



*GEORGETOWN UNIVERSITY*  
*School of Continuing Studies*  
*Paralegal Studies Program*

# **STUDENT HANDBOOK**

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# Welcome to the Paralegal Studies Program

We are thrilled and honored to welcome you to Georgetown University and the Paralegal Studies Program. You are embarking on a stimulating and rewarding venture, and we wish to help you in any way we can. Please call us any time for assistance.

## *Contacting Us*

The Paralegal Studies Program office is located in Georgetown University's School of Continuing Studies at 640 Massachusetts Avenue, NW, Washington, DC 2001. There are garage parking and metered spaces on surrounding streets. Please contact us on any matter that affects your experience as a student in our program.

### **Corey Brooks**

Director, Paralegal Studies Program

Phone: 202-687-8466

[cb285@georgetown.edu](mailto:cb285@georgetown.edu)

### **Shani Sutton**

Program Coordinator, Paralegal Studies Program

Phone: 202-687-6694

[smc96@georgetown.edu](mailto:smc96@georgetown.edu)

# Getting Off to a Good Start

You are probably eager to get started on your Georgetown experience. Here are a few things you should be familiar with.

**1. NetID:** A Georgetown University NetID was created for you when you registered online. Your NetID is your username for your online account. It is essential that you save your NetID and password since you will use them throughout the course to access **Blackboard** and **MyAccess**.

- If you do not know your NetID, contact the Paralegal Studies Program office at (202) 687-6694. After obtaining your NetID, follow the instructions below to reset your password.
- If you have forgotten your password, visit [ccpe.georgetown.edu](http://ccpe.georgetown.edu), click on **Resources and Policies**, and select the **Student Resources** tab.
- Click on **NetID Reset**.
- Download, print, and submit the password reset form. Follow the instructions carefully.

**2. MyAccess:** MyAccess is the web portal that enables you to access your student account, view unofficial transcripts, update contact information, make payment, and obtain your university ID. To log in to MyAccess, follow these instructions:

- Go to [myaccess.georgetown.edu](http://myaccess.georgetown.edu)
- Log in using your NetID and password.
- Under “Student”, select “MyAccount”.
- **Note:** Please maintain updated contact information to ensure that the University has accurate records.

**3. University ID:** All students have a unique Georgetown University ID (GUID). Your university ID can be found on your online service offerings letter, on your GOCARD, and in MyAccess. Your university ID is a nine digit number beginning with the number 8 e.g. 898-765-432. When contacting the University, please provide your university ID number. Alternative ID numbers will not be accepted.

**4. GU Mail Access:** As a Paralegal Studies student you are given a Georgetown University *e-mail address* (GU mail).

- Go to <http://apps.georgetown.edu/>
- At the prompt, log in by *entering* your NetID and password and then *clicking* **OK** to access your GU Mail Account.

**5. Using Blackboard:** As a Paralegal Studies student, you have access to Blackboard, the online academic management program. Some instructors may use Blackboard to distribute course materials, administer tests, or display announcements. To access Blackboard:

- Go to [campus.georgetown.edu](http://campus.georgetown.edu)

- Log in using your NetID and password.
- You will see a list of Paralegal Studies Courses that you are currently enrolled in as well as general announcements. By selecting one of the courses listed, you will have access to course assignments, documents, and announcements posted by your instructor.
- By default, Blackboard sets GU mail as your primary e-mail address. To direct e-mail from Blackboard to another account, please follow the instructions above for forwarding GU mail.

## Certificate Requirements

### *GPA, Grades and Course Requirements*

In order to receive a Certificate from the Georgetown Paralegal Studies Program a student must maintain a minimum GPA of 2.0.

Please note that some classes require you to achieve at least a C to move on. If you do not achieve a C in these classes, you are required to repeat that course before moving on to the next course in that sequence. Additionally, you are required to achieve a C in the Legal Ethics course in order to obtain your certificate. If you receive an F in any of the courses, you will have to repeat that course.

When you retake a course, we count the higher grade in calculating your overall GPA and in determining whether you will be eligible for graduation. All grades earned appear on the official transcript, regardless of the grade earned in the repeated class. Repeating a course for a third time requires prior written authorization of both the Director and the professor of that course.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Once you have taken all of your required courses and satisfied all of the minimum grade requirements, you should take an average of the GPA column. Your overall course grade is determined by the corresponding GPA. You must receive an overall course grade of C to earn your certificate. Students who do not meet this requirement are terminated from the program.

## *Evening Program – Course Requirements*

In order to receive a Certificate from the Georgetown Paralegal Studies Program a student enrolled in the evening program must complete the following coursework.

### *First Semester*

- XPSP-107-01 Legal Research  
*Must receive a C or above to move on to Advanced Legal Research and Writing*
- XPSP-102-01 Contract Law
- XPSP-103-01 Civil Procedure  
*Must receive a C or above to move on to Advanced Litigation and Trial Practice*
- XPSP-104-01 Legal Ethics  
*Must receive a C or above to complete program*
- XPSP-108-01 Academic Scholars Program

### *Second Semester*

- XPSP-105-01 The Professional Paralegal
- XPSP-201-01 Advanced Legal Research and Writing  
*Must have a C or above to move on to Advanced Legal Writing Seminar*
- XPSP-203-01 Advanced Litigation and Trial Practice  
*Must have a C or above to complete program*
- XPSP-204-01 Legal Technology
- XPSP-302-01 Torts

### *Third Semester - General Legal Track*

- XPSP-301-01 Advanced Legal Writing Seminar  
*Must have a C or above to complete program*
- XPSP-202-01 Corporate Law Practice
- Legal Specialty I
- Legal Specialty II

### *Third Semester - Litigation Technology and Legal Project Management Track*

- XPSP-501-01 Advanced Litigation and Trial Technology
- XPSP-502-02 eDiscovery
- XPSP-503-03 Legal Project Management

## *Summer Intensive Program - Course Requirements*

In order to receive a Certificate from the Georgetown Paralegal Studies Program a student enrolled in the Summer Intensive Program must complete the following coursework.

### *Part I*

- XPSI-501-01 Legal Research & Writing  
*Must have a C or above to move on to Advanced Legal Writing Seminar*
- XPSI-502-01 Corporate Law Practice
- XPSI-503-01 Introduction to Litigation  
*Must have a C or above to move on to Advanced Litigation & Trial Practice*
- XPSI-504-01 Contract Law
- XPSI-507-01 Paralegal Seminar
- XPSI-522-01 Legal Ethics

### *Part II – General Legal Track*

- XPSI-508-01 Advanced Legal Writing Seminar  
*Must have a C or above to complete course*
- XPSI-509-01 Advanced Litigation & Trial Practice  
*Must have a C or above to complete course*
- XPSI-510-01 Torts
- XPSI-523 Legal Technology
- XPSI-524-01 Paralegal Seminar
- Elective

### *Part II – Litigation Technology and Legal Project Management Track*

- XPSI-508-01 Advanced Legal Writing Seminar  
*Must have a C or above to complete course*
- XPSP-501-01 Advanced Litigation and Trial Technology
- XPSP-502-02 eDiscovery
- XPSP-503-03 Legal Project Management
- XPSI-524-01 Paralegal Seminar

### *Internship*

- XPSI-506-01 Internship  
*Graded either Successfully Completed (SC) or Failure (U)*

## *Continuing Education Units (CEU) Requirements*

All courses in the Paralegal Studies Program meet the minimum stated hour requirements (8.33 clock hours or 10 contact hours of instruction for each CEU) of the American Bar Association (ABA).

## *Certificate Conferral Time-Line*

All classes must be successfully completed within two years (six terms) of your enrollment. Continuing beyond two years requires the prior written consent of the Director. The Director may require you to reapply to the Paralegal Studies Program for full consideration. If the student reapplies and is re-admitted, then the student will be held to the most recent academic and course requirements. Re-admission is not automatic or guaranteed.

## *Transfers from Evening to Intensive Programs*

Please note that if you begin as a student in the Evening Program, you may not “transfer” into the Summer Intensive Program.

## **Admissions**

A student is officially admitted when a letter/email of acceptance has been received and registration has been completed. All new students must attend New Student Orientation and register online prior to the beginning of their first class on the designated date for that term.

## **Course Registration**

### *Add/Drops*

You may add/drop courses until 5 p.m. of the day before the course begins. Email Program Assistant Shani Sutton [smc96@georgetown.edu](mailto:smc96@georgetown.edu) for assistance with the process.

Generally you may not add a course after its first meeting date. Courses dropped during the Add/Drop period will be deleted from the student's record; thereafter, dropped courses are listed as "W" (withdrawn) on the record and the tuition refund is prorated according to the date of the withdrawal. Students should be attentive to the fact that dropping or withdrawing from a course may have implications on their loan or visa status and must keep the appropriate authorities informed.

### *Withdrawal Refund Schedule*

In the event that a student must withdraw from a course, tuition for the one-year Evening Program and one semester Summer Intensive Program are partially refundable, upon written request to the Paralegal Studies Program office. The partial refund will be computed as of the date the Paralegal Studies Program office receives the written request from the student. For purposes of calculation, the first week begins with the first day of class. Once the Paralegal Studies Program office receives a written request for a refund, credit will be given according to the following scale:



*Evening Program:*

1st or 2nd week of semester: 100% refund/delete  
3rd or 4th week of semester: 80% refund/withdraw  
5th or 6th week of semester: 70% refund/withdraw  
7th or 8th week of semester: 50% refund/withdraw  
9th week of semester: 40% refund/withdraw  
10th-13<sup>th</sup> week of semester: 0 refund/withdraw

*Summer Intensive Program:*

Before second class session of Part I: 100% refund/delete  
Before third class session of Part I: 75% refund/withdraw  
Before fourth class session of Part I: 50% refund/withdraw  
After fourth class session of Part I: 0% refund/withdraw

## **Grades and Grading**

### *GPA*

Students must maintain a 2.0 ("C") average with "F's" counted as 0.0 grade points when calculating the cumulative GPA.

The Quality Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at Georgetown University in the Paralegal Studies Program by the total number of academic continuing education units (CEU's) attempted at Georgetown University in the Paralegal Studies Program. The current GPA is included on the student's degree audit which the student may view through *MyAccess*.

The current GPA grading system for Paralegal Studies students is listed below.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

## *Official Grading System*

The current grading system for Paralegal Studies students is listed below.

A	100 - 91.00
A-	90.99 - 90.00
B+	89.99 - 89.00
B	88.99 - 81.00
B-	80.99 - 80.00
C+	79.99 - 79.00
C	78.99 - 71.00
C-	70.99 - 70.00
D+	69.99 - 69.00
D	68.99 - 60.00
F	59.99 - 0

Grades are posted on *MyAccess* as the professors submit them. Graded papers returned by professors for student "pick-up" are kept by the Director for two semesters. Some professors return papers in class or by mail.

(NR) is posted on a grade report when the grades for that course have not been submitted by the professor.

### *Incomplete Grades*

In some instances it may be necessary for a Paralegal Studies student to request an incomplete, "N" grade and an extension of time by the professor to complete the required coursework. Some professors do not allow Incompletes. If they do, they may establish a date prior to the dates given below and they may also assign a grade penalty or other penalty for late work. If the professor grants the student additional time to complete the coursework and the work is completed by the date established by the professor on or before the incomplete deadline, the "N" is changed to the appropriate grade.

Deadlines for the submission of incomplete work from each semester will be as follows:

Jan. 15: for a course taken in the Fall term

June 15: for a course taken in the Spring term

Sept. 15: for a course taken in the Summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates must be delivered (hard copies, only) to the Program Director no later than 4 p.m. on or before the date listed above. Submissions will be date stamped and sent to the appropriate professor.

Submissions after the published deadline date and time will not be accepted and the grade of "N" will automatically change to the grade of "F."

Following the deadline the professor will review the work submitted and send a grade change report to the assistant dean of academic affairs. The grade change is then forwarded to the Registrar for posting to the student's record.

## Course Grade Change

When a professor believes a grade change for a course is justified because of a (i) miscalculation in assigning the initial grade, (ii) a technical error in the posting of original grade, or (iii) requirements have been met to fulfill the original incomplete the professor will send a grade-change authorization form with a signed statement of the reason for such a change to the assistant dean of academic affairs for approval. It should be clearly understood that no additional work from an individual student can effect a grade change.

## *Course Grade Appeal*

Georgetown Paralegal faculty members have been chosen due to their unique experience and expertise in their respective fields. As such, Georgetown Paralegal 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 in the steps outlined below, they should also keep in mind that the faculty member is considered the academic and professional expert in determining their grade.

The grade appeal procedure is not set up to address allegations of discrimination. However, Georgetown Paralegal takes all such allegations very seriously and asks that students who believe they have been discriminated against make a formal complaint through the Office of Institutional Diversity, Equity, and Affirmative Action (202-687-4798; [ideaa@georgetown.edu](mailto:ideaa@georgetown.edu)). The Grievance Procedure and Discrimination Complaint form can be found at <http://ideaa.georgetown.edu/policies/>.

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

- a. Students should first seek an explanation for the grade through a discussion with the professor. This process must begin no later than 30 days after the beginning of the semester following that semester in which the contested grade was received. Students should bring copies of the course syllabus and all graded assignments with them to their meeting with the professor so that they can discuss all aspects of their grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that professors can make amendments to their syllabi during the semester (adding or deleting assignments, for example, or changing a percentage allocation for an assignment under unusual circumstances) if needed as long as all students in the course are held to the same academic standards. If, after speaking with the professor, the student still believes that the final grade was incorrectly assigned, he or she may then appeal in writing to the associate dean of the Center for Continuing & Professional Education. The student should supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following that semester in which the contested grade was received. The course professor may also be contacted by the associate dean for additional information. Upon completion of this review, the associate dean may decide (1) that there is no basis for the appeal and the original grade will be upheld or (2) that the appeal warrants further review by a faculty committee comprised of three faculty members within that program. If a committee is called, the associate dean will name a chair of that committee and all members will review the information and assignments and then make a formal, written recommendation to the associate dean. In either case, the associate dean will not judge the academic merit of the assignments on his or her own; rather, the associate dean will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the associate dean will make a recommendation to the associate dean for academic affairs.
- b. If, after speaking with the professor and associate dean of CCPE, the student would like to appeal further based upon procedural grounds, he or she may then submit a formal request to the SCS associate dean for academic affairs and the Dean of the School of Continuing Studies for final review. The associate dean for academic affairs will complete an investigation on behalf of the Dean. This process must begin no later than 90 days after the beginning of the semester following that semester in which the contested grade was received. Please note: This final level of appeal reviews the administrative handling of the appeal only. Neither the associate dean of academic affairs nor the Dean of SCS will evaluate the academic merit of the work (such as re-grading a paper or test). The decision of the Dean is final and not open to further appeal.

### *Pending Grade Appeal*

A student may request a delay in imposing academic termination from the SCS associate dean for academic affairs because of a pending grade appeal that could change the student's status. An approved delay allows the student to register while on termination. This request must be submitted by the student in writing to the associate dean at least

one week prior to the first day of classes of the semester in which the termination has been placed. Submission of a request does not guarantee approval will be granted.

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

## **Program Completion**

Paralegal Studies Certificates are granted in May, January and September. Paralegal Studies students contact the Director in their final semester to request and submit a Certificate Application by Dec. 1 for January certificate completion, April 1 for May certificate completion and August 1 for September certificate completion.

### *Financial Clearance*

Paralegal Studies Students must settle all financial obligations to the University (e.g. overdue tuition, library fines, and late fees) before completing their last course and completing the Program Completion Application to be eligible to receive a certificate and final transcript. The financial clearance deadlines are Dec. 1 for January program completion, April 1 for May program completion and August 1 for September program completion.

If you have completed the academic requirements for your certificate and have no outstanding financial obligations with the university, complete the Program Completion Application and send it via email to the Paralegal Studies Program office at [paralegalstudies@georgetown.edu](mailto:paralegalstudies@georgetown.edu).

All Paralegal Studies Certificates are sent via regular mail to students who have completed the program. Students are strongly encouraged to participate in the formal completion ceremony in September of each year.

## **Academic Regulations**

### *Leave of Absence*

A Paralegal Studies student who must interrupt studies temporarily should discuss the situation with the Director. If two consecutive semesters pass in which a student does not register or notify the Director that he/she needs to take a semester off, that student may be withdrawn from the Paralegal Studies Program.

## *Withdrawal from the Program*

A student who wishes to withdraw from the Paralegal Studies Program should do so in writing to the Director so that it may be recorded on their permanent records.

## *Class Attendance/Absence*

Students are expected to arrive on time for every class session. Attendance will be taken, either at the beginning of class or at some other time during each class session. When class breaks (optional) are given, respect them. Students are expected to return to the classroom and be seated by the time the instructor announces when the class session will resume.

In order to comply with the high standards outlined by the ABA and to ensure a high quality educational experience for students the Paralegal Studies Program maintains a strict attendance policy. For evening classes, students are allowed to miss two class meetings and for intensive classes, students are allowed to miss one class meeting. If a student is more than 15 minutes late to class, he/she will be considered tardy. If the student is tardy three times, this accounts for one absence. A third absence in evening classes and a second absence in intensive classes can only be excused by the faculty member with documentation such as a doctor's note or signed statement regarding the serious circumstances that prevented the student from attending the class. A fourth absence in evening classes and a third absence in intensive classes cannot be excused for any reason and results in a failure for the course.

If a student misses a third class in evening classes and a second class in intensive classes and the absence is not excused by the faculty member, the faculty member is requested to alert the Director. At this point, the student will be dropped from the class and not permitted to attend. This is referred to as an administrative withdrawal and the standard refund withdrawal policy will be applied.

## *Punctuality*

Students are expected to arrive for class on time, be seated, and be ready to begin class at the scheduled time. Students who cause disturbances in class will be asked to leave. In the event an instructor is not present at the time class is set to begin, and there is no official announcement regarding a delayed 'start,' students are expected to wait at least one half hour (30 minutes) before leaving the classroom.

## *Classroom Refreshments*

Generally, food and beverages are not permitted in any classrooms. Although a light snack may be permitted, it is ultimately each faculty member's decision whether to allow food and/or beverages in class. Please abide by their individual preferences.

## *Classroom Support Devices*

Class lectures may not be tape recorded unless the Director and instructor grant permission. Laptop computers are not permitted in class without prior instructor approval. Activated cell phones and/or beepers are prohibited while classes are in session.

## *Academic Actions: Probation*

If a Paralegal Studies student fails one course during a semester, the student is automatically placed on academic probation until the terms of the probation are satisfied. In addition, a Paralegal Studies student will be placed on academic probation if his/her cumulative GPA does not meet the minimum GPA of 2.0 at the end of any academic semester. A student remains on academic probation until a minimal cumulative 2.0 GPA is achieved.

## *Academic Actions: Termination*

Academic termination (dismissal) is most often determined on the basis of academic ineligibility or academic integrity. A student's candidacy may also be terminated for such reasons as making unsatisfactory progress towards the Paralegal Studies certificate or for violating the time limit for completion of the degree.

## *Academic Ineligibility*

For students in the Paralegal Studies Program, earning one "F" and/or "U" in a semester while on probation, two "F's" and/or "U's" in any one semester regardless of previous record, or at any time an accumulation of three "F's" and/or "U's" results in academic dismissal. Additionally, students who have not maintained a 2.00 cumulative GPA by the conclusion of their coursework are academically dismissed.

## *Academic Integrity*

Students within the Paralegal Studies Program 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 Georgetown Paralegal and Georgetown in particular. We recommend that all students read through the excellent summary of academic integrity, research misconduct, and plagiarism provided by the Georgetown Graduate School of Arts & Sciences at <http://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 <http://www.library.georgetown.edu/resource/tutorials.htm>.

### *Appeals of Termination*

When their certificate candidacy has been terminated, students have the right of appeal to the associate dean of academic affairs and the Dean of the School of Continuing Studies. Students must present their grounds for appeal in writing to the associate dean of academic affairs within 60 days of the date of the termination of degree candidacy letter. The appeal procedure is not to be used for the circumvention of standard academic requirements (e.g., GPA or other program standards), but is designed to deal with exceptional cases of a complex nature. If the associate dean of academic affairs finds that the student's termination is based on failure to satisfy standard requirements for the degree without exceptional, complicating circumstances, the student's request for an appeal will be denied. If the associate dean of academic affairs determines that such exceptional circumstances do exist, then the dean may convene the Program Director, the associate dean of CCPE, the assistant dean of CCPE and two program faculty members to review the request and make an official recommendation. The associate dean of academic affairs will notify the student of the binding decision within 30 days of the appeal. The decision of the dean is final and not open to further appeal.

### *Readmission*

Students who have been academically terminated from the Paralegal Studies Program should not expect to be readmitted. In very rare cases, when in the judgment of the Director of the Program there is clear evidence of probable future academic success, a written application for readmission may be considered. The Director will consider the best interests of the student but also the best interests of Georgetown Paralegal and Georgetown in the review process. This request for readmission must be submitted to the Director six weeks before the date of intended registration.

## **Academic Integrity**

### *Honor Code*

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, and the School of Continuing Studies.



Students are required to sign a pledge certifying that they understand the provisions of the Honor System and will abide by it.

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 application to any of the academic divisions of Georgetown University subject to the jurisdiction of the Honor System, all students will agree to sign the Honor Pledge. Upon matriculation, the student will 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. 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: 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 abuse of shared electronic media.

The Honor System includes detailed provisions for investigating and adjudicating allegations of academic misconduct. Further information is available at <http://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 certificate already conferred.

## *Student Conduct*

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

All viewpoints, editorials, and opinions expressed by students represent those students exclusively – and not the students' instructors, classmates, academic program, School, or University – even in cases when students are using Georgetown-affiliated systems like

email, blogs, and online portfolios. Any perceived infraction of the Student Code of Conduct can be referred to the student's associate dean and, in some cases, to the Office of Student Conduct (<http://studentconduct.georgetown.edu/>) and other University Offices, such as Legal Affairs. Students found in violation of the Code of Conduct could be subject to a variety of sanctions, including mandatory withdrawal from classes (without a refund) and suspension or termination for non-academic reasons.

## **Academic Awards**

### *Academic Support Program*

The goal of the Academic Support Program is to assist first semester Paralegal Studies students in achieving academic success and achieve skill sets to obtain future employment as paralegals. The Academic Support Program includes skills workshops and subject matter study groups led by second and third semester students, called Academic Support Scholars. The Academic Support Scholars are selected by faculty based on their academic achievement and commitment to the Paralegal Studies Program. The Academic Support Program skills workshops and subject matter study groups are open to all students and are strongly recommended for those students whose midterm grades indicate academic challenges.

## **Program Policies**

### *Change of Address*

Address change/correction is a two-step procedure that must be made both online and by email by the student.

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 Director in order to continue to receive Paralegal Studies Program mailings, registration information, and phone calls.

### *Educational Records Policy*

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

Georgetown University accords to its students all rights under this law. No one outside the University shall have access to students' educational records, nor will Georgetown

disclose any information from these records without the written consent of the student, except to:

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

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

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

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

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

1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;

3. confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
4. educational records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the SCS associate Dean for academic affairs 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.

## *Emergency Closures*

During inclement weather or other emergencies, visit [preparedness.georgetown.edu](http://preparedness.georgetown.edu) or call (202) 687-SNOW (7669) to find out if classes are postponed or cancelled. The university recently has acquired the capability to send text messages and recorded messages about emergencies to cell phones and other mobile devices. Sign up at MyAccess.

# University Offices and Services

## *GOCards*

You must have a student identification card, called a GOCard, to check books out from the library, to enter some campus buildings and to use the University shuttle bus. Paralegal Studies students may gain access to the Law Center Library using their GOCard; however the GOCards cannot be used to checkout books at the Law Center Library.

The Paralegal Studies Program is the only program within the Center of Continuing and Professional Education (CCPE) that issues students GOCards. At orientation students will receive their GOCard free of charge. It is important that Paralegal Studies students understand all lost or stolen cards must be reported immediately via Internet anytime 24 hours a day, 7 days per week or in-person at a GOCard Office during business hours.

The replacement fee for lost, stolen or damaged cards is \$25. Replacement of a card when there is a change of the cardholder status is free. The old card must be presented in exchange otherwise there is a \$25 charge. If a Metropolitan Police Report is presented at the time of replacing your GOCard, the charge of \$25 will be waived. Students may pay for the replacement fee with a GOCard Debit Account, cash, check, Visa or MasterCard.

The GOCard Office is located in Darnall Hall G-3. 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 <http://gocard.georgetown.edu>.

## *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, send e-mail to [help@georgetown.edu](mailto:help@georgetown.edu) or check out the website at <http://uis.georgetown.edu>.

## *Transcripts*

All official student transcripts are stored at the Office of the Registrar. A student may request a copy of his/her transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020.

## *Student Accounts*

Student billing and student accounts management are handled by the Office of 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 on his/her student account.

## *Student Financial Aid*

Paralegal Studies students may secure information on loans by contacting the Financial Aid office located in Room G-19, Healy Building, (202) 687-4547 or accessing Financial Aid Information for Paralegal Studies students on their Web site, <http://finaid.georgetown.edu/>. Please be sure to confer with Financial Aid before dropping a course in mid-semester, because that can have implications for repayment of student loans that you have.

## *Bookstore*

The University Bookstore is located on the main floor of the Leavey Center on the main campus. The phone number for the bookstore is (202) 687-7482.

## *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. You must have your GOCard to enter. Many library services, such as databases, are available online from any location.

## *Georgetown University Law Library*

Paralegal students have access to the Georgetown University Law Library. **Students must have their GOCards in order to access the law library.** Students are strongly advised not to abuse law library privileges. **Paralegal Studies students are not allowed to check out books from the law library.** Students may ask the law library staff general questions related to legal research.

## *Georgetown University Parking*

For students, guests, prospective students coming to campus during the daytime (before 5 p.m.) please note: A limited number of daily "visitor" parking spaces are available in the Southwest Garage for a flat rate of \$12/day. This garage may be reached by entering the campus from Canal Rd Parking in the Southwest Quadrangle is available for Paralegal Studies students after 5 p.m. weekdays. Show your student GOCard and pay \$3.00. There is no parking charge in the lot on Saturday and Sunday. **Paralegal Studies students enrolled are not eligible for any type of on-campus parking permit.**

## *Hourly and Daily Parking Rates*



Hourly Parking Rate: \$3.00  
Daily Parking Rate: \$15.00  
Daily Parking (after 3:00pm): \$10.00  
Daily Parking (after 7:00pm): \$5.00  
All students after 5:00pm with GU ID: \$3.00

## *Academic Resource Center*

The Academic Resource Center offers assistance to all University students in many skills 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.

Any student who believes she or he has a medical condition that requires accommodation, whether a physical, psychological or learning disability, must contact the Academic Resource Center on their Web site, <http://ldss.georgetown.edu/>, by phone at 202-687-8354 or email at [arc@georgetown.edu](mailto:arc@georgetown.edu) and follow the process outlined by ARC for requesting an accommodation. Such students should contact the ARC prior to the start of the term. Accommodations cannot be offered retroactively, so it will not be possible to honor a request that is not submitted on a timely basis.

## *Veterans and Active-Duty Military Personnel Services*

Students who are eligible to receive veteran's educational benefits through the Veterans Administration may contact the Veterans' Affairs Coordinator at the School of Continuing Studies, (202) 687-7000 for Veterans education benefits, and enrollment certification/information.

## *Student Center*

The Leavey Center provides students several places for dining: Center Grill (cafeteria), Fast Break (fast-food), The Faculty Club (restaurant), Vital Vittles (mini-market), and several coffee bars. The Leavey Center also has open lobbies for study. A mini-market, Hoya Snaxa, is located above the parking garage.

## *Georgetown University Transportation Shuttle*

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

## **University Academic Calendar**

The University Registrar maintains the official academic calendar for Georgetown University – <http://registrar.georgetown.edu/academic-calendars/current-year/>.