



GEORGETOWN
UNIVERSITY
SCHOOL OF CONTINUING STUDIES

Doctor of Liberal Studies Handbook

Academic Rules and Regulations

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DOCTOR OF LIBERAL STUDIES DEGREE
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Graduate Liberal Studies Administrative Office Contact Information

The Graduate Liberal Studies Administrative Office is located in the Intercultural Center on the main campus, Suite 225. It is open from 9:00 AM to 5:00 PM, Monday through Friday, except University holidays. Morning appointments (8:00 AM on) are usually an option.

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I. Introduction

Students should familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of the Doctor of Liberal Studies (DLS) degree detailed herein. Caveat: The HANDBOOK will be revised periodically in conformity to program changes and Graduate School policy revisions.

The School of Continuing Studies and Georgetown University reserve the right to alter academic or financial conditions as needed. Other provisions affecting students may also be changed as necessary. Such rules, regulations, and procedures may govern both new and continuing students and will be considered effective—and an integral part of this codification—after notice of the change has been posted on the Graduate Liberal Studies DLS Program website.

Administration and Support of DLS Students

Director of Doctor of Liberal Studies Program (DLS Director)

The Director of Doctoral Studies serves DLS students from their entry in the Program to the completion of their degree. Specifically, the DLS Director assists DLS students with course selections; oversees students' progress through the degree program; with the DLS Executive Committee selects three faculty members to assist in the student's Written and Oral Comprehensive Examination; and assists in the selection of three faculty members to constitute a Doctoral Thesis Committee for each student. In addition, the DLS Director advises the GLSP Director on course/faculty selection for the doctoral program.

Director of Graduate Liberal Studies (GLSP Director)

The GLSP Director is an Associate Dean in the School of Continuing Studies. The Doctor of Liberal Studies (DLS) degree is administered through the School of Continuing Studies in the Liberal Studies Degree Program that also administers the Master's (M.A.L.S.) degree. The DLS Director and fourteen Core Faculty members provide faculty advisement and support to the GLSP Director. Academic policies regarding the Doctor of Liberal Studies degree originate with the Core Faculty of the Graduate Liberal Studies Degree Program and the Executive Committee of the DLS and are submitted for approval to the Dean of the School of Continuing Studies. Decisions affecting the academic content of the DLS degree program are subject to review by the Graduate School.

The GLSP Associate Director Graduate Liberal Studies (GLSP Associate Director)

The GLSP Associate Director is an Assistant Dean in the School of Continuing Studies, who assists both the students and faculty by managing the students' academic progress and supporting the academic services of the faculty.

DLS Executive Committee

The Chair of the Core Faculty chairs the DLS Executive Committee and nominates two additional members of the Core Faculty to serve on this Committee. They are appointed subject to the approval of the GLSP Director. The term of service is three years. The three-person DLS Executive Committee reviews all application materials and provides final recommendations to the GLSP Director on admission of new students. Other responsibilities for this Committee include assisting the DLS Director in the approval of faculty to administer the Written Comprehensive Examinations and the faculty to serve on a student's Doctoral Thesis Committee. The DLS Executive Committee ordinarily meets three times a year: once in the early spring to make admissions decisions; in the early summer to receive an annual review of the students' progress toward completion of the degree program; in the fall (or as needed) to recommend faculty to committees and serve on the Comprehensive Examination Committee.

II. The Doctor of Liberal Studies Program

Through the required foundational courses in the humanities—specifically philosophy, theology, history, art, literature, and the social sciences—the doctoral program establishes the intellectual and scholarly context needed to carry out serious interdisciplinary study and research. Students must complete a total of thirty-six credits to be distributed in the manner described below. Six to nine hours of Transfer Credit or Advanced Standing may be awarded as determined by the DLS Director, in consultation with the GLSP Director. Such credits must be from graduate-level, academic work acquired at Georgetown University or other approved universities.

Required Foundational Courses

For a student's first two years, he/she is required to enroll in the DLS Foundational course each Fall and Spring semester. These courses include: *Introductory Colloquium: Liberal Studies as Perspective and Method*; *The Rise of the Modern Spirit*; *The Challenge of Postmodernism*; and *Approaches to Art & Literature, and Historiography*. They are designed to help students undertake their scholarly work in the program with a thorough understanding of the intellectual context in which scholarship and criticism, reading and research are currently carried out. This focus of the courses is two-fold and based on: (a) the insights and theories of major scholars, thinkers, and critics and (b) the methodological implications of those insights and theories.

Although these Foundational courses trace the theoretical and critical developments in philosophy, in art and literature, and in history and the social sciences during the last two hundred and fifty years, the student's area of inquiry is not limited to the chronological period covered in these courses. Only students in the DLS program are permitted to enroll in these courses.

Evaluation of Performance in the Foundational Courses

The Foundational courses are designed to be the unifying and integrating element of the program. The evaluations done in the Foundational courses during the first year will provide

valuable diagnostic advice to students regarding areas of their performance that need to be strengthened, as well as early warning to the rare student whose performance raises significant doubts in the minds of the faculty about his or her ability to complete the program successfully. Similarly, in the second year Foundational courses, the evaluations will provide focused constructive criticism designed to ensure readiness for the comprehensive exam.

Faculty who teach the Foundational courses in the Doctoral Program must give the DLS Director a written evaluation of the quality of the work of each student in his/her course. This evaluation is to cover areas of concern listed by the LSP and is due within 30 days after the last class in the course. A copy of this evaluation must also be given to the student.

The evaluations contained in these letters outrank any letter grades or interpretations of letter grades in the DLS Executive Committee's assessment of a student's progress in the program and may be used by the Committee to place the student on probation or to recommend to the Graduate School that the student's admission to the program be terminated.

The DLS Executive Committee must notify any student whose continuation in the program is at risk that it is so and why it is. This notification must be mailed to the student within 60 days of the last day of class for the course.

In all matters relating to sufficient progress, the burden rests with the student to remove all reasonable doubt about the quality of his/her work and the prospects for a successful conclusion of the doctoral program.

Faculty who teach courses at the doctoral level beyond the Foundational Courses are encouraged but not required to alert the DLS Director in writing about any academic weakness before it becomes a threat to the student's ultimate success in the program.

Note: Since this degree is particularly designed for non-traditional students who have professional and other responsibilities, all the required courses are offered in the evening. Electives from other departments may be offered at other times, in the day or evening. The DLS degree program anticipates four to six years for completion, although special needs of individual students may lengthen the process.

Foundational Course Descriptions

Introductory Colloquium: Liberal Studies as Perspective and Method (3 credits)

This course is the first in a set of core courses that have been designed to introduce students to the signature characteristic of contemporary intellectual culture, i.e., cross-discipline collaboration. The Foundational courses have also been designed to set up the historical background for the student's own interdisciplinary work later in the program.

Students begin by examining two current examples of interaction between disciplines. One is in neuroscience and mind issues; the other is in the area of evolutionary biology. The first case will focus on methods for managing the semantic tensions that arise between technical languages that grow up in separate disciplines. The second will focus on the conceptual tensions that arise between disciplines with different goals and operating assumptions.

With these examples in place, the student will begin the story (to be continued in the following two courses) of the attractive influence of cultural developments on disciplines operating outside the zones of these developments. The first stop in the story will be about Plato and the influence of Aristotle's scientific interests on his rejection of Plato's theories of mind and the physical world. The next stop will be about the influence of Aquinas' theological interests on his revision of Aristotle's theory of mind. The next and final stop will be about the influence of the paradigm shift in Renaissance science and the antischolastic revolt on the shift back to Plato.

The Rise of the Modern Spirit (3 credits)

The major religious and epistemological issues of today have their roots in European thought and culture from the Enlightenment to the end of the nineteenth century. Traditional forms of Christianity were repeatedly challenged by the emerging spirits of modernity. The success of the new science in explaining the natural world, together with weariness due to the long strife over religious doctrine that followed the Reformation, gave rise to a new spirit of Enlightenment and a renewed confidence in the abilities of human reason. The critical study of history threatened the authority of both scripture and tradition. Skepticism about all claims to supernatural knowledge, reaching a climax in Hume and Kant, seemed to undermine the very core of religious belief. The struggle to reconcile traditional faith with these new forces produced a fascinating variety of issues and new religious ideas. The course reviews the highlights of this struggle and examines several of the significant alternatives in thinking about religion and human knowing that emerged during this period.

The Challenge of Postmodernism (3 credits)

In this course students may assess the multi-faceted objections raised to the Enlightenment paradigm. Challenges include those raised by historicists, feminists, existentialists, proponents of the sociology of knowledge, and others who hold that claims and the criteria by which they are justified are not derived from objective, universal reason but rather from distinctive psycho-socio-historical perspectives. Authors to be considered may include Kierkegaard, Freud, Gadamer, Wittgenstein, representative feminist thinkers, Husserl, Nietzsche, Foucault, Derrida, and others. In conjunction with *The Rise of the Modern Spirit*, this course enables students to appreciate the methodological complexity of the philosophical and theological world in which they wish to pursue their studies.

Approaches to Art & Literature and Historiography (3 credits)

Focusing on the major methodologies in the alternative approaches to the study of art and culture, and history and social sciences, this intensive seminar introduces comparisons, contrasts, and commonalities. Following the initial joint session, this seminar is divided into two discrete segments. The first focuses on the variety of approaches that characterize the field of art and culture in the twentieth and twenty-first centuries, including modernism, symbolism (disguised and disclosed), feminism, deconstructionism, and semiotics. The second segment concentrates on the commonalities of academic investigation as well as historiography. The first two classes in this segment focus on the idea of method in history and the social sciences, with an emphasis on critical thinking, problem solving, and research. The remaining four classes examine the actual tools and practice of hands-on research and the conventions of scholarship.

Language Requirement

If a language other than English is necessary for a student's Doctoral Thesis, the language competence is demonstrated by a department test. If special course registration is deemed necessary for the Doctoral Thesis (i.e., language, statistics, computer course), the student should work with the DLS Director to make arrangements. Tuition will not be more than the DLS rate.

DLS Steps to Graduation Proposed Schedule

The First Year

- Fall semester: *Introductory Colloquium: Liberal Studies as Perspective and Method* (3 credits)
- Spring semester: *The Rise of the Modern Spirit* (3 credits)
- Fall and Spring semesters: In addition to the Foundational course, one course each semester chosen from graduate Liberal Studies courses. If necessary, the student may enroll in graduate courses in other departments or organize a Directed Reading with the approval of the DLS Director and the relevant professor (6 credits)
- Summer semester: Graduate Liberal Studies course(s), other departmental graduate course(s), or Directed Reading (3 or 6 credits, one or two courses)
Total: 15 or 18 credits

The Second Year

- Fall semester: *The Challenge of Postmodernism* (3 credits)
- Spring semester: *Approaches to Art & Literature, and Historiography* (3 credits)
- Fall and Spring semesters: In addition to the Foundational course, one course each semester chosen from graduate Liberal Studies courses, graduate courses in other departments, or Directed Reading with the approval of the DLS Director and the relevant professor (6 credits)
- Summer semester: 1 or 2 courses, depending on whether 15 or 18 credits were achieved in first year (3 or 6 credits)
Total: Up to 36 credits

Transfer Credit or Advanced Standing Credit may reduce the number of courses required to obtain 36 credits in the DLS.

The Third Year (if necessary)

- Fall semester: The student enrolls in a course chosen from graduate Liberal Studies courses, graduate courses in other departments, or a Directed Reading course with the approval of the DLS Director and the relevant professor (3 credits).

Upon the completion of the 36 credits the student prepares for Comprehensive Examinations which are administered during its Fall or Spring terms.

Total: 36 credits

Comprehensive Examinations for the Doctoral Degree

To advance to candidacy for the Doctor of Liberal Studies degree, a student must finish all coursework (have no pending “I” Incomplete grades) and successfully complete the Comprehensive Examinations (written and oral) which are scheduled during the Fall or Spring terms. At the time of registration the student downloads and submits to the GLSP Associate Director in 225 ICC, the Comprehensive Examination Check-List, and registers online for the *DLS Comprehensive Examinations Preparation course* (LSHV-993-01), 0 credit, \$75, half-time status. The Comprehensive Examinations are based on the student’s coursework and research interests. The DLS Director determines two faculty members and the student recommends for approval by the DLS Director, the third faculty member to administer the exams. This faculty member should be familiar with the student’s tentative thesis topic. They are asked to assist in the preparation and grading of the Written and Oral Comprehensive Examinations.

The GLSP Associate Director provides the Comprehensive Examination Committee with two Examination Report forms to report the results of the two Comprehensive Examinations (written and oral). At the completion of each Comprehensive Examination the completed Examination Report form and grade is sent to the University Registrar by the GLSP Associate Director. The University Registrar will record the results on the transcript. The Report will indicate if the student passed or failed the examination. The “Pass” may be a simple Pass or a High Pass or with Distinction.

In the event that a student’s performance on the Comprehensive Examinations is not satisfactory, the examining committee may or may not recommend a second opportunity. The decision whether to allow this second opportunity rests with the DLS Director and the GLSP Director. If the opportunity is allowed, a grade of I will be posted. A timeline and registration specifics will be determined. If a student who had previously failed a Comprehensive Examination receives a passing result on a second attempt, the I grade is removed and the passing result is posted to the graduate transcript.

Specifics Concerning the Comprehensive Examinations

Students are required to have finished pending Incompletes prior to registering for the comprehensive exams. The DLS Director coordinates the preparation of, and determines the format for, the comprehensive examinations. The examination content is determined by the examining committee. It is the student’s responsibility to register for comprehensive exams, submit the Comprehensive Exam Checklist, and to obtain guidance from the DLS Director, the GLSP Associate Director, and the committee members about the examination process.

The Written Comprehensive Examination

Two examination questions will be administered for the Written Comprehensive Examination. The purpose of comprehensive examinations is to demonstrate a student’s broad familiarity and competence with the literature in his or her field of study. One comprehensive examination question addresses issues from the foundational courses in the program, and one comprehensive examination question will be tailored to the student’s individual focus in the program.

Students must receive a pass from a majority of the examiners on each exam to pass the exam essay. (Graders who think one essay is a failure and the other a pass should count the exam as failing.)

Guidelines for the Written Comprehensive Examination

1. Identify the features or aspects you plan to target in your essay. The committee will be looking for evidence of analytical skills.
2. Present your position clearly and defend it against a sample of the better counter-arguments, if the question requires it. The committee will be looking for cogent argumentation and skillful replies to opposing views.
3. The committee will also be looking for evidence of both independent critical judgment and familiarity with the best that has been written on the matter you are discussing, whether it is a review from the foundational courses or your proposed area of research for your thesis.

The Oral Comprehensive Examination

The student will participate in an Oral Comprehensive Exam conducted by the professors who wrote and graded the written comprehensive exams. The 90 minute oral examination focuses on the written examination but may also explore other areas within the student's program. The oral examination provides the student an opportunity to demonstrate his or her mastery of the material. This will be scheduled approximately one to two weeks after the written exam. At the conclusion of the oral examination the candidate will be asked to leave the room while the committee deliberates and determines the grade. At the conclusion of the deliberation the candidate will be invited back into the room to receive the result. The examining board may award "Fail," "Pass," "High Pass," or "Distinction."

The successful completion of the Comprehensives, in addition to the other requirements (such as credits and minimum Q.P.I.), qualifies the student for Doctoral Candidacy. Next the student registers for the *DLS Thesis Proposal Prep/Thesis Writing* course LSHV-995-01 (Fall or Spring terms) (half-time status) and commences work on his/her thesis. Students register for the second term of thesis writing (Fall or Spring terms) in *DLS Thesis Writing*, LSHV-996-01 (half-time status).

The Fourth/Fifth Year

- Completion and defense of the Doctoral Thesis. The DLS degree program anticipates four to six years for completion, although special needs of individual students may lengthen the process.

Doctoral Thesis Proposal

As the first step to completing the thesis, the DLS student downloads the DLS Thesis Proposal Form, prepares a proposal that includes an explanation and an outline of the topic of study, a preliminary bibliography, a suggested table of contents, and any special methodologies. The DLS Director in conjunction with the DLS Executive Committee, and the student determine three

faculty members representing research areas appropriate to the Doctoral Thesis who are asked to constitute a Doctoral Thesis Committee (one member of which is the Chair) for each candidate. The Doctoral Thesis Committee advises the student in the preparation of the proposal and approves the final proposal. It must be approved by the student's Doctoral Thesis Committee and the DLS Director before the student proceeds with the Doctoral Thesis.

Doctoral Thesis

The Doctor of Liberal Studies Thesis is expected to demonstrate a level of competence and academic rigor in the field of Interdisciplinary Studies comparable to, though distinct from, the equivalent level of competence and rigor expected in a Ph.D. dissertation in a disciplinary field.

Topics are limited to the liberal arts and social sciences and must be approved by the DLS Director. The fourteen Curricular Fields of the Master's program offer suitable areas of possible research. The Doctoral Thesis represents the creative synthesis of primary sources and secondary materials.

Final Defense of the Doctoral Thesis

A final oral defense is required for all doctoral theses and must be scheduled at least two weeks before the thesis deadline, Dec. 3 for Fall; May 1 for Spring. Thesis defenses must be announced publicly, and a copy of the Doctoral Thesis must be available for public review at least two weeks prior to the event. The student must provide copies of the thesis to the DLS Thesis Committee about one month before the thesis deadline.

At least two weeks prior to the date of the oral defense, the Thesis Reviewers Report must be completed by the candidate's Thesis Committee and submitted by the Chair to the DLS Director. Using this report form, the student's Committee must certify by majority vote that the Doctoral Thesis is "ready for defense." That is, the Committee must certify that there is a reasonable expectation both that the student will be able to address any questions about or shortcomings in the Doctoral Thesis, and that only minor revisions might be required after the defense.

After a Doctoral Thesis has been certified as ready for defense, and no later than one week prior to the date of the doctoral defense, the GLSP Associate Director will send the defense date to the SCS Communications Director to be posted to the SCS Schedule of Events.

Following a tradition that goes back to the earliest days of the academy, all doctoral defenses at Georgetown University are open to any interested member of the academic community. The presentation and initial questioning periods of the defense are open; individuals who are not members of the official committee will be excluded from other portions of the defense. Guests are asked to leave while the final portion of the defense is completed by the candidate with the official committee.

At minimum, a Doctoral Thesis defense must have a public presentation by the candidate, which any member of the academic community may attend, and during which the opportunity will be available for anyone in attendance to address questions to the candidate. The thesis defense may

also, but need not, have a period during which the Committee alone may ask questions. Every Doctoral Thesis defense must be followed by a closed meeting of the Committee during which it deliberates and decides whether or not the defense was successful. The candidate will be considered to have passed the Doctoral Thesis defense when the Committee certifies by majority vote that the defense was “successful.” That is, the Committee must certify that the candidate has satisfactorily addressed any questions about and shortcomings in the thesis, and that no major revisions are required.

The results of an Oral Defense conducted before the Doctoral Thesis Committee are sent to the University Registrar by the GLSP Associate Director on a Thesis Defense Report form before the student can be cleared for graduation. The Report indicates passing with Distinction, Pass, or Failure.

If the candidate fails the Doctoral Thesis defense, the DLS Director reports the failure by submitting the Defense Report form directly to the GLSP Director. The failure is then reported to the Dean of the School of Continuing Studies and the Graduate School and a decision is made whether or not a second defense is permitted. Students who fail the defense of thesis for the second time will be dismissed from the Program without the doctoral degree.

It is common for the Doctoral Thesis Committee to require the student who has successfully passed the final defense to make additional revisions to the text of the Doctoral Thesis before it is presented to the Liberal Studies Program/Graduate School. A final copy of the thesis, complete with all required revisions and signed by the Committee and the DLS Director, must be accepted by the GLSP Director. Next it is converted to a PDF and submitted online for approval by the Graduate School Dean before the student is given final clearance for graduation.

Please note: To view theses online through ProQuest: click Lauinger Library; Reference Tools and Resources by Type; Dissertations and Theses; Dissertations and Theses; Login Screen; ProQuest Search or go to <http://tiny.cc/ThesisSamples>.

Elective Course Options

DLS students elect courses that reflect an intensive and, if need be, extensive study of the subject matter needed to pursue their research interest. They may satisfy the credits required as electives with a choice of Liberal Studies lecture courses developed for the Graduate Liberal Studies degrees; selected graduate courses from other departments at the University; and Directed Reading courses.

Directed Reading

The Directed Reading course requires that a professor determine with the student the nature and number of reading materials and research required to satisfy the goal of that particular course. Students may further strengthen their reading and their pending thesis through the creation of no more than three Directed Reading courses, and no more than two of these courses with the same professor, after consultation with the DLS Director.

III. Registration

Deferral Policy for New DLS Students

Upon the written request of a newly admitted student, the Executive Committee of the Doctor of the Liberal Studies Degree Program and the Associate Dean may together consider approving a deferral for one year, only. Any applicant accepted in the program who requests a deferral of more than a year must re-apply and be considered for admission with all the other applicants for that year.

An applicant requesting a one year deferral must provide the Committee/Director with the reasons for that request. A formal approval or rejection will be sent from the DLS Executive Committee and the GLSP Director after they consider all the exceptional circumstances presented to justify the deferral.

Applicants are expected to enter the program the year in which they are accepted.

Registration Requirements

Doctoral students in the Liberal Studies Program are expected to register each semester from matriculation to award of the degree. When a student deviates from this norm, he/she needs to make arrangements with the DLS Director. Students who are nearing the completion of degree requirements will be provided additional information for graduation.

DLS students begin the registration process by meeting with the DLS Director to discuss their enrollment plans for the coming semester. Students may continue to review their enrollment plans each semester with the DLS Director. Once DLS students have been advised, they register via Georgetown University MyAccess. They register online and view their class schedules, grades, degree audit, billing statement, and contact information. Online registration for DLS students is available until the end of the “regular” registration period, and students may continue to “add” into courses until the day preceding the first day a course meets; but whenever possible students should register well before the start of a session to allow for better program planning and facilitate fewer course cancellations. DLS students taking courses with the Graduate School must follow their registration deadlines and procedures. Detailed instructions will be available online for all students before the start of each registration period. New students need their Georgetown University NetID and password, both of which are sent by the GLSP Associate Director in the Admissions Packet. Students who are unable to gain access to *MyAccess*, should contact the Liberal Studies administrative office, 202-687-5913 or lsp@georgetown.edu.

Tuition

As a result of a decision of the Georgetown University Board of Directors over thirty-five years ago, the Graduate Liberal Studies Program has always had a reduced tuition rate reflecting the student population of part-time adults with professional and personal responsibilities. In addition, students are charged a one-time transcript fee of \$12 upon admittance to the Graduate Liberal Studies Program. No other fees should be included in the bill. If fees beyond those mentioned are shown on the bill, contact Student Accounts and/or the Liberal Studies administrative office for assistance.

Students who fail to register by the end of the “regular” registration period may be assessed a late registration fee. Full payment of tuition is due by the dates established by the Student Accounts office. A late fee and service charges are assessed for payment after these dates. A student may defer current semester charges following the directions on the bill and meeting the fee schedule set by Student Accounts.

Students with overdue accounts will have a financial block and may not register until the block is lifted. The unpaid balance of the Fall term must be less than \$2000 to register for the Spring term; the unpaid balance for the Spring term must be less than \$100 to register for Summer or Fall terms.

Registration Status

Enrollment status in a given semester is based on that semester’s registration and may be certified only by the University Registrar. The DLS program is set-up as a part-time program. For financial aid purposes, six or more credits taken during the Fall and Spring semesters is necessary for a student to receive federal loans. During the Summer term, under present rules, one three-credit course is considered sufficient for a student to apply for and maintain federal loans. Enrollment in DLS Comprehensive Exams and the two thesis courses constitutes half-time status, and a student may be approved for federal loans in this status while enrolled in these courses.

It should also be noted that if a student has approval to register for nine credits during the Fall or Spring semesters, he/she will be billed automatically for student health insurance. If such insurance is not desired, the student should contact the Student Health Insurance Office to secure a waiver by showing proof of coverage. For more information, call the Student Health Insurance Office at (202) 687-4883 or view their website: shc.georgetown.edu.

Registration

During Registration (sometimes referred to as “pre-registration” by the Registration Office), DLS students are encouraged to register online for the following semester(s) according to the published schedule.

“Walk-In” Registration

Walk-In Registration is a two-day (Fall Semester) or one-day (Spring Semester) period on/or immediately preceding the first day of classes for the semester. This period is primarily for non-DLS, late-entry students, but DLS students may also make use of this registration period for payment or registration assistance.

Course Cap and Waitlist

Liberal Studies courses are usually limited to twenty students or fewer. If a student attempts to enroll online in a full course, he/she will have the option of being “waitlisted” for the course. Periodically, the waitlist “rolls” and students at the beginning of the waitlist are notified by email if space has opened in a closed class. For questions about the Waitlist, contact the GLSP Associate Director.

The Add/Drop Process and Withdrawal from Courses

The Add/Drop period generally begins the first day of classes and lasts for ten days; see the

Academic Calendar for more exact guidelines. During the Add/Drop period, students may make registration changes; make changes to courses already selected; or add Directed Reading courses. It should be noted that while students may drop classes during this time, usually they may only add into a course if the course has not yet met.

Students who wish to make changes in their registration during the Add/Drop period are usually able to do so using *MyAccess*. If a student is not able to make such changes through *MyAccess*, he/she should contact the GLSP Associate Director for assistance.

A course cannot be added after the course has met.

A student may withdraw from a course before the last class meeting of the course. After the Add/Drop period, withdrawal from one or more courses may be accomplished only by contacting the GLSP Associate Director who will handle the completion and submission of the course registration change form (also known as Add/Drop form) to the Registrar's office. While students are encouraged to notify the instructional faculty (or the sponsoring department if outside the Liberal Studies Program) when they stop attending a course, such notification alone is not considered an official withdrawal from a course.

Courses dropped during the Add/Drop period will not appear on a student's transcript; courses dropped thereafter will appear on the transcript with a "W" (Withdrawal). After the Add/Drop period, should a student withdraw from courses, the tuition refund will be calculated according to the following percentages from the date the Graduate Liberal Studies office receives notification:

Refund Schedule

Fall/Spring Semester Courses

Week of Semester	Percent of tuition charges refunded
1st or 2nd week:	100% (& deletion of course)
3rd or 4th week:	80% (& "W")
5th or 6th week:	70% (& "W")
7th or 8th week:	50% (& "W")
9th week:	40% (& "W")
10th - 15th week:	0% ("W")

Summer Courses

Week of Semester	Percent of tuition charges refunded
Before 2nd class:	100% (& deletion of course)
Before 3rd class:	75% (& "W")
Before 4 th class:	50% (& "W")
After 4 th class:	0% (& "W")

For courses offered in other departments, the first week of classes is considered to begin the day following Walk-In Registration, regardless of which days of the week a particular class may meet. For Liberal Studies courses, the first week of classes is calculated according to each course schedule.

Tuition refunds and adjustments are made by the Registrar, and Student Accounts processes the refunds. When a credit balance is due, it can be refunded only after it appears on the Student Account ledger. Application for a refund check must be made in writing to the Office of Student Accounts, or the student may leave the refund credit balance in his/her student account.

Late Registration and Late Payment Fees

Any student who initiates course registration after the close of the Walk-In Registration period may be assessed late registration and late payment fees. The Student Accounts Office also will assess late payment fees and a service charge on any unpaid tuition and fees.

Absence Policy for Foundational Courses

While the DLS is designed for students with professional responsibilities, it expects a significant commitment on the part of its students. Class absences, in particular, are to be avoided. If students know before registering for a Foundational course (one of the four required courses) that they will be unable to attend the first session or will be absent for more than one session because of other obligations, then students should not register for the course in question. If students are already in a Foundational course and unexpected responsibilities arise that may require them to miss more than one session of the class, they should immediately contact the professor and the DLS Director who will explain what options may be available. Under no circumstances should students miss more than one session of any Foundational course in the program without speaking with the professor in the course and the DLS Director.

If severe circumstances prevent a doctoral candidate from registering for the next Foundational course in their sequence, with approval by the DLS Director, the student may continue the doctoral program and the next course in the sequence, enrolling in the missed course in the subsequent semester in which it is offered. No Foundational course may be taken on a tutorial basis.

Registration Blocks

A registration block may be placed on a student's record for a variety of reasons. Common causes include an outstanding balance with the Office of Student Accounts or incomplete forms with the Office of Student Financial Services. If a registration block has been placed on a student's record, the student must contact the appropriate office or department and clear the block before he or she will be permitted to register for courses. Students must clear registration blocks and register before the end of the registration period or they risk being assessed a late fee. For problems or questions, contact the GLSP Associate Director for assistance.

Mandatory Tuberculosis Screening/Immunizations

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 course

work. In addition, any students under age 26 attending school are required by D.C. Law 3-20 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.

Enrollment Status of International Students

Prospective students on J-1 or F-1 student visas may not apply to the part-time Graduate Liberal Studies Degree Program. By provision of Federal Law, the Immigration and Naturalization Service has instituted strict new reporting requirements for schools that enroll foreign nationals. Before the start of each semester, all newly enrolled international students at Georgetown University on non-immigrant visas are required to attend the Immigration Reporting Session given by the Office of International Programs (OIP), 2nd flr, Car Barn. OIP will provide all new international students with detailed information concerning the time, date, and location of the session before the start of the semester; this information will also be posted on OIP's website. Those who fail to attend the session will not be allowed to complete registration or to attend classes. For further questions and information, please contact the Office of International Programs by calling 202-687-5867.

In addition, all non-U.S. citizens (including permanent residents) are required to report accurate citizenship and visa type to the OIP Office through the submission of the International Student Immigration Questionnaire.

Federal law may require international students to adhere to more restrictive registration requirements than those that apply to U.S. citizens. Consequently, international students who have any questions regarding their registration requirements or any of the other policies and regulations contained in this Bulletin should confer with their international student adviser in the Office of International Programs prior to the start of each semester.

Consortium of Universities of the Washington Metropolitan Area

DLS students may not enroll for courses through the Consortium of Universities of the Washington Metropolitan Area. However, if a course at another university is deemed necessary—and approved by the DLS Director, then a student may register as a non-degree graduate student (with the other university's permission and at their tuition rate). This course would then be transferred in for credit, assuming the grade earned is a B (3.0) or better, and the student has not already received the maximum allowable transferred credit.

Directed Reading Courses

Students who wish to register for a Directed Reading course must submit a completed Directed Reading form to the DLS Director for review and approval by Walk-In Registration prior to registering for the course. Approvals must be obtained from the professor (who outlines the scope of work to be accomplished) and the DLS Director. The student cannot register for the course until this form is submitted and approved. The Directed Reading course number is LSHV-911, with section numbers particular to each professor assigned by the GLSP Associate Director who works with the Registrar to set up the course and enroll the student. It should be noted that

these courses are three credit hours each. Only three of these courses may be taken toward the DLS degree and only two of these courses may be taught by the same professor. The Directed Reading form is available from the Graduate Liberal Studies Program office or online.

Undergraduate Courses taken for Graduate Credit

A student may request graduate credit for an undergraduate course if it is necessary to complete degree requirements or to further develop a research idea. Undergraduate courses are those listed by the various departments and the Liberal Studies program as numbered below 350. Petitions to take undergraduate courses for graduate credit must be supported by a signed Tutorial Registration/Graduate Credit form submitted on or before Walk-In Registration. The completed form requires the stipulation by the course professor of additional work to justify the award of graduate credit. The completed form must be approved by the DLS Director and submitted to the GLSP Associate Director. Without the completed approval form, no graduate credit will be posted on the student's transcript.

As students move from coursework into the Comprehensive Examinations and Doctoral Thesis, they need to abide by the following guidelines for registration:

Comprehensive Examination Registration

Students prepare for the Comprehensive Exams after completing 36 credit hours. The following semester (summer does not count) the student registers for ***DLS Comprehensive Examination Preparation (LSHV-993-01 for Fall or for Spring)***. Ordinarily students may register in this manner for no more than two semesters. A tuition charge of \$75 will be assessed for each semester. This registration mode will carry no credit but has half-time status.

DLS Thesis Writing

Students who have passed the Comprehensive Examinations enroll in the following semester (summer does not count), in ***DLS PropPrep/Thesis Writing (LSHV 995-01 for first term of thesis preparation/writing, and then LSHV-996-01 for the 2nd and subsequent terms of thesis writing)***. Students should obtain the Doctoral Thesis Proposal form (online or from the GLSP Associate Director) following the Oral Comprehensive Exam and work with the DLS Director on its preparation and filing. Students will enroll in the *DLS Thesis Writing* course each Fall or Spring until the doctoral thesis has been completed and approved by the examining committee. It is anticipated that two semesters of registration in *DLS Thesis Writing* will be the norm, but some students may require one or more additional semesters of registration. A fee of \$1,000 will be assessed for each semester. This registration carries no credit but confers half-time student status. Registration for *DLS Thesis Prop.Prep/Thesis Writing* and *DLS Thesis Writing* and payment of the associated tuition charge acknowledges both the student's own academic efforts in preparation of the thesis and the student's use of University resources, including facilities and faculty services.

If a student completes the DLS degree requirements including the successful writing, oral defense of the thesis, and approved submission of the online thesis during a semester of enrollment in *DLS Thesis Writing*, no further registration will be required.

Grade Reports

Grades are posted on *MyAccess* as the professors submit them. Graded papers are often returned by professors to the Graduate Liberal Studies office (Suite 225, ICC) for student “pick-up.” Papers returned to the Liberal Studies administrative office are kept for two semesters. Some professors return papers in class or by mail.

Transcripts

All official Georgetown student transcripts are stored at the Office of the Registrar. A student may request a copy of his/her transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020. A one-time transcript fee of \$12 is charged to each new student account upon acceptance to the Liberal Studies Program.

Email and Change of Name/Address

The officially-recorded name, address, and email address of a DLS student are those reported in the application materials. Upon admission all students are assigned a Georgetown email address, and this address will be utilized by Georgetown professors and for other University communication. It is important that all students forward their Georgetown email address to their previous account, or if not, check their Georgetown email frequently.

Important materials are frequently sent by mail or by email; these may include grade reports, results of Comprehensive Examinations, notification of financial aid awards, course announcements and cancellations, and information from the Registrar. It is therefore extremely important to maintain an accurate current name, address, and email address with both the Liberal Studies office and the University Registrar. Students may update their contact information with the Registrar’s office through *MyAccess*; however, this does not automatically change the information held in the Liberal Studies administrative office. It is *crucial* that DLS students contact the GLSP Associate Director to update/correct their contact information.

In addition, the name shown on the final diploma will be the name officially recorded in the University Registrar’s office. A student who wishes to have a different name shown on the diploma must first change his or her name in the University Registrar’s office; the University Registrar requires supporting documentation for name changes.

IV. Academic Regulations and Procedures

Transfer of Credit and Advanced Standing

Students in the Doctor of Liberal Studies program may receive up to nine credits of Advanced Standing or Transfer Credit. Advanced Standing occurs when a student has at least **two** advanced degrees from accredited universities; the second degree allows for nine credits of Advanced Standing (i.e. nine DLS credits count as already fulfilled). In the case of Transfer Credit, a student has coursework in addition to an advanced degree (but not a second complete degree). Up to nine credits from the unfinished degree may be accepted as Transfer Credit. For Advanced Standing as well as Transfer Credit, the previous courses must be relevant to the student’s doctoral program. In the case of Advanced Standing and Transfer Credit, no course titles appear on the transcript and no previous grades count toward the Doctor of Liberal Studies Q.P.I.

(Quality Point Index) (GPA) in either case. Students will be advised by the DLS Director upon acceptance into the doctoral program, on the above information as it relates to their program.

Transfer of Credit

After satisfactory completion of the first foundational course, the DLS student's previous graduate transcripts are reviewed by the GLSP Associate Director (and DLS Director, if indicated) who then sends the applicable transfer of credit request to the Registrar for posting to the student's records.

Only graduate-level courses for which the student received a grade of "B" (3.0) or better can be transferred into the Doctor of Liberal Studies degree program.

If an applicant who already holds an advanced degree enrolls in Liberal Studies graduate courses either as a candidate for the Master's degree or as a non-degree candidate, prior to acceptance into the doctoral program, up to three courses (9 credits) completed successfully with a B (3.0) or better may count as Transfer Credit if the applicant is then admitted to the DLS.

An applicant who has been accepted in the doctoral program may enroll in a Liberal Studies graduate course(s) (during the summer) prior to the first semester in the doctoral program, and a course(s) with a B (3.0) or better, may be counted toward the DLS as an elective (not transfer credit) and the tuition will be charged at the doctoral rate.

Advanced Standing

After satisfactory completion of at least one semester of registration in the Liberal Studies doctoral program, a student who has been awarded at least two advanced degrees (i.e., Ph.D., M.A., M.S., J.D., etc.) will be awarded Advanced Standing toward the coursework required for the DLS. A maximum of nine credits of Advanced Standing may be awarded. The request for the Advanced Standing (9 credits) is prepared by the GLSP Associate Director and sent to the Registrar's office for posting to the student's record.

The Grading System

Grades for graduate coursework are recorded as follows:

Assigned Grade:	Grade Quality Points:
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C	2.00
F	0.00
I	Incomplete
W	Withdrawal
S	Satisfactory (Used only for pass/fail courses)
U	Unsatisfactory (Used only for pass/fail courses)
NR	No Grade Reported

A Quality Point Index (Q.P.I.) of no less than 3.0 is required to maintain good academic standing and to graduate.

Grades of “S” and “U” are not included in calculations of a student’s Q.P.I. However, for the purpose of reviewing academic performance leading to termination, a “U” is considered the same as an “F”.

Grades received in courses that have been approved for Transfer Credit are not computed in calculations of the Q.P.I.

Once a final grade for a course has been correctly posted to the transcript, a student may not retake any portion of the course requirements or do additional work to change the posted grade. Students may not repeat courses for credit.

Pass/Fail Options

Courses that have been designated by departments and programs to be taken *only* on a pass/fail basis may be applied toward the DLS degree with the approval of the DLS Director.

Completion of Coursework; “Incomplete” Courses

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. In special circumstances, a professor may grant a student an extension to submit work on the dates listed for each semester. *Instructors are not bound to grant such requests, and may set a date earlier than the deadline listed for completion of the work.* When a professor has granted such permission, he or she assigns the student a grade of “Incomplete” (“I”) for the course; this grade appears on the student’s official transcript until a final grade is reported by the professor to the GLSP Associate Director who then forwards the grade change to the Registrar for posting to the student’s record.

Deadlines for the submission of Incomplete work from each semester will be as follows for DLS students:

- Jan. 15: for a course taken in the Fall term
- June 15: for a course taken in the Spring term
- Sept. 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 (hard copies, only) to the professor on or before the date listed above.

If an “I” is assigned by the professor and not subsequently changed to a grade by the professor, it remains permanently on the student’s transcript. A permanent “I” course would not result in any credits toward the degree.

Academic Performance Standards

The initial responsibility for recognizing an academic difficulty and for taking steps to resolve it rests with the student. Those encountering academic difficulty in courses or other degree

requirements are expected to consult with the appropriate faculty member immediately and the DLS Director.

The evaluations done in the Foundational courses during the first year will provide valuable diagnostic advice to students regarding areas of their performance that need to be strengthened, as well as early warning to the rare student whose performance raises significant doubts in the minds of the faculty about his or her ability to complete the Program successfully. Similarly in the second year Foundational courses, the evaluations will provide focus and constructive criticism designed to ensure readiness for the comprehensive exam.

The evaluations contained in these letters outrank any letter grades or interpretations of letter grades in the Executive Committee's assessment of a student's progress in the program and may be used by the Committee to place the student on probation or to recommend to the DLS Director that the student's candidacy in the Program be terminated.

The DLS Executive Committee must notify any student whose continuation in the program is at risk that it is so and why it is. This notification must be mailed to the student within 60 days of the last day of class for the course.

In all matters relating to sufficient progress, the burden rests with the student to remove all reasonable doubt about the quality of his/her work and the prospects for a successful conclusion of the doctoral program.

When it is found that a student is in academic difficulty, and depending upon the severity of the situation, the student may receive notification from the DLS Director.

Students must maintain a B (3.0) average or higher in the doctoral program. If a Quality Point Index (Q.P.I.) drops below the expectation, the student will be warned. Termination of candidacy is taken either when the student has accumulated two C grades (or combination of C and F grades), regardless of the number of credits assigned to those two courses, or when it is no longer possible for the student's Quality Point Index (Q.P.I.) to reach the minimum level (3.0) required for graduation.

A student's candidacy for the Doctor in Liberal Studies degree may be terminated not only for insufficient grades, but also for such reasons as unsatisfactory progress toward a degree as defined by the Graduate Liberal Studies Program, through the Foundational Course Evaluation reports, the inability to pass a Comprehensive Examination, the failure to prepare or to defend a thesis satisfactorily, or the violation of the time limits for completing the degree. All actions for termination on these and other possible grounds will be determined by the DLS Director and the GLSP Director in consultation with the SCS Associate Dean for Academic Affairs. The student will be notified in writing.

Appeals Contesting Grades

The student may discuss with the DLS Director the current grade appeal process.

Style Guide & Thesis Guidelines

The Graduate Liberal Studies Program requires that students adhere to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, (7th Edition)* as the manual of style for thesis preparation. In addition to the Turabian style guide, students must follow the *SCS Guidelines for MALS and DLS Thesis Writers*. These guidelines specify the procedural requirements that must be met for the Doctoral Thesis to be formally accepted by the DLS Director and the Graduate School. Submission of an improperly prepared thesis may delay the award of the degree.

Academic Integrity

Students at Georgetown University are expected to maintain the highest standards of integrity in pursuit of their education. Academic dishonesty in any form is a serious offense against the academic community in general and against Georgetown University in particular. Students found to have violated standards of academic integrity are subject to academic penalties. These penalties may include, but are not limited to, suspension or dismissal from the University and revocation of degrees already conferred.

Students are responsible for educating themselves about the proper procedures for documentation. Students are cautioned that the improper use of sources, whether intentional or unintentional, may be plagiarism and are expected to know the proper techniques for documentation. Every quotation from another source, whether written, spoken, or electronic, must be bound by quotation marks and properly cited. Every paraphrase (a recapitulation of another source's statement or idea in one's own words) or summary (a more concise restatement of another's ideas) must be properly cited. A bibliographic entry alone is not sufficient to avoid the imputation of plagiarism; nor is mere citation sufficient when use has been made of another person's words.

It is a violation of academic integrity to misrepresent or misuse otherwise valid academic work. For example, a paper submitted to satisfy the requirements for one course may not be submitted to satisfy a requirement for a second course without explicit permission of both professors. *The Doctoral Thesis should not be based extensively on a previous course paper (or papers); it must contain new research and writing relative to the thesis topic.*

Research on Human Subjects

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. 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.

Students whose research will involve human subjects should contact the University's Institutional Review Board, IRB-C, at (202) 687-5594 *before beginning their research*. Additional information and copies of the forms are available on the website for the IRB-C at: ora.Georgetown.edu

Time Limits for Completing Degrees

Students admitted to the Doctor of Liberal Studies degree program are ordinarily allowed five to six years from admission to the Program to the award of the DLS degree.

A student who has not complied with the time limits stated above may request, with the approval of the DLS Director, an extension of time to complete the degree as described below.

Requests for Extension of Time Limits

If it becomes apparent that a student will not complete all degree requirements and graduate within the time allowed, the student may petition in writing the DLS Director for an extension of time to complete the degree. The DLS Director, in consultation with the DLS Executive Committee, determines whether to grant or deny the student's request. If the DLS Director recommends granting the request, he or she should specify any intermediate deadlines or other academic criteria that are to be met by the student, as well as a realistic date for completion of the degree; the recommended completion date may or may not be the date requested by the student.

A first extension of up to one year on the recommendation of the DLS Director is usually approved. Subsequent extensions will be granted only in extraordinary circumstances, and only on the recommendation of the DLS Director and the DLS Executive Committee. The student must maintain appropriate registration during any authorized period of extension.

Leave of Absence

Students who find it necessary to interrupt their studies may apply in writing to the Graduate Liberal Studies Director for a personal leave of absence (no semester registration). A "personal leave of absence" is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests should be submitted at least one week prior to Walk-In Registration for the semester in which the leave is to be taken, and must be submitted no later than the last day of the Add/Drop period. The DLS Director then has the responsibility of granting or denying the leave of absence. Students considering taking a leave of absence should be aware of any financial aid or visa implications resulting from no semester enrollment.

Ordinarily a total of no more than four semesters of leave of absence are allowed in a student's graduate career at Georgetown University for the Doctor of Liberal Studies degree. Up to two semesters of leave may be granted at any one time. The length of time that would otherwise be permitted to complete all requirements for a degree and to graduate generally will be extended

by one semester for each semester of approved leave of absence. Leaves of absence for medical reasons and for military leave, when properly approved, will not be counted against the four-semester limit for leaves of absence.

A student who is called to active military duty is permitted a military leave of absence. The student should report his/her obligation for military service in writing to the DLS Director as soon as reasonably possible after the student receives his/her orders. If a new semester has begun, the GLSP Associate Director may authorize a 100% refund of tuition for course registration. The student's courses are marked with a "W" grade.

Students whose leave of absence extends beyond the agreed upon length, as well as students who fail to register for several semesters, are subject to being withdrawn.

Formal Withdrawal and Readmission

An honorable withdrawal will always be granted upon request to any student who is not subject to disciplinary action. In the case of official withdrawal from the University during a semester, the student's transcript will reflect this action with a "W" after each course. A student who is subject to disciplinary action may request withdrawal from the University, but such a request will not exempt the student from the appropriate disciplinary procedures.

A student who wishes to withdraw formally from the University must notify the DLS Director in writing. In addition, the student must notify Student Financial Services (in person, when possible) if he or she has received financial assistance from Georgetown University or from state-guaranteed or federally-insured loan lenders outside the University. Students who withdraw from the University must consult with a Student Accounts representative to be certain that financial records are in order. By act of registration, students accept financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of the method of payment used. A percentage credit toward tuition will be calculated from the date the written notification is received, according to the schedule printed in Section III. Registration: "The Add/Drop Process and Withdrawal from Courses."

Failure to withdraw properly may result in grades of "F" in the current semester's coursework and, if the student does not return, eventual withdrawal from the DLS program, as determined by the DLS Director and reported to the GLSP Director.

Students who desire to resume studies after formally withdrawing (or being withdrawn) from the University must apply for readmission to the degree program.

V. Graduation and Commencement

The School of Continuing Studies in conjunction with the Graduate School awards doctoral degrees twice a year, May and December. The University conducts Commencement exercises annually in May. All students applying to graduate must file an Application for Graduate Degree to be considered for graduation and to be eligible to participate in Commencement.

Application for Graduate Degree

Students applying for graduation for December must submit their application by Sept. 15 and for May by January 15.

Students who do not meet all requirements in the term they selected will have their applications carried over to the following term. An application will be held open for a total of three months, including the first month for which the student applied. If the student has not graduated by the end of that time, he or she must file a new application.

Students must be enrolled during the term in which they graduate. Students who apply to graduate toward the end of one semester, but who, for any reason, do not complete all degree requirements until the following semester, will be required to enroll in that semester. For questions on registration particulars, course numbers, and fees, see Section III. Registration.

Students who wish to apply to graduate in May, must file an Application for Graduate Degree no later than January 15th. Diplomas may not be available at the Commencement Ceremony in May if the application is not on file.

One additional deadline applies for the months of May and December: A Doctoral Thesis submitted in partial fulfillment of the requirements for a May or December degree must have faculty approval from the School of Continuing Studies and be accepted by the Graduate School no later than the first working day of May or December. All other degree requirements must be met by this deadline, including receipt by the University Registrar of the Thesis Defense report and the thesis grade.

Financial Clearance

Students must settle all financial obligations to the University, e.g. overdue tuition, library fines, late fees, etc., so that their account balance is zero to be cleared for graduation. Such matters must be settled before a student may graduate or receive a diploma or final transcript. The financial clearance deadlines are December 1st if completing the degree in December or May 1st if completing the degree in May.

Diplomas and Transcripts

Diplomas for December graduates may be picked up in February and May diplomas will be available for distribution immediately following the Commencement Ceremony in May, provided that the students submitted the Application for Graduate Degree by January 15th. Diplomas for students who did not submit the Application for Graduate Degree in January will be available for pickup or mailing approximately four weeks into the Summer term.

DLS graduates are invited to participate and be recognized in the School of Continuing Studies Commencement ceremony.

An official copy of a student's final transcript, showing award of the doctoral degree, is normally distributed or mailed with the diploma. Additional copies of the final transcript can usually be obtained from the Registrar's Office within two weeks after the degree award date.

Please note that University policy does not permit the release of either diplomas or final transcripts to students with unpaid balances greater than \$100. Students with unpaid balances should contact the Office of Student Accounts for more information or to clear their accounts.

Commencement

The Commencement Ceremony is a festive event held in May of each year at which earned degrees are awarded and degree candidates are hooded.

All participants are required to wear appropriate academic regalia (cap, gown, and hood). Information on ordering academic regalia will be available from the GLSP Associate Director early in the Spring semester and will be posted on the Liberal Studies website at: <http://lsp.georgetown.edu/DLS>, click resources.

VI. Other University Policies

Non-Discrimination Policy

Georgetown University's commitment to diversity is fundamental to its educational mission. Georgetown University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, disability, or any other basis prohibited by law in the administration of its educational policies or in the provision of access to its programs, facilities, services, and activities.

Students who have concerns about treatment they have experienced are encouraged to discuss those concerns with a representative of the Office of Affirmative Action Programs (OAAP). The Affirmative Action Programs Office is located at M-36 Darnall Hall. The telephone number is (202) 687-4798. Students wishing to pursue a formal complaint of discrimination in a non-academic matter may do so through the OAAP (<http://www.georgetown.edu/admin/aa/>) or the Office of Student Conduct (www.georgetown.edu/student-affairs/stconduc/).

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, qualifying or comprehensive examinations, or the evaluation of theses, or any other degree requirements, the matter should be presented to the GLSP Director on an informal basis. If, after the preliminary investigation by the Director, 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 Dean of the School of Continuing Studies; a copy of this formal written complaint should also be sent for information purposes to the University's Special Assistant to the President for Affirmative Action Programs. The Dean will examine the complaint and intercede as necessary.

Although the University encourages 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.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

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

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

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

All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to a third party without the written consent of the student. 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.

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 doctoral thesis submitted to the School of Continuing Studies/the Graduate School 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 online through ProQuest. The student's act of submitting it, and the Electronic Release Form is deemed to be consent to its disclosure.

Computer Systems Acceptable Use Policy

The Georgetown University Computer Systems Acceptable Use Policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by Georgetown University. More importantly, it is meant as an application of the principles of respect and reverence for every person that are at the core of Georgetown's Catholic Jesuit identity. For specific information, please refer to the University Information Systems website: <http://uis.georgetown.edu/policies/technology/acceptableuse.html>.

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. While respecting users, confidentiality, and privacy, the University reserves the right to examine all computer files. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University and users recognize that all members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media.

VII. Additional Information

Emails and Liberal Studies Website

Many general messages are sent to all Georgetown students, and often messages of deadlines or other information do not apply to Liberal Studies students. Students should check their email regularly for Program announcements and memos. *Students should check the Liberal Studies website (<http://liberalstudies.georgetown.edu>) on a regular basis as it also gives time-sensitive messages.*

Student ID Card (GOCard)

All students should obtain a GOCard (photo identification card) and carry it with them whenever on campus. The GOCard is used for library services, Georgetown shuttle services, parking, and possibly access to buildings. Students may also deposit funds to their account and then use the

GOCard as a debit card. The GOCard can be obtained after a student is admitted. The GOCard office is located in Darnall Hall, close to the Leavey Center. The GOCard office is generally open 9 AM – 5 PM. To verify hours or for other information, call (202) 687-2700 or visit <http://gocard.georgetown.edu/>.

Student Health Insurance

Liberal Studies students enrolled in *nine or more credit hours* are automatically charged the required health insurance fee on their tuition bill. Eligible students must accept or waive this insurance (by filling out a waiver form showing proof of insurance from another provider). Students enrolled in less than nine hours are *not* eligible for Student Health Insurance. For information, call (202) 687-4883 or visit <http://www.georgetown.edu/student-affairs/insurance/>.

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Streets. Note that the hours of operation change according to the day of the week and the particular term. Services are limited during holidays. Call (202) 687-7500 to check the schedule. Students need to have their GOCard barcoded at the library circulation desk *before* checking out books or using research services. Entry to the library requires a GOCard or driver's license.

Gelardin New Media Center

The Gelardin New Media Center in the Lauinger Library at Georgetown University provides computing resources to the Main Campus community, including computing facilities, printing services, internet access, and technical support. For more information and daily schedule, call (202) 687-7410 or visit <http://www.library.georgetown.edu/dept/gelardin/>.

Computer Services

In addition to Gelardin, the University has other computer labs for student use. Labs that are usually most convenient for Liberal Studies students are located in Reiss Science Building, Room 238 and the Intercultural Center (ICC), Room 218. If these labs are occupied, students may be directed to LXR, Harbin, and Village C residence halls.

Parking

Student parking is available in the Southwest Quad parking garage by entering the campus through Canal Road and then parking as directed (under visitor parking). Monday through Friday, the daily rate is \$5 per hour. After 5 PM, parking is \$3.00, with GoCard. Parking is free all day Saturday and Sunday.

Georgetown University Transportation Shuttle (G.U.T.S.)

G.U.T.S. is a free bus transportation service offered by Georgetown University for students, faculty, and staff. For routes and schedules, call (202) 687-4364 or visit <http://otm.georgetown.edu/guts>.

Bookstore

Course books are on the second floor of the bookstore, located on the main level of the Leavey Center (behind the ICC building). Regular hours are 9:00 AM – 7:00 PM, weekdays, and 11:00

AM – 5:00 PM, weekends. For more information, call (202) 687-7482 or visit <http://auxsrvcs.georgetown.edu/bookstores.html>.

Dining Opportunities

The Leavey Center provides students several places for dining: Starbucks, Cosi, (located on “hospital side”), Hoya Court (fast food), The Faculty Club (gourmet buffet breakfasts and lunches), Hoyas Restaurant (evening dining), Vital Vittles (mini market), and several coffee bars. The Leavey Center also has open lounges for study as well as a full-service, attached Aramark Hotel. Near the Student Center is the Epicurian Buffet Restaurant on the ground floor of Darnall Hall next to the GoCard Office. The Tombs Restaurant is near the campus on 36th St. across from the Walsh Building.

Yates Field House

Yates Field House provides Georgetown with a first-class facility for recreation. To use the facilities, students must buy membership. For additional information, call (202) 687-2400 or visit <http://yates.georgetown.edu/>.

Veterans and Active-Duty Military Personnel Services

Students who are eligible to receive veterans’ educational benefits through the Veterans Administration may contact the Veterans Affairs Coordinator in the Registrar’s Office, (202) 687-4020, for Veterans’ education benefits and enrollment certification/information.

VIII. University Contact Information

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Director
Office of International Programs
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NOTES:

GRADUATE LIBERAL STUDIES AT GEORGETOWN UNIVERSITY

Box 571011, Washington, DC 20057-1011

Phone: 202-687-5706

E-mail: lsp@georgetown.edu

Website: liberalstudies.georgetown.edu