, grade reports, etc.
2. At the same time, notify the academic program in order to continue to receive program mailings, registration information, and, in some instances, urgent phone calls.

Directory Information Disclosure Policy

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

Emergency Closures, Preparedness, and University Safety

During inclement weather or other emergencies, check 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.

ACADEMIC INTEGRITY & STUDENT CONDUCT

The Georgetown University Honor Code and System

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

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

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

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

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

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

Plagiarism, Citing Sources, and Academic Research

Plagiarism is defined by the Georgetown Honor Council as "the act of passing off as one's own the ideas or writings of another" (Please see "What is Plagiarism?" available at: honorcouncil.georgetown.edu/system/useful-information). *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 style manuals used in SCS programs are:

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

Avoiding Plagiarism and Uncited Paraphrasing

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

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

Turnitin.com & Student Essays

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

Human Subjects Research

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

Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects. As such, it is also subject to review. These legal requirements apply regardless of the source of research support. In a large number of cases, research proposals fall into categories which exempt them from full review. For example, research on standard educational techniques or strategies, work using publicly available survey data where the

respondents are not identified, or interviews with public officials or candidates for public office are normally exempt. *However, a specific project's eligibility for exemption cannot simply be determined by the individual researcher. The law requires that institutions provide structured mechanisms for determining exemptions and that they keep records documenting the process and its results.*

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

Student Conduct

Georgetown University and the School of Continuing Studies expect all members of the academic community, students, staff, and faculty alike, to treat others respectfully and with dignity both in and out of the classroom. Students should be particularly mindful that their interactions through group assignments, email, blogs, and social media (for example, Facebook and Twitter) can reflect upon them personally, academically, and professionally.

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/) 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.

See also the "Anti-Harassment Policy" section and its sub-sections under University Policies.

FIRST STEPS AFTER ADMISSION

Confidentiality of Admissions Materials

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

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

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/.

MyAccess (Student System)

Your student record is accessible through the MyAccess (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. 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.

Confirm Your Course Selection

Send a quick email to Dr. Kulagina confirming your course selection for the semester.

Sign Up and Pay for Housing (Optional)

Housing assignments are limited, so please carefully review the Housing information you receive from Dr. Kulagina. Please also visit housing.georgetown.edu/academic/forms/.

Secure an Internship

The internship experience is the cornerstone of this program and securing one early can positively impact the rest of your SWP studies.

Student Forms

Complete your forms, including your Internship Form. During the SWP orientation session, you receive several forms that need to be completed, signed and submitted the respective offices. This includes an internship form, which needs to be completed and signed by you and your office supervisor at the place

of internship. Please complete the form and submit the signed form to the Assistant Dean for approval prior to the start of your internship.

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

All incoming international and U.S. permanent resident students must return the mandatory Immigration Questionnaire. Students requesting a GU-sponsored F-1/J-1 Visa status must also do the following: (1) complete all requirements and procedures required by 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 Assistant Dean for International Students & Scholars, the student's Assistant Dean and Admissions Counselor.

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/.

Student Health Insurance

Most students registered in nine or more credit hours are automatically charged the required health insurance fee on their tuition bill. If billed, the student must accept or waive this insurance. For information, call (202) 687-4883 or visit studenthealth.georgetown.edu/insurance for further information.

Financial Aid

Visiting students enrolled in the Semester in Washington program must apply for financial aid with their home institution. If the student's home institution requires a consortium agreement, the agreement is to be completed by Georgetown University's Office of Student Financial Services.

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. Please visit studentaccounts.georgetown.edu/.

Parent/Third-Party Authorization to View/Pay Your Bill

Students can set up authorization for parents or another third party to view the bill and make payments. The student logs on to *MyAccess* and selects "Student Account Services," "Account Access Authorization." When the authorization is created, an email containing the link to the access login page is sent to the person who is being granted access. The recipient is then able to use the link to view the student's bill and to make payments on line. Since the link is the authorization for access, it is important that the recipient retains the email with the link for future use. Anyone other than the student seeking to obtain access to *MyAccess* will need (1) a valid email address (2) the student's GOCARD number. Direct access by third parties to *MyAccess* is prohibited by the Family Education Rights and Privacy Act.

Log-In to Blackboard

Most courses have a Blackboard site, an online portal, where instructors post the course syllabus, readings, assignments, and other important information, including class cancellation and changes of meeting times or locations. You can access blackboard at netid.georgetown.edu, using your NetID and password.

Secure Your GOCard (Student ID Card)

You must have a GOCard, a student identification card, to access the Georgetown Downtown campus at 640 Massachusetts Avenue, NW, to check books out from the GU libraries, to enter some classrooms and main campus buildings, to use the University shuttle bus, etc. There is a satellite GOCard Office at 640 Massachusetts Avenue, NW and its main 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.

Buy Your Books

You can purchase the required books for your courses at the Georgetown Downtown campus. Some students prefer to order their books through alternative sites, such as amazon.com, abebooks.com, cheapbooks.com, campusbooks.com, or other similar sites.

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.

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 nor by writing tutors; students are expected to perform all aspects of writing in every course themselves.

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 Librarian early in the semester to learn best practices for conducting graduate level research.

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 georgetown.edu/campus-life/offices-resources/veterans/.

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.

Students with Disabilities

We proudly support the role of GU's Office of Institutional Diversity, Equity, and Affirmative Action (idea.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) and the Americans with Disabilities Act of 1990 (www.ada.gov/).

Students with disabilities are strongly encouraged to contact the Academic Resource Center (ARC), academicsupport.georgetown.edu/disability/, in the School of Continuing Studies (C129), 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/.

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.

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/. A one-time transcript fee of \$50 is charged to each new student's account upon acceptance.

SEMESTER IN WASHINGTON PROGRAM (SWP): ACADEMIC GUIDELINES

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 Pre-registration, Registration, and all courses added after the student's initial registration. Any student who initiates course registration after the close of the regular Registration period 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 or (202) 687-7100 with any questions.

Fall and Spring Semester in Washington students will be automatically registered for 15 academic credits by the Assistant Dean. All SWP students are required to earn 15 credits by fulfilling the following requirements:

1. Attend the academic seminar Mondays and Fridays from 11:00-1:30 pm (Politics & Public Policy) or 3:00-5:30 pm (International Relations) for sixteen weeks, earning a total of 9 credits. The scheduled class meetings, lectures, and speakers will vary week to week with students receiving an updated class itinerary on a weekly basis detailing adjustments and additions to the class schedule.
2. Work as interns, Tuesday through Thursday and take the accompanying SWP Internship Class for 3 credits. The Internship Class will meet every Monday from 5:50pm-7:50p. over the course of the semester.
3. Attend the research seminar Mondays and Fridays for sixteen weeks from 9:30am-10:45am, over the course of the semester.

Summer Semester in Washington Program students will be automatically registered for 6 academic credits by the Assistant Dean. All SWP summer students are required to earn 6 credits by fulfilling the following requirements:

1. Attend the academic seminar/internship class once a week in the morning for eight weeks, earning a total of 6 credits. The scheduled class meetings, lectures, and speakers will vary week to week with students receiving an updated class itinerary on a weekly basis detailing adjustments and additions to the class schedule.
2. Work as interns full days Monday through Friday, over the course of the semester.
3. Attend the research seminar once a week in the evening for eight weeks, over the course of the semester.

Academic Advising

Students are encouraged to seek academic guidance and advising from their Associate Dean/Executive Director early and often. Students can also reach out to their program's Manager, Director or Assistant Dean; faculty members teaching in their academic program. Academic program personnel provide individual advising to students programs may require advising at certain points in the student's tenure, particularly if the student is not in good academic standing. Students are ultimately accountable for their own program enrollment and course registration decisions, however, and are responsible for meeting all

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

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 registrar.georgetown.edu/registration/add-drop/. *Tuition Refund Periods* can be found at registrar.georgetown.edu/registration/refunds-and-tuition/. It is the student's own responsibility to verify the accuracy of one's 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 (registrar.georgetown.edu/registration/add-drop/) 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/.

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 Deans, the Registrar's Office staff, or Student Billing & Payment Services, is solely responsible for notifying the SWP Assistant Dean in a timely manner any schedule changes before the end of any registration period.

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.

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

Waitlist

SCS does not maintain waitlists. Students should consult directly with their academic advisor prior to the start of the semester to determine if they can be permitted to add into a closed section of a required course. Students will not be added to closed, elective courses.

Withdrawal from the Program

Students who wish to withdraw formally from a program should do so in writing via email to their SWP Assistant 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.

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

Students withdrawing from the program and living in Georgetown housing must move out of Georgetown housing by the close of business of the effective date of withdrawal. No credit is given for fees, including the Yates Field House, regardless of date of withdrawal.

Refunds/Withdrawal from Housing

The refund dates and policy is outlined in detail in the Residence Hall Occupancy Agreement given to each student. For detailed information on refund policies, please visit housing.georgetown.edu/academic/forms/.

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, families, 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 will be forwarded to the Compassionate Withdrawal Committee which will make a recommendation to the Associate Dean.

GRADES & GRADING

Grading System

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

A	4.00	N	Incomplete
A-	3.67	W	Withdrawal
B+	3.33	S	Satisfactory (“C” or better required for “S”)
B	3.00	U	Unsatisfactory (“C-” or lower results in “U”)
B-	2.67	IP	In Progress
C+	2.33	NR	Not Reported*
C	2.00	AU	Audit (Not an option for SWP students)**
C-	1.67		
D+	1.33		
D	1.00		
F	0.00		

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.

*The “NR” code is not considered an Incomplete (“N”) and is not treated the same way as an Incomplete (“N”). 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.

**SCS courses cannot be audited (by students within those programs or by visiting students). We firmly believes 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 2.00 (solid “C” average). Georgetown does not round the GPA.

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

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. Since active participation and discussion are required in most courses, absences have an adverse effect learning the material, participation and the calculation of a student's final grade. Students should **not** assume that they will be dropped or withdrawn due to absenteeism, however, and 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, contact the instructor well in advance. In the case of religious observances that conflict with class sessions, you must notify the instructor in writing at the beginning of the semester (see "Provost's Policy Accommodating Students' Religious Observances" below) to discuss how you can best fulfill the academic requirements of the course.

Internship Attendance/Absence

Due to the experiential learning nature of the Semester in Washington program, the internship component constitutes an integral part of the program. Attendance at the internship site is expected except in extraordinary circumstances. In all instances, the student should contact the office supervisor, your Internship Instructor and the Assistant Dean regarding any absence.

Absences usually detract from the full internship and program experience and may result in a reduction in the grade of the internship component and possible termination by the employer. The Internship Class faculty may also request that a student submit additional assignments before assigning the final grade, if attendance becomes an issue. Three unexcused absences may result in an "F" for the internship component of the Semester in Washington Program.

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. Approved holidays can be found at: campusministry.georgetown.edu/document/1242829394348/campus+ministry+religious+holy+days+2014-15.pdf.

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, "N," 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 SWP Assistant Dean and the Interim 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 "N" is changed to the appropriate grade. This policy is applicable to all Professional Studies courses as well as courses students may take outside the program here at Georgetown or another university.

Semester in Washington deadlines for the submission of Incomplete coursework:

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

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered to the Assistant Dean and instructors no later than 4 p.m. EST on or before the date listed above. The student is responsible for ensuring any emailed work, including attachments, is received and can be opened by the recipient. Submissions after the published deadline date and time will not be accepted and the grade of "N" will automatically change to the grade of "F." Upon receipt of the final assignment(s) by the deadline, the instructor will review the work submitted and send a grade change report to the Office of Academic Affairs & Compliance for final review.

Course Grade Changes and Time Limits

At the end of each semester, visiting students are responsible for printing up and reviewing their transcript and grades through MyAccess. If they have questions about a grade or find that a grade has not been recorded, they should contact the instructor, the Assistant Dean for the Semester in Washington Program, and/or Registrar's Office immediately for guidance. Once a final grade has been recorded, it cannot be changed with the submission of additional or revised work.

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

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

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

Grade change requests must be submitted by the instructor to the Associate Dean of Academic Affairs & Compliance and can only be considered for the following reasons: (1) The student has appealed the

grade successfully by the deadline through the visiting student grade appeal process as described below; (2) An Incomplete has been finished by the deadline as described below; (3) The instructor made a grading or mathematical error in calculating the original grade; (4) The instructor made a recording error when submitting the final grade.

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.

Grade Appeal Process

Although the Semester in Washington Program is managed through the School of Continuing Studies, students who enroll through this program may occasionally take courses in departments and with faculty members who do not fall under the authority of our School. We trust Georgetown instructors to evaluate the academic content and merit of work submitted by students for those courses, and we do not have the academic or professional expertise to re-grade or re-evaluate exams, papers, or other work submitted to instructors. In the event that a visiting student would like to appeal a grade, that student should take the following steps:

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 professors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards.

b. If, after speaking with the instructor, the student still believes that the final grade was incorrectly assigned, he or she may then appeal in writing to the Assistant Dean of the Semester in Washington Program. The student should supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following the semester in which the contested grade was received. The course instructor and or department chair may also be contacted by the Assistant Dean for additional information. Upon completion of this review, the Assistant Dean may decide (1) that there is no basis for the appeal and the original grade will be upheld or (2) that the appeal warrants further review by an internal committee comprised of three members of the School's administrative staff and faculty. If a committee is called, the Assistant Dean will name a chair of that committee and all members will review the information and assignments and then make a formal, written recommendation to the Assistant Dean. In either case, neither the Assistant Dean nor the committee members will judge the academic merit of the assignments; rather, the Assistant Dean will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the Assistant Dean will either deny the grade appeal or request that the instructor re-consider the final grade based upon the review.

c. If, after speaking with the instructor and Assistant Dean of Academic Affairs & Compliance, the student would like to appeal further based upon procedural grounds, he or she may then submit a formal request to the SCS 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. Please note: 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.

SUNDRY ITEMS

Banking

There are also a number of ATM machines located on campus. In the Leavey Center, they may be found in front of the student credit union, in front of the Center Grill, and at the end of the hall past the Center Grill. ATM machines are also located in the Leo J. O'Donovan Dining Hall.

Campus Ministry

Georgetown is a Jesuit Catholic institution that respects and encourages a variety of faith traditions. For information about Religious Services and events, please visit the Campus Ministry website at campusministry.georgetown.edu/.

Computer Services and Support (UIS)

The University Information Services (UIS) operates and maintains computer labs for use by Main Campus students, faculty, and staff. These labs are equipped with both IBM-compatible and Macintosh computers offering a wide variety of software packages. Several discipline-specific and class-related computer programs are available on UIS lab machines as well as Internet utilities. Laser printing is available in all UIS labs. If you need assistance with any UIS supported software or systems, please contact the University Information Services (UIS) student help desk for assistance Monday through Friday 9:00 a.m. to 5:00 p.m. by dialing 687-4949 or via e-mail at helpdesk@georgetown.edu. Information service outages is announced here:

www12.georgetown.edu/uis/tools/outages/unscheduled.cfm

Labs in Reiss, ICC, St. Mary's Hall, and the library are available only while the buildings are open. Any changes in lab availability are posted in the computer labs, and at the UIS Service Desk in St. Mary's Hall. Internet access in Darnall Hall requires high-speed Ethernet adapters. These can be checked out at the UIS office on the first floor of St. Mary's.

Lauinger Library

The main campus library, Lauinger, is located on the corner of 37th and Prospect Street. Call (202) 687-7500 to verify the daily schedule. Carry your GOCard with you when you go to the Library as you must show it to enter the Library. Many library services, such as databases, are available online from any location. You need your NetID and password to access most online library services from off-campus. The main library web site is <http://library.georgetown.edu/>. Georgetown University is a member of the Washington Research Library Consortium, a resource-sharing organization composed of seven universities in the Washington, D.C., metropolitan area established to expand the information resources available to their students and faculty.

Downtown Parking and Transportation

The campus is easily accessible and features a range of transportation options for anyone commuting to campus. With a perfect Transit Score of 100, the campus is within six blocks of all five Metro rail lines serving the Washington, D.C. region. The campus is in close proximity to countless Metro bus stops, Capital Bikeshare stations and Union Station commuter train services and also features easy access to Interstate 395, Route 50 and parking. And with aWalk Score of 98—a “walker's paradise”—our SCS community will find a convenient, walkable neighborhood full of amenities and local culture.

There are multiple parking options available close to Georgetown Downtown. There are more than 3,000 parking spots within a four-block radius of campus, many of which have evening and weekend service hours. Information about area parking options and rates can be found by visiting washingtondc.bestparking.com.

Student Center on Main Campus

The Leavey Center provides students several places for dining: Center Grill (cafeteria), Fast Break (fast-food), 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 Marriott Hotel. (A mini-market, Hoya Snaxa, is located above the parking garage.)

Student Health Center on Main Campus

The Student Health Center is located on the ground floor of Darnall Hall and is staffed by physicians and nurse practitioners. A full range of services are offered by appointment. Urgent cases are accommodated during office hours as add-ons, and emergency cases occurring outside office hours are referred to the Emergency Room at the Georgetown University Hospital. The Student Health Center charges for all services and payment is expected at the time of service. Students and/or parents are responsible for any charges. Payments can be made in cash or charged to major credit cards. Students should remember to bring their GOCards and Medical Permission Form to the Student Health Center every time they access care. For more information and to make an appointment, please call the Student Health Center at (202) 687-2200 or visit <http://www3.georgetown.edu/student-affairs/health/index.html>

City Transportation

Students have several options for transportation in the metro DC area. You may use the Washington Metropolitan Transit Authority (Metrorail, Metrobus) or Georgetown University Transportation Services (GUTS). For GUTS routes, schedules, and fares, call (202) 687-4364 or visit the web site, <http://otm.georgetown.edu/guts>. The Washington Metropolitan Transit Authority operates several bus lines and a subway system. To access an interactive map of the Metro system go to: <http://www.wmata.com>. The Circulator is a bus system that operates every day, mainly between 7:00 a.m. and 9:00 p.m. between Georgetown and sites of interests in Washington, DC. Standard bus fare is \$1.00 and can be paid with a metro card. For updated fares, schedules, and more information, please visit <http://www.dccirculator.com/>. Georgetown's business community operates the Georgetown Metro Connection ("blue bus"), which runs Monday – Sunday, every ten minutes, from 7 a.m. to midnight. The bus picks up from the Rosslyn and Dupont Circle metro stations and has several stops on M Street. More information: http://www.georgetowndc.com/getting_here/shuttle.

Yates Field House on Main Campus

A fully equipped recreational facility is located near the Observatory. Visit <http://yates.georgetown.edu> or call 202-687-2400 for information on services and hours of operation. Please note that your GO card is required for entrance.