



GEORGETOWN UNIVERSITY
School of Continuing Studies

Liberal Studies Graduate Student Handbook

Academic Rules and Regulations

2013-2014

Table of Contents

WELCOME	7
UNIVERSITY MISSION STATEMENT	7
SCHOOL MISSION STATEMENT	7
HISTORY OF THE SCHOOL OF CONTINUING STUDIES	7
ACCREDITATION & CERTIFICATION INFORMATION	8
DISCLAIMER, WEBSITE, AND UPDATE INFORMATION	8
CONTACTING US	9
IMPORTANT WEBSITES	9
<i>Georgetown University</i>	9
<i>School of Continuing Studies</i>	9
<i>MyAccess (Address, Course Registration, Degree Audit, Student Account Information)</i>	9
<i>Academic Calendar (Add/Drop and Withdrawal Deadlines)</i>	9
<i>Honor Code/System</i>	9
<i>Office of International Programs (F-1/J-1 Visa)</i>	9
<i>Office of the University Registrar</i>	9
<i>SCS Graduation and Commencement Ceremony</i>	9
<i>SCS Research and Scholarship</i>	9
<i>SCS Student Forms</i>	9
<i>SCS Student Handbooks and Policies</i>	9
<i>SCS Student Life</i>	9
<i>Student Accounts</i>	9
<i>Student Conduct</i>	10
<i>Student Financial Services</i>	10
<i>Student Health Center</i>	10
<i>Tuition Refund Schedule</i>	10
<i>University Safety</i>	10
ACADEMIC AFFAIRS & COMPLIANCE: CENTRAL OFFICE	10
GRADUATE LIBERAL STUDIES: PROGRAM OFFICE	10
FIRST STEPS AFTER ADMISSION	11
ACTIVATE YOUR GEORGETOWN EMAIL.....	11
VERIFY YOUR PERSONAL INFORMATION	11
SECURE YOUR GOCARD (STUDENT ID).....	11
REGISTER FOR COURSES	11
PAY YOUR TUITION.....	11
STUDENTS WITH DISABILITIES	11
TRANSFER STUDENTS.....	12
INTERNATIONAL STUDENTS.....	12
ADMISSIONS STANDARDS & POLICIES	13
ADMISSIONS REQUIREMENTS	13
PROVISIONAL, NON-DEGREE ENROLLMENT	13
CONFIDENTIALITY OF ADMISSIONS MATERIALS.....	13
ADMISSIONS APPEALS PROCESS.....	13
INTERNATIONAL STUDENTS UPON ADMISSION	14
DEFERRAL OF ADMISSIONS ACCEPTANCE.....	14
<i>Deferral Policy for New DLS Students</i>	14
MANDATORY TUBERCULOSIS SCREENING/IMMUNIZATIONS FOR NEW STUDENTS.....	15

TRANSFER CREDIT FROM OTHER GRADUATE INSTITUTIONS.....	15
TRANSFER CREDIT FROM ANOTHER GEORGETOWN GRADUATE PROGRAM INTO SCS.....	15
TRANSFER CREDIT FROM SCS TO ANOTHER PROGRAM OR INSTITUTION.....	16
UNIVERSITY POLICIES & REGULATIONS	17
EDUCATIONAL RECORDS POLICY.....	17
NON-DISCRIMINATION POLICY.....	20
HARASSMENT POLICY.....	21
<i>Sexual Harassment</i>	21
<i>Harassment Other Than Sexual Harassment</i>	22
<i>National Origin and Accent Harassment</i>	23
<i>Procedure for Complaints</i>	23
THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT	23
CHANGE OF ADDRESS	23
DIRECTORY INFORMATION DISCLOSURE POLICY	24
ELECTRONIC MAIL	24
EMERGENCY CLOSURES.....	24
REGISTRATION & ENROLLMENT POLICIES.....	25
<i>Student Enrollment and Tuition Liability</i>	25
ACADEMIC ADVISING	25
FINANCIAL AID ADVISING.....	26
PART-TIME STUDENT STATUS.....	26
FULL-TIME STUDENT STATUS	26
REGISTRATION HOLDS	26
WAITLIST.....	26
LEAVES OF ABSENCE.....	27
<i>Requesting a Leave of Absence</i>	277
<i>Personal Leave of Absence</i>	27
<i>Medical Leave of Absence</i>	28
<i>Returning from a Leave of Absence</i>	28
<i>Military: U.S. Armed Forces LOA Request/Return and Re-Enrollment</i>	28
ADD/DROP PERIODS, COURSE WITHDRAWAL, AND TUITION REFUNDS	31
WITHDRAWAL FROM THE PROGRAM.....	32
<i>Refund Schedule</i>	32
COMPASSIONATE WITHDRAWALS.....	33
DEGREE TIME LIMITS.....	33
GRADES & GRADING.....	35
GRADUATE GRADING SYSTEM.....	35
ACADEMIC STANDING.....	36
COURSE SYLLABI AND GRADING CRITERIA.....	36
<i>Grading Scales</i>	36
<i>Late Work</i>	36
CLASS ATTENDANCE/ABSENCE.....	36
PROVOST’S POLICY ACCOMMODATING STUDENTS’ RELIGIOUS OBSERVANCES	37
REPEATING A COURSE	37
INCOMPLETE GRADES AND DEADLINES	38
COURSE GRADE CHANGES AND TIME LIMITS	39
COURSE GRADE APPEALS	39
READMISSION AFTER PRIOR ATTENDANCE.....	39

RE-ENROLLMENT AFTER PRIOR ATTENDANCE	40
STUDENT GRIEVANCE PROCESS.....	41
ACADEMIC INTEGRITY & STUDENT CONDUCT	42
THE GEORGETOWN UNIVERSITY HONOR CODE AND SYSTEM.....	42
PLAGIARISM, CITING SOURCES, AND ACADEMIC RESEARCH.....	42
<i>Avoiding Plagiarism and Uncited Paraphrasing</i>	42
<i>Turnitin.com & Student Essays</i>	43
HUMAN SUBJECTS RESEARCH	43
STUDENT CONDUCT	44
DEGREE CONFERRAL	45
COMMENCEMENT EXERCISES.....	46
ACADEMIC HONORS AND AWARDS	46
FINANCIAL CLEARANCE	46
DOCTOR OF LIBERAL STUDIES (DLS.): PROGRAM GUIDELINES	47
<i>Mission Statement for Graduate Liberal Studies</i>	47
<i>Learning Goals of the Program</i>	47
ADMINISTRATION AND SUPPORT OF DLS STUDENTS.....	48
<i>Director of Doctor of Liberal Studies Program (DLS Director)</i>	48
<i>Director of Graduate Liberal Studies (GLSP Director)</i>	48
<i>Associate Director of Graduate Liberal Studies</i>	48
<i>DLS Executive Committee</i>	48
THE DOCTOR OF LIBERAL STUDIES PROGRAM	49
<i>Required Foundational Courses</i>	49
<i>Evaluation of Performance in the Foundational Courses</i>	49
FOUNDATIONAL COURSE DESCRIPTIONS	50
<i>DLS Foundational Introductory Colloquium: Liberal Studies as Perspective and Method</i> <i>(LSHV 601, 3 credits)</i>	50
<i>Love, Death, and God: From the Bible through the Renaissance (LSHV 602, 3 credits)</i>	50
<i>The Rise of the Modern Spirit (LSHV 603, 3 credits)</i>	51
<i>The Challenge of Postmodernism (LSHV 603, 3 credits)</i>	51
ABSENCE POLICY FOR FOUNDATIONAL COURSES.....	51
LANGUAGE REQUIREMENT	51
DLS STEPS TO GRADUATION.....	52
<i>The First Year</i>	52
<i>The Second Year</i>	52
REGISTRATION IN QUALIFYING EXAMINATIONS AND DOCTORAL THESES	52
<i>Qualifying Examination Registration (LSHV 990)</i>	52
<i>DLS Thesis Proposal Preparation & Writing (LSHV 995/996)</i>	52
QUALIFYING EXAMINATION FOR THE DOCTORAL DEGREE.....	53
<i>Specifics Concerning the Qualifying Examination</i>	53
<i>The Written Qualifying Examination</i>	53
<i>Guidelines for the Written Qualifying Examination</i>	54
<i>The Oral Qualifying Examination</i>	54
THESIS PROPOSAL WRITING AND WORKSHOP	54
THESIS PROPOSAL DEFENSE	54
THESIS WRITING	54
FINAL DEFENSE OF THE DOCTORAL THESIS.....	54
GUIDELINES FOR SUBMITTING AND EVALUATING THE DOCTORAL THESIS	56

ADDITIONAL COURSE OPTIONS	56
<i>Elective Courses</i>	56
<i>Directed Reading Courses (LSHV 911)</i>	57
<i>Undergraduate Courses taken for Graduate Credit</i>	57
REGISTRATION REQUIREMENTS.....	57
<i>“Walk-In” Registration</i>	58
ACADEMIC GUIDELINES AND PROCEDURES.....	58
<i>Transfer of Credit and Advanced Standing</i>	58
<i>Transfer of Credit</i>	58
<i>Advanced Standing</i>	58
<i>Pass/Fail Options</i>	58
ACADEMIC PERFORMANCE STANDARDS	59
<i>Termination of Candidacy</i>	59
<i>Grade Appeals</i>	59
<i>Grade Reports</i>	60
<i>Time Limit for DLS Degree Completion</i>	60
<i>Requests for Extension of Time Limit</i>	60
ACADEMIC INTEGRITY	60
<i>DLS Style Guide & Thesis Guidelines</i>	61
<i>Research on Human Subjects</i>	61
GRADUATION AND COMMENCEMENT	61
MASTER OF ARTS IN LIBERAL STUDIES (MALS): PROGRAM GUIDELINES.....	63
THE ORIGINS OF LIBERAL STUDIES.....	64
THE ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS: (AGLSP).....	64
THE ORIGINS OF GEORGETOWN’S LIBERAL STUDIES PROGRAM	64
THE BASIC CURRICULAR STRUCTURE OF THE MALS DEGREE PROGRAM.....	65
PART-TIME STUDENT STATUS.....	65
GRADUATE LIBERAL STUDIES ACADEMIC ADVISING	66
MASTER OF ARTS IN LIBERAL STUDIES (M.A.L.S.) DEGREE REQUIREMENTS.....	66
<i>Master of Arts in Liberal Studies (M.A.L.S.)</i>	66
<i>Continuing and Returning Students Pursuing the 30-Credit/Thesis Degree Plan</i>	66
<i>New Students Pursuing the 30-Credit/Thesis Degree Plan</i>	66
<i>Continuing Students Pursuing the 36-Credit/Coursework Degree Plan</i>	66
<i>New Students Pursuing the 36-Credit/Coursework Degree Plan</i>	67
<i>Reflective Essay Requirement</i>	67
<i>Requirement and Format for Essay</i>	67
MALS THESIS PROCESS AND REQUIREMENTS.....	68
<i>MALS Thesis Proposal Workshop (LSHV-898-sections vary)</i>	68
<i>MALS Thesis Writing Course, LSHV-899-01</i>	70
<i>MALS Thesis Writing Time Limit & Continuous Registration</i>	70
<i>First Semester Extension(LSHV-981)</i>	70
<i>Second Semester Extension (LSHV-982)</i>	70
<i>Thesis Final Deadlines</i>	71
ACADEMIC POLICIES AND PROCEDURES.....	71
<i>Academic Probation</i>	71
<i>Academic Termination of Degree Candidacy</i>	71
<i>Academic Integrity and the Honor System</i>	72
<i>Academic Integrity Adjudication</i>	72
<i>Degree Conferral Time-Line</i>	72

<i>Thesis Completion in Absentia</i>	73
APPLICATION FOR DEGREE COMPLETION.....	73
<i>Study Tours</i>	73
<i>Religious Studies and Theology Honor Society</i>	73
UNIVERSITY OFFICES & SERVICES	74
ACADEMIC RESOURCE CENTER.....	74
BOOKSTORE.....	74
CAREER EDUCATION CENTER	74
COMPUTER SERVICES	74
COMPUTER SUPPORT.....	74
COUNSELING AND PSYCHIATRIC SERVICE.....	74
DEGREE AUDIT	74
FINANCIAL OBLIGATIONS	74
GELARDIN NEW MEDIA CENTER.....	75
GEORGETOWN UNIVERSITY TRANSPORTATION SHUTTLE.....	75
GOCARDS	75
INTERNATIONAL PROGRAMS, OFFICE OF	75
LAUNGER LIBRARY	75
STUDENT ACCOUNTS	75
STUDENT CENTER.....	76
STUDENTS WITH DISABILITIES	76
STUDENT FINANCIAL AID	76
STUDENT HEALTH INSURANCE.....	76
TRANSCRIPTS.....	76
WRITING RESOURCE PROGRAM.....	76
YATES FIELD HOUSE.....	77

WELCOME

Welcome to Georgetown University and the graduate Liberal Studies programs in the School of Continuing Studies (SCS): Doctor of Liberal Studies (DLS); and Master of Arts in Liberal Studies (MALS). This handbook is provided as a guide for students, faculty, and staff regarding important policies and procedures. SCS establishes minimum standards for academic performance (described in this handbook); however, individual programs are encouraged to set higher standards that reflect the academic rigor and unique nature of those programs and Georgetown's commitment to academic excellence. Students should consult with their academic program about requirements that are specific to their degree.

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

University Mission Statement

Georgetown is a Catholic and Jesuit, student-centered research university.

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

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate and professional education in the Jesuit tradition for the glory of God and the well-being of humankind.

Georgetown educates women and men to be reflective lifelong learners, to be responsible and active participants in civic life and to live generously in service to others.

School Mission Statement

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

History of the School of Continuing Studies

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

The Master of Professional Studies (MPS) programs, emphasizing a balance of theoretical and applied learning, began in Fall 2007 with majors in Public Relations & Corporate Communications and Journalism. Our first group of MPS students, 14 total, graduated in Fall 2008. MPS majors

in Sports Industry Management and Real Estate began in Fall 2008; Human Resources Management in Spring 2009; and Technology Management in Fall 2009. Our MPS alumni community has grown considerably with over 500 graduates from all programs since their inception.

For over 50 years, the School of Continuing Studies has fulfilled Georgetown University's mission of educational outreach and inclusivity by offering a wide range of educational options to a diverse community of students and professionals. Our School now offers more than 600 courses, undergraduate and graduate degrees, advanced professional certificates, customized education, special programs, and much more.

Accreditation & Certification Information

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

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

Disclaimer, Website, and Update Information

This Handbook is published for current and prospective SCS graduate students. 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 Liberal Studies Core Faculty; the Liberal Studies Standards and Executive Committees; the MPS Deans' Council; and the Academic Affairs & Compliance Office. 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 online at: <http://scs.georgetown.edu/academic-affairs/student-handbooks>. While every effort is made to contain costs and achieve economies, Georgetown specifically reserves the right to increase tuition or other fees without prior notice. The University and School further reserve the right to advance the requirements regarding admission; to change the arrangement of courses; the requirements for graduation or degrees; and other regulations affecting the student body. Such regulations may govern current and new students and will be effective whenever determined by the particular School involved or by general University directive.

It is the responsibility of the student to keep well-informed with respect to the regulations and requirements in this Handbook as well as separate policies and procedures established by other University Offices (such as the Registrar's Office, Financial Aid, Student Accounts, and the Office of International Programs) which may affect the student.

CONTACTING US

The central offices for Admissions, Academic Affairs & Compliance, and the SCS Dean's Office are at 640 Massachusetts Avenue, NW; Washington, D.C. 20001. The academic program office for Graduate Liberal Studies (MALS and DLS) is located in Suite 225 of the Intercultural Center (ICC) on main campus.

Important Websites

Georgetown University

www.georgetown.edu/

School of Continuing Studies

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

MyAccess (Address, Course Registration, Degree Audit, Student Account Information)

<https://myaccess.georgetown.edu/>

Academic Calendar (Add/Drop and Withdrawal Deadlines)

<http://registrar.georgetown.edu/registration/add-drop/>

Honor Code / System

<http://scs.georgetown.edu/academic-affairs/honor-code>

Office of International Programs (F-1/J-1 Visa)

<http://oip.georgetown.edu/issv/vsq.htm>

Office of the University Registrar

<http://registrar.georgetown.edu>

SCS Graduation and Commencement Ceremony

scs.georgetown.edu/academic_affairs/graduation

SCS Research and Scholarship

scs.georgetown.edu/about-scs/research-and-scholarship

SCS Student Forms

<http://scs.georgetown.edu/academic-affairs/student-forms>

SCS Student Handbooks and Policies

<http://scs.georgetown.edu/academic-affairs/student-handbooks>

SCS Student Life

<http://scs.georgetown.edu/students/>

Student Accounts

<http://studentaccounts.georgetown.edu/Index.html>

Student Conduct

<http://studentconduct.georgetown.edu/>

Student Financial Services

<http://finaid.georgetown.edu/>

Student Health Center

<http://www3.georgetown.edu/student-affairs/health/index.html>

Tuition Refund Schedule

registrar.georgetown.edu/registration/refunds-and-tuition/

University Safety

safety.georgetown.edu/

Academic Affairs & Compliance: Central Office

Rachael Godlove, Interim Associate Dean for Academic Affairs & Compliance (202) 687-8700

Assistant Director for Academic Affairs & Compliance (202) 687-8073

Anka Dadarlat, International Programs Advisor (202) 687-8692

Graduate Liberal Studies: Program Office

DLS and MALS

Vacant, Associate Dean of Graduate Liberal Studies

Francis Ambrosio, Director, Doctor of Liberal Studies (202) 687-7441

Anne Ridder, Interim Assoc. Dean, GLSP (202) 687-5706

Jonathan Henry, Academic Records Administrator, GLSP (202) 687-5913

Vacant, Academic Records Assistant, GLSP (202) 687-0355

FIRST STEPS AFTER ADMISSION

Activate Your Georgetown Email

Set up your e-mail. Georgetown University will send e-mail messages only to your georgetown.edu address, and students are responsible for all messages and information sent to their accounts by University representatives. Plan to either check this account frequently or forward Georgetown mail to another account. Please make sure that your Georgetown email account is maintained and does not go over quota. You should have received a temporary password for your e-mail account with your admissions notification. Additional information about managing your email account (including setting up a forwarding address) can be found at uis.georgetown.edu/email/.

Verify Your Personal Information

Verify and update your biographical information, email address and mailing address and phone number in our system of record by going to myaccess.georgetown.edu. Students are responsible for keeping their personal information current and accurate every semester. Please make sure to update any changes (such as your address or emergency contact information) through MyAccess and with your academic program.

Secure Your GOCard (Student Identification Card)

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

Register for Courses

Register for courses directly through MyAccess. Check the registration dates for your courses in succeeding semesters at the Registrar's website at registrar.georgetown.edu. Be sure to register as soon as possible. Verify the accuracy of your schedule before classes start. Students are responsible for making sure their schedules are accurate. Students can access course syllabi from the Schedule of Courses found on the Registrar's website: registrar.georgetown.edu.

Pay Your Tuition

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 Student Accounts, NOT with SCS staff. You can pay your bill online. Information is available at <http://www9.georgetown.edu/finaff/studentaccounts/>.

Students with Disabilities

Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; ldss.georgetown.edu/index.cfm) before the start of classes to allow their office time to review required documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors and the Director of Liberal Studies. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Transfer Students

New transfer students should consult with their academic program advisor about the possibility of transferring coursework into their program before enrolling in their first semester of courses. All coursework for consideration must have been completed at the graduate-level at an accredited institution with a grade of "B" (3.00) or higher earned.

International Students

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire they receive from the SCS International Advisor by e-mail upon to the Office of International Programs (<http://oip.georgetown.edu/isss/vsq.htm>) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Part-time and non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

ADMISSIONS STANDARDS & POLICIES

Admissions Requirements

To be considered for full admission into any graduate-level program, applicants are required to have an earned undergraduate degree from an accredited college or university. A cumulative GPA of 3.00 (solid "B") and relevant academic and professional experience are typically required to ensure that applicants are prepared for graduate-level work in the requested field of study. Other factors, such as writing samples, portfolios, and interviews may be taken into consideration by the program and Admissions Office when reviewing applicants. In rare instances, a program may recommend full admission for an applicant with a borderline GPA who presents documentation of extraordinary professional achievements in the field and/or recent examples of academic success. All such exceptions to standard admissions policies must be reviewed and approved by the SCS Academic Affairs & Compliance Office.

Provisional, Non-Degree Enrollment

In rare cases, applicants who do not meet all of the criteria for full admission to a master's degree program might be allowed to enroll in provisional, non-degree status to prove their academic potential at the graduate-level. The academic program and Admissions Committee make this recommendation. Applicants cannot request this status. Provisional students are limited to 6 credit hours (which is part-time), and they must earn solid grades of "B" (3.00) or higher in this status before being considered for full admission to a degree program. Grades of "B-" (2.67) are below "B" and may disqualify a student from full admission status. Provided provisional students meet these academic requirements, all coursework completed in non-degree status then counts towards the MALS degree. Students who do not meet these minimum standards are referred to a formal review Committee and may be academically dismissed from their programs.

Please note: Individual programs can set additional requirements for consideration (such as completion of certain courses; participation in outside internships; or completion of prerequisite undergraduate coursework from an outside institution). Non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation. The Doctor of Liberal Studies (DLS) program does not allow provisional students.

Confidentiality of Admissions Materials

All information submitted to the *SCS Admissions Office*, including personal essays, transcripts, portfolios, and letters of recommendation are considered confidential and cannot be returned to the applicant. Neither the applicant's admission status nor information contained in the applicant's admissions file will be shared with individuals outside of the School and University without a signed waiver from the 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 and course registration has been completed. All new students should attend the New Student Welcome, their program orientation and Visa students must attend the mandatory immigration session. Students who do not attend SCS or program orientations are held responsible for all information provided during those sessions.

Admissions Appeals Process

Applicants who have been denied admission may request an explanation of the decision by

contacting the reviewing program's Associate/Assistant Dean or Director. To appeal beyond the program level, applicants can contact the Director of Admissions to request an appeal review by the Admissions Appeal Committee, which is comprised of Deans, Directors, Admissions Advisors, and the Director of Admissions. All appeals must be in writing and specifically address weaknesses in the original application (such as reasons for low GPA, unsatisfactory grades in specific courses, or areas of professional development and experience). Appeals will be reviewed based solely upon the academic merits of the situation. Personal circumstances (such as financial aid, loans, athletic eligibility, or Visa status) are not allowable reasons for an appeal. The Committee will make a recommendation to the Office of Academic Affairs & Compliance. All appeals are considered final and without right of further appeal.

International Students upon Admission

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire they receive from the SCS International Advisor by e-mail upon to the Office of International Programs (OIP) (oip.georgetown.edu/iss/vsq.htm) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

Degree-seeking international students requesting a University-sponsored F-1/J-1 Visa status must also do the following: (1) complete all requirements and procedures administered by OIP; (2) attend additional mandatory orientation and immigration sessions through OIP; and (3) maintain full-time student status as outlined by OIP. Federal law may also require international students to follow more restrictive requirements than U.S. citizens.

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

Deferral of Admissions Acceptance

Acceptance to all SCS graduate programs is competitive, and new students should carefully consider requesting a deferral. Deferrals can be granted for no longer than one academic year. Deferral is typically allowed for new students who have unexpected professional, personal, or military obligations preventing their course enrollment and delaying the start of their academic program. All deferrals must be approved by the Associate/Assistant Dean or Director of the new student's program, who may also require updated or additional application materials for re-consideration at a future date. This is then recorded by the program's Admissions Counselor. If any academic work is completed during the period of deferral, the new student must re-apply.

Deferral Policy for New DLS Students

Applicants are expected to enter the program during the year in which they have been accepted. Upon the written request of a newly admitted student, the DLS Director, in consultation with the DLS Executive Committee, may 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 to be considered for admission with all the other applicants for that year.

An applicant requesting a one-year deferral must provide the DLS Director with the reasons for that request. A formal approval or rejection will be sent from the DLS Director (with a copy to the SCS Admissions Office) upon review of the exceptional circumstances presented to justify the deferral approval.

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 DC 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 www3.georgetown.edu/student-affairs/health/forms.html.

Transfer Credit from Other Graduate Institutions

Many graduate students have already completed some graduate study elsewhere before being accepted to Georgetown University. The program Associate/Assistant Dean or Director may consider for transfer from other accredited, graduate-level institutions: (1) a maximum of nine credits of Advanced Standing or transfer credit for the DLS degree; or (2) a maximum of six credits for the MALS degree. The program's Associate/Assistant Dean or Director and the Academic Affairs & Compliance Office have final say regarding which courses may transfer, and, in general, will consider the content of the course in question and its similarity to a program course, the syllabus, the grade received, the age of the course, and the accreditation of the institution offering the course. Unless approved in advance, transfer credit is not awarded for study at other institutions after students have started their study at Georgetown. Students should therefore plan on completing all coursework in residence at Georgetown once they have matriculated at the University.

For DLS students only: Advanced Standing can be awarded when a student has at least two advanced degrees from accredited universities. In this case, the second degree allows for nine credits of Advanced Standing (i.e., nine DLS credits count as having been fulfilled). In the case of transfer credit, a student has coursework in addition to an advanced degree but has not completed that second degree.

Only graduate-level courses completed for credit and for which the student received an official grade of "B" (3.000) or better can be considered for transfer into a graduate-level program. Credits that have been or are being applied to another degree or certificate may not be transferred. The GPA earned in coursework completed elsewhere is not calculated in the Georgetown University GPA. No course titles of transferred courses appear on the Georgetown transcript, nor do previous grades earned. Requests for transfer credit must be submitted during the student's first academic year of study. Transfer credits will only be posted following the student's successful completion of the first semester. The Transfer Credit Request Form can be downloaded from: scs.georgetown.edu/academic-affairs/student-forms.

Transfer Credit from another Georgetown Graduate Program into SCS

In order to transfer from one graduate-level degree program into another (whether within SCS or between graduate programs at the University like the Graduate School of Arts and Sciences; the McDonough School of Business; the School of Foreign Service; the School of Nursing and Health Sciences; and so on), students must secure advance, written permission by Associate/Assistant Dean or Director of Graduate Liberal Studies the Associate Dean of Academic Affairs & Compliance, and they may be required to apply formally through the SCS Admissions Office. Minimally, they must be in good academic standing with a cumulative GPA of 3.000 or better. However, acceptance into one graduate program at the University or within SCS does not guarantee acceptance into another program, regardless of the student's GPA.

Students cannot transfer from one program into another to prevent actions like probation or termination. All courses taken and grades earned at Georgetown remain on the student's permanent academic record and are factored into the determination of academic actions even if

those credits are not permitted into the student's new program. A cumulative GPA of 3.000 is uniformly required to remain in good standing and to qualify for graduation.

Although some graduate-level courses and programs at Georgetown and in SCS may overlap, students who would like to transfer from one program into another must undergo a formal credit review by their new program Associate/Assistant Dean or Director to determine the applicability of previously earned credits. Students should keep in mind that they may not be able to apply credit (and grades) already awarded in their previous program – whether in residence at Georgetown or through transfer from another institution – to their new program. Courses that are not approved for the program will be excluded from the degree GPA and be awarded no credit.

Transfer Credit from SCS to another Program or Institution

In the event that an SCS graduate student transfers to another academic program within Georgetown University (such as the MBA program) or to another institution, the credits earned in SCS will be subject to the transfer policies and procedures of the receiving program and/or institution. Students request their official Georgetown transcripts through the Registrar's Office at registrar.georgetown.edu/transcripts/.

Students currently enrolled in other graduate programs at the University should secure the advance, written permission of their own program before requesting permission to enroll in SCS courses.

UNIVERSITY POLICIES & REGULATIONS

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 International Programs; the Center for Minority Student Affairs; the Office of Student Accounts; 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 digital repository, 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 the School of Continuing Studies may establish a subcommittee comprised of representatives of his Executive Committee and charged with the responsibility of adjudicating challenges to the contents of student records. The formation of the subcommittee is at the Dean's discretion. Requests for a formal hearing must be made in writing to the appropriate Dean's office within one calendar year after the initial denial of the student's request. This petition must be dated and signed by the petitioner and must contain a brief and concise explanation of the item being challenged and the basis for the challenge. It must also contain a statement that the petitioner's initial request to a University official was denied, naming the official and stating the date of the denial. The petition must further specify what relief is being requested.

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

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

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

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

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

After assessing the grounds for the appeal, the Dean 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 at ideaa.georgetown.edu/policies/.

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, or the evaluation of any other degree requirements, the matter should be presented to the Associate Dean of that program on an informal basis within 30 days of the alleged incident. If, after the preliminary investigation by the program Associate Dean, or through discussion with the student, the faculty member, and other relevant individuals, the complaint is resolved satisfactorily, no record of the complaint will be placed in the file of the student or the faculty member. If the complaint is not resolved, the student may submit a formal written complaint to the 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 Associate Dean of Academic Affairs & Compliance will complete an investigation and may either render a decision based upon those findings or establish a board of three impartial SCS members to review the complaint. This board may consist of the Assistant Dean of Academic Affairs & Compliance, other program Associate/Assistant Deans or 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/Assistant Dean or Director of the program in consultation with the Associate Dean of Academic Affairs & Compliance and a faculty member deemed to have expertise in the course content.

The student will be expected to attend the review board's hearing of the complaint. If, because of extraordinary circumstances the student is unable to attend, he or she may submit a written summary of the case. The student should supply a list in advance of any individuals s/he would like to bring to the meeting to assist in presenting the complaint. The student may be present for all stages of the review board's hearing except for the final deliberation by the board.

The review board shall have at the hearing all available information pertaining to the student's complaint including his/her academic record. The board will accept and review written statements submitted by the student, faculty member, and/or other relevant individuals. The board may also, at its discretion, entertain oral testimony from witnesses.

The general outline of the hearing will be as follows:

1. the board will review the complaint and academic record of the student;
2. the student will have the opportunity to present the case and any attending circumstances;
3. the board may request specific people to appear before it;
4. the board will deliberate and make its recommendation.

After the board has completed its review and forwarded its recommendation to the Senior Associate Dean of Academic Affairs & Compliance, that Dean will notify the student in writing and send copies of the board's decision to the Special Assistant to the President for Institutional Diversity, Equity & Affirmative Action Programs and to the Affirmative Action Officer of the relevant campus. Any party to the complaint wishing to appeal the board's decision should file a written appeal within 30 days of the decision to the Associate Dean of Academic Affairs with a copy sent to the University's Institutional, Diversity, Equity & Affirmative Action Office. The written appeal should indicate the grounds for the appeal and any new evidence that was not submitted to the review board. The Associate Dean will accept or reject the appeal based upon the grounds stated, and will render a final decision within 30 days of that appeal.

Although the University and the School of Continuing Studies encourage students to avail themselves of these internal mechanisms for discrimination complaints, all students have the right to contact external enforcement agencies such as the District of Columbia Human Rights Commission, the Equal Employment Opportunity Commission, the Office of Civil Rights of the Department of Education, and the Department of Labor. Reprisal or retaliation against an individual for making a complaint regarding discrimination, or for using or participating in internal or external processes, is prohibited.

Harassment Policy

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

This policy on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for completing training provided by the University to prevent harassment and promote a respectful community.

The most current University policy statement on sexual harassment can be found at ideaa.georgetown.edu/policies/.

Sexual Harassment

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

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

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

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

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

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

Harassment Other Than Sexual Harassment

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

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

National Origin and Accent Harassment

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

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

Procedure for Complaints

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

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

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

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

The Student Right-to-Know and Campus Security Act

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

Change of Address

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

1. Enter the change online for the Student Record System/Registrar using MyAccess to continue to receive University mail, grade reports, etc.

2. At the same time, notify the academic program in order to continue to receive program mailings, registration information, and, 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.

Electronic Mail

Please use your official georgetown.edu e-mail address in all e-mail communications with faculty and staff members. If you wish, you can configure your Georgetown account so that incoming Georgetown e-mail is redirected to another account that you prefer to use. Information on this is available at <http://netid.georgetown.edu>. You are personally responsible for all University, School, and Program information sent to your official Georgetown email account.

Emergency Closures

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

REGISTRATION & ENROLLMENT POLICIES

Students are required to enroll in courses every Spring and Fall semesters to maintain their active student status. Students who cannot enroll for any reason must request a formal Leave of Absence (please see policy below) to prevent being withdrawn from the University with the notice "Withdrawn for failure to register" being placed on their official transcripts.

Students are strongly advised to register for courses early, because many do fill up, and there is a size limit on courses. Students should also print a copy of their degree audit and academic transcript for their own records. The official Academic Calendar – including the Add/Drop and withdrawal periods – can be found at registrar.georgetown.edu/registration/add-drop/. The *Tuition Refund Periods* can be found at registrar.georgetown.edu/registration/refunds-and-tuition/.

Students register for courses online through MyAccess at myaccess.georgetown.edu/. In order to register, students need their NetID and password. If assistance is needed with this process, please contact the UIS Help Desk at (202) 687-4949.

The *Schedule of Classes* can be found at registrar.georgetown.edu/. All DLS and MALS courses are found under "Lib Stds" followed by their "Human Values" and "Human and Social Sciences" designation (LSHS or LSHV).

Students are advised that attendance in each of the courses is critical and that coursework for each class meeting must be completed on time. No Incomplete ("I") grades will be granted to students who take on too much academically and then do not adjust their schedules within the published Add/Drop and withdrawal period.

Students in Graduate Liberal Studies (GLSP) need not secure advance permission from their Associate/Assistant Dean or Director if they wish to register for more than 9 credits in a given semester but are strongly encouraged to obtain advising in advance from their academic and program advisors. Registering for courses outside of one's program major or in another program within the University requires prior approval from the student's academic program and from the Dean's Office and/or academic program offering the course.

Student Enrollment and Tuition Liability

By act of course registration, students accept full financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of the method of payment used; registration includes Pre-registration, Registration, and all courses added after the student's initial registration. Any student who initiates course registration requests after the close of the regular Registration period may not be approved (please review the "*Add/Drop Periods, Course Withdrawal, and Tuition Refunds*" section) will be assessed late registration and late payment fees. The Office of Student Accounts also will assess late payment fees and a service charge on any tuition and fees that are not paid by their stated deadline.

Academic Advising

Students are encouraged to request academic guidance and advising as needed from the Associate/Assistant Dean and Directors of their program, the Associate Dean of Academic Affairs & Compliance, and other faculty members. GLSP provides individual advising to students as needed and requested by the student, and individual programs may also require advising at certain points in the student's tenure, particularly if the student is not in good academic standing. Students are ultimately accountable for their own enrollment decisions, however, and are responsible for meeting all of the requirements for their degree plan. No academic requirements will be waived based upon allegations of an advising error.

Financial Aid Advising

Requirements and processes to receive financial aid can be complex and time-consuming. We encourage all students seeking aid to work directly with the *Office of Student Financial Services* (finaid.georgetown.edu; 202-687-4547) for information regarding eligibility requirements.

Students who do not make satisfactory progress towards their degree (whether through time to completion or academic actions like probation) can jeopardize their eligibility and may be subject to additional corrective measures established by Student Financial Services and the Office of Academic Affairs & Compliance.

Part-Time Student Status

The GLSP and all of the graduate programs within SCS are designed to accommodate adult students with existing professional and/or family responsibilities. Many students therefore enroll part-time, between three and six credits, or one to two courses per term. Some of our students pursue their academic studies full-time, taking nine or more credits during a single semester. Students on J-1 or F-1 student Visa must be registered as full-time to satisfy the terms and conditions of the Visa.

Full-Time Student Status

GLSP students pursuing full-time status (such as international students on a University-sponsored Visa) should meet with their Associate/Assistant Dean or Director and plan out their entire schedules, as much as possible, during their first semester of study and at the beginning of each semester. Full-time status for graduate students is nine credits in the regular fall and spring semesters and six credits in the summer semester. Given the intense nature of graduate study, SCS recommends that most students enroll in no more than six to nine credits per semester. Students who work twenty or more hours per week are strongly encouraged to enroll in a maximum of six credits during a single semester so that they can balance their professional and academic obligations.

International students on a University-sponsored Visa must contact their International Program Advisor in advance if they are planning on going part-time (6 or fewer credits in fall/spring semesters) in their final semester to learn if they are eligible for an exemption under federal regulations.

Please note: Full-time status may be required by some University offices (such as the Counseling Center, University Health Insurance, and the Office of International Programs) for students to receive specific services and support. Students who enroll full-time during the Fall or Spring semesters are billed automatically for student health insurance. If such insurance is not desired, the student must contact the Student Health Insurance Office (shc.georgetown.edu; 202-687-4883) to secure a waiver by showing proof of coverage

Registration Holds

A registration hold may be placed on a student's record for a variety of reasons. Common causes include but are not limited to: failure to supply documentation of immunization; an outstanding balance with the Office of Student Accounts; incomplete forms with the Office of Student Financial Services; or incomplete academic records with the School. If a registration hold has been placed on a student's record, the student must contact the appropriate Office or Department and clear the hold before s/he will be permitted to register. Students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

Waitlist

SCS graduate programs and courses do not maintain waitlists. Students who did not register on time and still need to register in a required but closed course in their final semester should consult

directly with their academic department prior to the start of the semester to determine if they can be permitted to add into a closed section. Students are usually not permitted to be added to closed courses.

Leaves of Absence

Requesting a Leave of Absence

Students who need to interrupt their studies temporarily (for such documented reasons as work, health, or family obligations) in a fall or spring semester should discuss the situation with their program and request an official *Leave of Absence* through the Academic Affairs & Compliance Office in writing. An approved *Leave of Absence* (LOA) allows the student to remain active in the system and to receive limited access to University services (such as email and the library). The LOA Form is located at: scs.georgetown.edu/academic-affairs/student-forms and needs to be received in the Office of Academic Affairs & Compliance ****before**** the end of Add/Drop of the semester the leave is requested to begin.

Students who do not register for classes and who do not receive a formal LOA will be withdrawn for failure to register and be subject to re-enrollment and re-admission policies. Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

The statement "Withdrawn for failure to register" will also be recorded on the student's transcript. Students cannot request more than two semesters of LOA (fall/spring or spring/fall) at a time, and they cannot take courses elsewhere for transfer credit while on a LOA. Students who request a LOA during a semester during which they concurrently withdraw from courses will be subject to the registration, payment, and refund deadlines and policies for that semester. All enrollment periods and cessations (including *Leaves of Absence* and *Withdrawals for Failure to Register*) are recorded on the transcript. To request a LOA, students must complete the LOA Form in consultation with their academic program and return it with the program's approval to Academic Affairs & Compliance Office.

No program requirements can be completed during the LOA, nor can a student graduate during one. However, the LOA will not alter deadlines relating to the completion of specific course requirements, such as deadlines for completing work in a course for which an "Incomplete" grade was received.

Please note: a *Leave of Absence* does not confer the registration or residency status necessary to qualify for financial aid or to meet Visa requirements. International students must contact their academic advisor, the Academic Affairs & Compliance Office, and the SCS International Programs Advisor **prior** to initiating a request to take a LOA.

Personal Leave of Absence

A personal *Leave of Absence* (LOA) is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests should be submitted at least one week prior to regular 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 of the Spring or Fall semester. The LOA is not needed for the Summer semester. Students who have not taken a personal LOA and who have not registered in courses by the end of the Add/Drop period will be withdrawn for failure to register in the Spring and Fall semesters.

A total of no more than four semesters of personal LOA can be allowed in the student's graduate career. Exceptions are reviewed by the Office of Academic Affairs & Compliance. Up to two semesters (fall/spring; spring/fall) of leave may be granted at any one time. The length of time

that would otherwise be permitted to complete all requirements for a degree and to graduate generally will be extended by one semester for each semester of approved LOA. Leaves for documented medical reasons, when properly approved in advance, will not be counted against the four-semester limit for LOAs.

Students who have received an incomplete ("I") in their Thesis Writing Course should **not** request a *Leave of Absence*. Rather, they enroll in the Continuous Registration course associated with their degree program (LSHV-996 for DLS students; and LSHV-981 or LSHV-982 for MALS students).

Medical Leave of Absence

The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a *Medical Leave of Absence* (MLOA), which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and co-curricular goals. Students interested in a MLOA should contact their academic Dean's Office and the Student Health Center or the Counseling and Psychiatric Service.

MLOAs are administered according to the guidelines on Medical Leaves of Absence, found on the website for the *Office of the Vice President for Student Affairs* at: www3.georgetown.edu/student-affairs/caps/MLOA/mloa.html. Approved periods of medical leave will extend the time permitted to complete degree requirements and to graduate.

Returning from a Leave of Absence

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

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

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

Military: U.S. Armed Forces LOA Request/Return and Re-Enrollment Policy

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

I. Military Leave and Refund Procedures

A. Definition

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

B. Student Responsibilities

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

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

C. University Procedures

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

II. Military Re-Enrollment Procedures

A. Definition

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

B. Student Responsibilities

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

Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation. To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of

the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student's withdrawal was related to service in the uniformed services and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.² Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the University.

C. University Procedures

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

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

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

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

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

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

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/Information/TuitionandFees/. 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.

The most fundamental responsibility of every student is to ensure correct enrollment within the regular adjustment periods for those semesters, every semester. This is done in the MyAccess student system. Students – not Directors, Deans, or the Registrar's Office staff – are responsible for handling their own course registration and any schedule changes before the end of any registration. All students are responsible for verifying the accuracy of their academic schedule, including all course and section numbers, before the end of the Add/Drop and withdrawal periods. Students should do this even if they make no changes to their schedule, but especially if they do.

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

After the Add/Drop period ends, students can only withdraw from a course or program by one of the following methods:

- (a) Securing their program Dean's permission on a paper Schedule Adjustment Form (available in the Registrar's Office and in the *Academic Affairs & Compliance Office*) and hand-delivering that Form to the Registrar's Office. The date of the program Dean's signature shall serve as the official date of withdrawal and any applicable refund as long as it is received by the Registrar's Office within that same refund percentage schedule. The program Dean's signature on a Withdrawal Form will be considered invalid for tuition refunds if enough time has passed on the refund schedule that there has been a change in the tuition refund percentage amounts. In the absence of a Program Dean's signed date, the date that the student turns in the otherwise completed Form to the Registrar will be used as the official date for any applicable refund.
- (b) Emailing their program with (1) their GUID; (2) the course name(s) and number(s) from which they want to withdraw; (3) a statement as to whether this is a program withdrawal (with no intention of returning) or course withdraw (with the intention of returning in the following semester). Students should write "Withdrawal Request" in the subject line of the email. The date of the email will be used as the official date of withdrawal and any applicable refund. It is the student's responsibility to keep all email correspondence related to academic advising and withdrawals.

Withdrawal requests cannot be done in MyAccess or by simply calling the program office or the Registrar's Office. It is the student's personal responsibility to notify the program of the withdrawal request in writing before the official withdrawal deadline. Tuition will be charged on a sliding

scale (see below), and no additional refunds will be provided after these periods have ended. Failure on the student's part to withdraw officially from a course will result in a grade of "F" in the course and be factored into the student's academic standing (probation and termination) and official GPA.

Courses dropped during the Add/Drop period will be deleted from the student's record with 100% tuition refund; thereafter, dropped courses are listed as "W" (withdrawn) on the record and the tuition refund is prorated according to the date of the withdrawal. The tuition refund periods can be found at registrar.georgetown.edu/registration/refunds-and-tuition.

Students who intend on resuming their studies in the following semester may withdraw from all courses in a semester without withdrawing completely from their program and also without requesting a LOA. Students should be attentive to the fact that dropping or withdrawing from a course may have implications on their loan or Visa status, and they must keep the appropriate authorities informed.

Whether withdrawing from courses or a program, students must notify Student Financial Services if they have received financial assistance from Georgetown University or from a state-guaranteed or federally-insured lender outside the University. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive. They should also contact the Student Accounts Office to satisfy all financial obligations to the University.

International students must meet with the International Programs Advisor for advising prior to withdrawing from a course or from a program.

Withdrawal from the Program

Students who wish to withdraw formally from GLSP should do so in writing via email to their Associate/Assistant Dean or Director and 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 any applicable refund. It is the student's responsibility to keep all email correspondence related to advising and withdrawals.

Students who have withdrawn (or been withdrawn for failure to register) from their program and later wish to return to their studies may be required to request re-enrollment through the Academic Affairs & Compliance Office or may be required to re-apply through the *SCS Admissions Office* (please see "*Readmission after Prior Attendance*"). Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

Whether withdrawing from courses or a program, students must notify Student Financial Services if they have received financial assistance from Georgetown University or from a state-guaranteed or federally-insured lender outside the University. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive. They should also contact the Student Accounts Office to satisfy all financial obligations to the University.

International students must meet with their International Programs Advisor for advising **prior** to withdrawing from a course or from a program.

Refund Schedule

The Add/Drop/Withdrawal Refund Schedule can be found at registrar.georgetown.edu/registration/refunds-and-tuition/ for Fall and Spring, and at summerschool.georgetown.edu/tuition-and-fees.cfm for the Summer. The GLSP cannot make recommendations for refunds outside of these scheduled. The student's courses will be marked

with a "W" grade and a record will be made on the transcript to explain the withdrawal. All refund requests are handled through the *Office of Student Accounts*. Additional "Refund Information" can be found at studentaccounts.georgetown.edu/Refunds/Index.html.

Compassionate Withdrawals

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

It is important for students to assess their progress in courses honestly and regularly throughout each semester. If circumstances do arise that prevent students from doing their best work, we encourage them to talk to their professors, the Associate/Assistant Dean or Director of their program, and/or the Office of Academic Affairs & Compliance. In some cases, the best avenue might be for that student to request an Incomplete – if the circumstances are temporary and the student believes that s/he can realistically complete the course requirements with a bit more time – or to withdraw from the course if the circumstances will likely be on-going. Students should also keep in mind that withdrawing from courses or programs may have implications on their loan or Visa status.

By taking advantage of these particular options when appropriate, students can focus more completely on their circumstances without sacrificing their academic potential. In 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 the *Academic Affairs & Compliance Office* for a compassionate withdrawal. Such withdrawals cannot be allowed simply to avoid an unsatisfactory grade in a course or resulting academic action (like termination). Thus, the student's professor and academic program will also be contacted for input regarding attendance and grades earned throughout the semester when SCS reviews such requests.

Compassionate withdrawals can only be considered with verifiable, third-party documentation of extraordinary circumstances that would have prevented the student from withdrawing in a timely manner. Submission of documentation does not guarantee that a request will be approved. Compassionate withdrawal requests must be submitted in writing by the student no later than 60 days after the beginning of the semester following that semester in which the situation arose. If approved, compassionate withdrawal will result in a notation of "W" next to the withdrawn course(s). Students should keep in mind that late refunds are seldom allowable, even if the compassionate withdrawal has been approved. Refunds are not allowed for enrollment errors on the part of students who should have adjusted and verified their schedules during the regular add/drop and withdrawal periods. The *Academic Affairs & Compliance Office* does not make recommendations for refunds and respects the authority of Student Accounts regarding all financial decisions.

Requests accepted by Academic Affairs & Compliance will be forwarded to the Compassionate Refund Committee which will make a recommendation to the Associate Dean.

Degree Time Limits

SCS prides itself on the currency and relevance of its courses and the knowledge base built within its programs. Thus, we encourage students to maintain a strong academic focus that will help them complete their program of study in a timely manner. The DLS degree and the MALS degree must be completed within seven years after first registration.

International students with F-1/J-1 visa status are required to enroll full-time (9 credits in the regular fall and spring semesters) and must therefore complete their degrees within four to five semesters. International students on a University-sponsored Visa who anticipate completing their programs sooner than anticipated or later than expected, must contact their program, the *Academic Affairs & Compliance Office*, and the SCS International Programs Advisor (202-687-5867) prior to these changes occurring to discuss the possible ramifications to their Visa status.

GRADES & GRADING

Graduate Grading System

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

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

The Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at Georgetown University in the program by the total number of academic credits attempted at Georgetown University in the program. The current GPA is included on the student’s degree audit and transcript which the student may view through MyAccess. (Transfer credit counts toward the total number of academic credits earned, but grades from those courses are not transferred or included in the cumulative GPA.)

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

**An “NR” is used in undergraduate and non-Graduate Liberal Studies graduate-level courses across campus. The “NR” code is not considered an Incomplete (“I”) and is not treated the same way as an Incomplete (“I”). The “NR” code is reserved for the few situations that arise when the deadline for that grade has been met but the grade for that course has not yet been submitted by the instructor as a result of a dean’s direction.

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

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

***Graduate Liberal Studies courses cannot be audited (by students within those programs or by visiting students). SCS firmly believes that all students in its courses should enroll 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, graduate students must maintain a minimum semester and cumulative GPA of 3.000 (solid “B” average). In addition, a minimum GPA of 3.000 is required of all degree and certificate students to be eligible for graduation. Georgetown does not round the GPA. Thus, a student with a 2.999 cumulative GPA would not be allowed to graduate and would be terminated from the program.

Academic Standing

Academic excellence is one of the defining characteristics of Georgetown, and SCS graduate students are expected to make consistent progress in their degree programs. Students with a minimum cumulative and semester GPA of 3.000 (solid "B") are considered in good academic standing.

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

Course Syllabi and Grading Criteria

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

Grading Scales

Professors determine the point value required for final grades in their course. Some professors may require 90 points for an "A," for example, while others may require 94 points for an "A" and assign an "A-" to students with 90-93 points. Professors are not required to round grades, and many choose not to do so; therefore, a student who has earned 89.99 points could reasonably be assigned a "B+" in a course in which that professor requires 90 points for an "A-". Additionally, professors are not required to use the +/- system in assigning grades. Finally, while professors may assign grades of "C+" or "C-" or "D" on individual assignments, tests, or papers during a course (and include such grades on their syllabi), they cannot assign these as final course grades. Thus, a student with a "C+" average in a class could be assigned a "C" as the final course grade, and a student with a "C-" or "D" average in a class could be assigned an "F" as the final course grade.

Late Work

Faculty members are allowed to deduct points for late work and may also choose not to accept any late work from students (assigning a grade of zero for that work). Faculty may also request documentation of a student's circumstances (such as work or medical documentation) before deciding whether or not an assignment will be accepted late. Please note: Out of fairness to the entire class, even with documentation, the faculty member may choose to deduct points or not accept the work.

Class Attendance/Absence

Because of the interactive structure of these programs, attendance in class is expected except in extraordinary circumstances (such as medical or emergency situations) and in the case of religious observances. In all instances, students should contact the professor in advance regarding any absence. Graduate Liberal Studies students are expected to attend the first class meeting of each course. In the case of religious observances that conflict with their class meetings, students should notify the professor in writing at the beginning of the semester (see "Provost's Policy Accommodating Students' Religious Observances" below) to discuss how they can best fulfill the academic requirements of the course. Since active participation and discussion are required in most courses, more than one absence may have an adverse effect on the calculation of a student's final course grade. Except as outlined below, professors are not required to accept late work and, if they choose to allow late work, professors can deduct additional points from those assignments.

Penalties for non-attendance and/or unexcused absences may include – but are not limited to – a reduction in points for individual assignments, participation, or the overall final grade and/or mandated withdrawal from the course. Students should not assume that they will be dropped or withdrawn by their professor due to non-attendance, however, and they will be charged tuition for the period of time they remain enrolled in courses.

Additionally, students who stop attending classes without dropping or withdrawing from them on their own through the Registrar's Office will be assigned a failing grade for those courses. If a student wishes to withdraw from a course, then that student should fill out the required paperwork for that adjustment and obtain the required approvals by the deadline for doing so. The student is solely responsible for delivering the signed Withdrawal Form to the Registrar's Office in a timely manner and will be charged tuition based upon the tuition refund schedule for that semester.

Provost's Policy Accommodating Students' Religious Observances

Georgetown University promotes respect for all religions. Any student who is unable to attend classes or to participate in any examination, presentation, or assignment on a given day because of the observance of a major religious holiday or related travel shall be excused and provided with the opportunity to make up, without unreasonable burden, any work that has been missed for this reason and shall not in any other way be penalized for the absence or rescheduled work. Students will remain responsible for all assigned work. Students should notify professors in writing at the beginning of the semester of religious observances that conflict with class meetings. Approved holidays can be found at:

campusministry.georgetown.edu/files/Religious%20Holy%20Days%202011-12.pdf.

The Office of the Provost, in consultation with Campus Ministry and the Registrar, will publish, before classes begin for a given term, a list of major religious holidays likely to affect Georgetown students. The Provost and the Main Campus Executive Faculty encourage faculty to accommodate students whose bona fide religious observances in other ways impede normal participation in a course. Students who cannot be accommodated should discuss the matter with an advising dean.

Repeating a Course

Graduate students may not repeat any course except under the following circumstances:

- A. Students who have not been terminated or dismissed academically may be permitted by their program's Associate/Assistant Dean or Director to repeat a single course at their own expense in which a grade of "F" has been received. If such a course is repeated, all registrations for that course and their respective grades, including the original grade of "F," will remain on the transcript. Both the original grade of "F" and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. If a course is no longer offered, the program may allow the student to take a content-similar course as the "repeat" for it.
- B. If a program requires a grade of "B" (3.00) or higher in a required course, and the student earns a grade below this level (without having been terminated or dismissed academically), the Associate/Assistant Dean or Director of that program may permit the student to repeat it on a one-time basis at his/her own expense. The original and repeat grades are factored into the cumulative GPA, remain on the student's transcript, and are used in making determinations of probation and termination. Individual programs may also limit courses that can be repeated.

Incomplete Grades and Deadlines

Students are expected to complete all coursework by the end of the semester in which that coursework is taken. In extreme, documented instances (typically related to unexpected work or health reasons), it may be necessary for students to request an Incomplete (“I”) grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and some professors do not allow Incompletes. If they do, the professor 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 professor. If the instructor approves the Incomplete, then the instructor should notify both the program Associate/Assistant Dean or Director and the Associate Dean of Academic Affairs & Compliance explaining the remaining course requirements and due date (not to exceed the dates listed below).

If the professor grants a student additional time to complete the coursework and the work is completed on or before the established extension deadline, the “I” is changed to the appropriate grade. This policy is applicable to all SCS courses as well as courses students may take outside the program here at Georgetown or another university.

GLSP deadlines for the submission of Incomplete work:

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

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

If the Incomplete deadline date falls on a weekend, that following Monday will be the deadline. All assignments to be completed by those dates must be delivered to the Associate/Assistant Dean, Director, and professors no later than 4 p.m. 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 Associate/Assistant Dean, Director and professor. Submissions after the published deadline date and time will not be accepted and the grade of “I” will automatically change to the grade of “F.” Upon receipt of the final assignment(s) by the deadline, the professor will review the work submitted and send a grade change report to the Office of Academic Affairs & Compliance for final review.

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

In these cases, the new Incomplete deadline cannot exceed the last day of classes in the semester following when the Incomplete was granted. For example, an Incomplete in a fall semester course would be due no later than the last day of classes in the spring semester. An Incomplete in a spring semester course would be due no later than the last day of full-term courses in the summer semester. No additional extensions can be allowed beyond this exception, and unfinished incompletes will be changed to failing grades following these dates.

The GLSP Associate/Assistant Dean or Director will notify the Academic Affairs & Compliance Office in writing of the new Incomplete extension deadline with a copy to the student and professor.

Course Grade Changes and Time Limits

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

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

If the professor 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 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 professor 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.

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. 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.

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

Readmission after Prior Attendance

The SCS courses and degrees reflect the most current research material, scholarship and academic and professional standards; therefore, students are expected to make adequate, timely progress towards completion of their studies. Students who do not enroll in a regular fall or spring semester and who do not apply for an official Leave of Absence (please see “Leave of Absence” under “Registration & Enrollment Policies”) are withdrawn from those programs for failure to register. Students who wish to return after being officially withdrawn must re-apply through the Office of Admissions if they meet any of the following conditions:

1. The student has not been enrolled in courses in his or her program for *two calendar years* (six consecutive semesters);
2. The student is returning after any absence during which s/he studied at another institution without prior written permission. These students will be evaluated as transfer students. Credits earned elsewhere without advance, written permission from their academic department and the Associate Dean of Academic Affairs & Compliance may not be accepted towards their degree;
3. The student is international and requires Visa support through Georgetown University;
4. The student was on *academic probation* (GPA under 3.000) at the time of last registration.

Students who were terminated or dismissed from the School and University must complete the "Appeal of Termination or Dismissal" process. In the appeal to return, the student should (a) explain any issues that hindered his or her progress (such as work, health, or family obligations) and (b) outline the specific steps the student has already taken to ensure future academic success (if permitted back). Only students who could achieve a 3.000 minimum cumulative GPA within the 36-cr./Coursework plan will be considered for this special exception. Grad LSP students who are re-admitted will (a) not have a curricular field of study and (b) be given a time limit to complete their additional coursework that is proportionate to the number of credits remaining and that recognizes the 7-year time limit for degree completion.

Prior acceptance to an SCS program does not guarantee future acceptance to that same or another program regardless of coursework completed or GPA. Students who are re-admitted may be required to complete additional coursework or requirements for those certificates or degrees if earlier requirements have changed. Students who must re-apply will be required to meet all application deadlines for timely review.

Re-Enrollment after Prior Attendance

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

Students who have withdrawn or have been withdrawn from the MALS program and/or the Thesis Writing course (LSHV-899) may be re-enrolled to the program to complete the 36-cr./Coursework plan provided they are in good academic standing with a cumulative GPA of 3.000 or better. Grad LSP students who are re-enrolled will (a) not have a curricular field of study and (b) be given a time limit to complete their additional coursework that is proportionate to the number of credits remaining and that recognizes the 7-year time limit for degree completion.

Students who do not enroll in a Fall or Spring semester and who are not on an official Leave of Absence (please see "Leaves of Absence" under "Registration & Enrollment Policies") will be inactivated, and the notation "Withdrawn for failure to register" will be added to their permanent transcript. Students who are inactivated and later wish to return to their studies may be permitted to submit the Re-Enrollment Request Form or may be required to re-apply through the *SCS Admissions Office* (please see "Readmission after Prior Attendance"). Prior acceptance to a program does not guarantee re-admission, as admissions standards may be higher and more competitive in subsequent semesters.

Re-Enrollment applies only to students who have already completed courses in pursuit of the DLS or MALS degree. Students who have deferred their enrollment - whether officially in writing or unofficially through failure to register - are required to re-apply after the maximum time period for deferral has elapsed. The *Re-Enrollment Request Form* can be downloaded from: scs.georgetown.edu/academic-affairs/student-forms.

Student Grievance Process

The Academic Affairs & Compliance Office advises students regarding academically-related grievances (such as grade appeals) and guides students to appropriate University offices and resources for other types of concerns. The Graduate Liberal Studies office may be consulted as needed. As per University policy, those who file good faith grievances or reports of problems will not be subject to retaliatory action.

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 professor to state or write the pledge as follows:

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

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

All students are required to abide by the Honor System regardless of whether or not they have been required to state or write it. The Honor System includes detailed provisions for investigating and adjudicating allegations of academic misconduct. The MALS Standards Committee and DLS Executive Committee administer the procedures of the Honor System within those respective programs.

Details of the University Honor System, which all Georgetown University students are required to abide by, is available at gervaseprograms.georgetown.edu/hc/. Students found to have committed any such offense will be subject to academic penalties. These include but are not limited to failure of the course, suspension or dismissal from the University, and revocation of degrees already conferred. The Honor System process is described in detail on the Honor System website listed above and in the Honor System Booklet available through their office and typically distributed to students during orientation. We encourage students who do 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).

Plagiarism, Citing Sources, and Academic Research

Plagiarism is defined by the Georgetown Honor Council as "the act of passing off as one's own the ideas or writings of another" (Please see "What is Plagiarism?" available online at gervaseprograms.georgetown.edu/honor/system/53377.html). *Plagiarism*, whether intentional or unintentional, is a serious breach of academic integrity at the University. As such, any suspected incidence of plagiarism will be looked into.

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 looked into.

Students are required to write academic papers that contain both their own original ideas and interpretations and research gathered from outside sources (books, journals, newspapers, websites, blogs, encyclopedias, and so on). Students should discuss appropriate formatting and citing guidelines with their instructors, as different instructors and programs can use different style manuals.

The Graduate Liberal Studies Program requires that students adhere to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, (7th or 8th Edition)* as the manual of style for thesis preparation. In addition to the Turabian style guide, students must follow the *Thesis Guidelines for MALS and DLS Thesis Writers*. These guidelines specify the procedural requirements that must be met for the Doctoral thesis to be formally accepted by the DLS Director, the Master's thesis to be accepted by the MALS Director, and, ultimately, by the Graduate School. Submission of an improperly prepared thesis may delay the award of the degree or result in termination of degree candidacy.

Avoiding Plagiarism and Uncited Paraphrasing

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

SCS students are expected to maintain the highest standards of personal and academic integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense against the academic community in general, and against SCS and Georgetown in particular. We recommend that all students read the excellent summary of academic integrity, research misconduct, and plagiarism provided by the Georgetown Graduate School of Arts & Sciences at grad.georgetown.edu/pages/info-acad-integrity.cfm.

Students found to have violated the standards of academic integrity will be subject to academic penalties including, but not limited to, failure of the course, termination from the program, and revocation of degrees already conferred. We strongly encourage all students to complete Georgetown University's Scholarly Research and Academic Integrity Tutorial at www.library.georgetown.edu/resource/tutorials.htm.

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 those writing a thesis, should be mindful of this important review process.

Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects. As such, it is also subject to review. These legal requirements apply regardless of the source of research support. In a large number of cases, research proposals fall into categories which exempt them from full review. For example, research on standard educational techniques or strategies, work using publicly available survey data where the respondents are not identified, or interviews with public officials or candidates for public office are normally exempt. *However, a specific project's eligibility for exemption cannot simply be determined by the individual researcher. The law requires that institutions provide structured mechanisms for determining exemptions and that they keep records documenting the process and its results.*

Any student whose research will involve human subjects should contact the University's Institutional Review Board, IRB-C, at 202-687-6553 or 202-687-1506 before beginning their research. Additional information about the Institutional Review Board and required forms are available on the IRB-C website at: 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. *Cybercivility* is as important and expected as civility and respectful behavior in the classroom and on campus, and instances of harassment may be referred to the *Office of Student Conduct* for investigation.

All viewpoints, editorials, and opinions expressed by students represent those students exclusively – and not the students' professors, 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/Assistant Dean or 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.

DEGREE CONFERRAL

Graduation is not an automatic process, and all students must be cleared and certified to graduate by the Office of Academic Affairs & Compliance. In order to facilitate this process, all DLS and MALS students should complete the following steps during the first two weeks of their final semester:

- A. Print a copy of their transcript (using the MyAccess system at myaccess.georgetown.edu) to review their program audit on their own and also with their academic department. While the academic advisor can provide guidance, it is ultimately the students' responsibility to ensure that they have met all degree requirements (including specific courses, GPA, credit amount, and major requirements like a thesis which can differ by track).
- B. MALS candidates should complete the online graduation application in MyAccess under "Student Records" and "Apply to Graduate." Paper forms and duplicate forms should not be submitted. Under University policy, no credits may be completed in excess of the number required by the program without advance, written permission of the program to Academic Affairs & Compliance.
 - MALS candidates following the 30-credit/Thesis track should apply to graduate in MyAccess in the semester they anticipate completing their written thesis (27 attempted graduate-level credit hours earned *plus* currently enrolled).
 - MALS candidates in the 36-credit/Coursework track should apply to graduate in MyAccess in their final semester of study.
- C. DLS candidates must complete and submit a paper application to the Graduate Liberal Studies Assistant/Associate Dean's Office to ensure all requirements have been met, and in the semester they anticipate completing their written dissertation.
- D. Applications are required from all students by Academic Affairs & Compliance's published deadlines for degree conferral, diploma order, and preparation of being listed in the annual *Commencement Book* in May. Failure to return a complete application in a timely manner may result in delays conferring the degree and ordering the diploma.
- E. All students should contact the Office of Student Accounts (202-687-7100) to ensure that they have settled their financial obligations. The University cannot provide diplomas or official transcripts to students who owe in excess of \$100.00.
- F. International students should contact their International Programs Advisor (202-687-5867) to update their status and report the exact end-date of their program.

Submission of an application to graduate does not guarantee a graduation clearance, as all grades must be entered, and students must complete the standards and requirements of their department, program, the School, and the University.

The Doctor of Liberal Studies (DLS) and Master of Arts in Liberal Studies (MALS) degrees are typically awarded and recorded on the official transcripts in May (for spring candidates), September (summer candidates), and January (fall candidates). Students are expected to be in touch with their DLS Director or MALS Associate/Assistant Deans routinely throughout each semester.

Commencement Exercises

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

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

Academic Honors and Awards

SCS academic departments review their graduating students and make recommendations for program-specific awards to be presented at the annual *Tropaia Ceremony* which takes place during the week before Commencement. Departments consider a variety of criteria in making their recommendations (such as cumulative GPA; social impact; Capstone presentations; and so on). Students should contact their department to learn more about these awards.

The School does not rank its graduate students officially. The minimum acceptable GPA for good academic standing and graduation is a 3.000 ("B" average), and all graduate students are expected to perform at a high academic level in their specific field of study. Therefore, undergraduate academic honors (such as *summa/magna/cum laude*) are not applied at the graduate-level.

Financial Clearance

All students must settle all financial obligations to the University – e.g. overdue tuition, library fines, and late fees – so that their account balance is \$0 before completing their last course to be eligible to graduate and receive a diploma or certificate and final, official transcript.

Doctor of Liberal Studies (DLS): Program Guidelines

Doctor of Liberal Studies; scs.georgetown.edu/departments/6/doctor-of-liberal-studies

Director of DLS, Francis Ambrosio, Ph. D.; ambrosif@georgetown.edu, 202-687-7441
Associate Dean & Director of the Graduate Liberal Studies Program (DLS and MALS), *Vacant*
Associate Director of GLSP, Anne Ridder; riddera@georgetown.edu, 202-687-5706

Mission Statement for Graduate Liberal Studies

Building on the mission statements of Georgetown University and on the School of Continuing Studies (SCS), the Graduate Liberal Studies Degree (GLS) programs (DLS and MALS degrees) at Georgetown University rest on the belief that human life and human action have meaning and that human beings, throughout their lives, must seek it out and live by its implications. Liberal Studies courses – which engage students in reading, reflection, writing, and discussion – are meant to bring students the range of knowledge and vision to lead wise and rewarding lives.

Learning Goals of the Program

Methodological Goals

Students in both the MALS and DLS degree programs will:

- be led to determining specific research interests in the humanities and/or social sciences that will contribute to their personal and, perhaps, professional development
- learn rigorous interdisciplinary inquiry, i.e., how to engage various disciplines in the humanities and/or social sciences and integrate them in addressing topics related to their individual research interests
- gain knowledge of the methodologies, traditions, theoretical frameworks, and styles of argument of various disciplines in the humanities and/or social sciences sufficient to be able to engage those disciplines for their particular research interests
- master “research best-practices” by becoming familiar with library resources and research technology
- master skills for analytical and critical inquiry appropriate to graduate-level research
- engage in intensive writing assignments of varied character and length in order to develop proficiency appropriate to graduate-level research
- develop oral communication and argumentation skills commensurate with postgraduate education and standards of professional discourse
- develop the competence to consciously reflect on and assess their own scholarly development and that of their classmates with the aid of both faculty and peer review
- develop the ability to integrate their graduate level skills of research, analysis, argumentation, and effective communication through the writing of a thesis in their area of interest in the humanities and/or social sciences

Content Goals

Students in both the MALS and DLS degree programs will:

- focus on human values and ethical issues in all their coursework, research, and especially thesis writing
- gain awareness of human values as encompassing first of all what constitutes human life and meaning, what it means to be a rational and free person, and what contributes to human flourishing and well-being
- gain awareness of human values and ethics as expressing the social dimensions of human life and what constitutes communal well-being and the common good
- gain insight into principles of social justice
- recognize pluralistic views of human life and values and the need for dialogue across a broad spectrum of thought and action

- learn the human values and ethics emphasized in one or more areas of study available to Liberal Studies, namely, in American and international studies, the classical, medieval, and modern worlds, religious studies, literature, philosophy, visual culture, social and public policy, science and society, and/or professional ethics
- be able to integrate classroom knowledge with practical skills in one's personal and, perhaps, professional life
- achieve the goals of Jesuit education, i.e., education of the whole person and education of men and women for others in leadership and service to the community

Administration and Support of DLS Students

Director of Doctor of Liberal Studies Program (DLS Director)

The Director of Doctoral Liberal 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 the students' progress through the degree program; with the DLS Executive Committee selects three faculty members to assist in the student's Written and Oral Qualifying Examination; and assists in the selection of three faculty members to constitute a Doctoral Thesis Committee for each student. In addition, the DLS Director manages both course and faculty selection for the doctoral program.

Director of Graduate Liberal Studies (GLSP Director)

The GLSP Director is the Associate Dean of Graduate Liberal Studies (GLS) in the School of Continuing Studies (SCS). The Doctor of Liberal Studies (DLS) degree is administered through the School of Continuing Studies in the Graduate Liberal Studies program that also administers the Master of Art in Liberal Studies (MALS) 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 GLSP 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 Executive Committee of the School of Continuing Studies.

Associate Director of Graduate Liberal Studies

The GLSP Associate Director is the Assistant Dean of Graduate Liberal Studies 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 DLS Director. The term of service is three years. The three-person DLS Executive Committee reviews all application materials and provides final recommendations to the DLS 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 Qualifying 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 Qualifying Examination Committee.

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. Such credits must be from graduate-level, academic work acquired at Georgetown University or other approved universities. In accordance with University policies, no credits may be completed in excess of the total number required by the program to satisfy the DLS degree (36 total credits).

Required Foundational Courses

During the first four regular semesters in the program, students are required to complete, in sequence, the four Foundational courses. These courses are designed specifically to develop students' understanding and mastery of interdisciplinary approaches to academic research, argumentation, and values reflection, as well as the ability to communicate such mastery in effective academic writing and oral presentation. The purpose of the Qualifying Examination at the conclusion of coursework is to offer the students the opportunity to demonstrate that they have achieved a level of proficiency in these areas that warrants advancement to the thesis.

The approach taken in the Foundational courses is primarily historical. This does not imply, however, that the courses are intended to be a survey of broad period of history. Rather, their goal is to make students aware of the complex historical dynamics of cultural evolution by careful analysis of selected episodes of important cultural conflict, continuity and change, so as to identify the multiple interactions of the subject matter of traditional academic disciplines in such episodes. This approach is taken in the Foundational courses so as to inculcate an understanding of interdisciplinary that is more radical than the mechanical juxtaposition and correlation of the outcomes of several disciplinary studies.

Interdisciplinary research and reflection requires not simply reframing the results of disciplinary study, but also transforming the very way in which disciplines formulate the questions they pose. Such interdisciplinary inquiry is designed to produce a style of questioning that more realistically corresponds to the actual dynamics of human cultural development throughout history. Interdisciplinary inquiry of this sort is, therefore, most effectively learned from appropriately focused studies of the history of cultural and societal development.

The Foundational courses will challenge students to stretch their intellectual imaginations, expand their knowledge, and develop basic competencies well beyond the range of their chosen area of concentration. Rather than being intended to deepen or expand students' knowledge of, and expertise in, a specific issue or topic area, the Foundational courses emphasize those habits of mind and styles of inquiry that are necessary to achieve the sort of interdisciplinary originality that measures achievement appropriate to the doctoral level. The Foundational courses are in this way the cornerstone of the students preparation for the qualifying exams required for advancement to the thesis.

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 DLS must give the 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 GLSP 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 Associate Dean of the SCS Office of Academic Affairs & Compliance that the student be terminated.

The DLS Executive Committee must notify any student whose continuation in the program is at risk and provide an explanation for that status. 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 graduate level beyond the Foundational courses are provided an academic evaluation to complete and submit to the Director for DLS students enrolled in those courses. These reports are designed to alert the Director to any possible academic weaknesses before they become a threat to the student's ultimate success in the program.

Please 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 seven years for completion, although special needs of individual students may lengthen the process.

Foundational Course Descriptions

DLS Foundational Introductory Colloquium: Liberal Studies as Perspective and Method (LSHV 601, 3 credits)

This course, through the lectures, provides an introduction to the kind of materials the new doctoral students will encounter in the intellectual framework of their degree program. The vehicle of this introduction will be an examination of the extended argument about the possibility of various kinds of knowledge claims (scientific, philosophical, theological) that have played a major role in the intellectual tradition from Plato to the Renaissance.

Love, Death, and God: From the Bible through the Renaissance (LSHV 602, 3 credits)

This course looks at how love and death are imagined at various points in Western history. Because the twin themes of human connection and mortality are fundamentally intertwined with religion (at least in the West), Greek, Roman, Christian, and Jewish ideas about God will play a central role in our analyses. Through examinations of art, poetry, theology, philosophy, and science, we will observe a variety of ways in which humans have construed the meaning of their lives as they grapple with the inevitability of their deaths. Readings include biblical books of Genesis and Job, parts of the Christian New Testament, works by Greek and Roman authors Sophocles and Seneca, Beowulf, and writings by Shakespeare, Galileo, and John Milton, among others.

The Rise of the Modern Spirit (LSHV 603, 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 (LSHV 603, 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.

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.

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

The First Year

- Fall Semester: *DLS Foundational Introductory Colloquium: Liberal Studies as Perspective and Method* (3 credits)

- Spring Semester: *Love, Death, and God: From the Bible through the Renaissance* (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 (3-6 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 Rise of the Modern Spirit* (3 credits)
- Spring Semester: *The Challenge of Postmodernism* (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 (3-6 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.

Registration in Qualifying Examinations and Doctoral Theses

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

Qualifying Examination Registration (LSHV 990)

Students prepare for the qualifying exam after completing 36 credit hours. The following semester (summer does not count), the student registers for DLS Qualifying Examination Preparation (LSHV-990-01 for Fall or for Spring). Ordinarily, students may register in this manner for no more than two semesters. A tuition charge of \$300 will be assessed for each semester. This registration mode will carry no credit but has half-time status.

DLS Thesis Writing (LSHV 995 and 996)

Students who have passed the qualifying examination enroll in the following semester (summer does not count), in "DLS Proposal Prep & Thesis Writing" (LSHV-995 for the first term of thesis preparation / writing, and then LSHV-996, "DLS Thesis Writing" for all subsequent terms of thesis writing). Students should obtain the Doctoral Thesis Proposal form (online or from the GLSP Associate Director) following the oral qualifying 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 Proposal 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.

Qualifying Examination 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 qualifying examination (written and oral) 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 Qualifying Examination Checklist, and registers online for the DLS Qualifying Examinations Preparation course (LSHV-990-01), 0 credit, \$300, half-time status.

The qualifying examination is 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 exam. 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 qualifying examination. The GLSP Associate Director provides the qualifying examination committee with two examination report forms to report the results of the two examinations (written and oral).

At the completion of each examination, the completed examination report form and grade is sent to the Office of the University Registrar by the GLSP Associate Director. The Office of the University Registrar will record the results on the transcript. The report will indicate if the student passed or failed the examination. The Examining Board may award a "Fail," a "Pass," "High Pass," or "Pass with Distinction."

In the event that a student's performance on the qualifying examination 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 qualifying 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 Qualifying Examination

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

The Written Qualifying Examination

Two examination questions will be administered for the Written Qualifying 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 qualifying examination question addresses issues from the Foundational courses in the program, and one qualifying 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 successfully 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 Qualifying 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 Qualifying Examination

The Oral Qualifying Exam provides the student an opportunity to demonstrate his or her mastery of the material. The student will participate in the Oral Qualifying Exam conducted by the professors who wrote and graded the Written Qualifying Exam. The 90-minute Oral Exam focuses on the Written Exam but may also explore other areas within the student's program. 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 Board 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 "Pass with Distinction."

The successful completion of the Qualifying Exam, in addition to the other requirements (such as credits and minimum Q.P.I.), qualifies the student for Doctoral Candidacy.

Doctoral Thesis Proposal Writing and Workshop

Upon successful completion of the Written and Oral Qualifying Exam, students register for the "DLS Thesis Proposal Prep & Thesis Writing" course, LSHV-995-01 (Fall or Spring terms) which qualifies students for half-time status and allows them to commence work on their thesis. Prior to the first scheduled meeting of this workshop, students must submit the name of the faculty member who has agreed to serve as the Chair of their Doctoral Thesis Committee to the DLS Director. The DLS Thesis Proposal Workshop includes an evening and a Saturday session and is offered each Fall and Spring. Additionally, the student is encouraged to attend the DLS "Nuts and Bolts" thesis preparation and process information session offered each semester.

As the first step to completing the Doctoral Thesis, the DLS student downloads the DLS Thesis Proposal form from the Graduate Liberal Studies program website, and 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 and two members serve as Readers) for each candidate.

Thesis Proposal Defense

Every doctoral thesis must be defended before an examining board whose members consist of the student's Thesis Committee and a faculty member appointed by the Director. This appointee must not be a member of the Committee. The Chair of the student's Committee must approve the proposal as "ready to defend," and then arranges the time and the place for the defense. The student is responsible for providing a copy of the proposal approved by the Committee Chair at least one week prior to the date scheduled for the defense. Normally, the defense is to be held within six months of the qualifying examination.

The purpose of this defense is to maintain the standard common to doctoral programs at Georgetown and to reduce the change of a lost investment of time and money by the student. The burden is on the student to give adequate answers to reasonable questions and to show by these answers that the thesis topic has the depth and importance to merit a doctoral degree and that s/he has the strategic control and erudition to bring the project to a successful conclusion.

The members of the Committee provide the Director with a written report on and an evaluation of the defense as soon as possible. The person appointed by the Director is to provide a separate report and evaluation. The Director, having taken the reports into consideration, is then to make a decision either to let the project to forward without a condition, or let it go forward subject to a condition, or reject it. If the Director rejects the project, the student is guaranteed a second defense opportunity within but not beyond the end of the following semester. Rejection of the project at this second defense proposal automatically terminates the student's candidacy in the DLS program.

Doctoral Thesis Writing

Upon successful completion of "DLS Thesis Proposal Prep & Thesis Writing," LSHV-995, students enroll in "DLS Thesis Writing," (LSHV-996 in their first semester and all subsequent semesters). 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 former curricular areas 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, December 1st for Fall; May 1st for Spring. 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.

The DLS candidate's thesis committee, the DLS Director, the DLS Executive Committee members and the Thesis Defense members address questions to the candidate and together determine whether or not the defense was successful. The candidate and the GLSP Associate Director, an ex-officio attendee, leave the room during the deliberation.

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.

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 DLS Director and SCS Office of Academic Affairs & Compliance for final approval and online submission to ProQuest.

The student must submit a copy of thesis online for approval before the student is given final clearance for graduation. When a student has passed the oral defense, s/he must then submit her/his thesis online for final review, as discussed in the ProQuest link below. The student who cannot submit the thesis in a timely manner (within the same semester as when the Oral Defense took place), must register for LSHV 998, "DLS Thesis Submission," a 0-credit/0-tuition course.

Please note: To view theses online through ProQuest: (1) click Lauinger Library; (2) Reference Tools and Resources by type; (3) Dissertations and Theses; (4) Dissertations and Theses; (5) Login Screen; (6) ProQuest Search or go to tiny.cc/thesisSamples.

Guidelines for Submitting and Evaluating the Doctoral Thesis

The Doctoral Thesis will be evaluated upon the following criteria:

1. It provides an adequate account of the current state of its subject in the relevant literature and is critically engaged with that scholarship where appropriate;
2. It makes an original and important contribution to the related literature;
3. Its argument is elegant and compelling;
4. Its organization and literary style meet a high standard for professional writing;
5. The student's Oral Defense responds competently to questions and objections.

Distinction is merited when, in the opinion of a majority of the Voting Board, the Thesis is *outstanding* in all of these criteria.

Pass is merited when, in the opinion of the majority of the Voting Board, the Thesis is at least *adequate* but not outstanding in all of these criteria.

Fail is merited when, in the opinion of the majority of the Voting Board, the Thesis is *inadequate* in any of these criteria.

Additional Course Options

Elective Courses

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 GLSP degrees; selected graduate courses from other departments at the University; and Directed Reading courses.

Directed Reading Courses (LSHV 911)

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. The Directed Reading professor must hold an advanced, terminal degree beyond the Master's level.

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 at least two weeks 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 Directed Reading courses may be taken toward the DLS degree (9 credits total), and only two of these courses may be taught by the same professor. The Directed Reading form is available from the GLSP office or online.

Undergraduate Courses taken for Graduate Credit

A DLS 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.

Registration Requirements

Doctoral students in the Liberal Studies are expected to register each Fall and Spring semester from matriculation to the awarding of the degree. When a student anticipates an interruption in matriculation, s/he needs to make arrangements with the DLS Director by taking an official *Leave of Absence* (see the "Leave of Absence" section). Students who do not register in a Fall or Spring semester and who do not receive permission for a Leave of Absence are withdrawn for failure to register.

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 online. They register online and view their course schedules, grades, 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 of Arts & Sciences must follow that other School's registration deadlines and procedures.

Detailed instructions will be available online for all students before the start of each registration period.

“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 but DLS students may also make use of this registration period for payment or registration assistance.

Academic Guidelines and Procedures

Transfer of Credit and Advanced Standing

DLS students 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). Based on the review of the student's transcripts upon acceptance, the DLS Director indicates the number of credits for Advanced Standing or Transfer Credit in the applicant's admission's letter.

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 QPI (Quality Point Index) (GPA) in either case.

Transfer of Credit

After satisfactory completion of the first Foundational course, the GLSP Associate Director 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 DLS program.

If an applicant who already holds an advanced degree enrolls in MALS 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” (3.00) 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 register in a Liberal Studies graduate course (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 the first Foundational Course, a student who has been awarded at least two advanced degrees (i.e., Ph.D., MA, MS, JD, 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 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.

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.

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 and other GLSP 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 qualifying 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" (3.000) average or higher in the doctoral program. If a Quality Point index (QPI/GPA) drops below the expectation, the student will be warned.

Termination of Candidacy

Termination of candidacy is posted 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 (QPI) to reach the minimum level (3.000) 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 GLSP, through the Foundational and Elective Course Evaluation reports, the inability to pass the Qualifying Examination, the failure to prepare or to defend a thesis satisfactorily, or the violation of the time limits for completing the degree.

The DLS Director and the DLS Executive Committee, in consultation with the Associate Dean for Academic Affairs & Compliance, will determine all actions for termination on these and other possible grounds. The student will be notified in writing to his/her address listed in MyAccess.

Grade Appeals

When a DLS student contests a grade received as part of coursework, the following steps are to be taken:

The student should first seek an acceptable resolution through a discussion with the instructor of the course. This discussion must be initiated no later than thirty (30) days after the start of the semester following the one in which the disputed grade was assigned.

If a satisfactory resolution is not reached, the student should then discuss the matter with the DLS Director. This discussion must be initiated no later than sixty (60) days after the start of the semester following the one in which the disputed grade was assigned.

If a satisfactory resolution is still not reached, the material in question will be sent to the DLS Executive Committee. This committee review must be initiated no later than ninety (90) days after the start of the semester following the one in which the disputed grade was assigned. The chair of the Executive Committee will send a final recommendation (to raise, lower, or sustain the grade) to the Senior Associate Dean for Academic Affairs & Compliance. No further appeal is allowed after this decision has been rendered.

In the case of a DLS student enrolled in another department's course, the student will be subject to the appeal procedures of the offering department or School.

Requests for a change of grade will not be approved if the new grade results from additional work performed after the initial grade had been assigned.

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.

Time Limit for DLS Degree Completion

Students admitted to the Doctor of Liberal Studies degree program are ordinarily allowed five to seven 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.

Requests for Extension of Time Limit

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.

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.

Suspected violations of academic integrity should be reported to the DLS Director who will review the allegation and documentation in consultation with the DLS Executive Committee and SCS Academic Affairs & Compliance Office and notify the student of any actions to be taken, including, but not limited to failure of a course, suspension, termination, and revocation of the degree. Appeals of actions taken related to academic integrity must be made in writing by the student to the DLS Director within 30 days of notification of the original recommended action.

DLS 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 or 8th 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 or lead to termination of degree candidacy.

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

Graduation and Commencement

Students applying for graduation for December must submit their paper application by September 15 and for May by January 15 to the GLSP Associate Director.

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.

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 final approval of the DLS Director and the SCS Office of Academic Affairs & Compliance 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 Office of the University Registrar of the thesis defense report and the thesis grade.

For additional information, please refer to the school-wide section on "Degree Conferral" in this Handbook.

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

Intercultural Center (ICC), Suite 225
<http://liberalstudies.georgetown.edu>, lsp@georgetown.edu

Interim Associate Dean of Graduate Liberal Studies Programs, Anne Ridder
riddera@georgetown.edu, 202-687-5706

Academic Records Administrator, Jonathan Henry
Jgh38@georgetown.edu, 202-687-5913

Academic Records Assistant, Peter O'Brien
po68@georgetown.edu, 202-687-0335

*On a huge hill, cragged, and steep,
Truth stands
And he that will reach her;
About must and about must go. . . .*
John Donne

The Graduate Liberal Studies Program (GLSP) in the School of Continuing Studies (SCS) at Georgetown University (GU) rests on the belief that human life and human action have meaning and that human beings, throughout their lives, must seek it out and live by its implications. Graduate Liberal Studies courses which engage students in reading, reflection, writing, and discussion are meant to bring them the range of knowledge and vision to lead wise and rewarding lives.

What can Aristotle and Plato tell you about “the good life”? What are the expectations of democratic government according to de Tocqueville, Locke, or Rawls? What does religion teach and how do Buddhism, Christianity, Islam, and Judaism differ or agree? What does art reveal about culture and vice versa? Why do Americans pursue war or peace at a given time? Do Shakespeare and Faulkner reveal similar and different human values? Do the Greek myths and Roman history still resonate?

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

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

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

The Origins of Liberal Studies

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

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

The Association of Graduate Liberal Studies Programs: (AGLSP)

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

Due to its origins, Liberal Studies began and has remained primarily a graduate program with a distinctive philosophy of education: graduate, interdisciplinary, liberal arts, organized for working adults. Liberal Studies Programs are administered through Graduate Schools, Schools of Arts and Sciences, and Schools of Continuing Education. At Georgetown the course offerings are created by faculty members from history, literature, philosophy, theology, sociology, humanistic approaches to sciences, some aspects of business and ethics, art and culture, to name a few. Usually the courses reflect one faculty member’s creation or synthesis; but at Georgetown, we also have some team teaching. The goal is the same: a broader organization of materials focused on a particular theme.

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

The Origins of Georgetown’s Liberal Studies Program

A small group of faculty and administrators led by representatives from Wesleyan, Dartmouth, and Hollins College in Virginia began meetings in 1973 to discuss the common interests in this exciting new kind of degree. Among the attendees was Joseph Pettit, D.B.A., then Georgetown’s Dean of the School for Summer and Continuing Education (now the School of Continuing Studies). Dr. Pettit, encouraged by the contacts he had made with other interested university representatives, pursued creating a liberal studies degree program for Georgetown University where liberal arts and human values have, in the Jesuit tradition, always been a cardinal part of

the University mission and curriculum. His efforts were successful when he won approval for this new degree, and courses began in the summer of 1974. By spring 1975, an association emerged from the members who had attended the early meetings. Georgetown was a charter member of the AGLSP and Dr. Phyllis O'Callaghan, Georgetown's former Associate Dean and Director of Liberal Studies (1979-2007) served as the Association's first president as well as served a second term as president in the mid-1980s. Most recently, Dr. Anthony Tambasco, a Professor in the Theology Department served as the Associate Dean & Director of Graduate Liberal Studies Program until 2013.

The Basic Curricular Structure of the MALS Degree Program

Continuing and returning students have a curriculum drawn from the humanities, religious studies, social and public policy, and international affairs.

New Fall 2013 MALS students follow an individualized study format in pursuing the degree. This includes two Foundational courses, and one of two degree completion plans: (a) 30-Credit/Thesis; or (b) 36-Credit/Coursework.

Please review the "MALS Degree Requirements" section for details.

The complete inventory of MALS Foundational and MALS/DLS Elective courses is subject to change. A course may be deleted or additional course(s) added. Changes are posted to the University Registrar and the Graduate Liberal Studies websites as they occur. With the approval of the Associate/Assistant Dean or Director, students may also enroll in other departmental courses at the University (no more than 2 courses, 6 credits) as available and suitable for their degree program. Be advised that SCS policies regarding absence, incomplete grades, add/drop, etc. apply to these courses as well.

Curricular Fields of Study

Effective with Fall 2013, the MALS curricular fields were discontinued. Students admitted in AY2012-2013 and earlier may remain in their declared curricular field through the following time periods:

Spring 2014 for students admitted in Spring 2007
Spring 2015 for students admitted in Spring 2008
Spring 2016 for students admitted in Spring 2009
Spring 2017 for students admitted in Spring 2010
Spring 2018 for students admitted in Spring 2011
Spring 2019 for students admitted in Spring 2012
Spring 2020 for students admitted in Spring 2013

The MALS schedule of classes posted on the Registrar's website for each term will continue to provide a list sorting the courses by their respective curricular fields. The Associate Director and Core Faculty Advisors can further assist students pursuing a particular field of study.

Part-Time Student Status

All of the graduate programs within SCS are designed to accommodate adult students with existing professional and/or family responsibilities. Many students therefore enroll part-time, between three and six credit hours, or one to two courses per term. MALS students may also pursue their academic studies as full-time students, taking nine credit hours during a single semester. Effective with the Fall 2013 semester, the DLS and MALS programs can be taken as either full-time or part-time by students. Students on J-1 or F-1 student Visa must be registered as full-time to satisfy the terms and conditions of the Visa.

Graduate Liberal Studies Academic Advising

The Graduate Liberal Studies Core Faculty is comprised of faculty members who are available as advisors to students needing guidance. Students are also encouraged to request academic guidance and counseling as needed from the Associate/Assistant Dean or Director, Associate Dean for Academic Affairs & Compliance or GLSP faculty members.

Master of Arts in Liberal Studies Degree Requirements

Master of Arts in Liberal Studies (M.A.L.S.)

Effective with the Fall 2013 semester, Master's degree candidates elect to complete either (a) the 30-credit/Thesis track or (b) the 36-credit/Coursework track.

Continuing Students Pursuing the 30-Credit/Thesis Degree Plan

Continuing and returning students who select the 30-credit/Thesis plan complete the following requirements within seven years of first registration:

- 6 credits: one 3-cr. Core course and one 3-cr. Human Values course, or two Core courses at 3-cr. each.
- 12 credits: four courses at 3-cr. each in the student's curricular field of study
- 9 credits: three elective courses at 3-cr. each.
- Reflective essay during or immediately following the completion of the sixth course
- LSHV-898 (formerly LSHV-497) "Thesis Proposal" course at 0-cr. after completing 21 cr. and with a minimum GPA of 3.000
- 3 credits: one 3-cr. Thesis Writing course, LSHV-899 (formerly LSHV-499)
- Submission and completion approval of a master's thesis that will be published through ProQuest.
- A course with a "C" grade (in one elective, *Core*, *Human Values* or the *Thesis* course) may be earned and posted to the degree provided that the overall average at the completion of 30 credits (10 credit-bearing courses and one 0-cr. course as outlined here) still establishes a cumulative GPA of 3.000

New Students Pursuing the 30-Credit/Thesis Degree Plan

As of Fall 2013, new students who are pursuing the 30-credit/Thesis plan complete the following requirements within seven years of first registration:

- 6 credits: two Foundational courses at 3-cr. each should be the first courses completed
- 21 credits: seven elective courses at 3-cr. each
- Reflective essay during or immediately following the completion of the sixth course
- LSHV-898 (formerly LSHV-497) "Thesis Proposal" course at 0-cr. after completing 21-cr. (seven courses) and with a minimum GPA of 3.000
- 3 credits: one 3-cr. Thesis Writing course, LSHV-899 (formerly LSHV-499)
- Submission and completion approval of a master's level thesis that will be published through ProQuest
- A course with a "C" grade (including Thesis Writing) may be earned and posted to the degree provided that the overall average at the completion of 30 credits (10 credit-bearing courses and one 0-cr. course as outlined here) still establishes a minimum cumulative GPA of 3.000

Continuing and Returning Students Pursuing the 36-Credit/Coursework Degree Plan

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

- 6 credits: one 3-cr. Core course and one 3-cr. Human Values course, or two Core courses at 3-cr. each
- 12 credits: four courses at 3-cr. each in the student's curricular field of study (continuing students only; returning students have no specific curricular field)

- Reflective essay during or immediately following the completion of the sixth course
- 18 credits: six elective courses at 3-cr. each
- A course with a “C” grade (in one elective, *Core*, *Human Values* or the *Thesis* course) may be earned and posted to the degree provided that the overall average at the completion of 36 credits (12 courses as outlined here) still establishes a minimum cumulative GPA of 3.000

New Students Pursuing the 36-Credit/Coursework Degree Plan

As of Fall 2013, new students who are pursuing the 36-credit/Coursework track complete the following requirements within seven years of first registration:

- 6 credits: two Foundational courses at 3-cr. each should be the first courses completed
- 21 credits: seven elective courses at 3-cr. each
- Reflective essay during or immediately following the completion of the sixth course
- A minimum cumulative GPA of 3.000

Reflective Essay Requirement

After completing 18 credits, students must submit for review the required Reflective Essay. It is submitted on paper to the GLSP Associate Dean & Director, at the end of the semester and awaits approval before early registration in the next semester.

This degree program is unlike most degree programs whose coherence is strictly defined for the student through its structure and required courses. Rather, there is a unique responsibility placed on MALS students to create a program that is wide in disciplinary perspective yet integrated in theme around issues related to human values and ethics. This responsibility relates to the selection of courses and the work done in them, and to the research undertaken for coursework or the production of a master’s thesis.

The purpose of the Reflective Essay is to help the 36-cr./Coursework student integrate and shape his or her interdisciplinary studies and to assist the 30-cr./Thesis student into serious thinking about a thesis topic well before entering the *Thesis Proposal Workshop (LSHV-898)*. Thus, the Essay is designed to help students discover and describe the objectives and interests that have developed during their courses and to begin to focus on the particular issues of human values and ethics that will further shape the thesis question.

Requirement and Format for Essay

In order to see that integration of coursework is ongoing or that thought has begun on a thesis, the short Reflective Essay is required after the completion of the sixth course. A written copy of the Essay is due in the Office of Graduate Liberal Studies, 225 ICC, before the beginning of registration in the semester after the sixth course.

Listing the courses taken to date, the Essay should explain how the coursework satisfies the student’s educational goals, presenting any themes, problems, issues, or questions that seem to emerge from the courses focused on human values and ethics. The Essay should then turn to what among these topics the student hopes to pursue in the remaining coursework or a possible thesis topic.

Here are some specific points provided to clarify this requirement further:

1. The essay should be about three typed, double-spaced pages. Although the essay can be longer, it is unlikely that anything of value can be produced in less than three pages.
2. The courses should be stated by title either at the beginning of the paper or imbedded in the essay.
3. Preeminently, this is a reflective essay, not a mere recapitulation of completed courses. The approach may be chronological or analytical, but it should be personal. No two persons who have taken the same courses should be writing similar essays! The essay is

- not an evaluation of the courses, but a reflection on what purpose the courses served your particular goals.
4. The essay is meant to help the student integrate the study undertaken. Do not “force” integration. Let the choice of courses and your response “play” on each other to illuminate your individual course of study.
 5. In the second part of the essay, highlight a topic that emerged from the first part of your essay that would be of particular interest to you for further research in a thesis, or in your remaining selection of courses. You do not need to detail a complete research project or upcoming course schedule, but you should begin to get some clarity on the area of interest so that you can formulate a more pointed remaining academic program. If you cannot yet shape your idea into a formula, consult your advisor or faculty members working in that area of research and scholarship to help you shape a topic. Indicate the names of faculty you consulted.
 6. The students pursuing a thesis should include some references to sources that stimulated your thinking on your topic of interest and use Turabian guidelines for the citations (either footnotes or endnotes or parenthetical references) on these sources.

MALS Thesis Process and Requirements (Students in the 30-cr./Thesis Plan)

No student in the 30-cr./Thesis track may enroll in more than 27 credits before registering for the *MALS Thesis Proposal Workshop*, LSHV-898 which is taken after the completion of seven MALS courses and before, with or after the 8th and/or 9th courses and completed prior to enrolling in the 3-credit *MALS Thesis Writing*, (LSHV-899-01) course and the writing of the three-credit thesis. Twenty-seven credits (9 courses) and 0-cr. *Thesis Proposal Workshop* and the Reflective Essay must be completed prior to the semester the student enrolls in the MALS Thesis Writing course.

The *MALS Thesis Writing* course is the final required course for students, and may not be taken with any other course. See the *Graduate Liberal Studies Thesis Guidelines* booklet for complete information regarding the process, forms, and procedures used to prepare and submit the MALS Thesis. Please note that the *MALS Thesis Writing* (0-cr., \$0) course and the MALS Continuous Registration (0-cr., \$500) course each constitute half-time status and that the *MALS Thesis Proposal Workshop* taken with one three-credit course constitutes half-time status. A minimum letter grade average of “B” or better (a cumulative grade point average of 3.0 quality points), the satisfactory completion of the Reflective Essay, the *MALS Thesis Proposal Workshop*, and the completion of 27 credits are required for enrollment in the 3-credit *MALS Thesis Writing* course.

MALS Thesis Proposal Workshop (LSHV-898 sections vary)

Fall, Spring, Summer terms

Near the conclusion of the degree (after the completion of the Reflective Essay, seven MALS courses (21 credits) and before, with or after the 8th and/or 9th courses) MALS candidates in the 30-cr./Thesis plan prepare a thesis proposal. To accomplish this, they are required to complete the *Thesis Proposal Workshop* in the semester in which they plan to prepare and submit for approval a thesis proposal. This is a non-credit, 0-tuition course.

Please note: The *MALS Thesis Proposal Workshop*, taken in conjunction with a three-credit course, constitutes half-time status. The *MALS Thesis Proposal Workshop* consists of four, two-hour classes. Several sections of this course are offered on different evenings each semester (fall, spring, or summer). Students must attend all four class meetings of the *Workshop*. The result of this *Workshop* will be an approved *Thesis Proposal*. The student should have a tentative thesis topic and a thesis advisor prior to registering for the *Workshop*.

The student’s Thesis Committee is made up of the thesis mentor chosen by the student, the student’s *Thesis Proposal Workshop* professor, and the Liberal Studies Program Associate Director. Successful completion of the thesis proposal and its approval will result in a Pass (“S”) grade for the *Workshop*. Students who must Withdraw (“W”) from the *Workshop* or Fail (“U”) the

Workshop, may only register for the Workshop one more time. Students who withdraw from the MALS degree program and are re-enrolled or re-admitted at a later date may start the MALS thesis preparation process one more time even if prior to their interruption of their degree and withdrawal they had previously passed (“S”) the *Thesis Proposal Workshop*.

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

During the *Workshop* students join with other students and the professor offering the *Workshop* to do the research necessary to create a statement of the nature, purpose, theme, and interdisciplinary of the proposed thesis topic, and indicate the human values and ethics at stake in the thesis’ argument; list an outline of the proposed sections of the thesis; and list the schedule agreed upon between the student and the mentor to accomplish these goals and successfully complete the thesis.

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

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

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

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

The thesis topic must be related to the student’s curricular field (if a particular field was chosen) and the student is encouraged to contact the Assoc. Director for validation of thesis topic per curricular field (for continuing or returning students in the 30-cr./Thesis track). The professor who teaches the *Workshop* may not also be chosen as your thesis mentor. The professor may discuss with the Associate Director if an exception to this policy is warranted for a particular student.

Students are encouraged to contact the Director or Associate Director (riddera@georgetown.edu) for additional advice and assistance in preparing to write the thesis. The thesis is the culmination of the 30-Cr./Thesis degree plan.

MALS Thesis Writing Course, LSHV-899-01 (formerly LSHV-499)

Fall and Spring terms

Following the approval of the thesis proposal, and upon successful completion of 27 credits, a student registers for the 3-cr. *MALS Thesis Writing* (LSHV-899-01) course offered during the fall or spring semesters. A student registers for *MALS Thesis Writing* within the one year following the successful completion of LSHV-898, the *MALS Thesis Proposal Workshop* (usually the fall or spring semester following the *Workshop*) in accordance with the schedule determined between the student and the mentor regarding the writing and completion of the thesis requirement.

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

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

The expected length of the thesis text is 80 pages. For details on the organization of a thesis proposal and the thesis, access to the Thesis Guidelines booklet and release forms, steps for checking in with your MALS advisor toward the end of your thesis writing in advance of submitting it online for Turabian review, see the liberal studies website:
<http://liberalstudies.georgetown.edu/Mals/resources>.

MALS Thesis Writing Time Limit & Continuous Registration

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

First Semester Extension (LSHV-981)

Students who receive an "I" in LSHV-899, Thesis Writing" must register in Continuous Registration (LSHV-981) in the next semester through MyAccess to maintain their academic standing and prevent being withdrawn for failure to register. However, before being allowed to register for LSHV-981, students must receive written permission from their thesis mentor and the MALS Associate Dean. A \$500 fee is associated with Continuous Registration, and it has part-time status. Students who are withdrawn for failure to register and then permitted a return at a later date will be assessed this fee (and late fees) for up to two missed semesters

Second Semester (Final Thesis Extension LSHV-982)

The student with an "I" in Thesis Writing (LSHV-982) and who does not submit a final thesis in that next consecutive calendar offering of Continuous Registration has one last semester of Continuous Registration to complete the thesis writing and submission. The student may request this second semester of Continuous Registration under extenuating circumstances, with demonstration of substantial – though partial – work completed, and with written approval from their thesis mentor and the MALS Associate Dean. With approval from them they may register for Final Thesis Extension (LSHV-983). A \$500 fee is associated with this course and no additional semesters will be allowed beyond LSHV-982 to write the thesis.

Requests for Thesis Writing extensions beyond the two semesters of Continuous Registration will not be considered. Students will not be approved for a Leave of Absence once they have entered

Thesis Writing. Students are withdrawn from Georgetown University for failure to register in every Fall and Spring semester where there is no course registration in MyAccess.

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

If the student does not confirm in writing with the program Associate Director of his/her request to withdraw from “MALS Thesis Writing” before the grade submission deadline of that last Continuous Registration semester, the “I” for “MALS Thesis Writing” will be changed to an “F” grade and the student’s degree candidacy will be automatically terminated.

Please note: Continuous Registration sections are 0-credits and this enrollment status may have implications on student loan or Visa status. Students should connect with their Financial Aid advisor and International Programs advisor regarding their continuing status. Although this is a 0-credit course, it is designed to keep the student’s status active in the system as s/he is actively continuing the pursuit of this degree, and carries with it services to and access across Georgetown University.

Thesis Final Deadlines

- May 1 for students enrolled in *MALS Thesis Writing* in the fall semester
- Dec. 3 for students enrolled in *MALS Thesis Writing* in the spring semester
 - (If these dates fall on a weekend, the following Monday will be the deadline.)
 - Failure to complete the thesis by the final deadline will result with the “I” for LSHV-899 to be changed to an “F” grade and the student’s degree candidacy will be automatically terminated.

Academic Guidelines and Procedures

Academic Probation

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

Academic Termination of Degree Candidacy

MALS candidates are terminated academically from the degree program under any of the following conditions and any further course registration will be canceled:

1. Upon earning two grades of "C" (2.00) or lower, as all grades, including grades of "F" (0.00) are calculated in determining the cumulative GPA
2. If the student's GPA is below a 3.00 at the completion of 8 courses (24 credits attempted)
3. If the student fails to submit a thesis by the deadline and does not confirm in writing with the program Associate Director of his/her request to withdraw from LSHV-899 before the grade submission deadline of that last Continuous Registration semester (one semester of 981 and one semester of 982)
4. Non-degree students will be academically dismissed upon earning one grade of "B-" or lower

Academic Integrity and the Honor System

Students in the MALS program are expected to maintain the highest standards of personal integrity in pursuit of their education. Academic dishonesty in any form is a serious offense. Cases of accidental plagiarism are avoidable if students familiarize themselves with the rules regarding citing the work of others.

At the start of their studies, all students should purchase and use *A Manual for Writers, 7th Edition*, by Kate Turabian, revised by Wayne Booth, and consistently follow one of the acceptable methods of citation described in the Manual for all written assignments for their courses.

Students should also refer to the pamphlet "Acknowledging the Work of Others," which is part of each new student's orientation packet. MALS students are responsible for upholding the Georgetown University Honor System and adhering to the standards included in the Honor Pledge:

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.

Academic Integrity Adjudication

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

Degree Conferral Time-Line

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

Thesis Completion in Absentia

In rare instances a student's thesis completion is interrupted by a move from the area. Should this be anticipated, it is the student's responsibility to request approval by email to the Associate Director and make arrangements for how the thesis will be completed, how to continue collaboration with the mentor, and how to arrange to return to campus in person to execute the final thesis completion, approval, and final online submission of the thesis. If the student cannot return to submit the thesis, s/he must appoint a guardian to handle the delivery and secure the final approval for the thesis on paper before its final online submission. The guardian cannot be a faculty member.

Application for Degree Completion

MALS degrees are posted in May in preparation for Commencement and at the end of August and December. MALS students follow the schedule and procedure for graduation application and degree clearance provided by the GLSP Associate Director and the SCS Office of Academic Affairs & Compliance as fully explained in the blue *Thesis Guidelines* for MALS and DLS Students.

During the first two weeks of their (anticipated) final semester MALS students complete and submit their official graduation application online through the MYACCESS system at <https://myaccess.georgetown.edu>. Detailed instructions for this process can be found in the "Application to Graduate" section of this handbook as well as on the SCS Graduation page (scs.georgetown.edu/academic_affairs/graduation). Please note: Providing duplicate electronic and then hard copy applications to graduate is not recommended by the Office of the University Registrar and the Office for Academic Affairs & Compliance. The MALS program is provided with routine lists of students who have applied to graduate in every semester.

Study Tours

Students interested in participating in a Graduate Study/Tour abroad for credit must first discuss and get the approval to enroll from the Associate Director and follow-up the decision with an email. Up to two 3-cr. graduate Study/Tours may be considered for approval toward the degree, and count as elective credits.

Religious Studies and Theology Honor Society

Liberal Studies students who complete courses in Religious Studies are eligible for the annual spring selection and induction into Theta Alpha Kappa Honor society, the national honor society for religious studies and theology. The eligibility requirements are listed below:

- Completion of 5 courses (15 credits) in theology
- 3.5 or higher cum GPA in theology courses
- 3.0 or higher cum GPA in all courses completed

UNIVERSITY OFFICES & SERVICES

Academic Resource Center

The Academic Resource Center offers assistance to all University students in many skill areas necessary for academic achievement, including reading comprehension, study and test taking strategies, note-taking and time management. Students may consult individually with a learning skills specialist. Services and referrals are also provided for students who may have learning disabilities. For further information call the center at (202) 687-8354, or by email at arc@georgetown.edu.

Bookstore

The University Bookstore is located on the main floor of the Leavey Center. The main line is (202) 687-7482.

Career Education Center

The Career Center is located near the Book Store in the Leavey Center. It provides career counseling and job search techniques. Catalogs of job listings by states and regions are available in the Center's library. For further information and to obtain its hours of operation, call (202) 687-3493 or visit careerweb.georgetown.edu.

Computer Services

The University's Academic Computer Services operates computer laboratories for student use. Insert phone number. Laptops can be rented for class use at the 640 Massachusetts Avenue campus contingent upon availability. The laptops for SCS students may not be taken out of the office building and must be returned after class.

Computer Support

If you are having difficulty with any of the university's online systems, please contact the University Information Services (UIS) help desk for assistance. You can call (202) 687-4949 and press 1, or you can send e-mail to help@georgetown.edu. Information on the status of service outages is announced at www12.georgetown.edu/uis/tools/outages/unscheduled.cfm

Counseling and Psychiatric Service

Full-time graduate students (enrolled in nine credits in the regular fall and spring semesters, six credits in the summer semester) are eligible to receive support and professional services through this office. Part-time students are eligible only for limited, emergency (crisis) services. Students can learn more at caps.georgetown.edu/ or by calling 202-687-6985. For after-hour emergencies, students should call (202) 444-PAGE (7243) and ask to speak to the CAPS on-call clinician. For immediate dangers to oneself or others, regardless of full or part-time enrollment status, students on campus should contact DPS (Dept. of Public Safety) at 202-687-HELP. Students off campus should call 911 during such emergencies.

Degree Audit

The Degree Audit feature in MyAccess (myaccess.georgetown.edu) assists to remind degree seeking students of degree/program/grade requirements, grades earned, GPA calculation and projections, current standing, and future semester course selections. Additional information can be found at <http://registrar.georgetown.edu/registration/degree-audit/>.

Financial Obligations

Full payment of tuition is due by the dates established by the Student Accounts office. A late fee and service charge are assessed for payment after these established dates. You may defer

current semester charges following the directions on the bill and meeting the fee schedule set by the Student Accounts Office.

Gelardin New Media Center

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

Georgetown University Transportation Shuttle

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

GOCards

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

International Programs, Office of

All incoming international or U.S. permanent resident students must submit the mandatory International Student Immigration Questionnaire to the Office of International Programs (oip.georgetown.edu/iss/vsq.htm) upon learning of an admission or enrollment decision regardless of degree-seeking or provisional status. All international students and U.S. permanent residents must have this information on file in order to be eligible to enroll. Non-degree (provisional) students cannot be supplied with University-sponsored Visa documentation.

Applicants who are non-U.S. citizens must request, complete and submit for approval an Immigration Questionnaire along with their application. International students whose immigration status is approved by the Office of International Programs and who are admitted to the MPS or APC program must carefully follow the guidelines and policies as set forth by immigration regulations. They must keep their OIP advisors informed of their progress as students. The SCS International Programs Advisor is located at 640 Massachusetts Avenue, NW. For further information, call (202) 687-5867.

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Street. Call (202) 687-7500 to verify the daily schedule. Carry your GO Card with you when you go to the Library as you must show it to enter the Library. Many library services, such as databases, are available online from any location.

Student Accounts

Student billing and student accounts management are handled by Student Accounts, located on the ground floor of White-Gravenor, (202) 687-7100. Tuition adjustments are made by the Registrar, and Student Accounts processes the refunds. When a credit balance is due, it can be refunded only after it appears on the Student Account ledger. Application for a refund check must be made in writing to the Office of Student Accounts or the student may leave the refund as a credit balance in his/her student account.

Student Center

The Leavey Center provides students several places for dining, Vital Vittles (mini-market), and the student run Uncommon Grounds coffee bar. This space also has open lobbies for study as well as a full service attached Marriott Hotel, Hoya Snaxa (mini-market), Cosi and Starbucks.

Students with Disabilities

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

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

Student Financial Aid

SCS students may secure information on loans and other financial assistance by contacting the Office of Student Financial Services located in Room G-19, Healy Building, and (202) 687-3478. This office can be found at finaid.georgetown.edu/.

Student Health Insurance

Student enrolled in nine or more credit hours per term are considered a full-time and are automatically charged the required health insurance fee on the tuition bill. Eligible students must accept or waive this insurance. You may waive the University insurance online through Student Access+ but you will have to show proof of private coverage. For information, call (202) 687-4883 or visit georgetown.edu/student-affairs/insurance.

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.

Writing Resource Program

In order to excel in our program, you will need excellent writing skills. As a member of the Georgetown community, you will have full access to the University Writing Center (writingcenter.georgetown.edu) located in Lauinger Library 217A. Offered to students at all levels, the center's tutoring has proved helpful to those wishing to improve their grammar and style, to respond more effectively to assignments, to learn to organize both short papers and lengthy research projects, and to turn first drafts into publishable projects. Some students seek assistance on a regular basis; some only occasionally. For well-established students, the writing tutors have also offered on-line help, responding to questions about papers submitted through email attachments and counseling students through phone conferences.

Yates Field House

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