



GEORGETOWN UNIVERSITY
School of Continuing Studies

Bachelor of Arts in Liberal Studies

Academic Rules and Regulations
Supplemental Handbook

2017 – 2018

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WELCOME

Welcome to Georgetown University and the Bachelor of Arts in Liberal Studies program in the School of Continuing Studies (SCS). This supplemental handbook is for students, faculty, and staff regarding important academic policies and procedures.

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

University Mission Statement

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

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate and professional education in the Jesuit tradition for the glory of God and the well-being of humankind. Georgetown educates women and men to be reflective lifelong learners, to be responsible and active participants in civic life and to live generously in service to others.

School Mission Statement

The mission of the School of Continuing Studies (SCS) is to deliver a world-class, multidisciplinary education to a diverse array of communities and individuals throughout their academic and professional careers, to improve employability, develop workforces and contribute to building a civic-minded, well-informed and globally-aware society.

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) and Executive Master of Professional Studies (EMPS) 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; Technology Management in Fall 2009; Urban & Regional Planning, and Emergency & Disaster Management in Fall 2013; Hospitality Management and Systems Engineering Management in Fall 2014; Integrated Marketing Communications and Global Strategic Communications in Fall 2015; Project Management in Spring 2016; Program & Portfolio Management in Fall 2016; and Applied Intelligence in Fall 2017. Our MPS alumni community has grown considerably with over 2,000 graduates from all programs since their inception.

For over 50 years, SCS 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 offers more than 600 courses, undergraduate and graduate degrees, customized education, special programs, and much more.

Jesuit Values at Georgetown University: The Spirit of Georgetown

<http://missionandministry.georgetown.edu/thespritofgeorgetown>

By its very definition as a Jesuit school, Georgetown is an inclusive community that welcomes students and faculty members from all backgrounds. In the words of Father Philip Borroughs, former Vice President for Mission and Ministry at Georgetown, "Because we respect the wide variety of religious and humanist perspectives of our colleagues, we often describe ourselves as a 'centered pluralism.' In other words, as we cherish Catholic and Jesuit identity which centers this great University, we also respect and engage the plurality of traditions which are held by members of our community."

Students are encouraged to familiarize themselves with the core values that define the University. We understand and appreciate that some of these values will resonate more directly with some students than others; however, our hope is that our students will endeavor to find ways to incorporate these values into their academic experience as they deem appropriate and practical.

The following text is quoted directly from the website listed above: A Jesuit institution, Georgetown is grounded in a 450-year-old educational tradition inspired by St. Ignatius of Loyola, the founder of the Society of Jesus. Today, as a consequence of this long tradition, we can identify a number of characteristics or values that inspire our University and that are referred to in our University Mission Statement, our institutional documents, and our iconography.

The following values and definitions will help you to understand what makes Georgetown such an inviting and distinctive educational community. And just as Bishop Carroll welcomed Georgetown students from various religious and cultural backgrounds, we hope that whatever traditions you bring to this University community, you will find here values that you can appropriate in your own distinct way.

"Ad Majorem Dei Gloriam" (For the Greater Glory of God), the motto of the Society of Jesus, appears over the entrance to Wolfington Hall, the Jesuit Residence on campus, and above the stage in Gaston Hall. This motto identifies the religious purpose of all Jesuit endeavors. It is not simply doing good that Jesuits propose, but rather doing what will better or more effectively reveal God's active presence in our work and in our world. Discerning what is better is always an important principle of Jesuit decision-making.

Contemplation in Action St. Ignatius believed that prayer and reflectivity should so guide our choices and actions that our activity itself becomes a way of entering into union with and praising God. Contemplation is a critical dimension of the spiritual life and it is reflected in Georgetown's commitment to prayer, worship and retreats. Analogously, in the academic life, a spirit of reflectivity is a critical aspect of intellectual inquiry.

Academic Excellence In 1547, the first Jesuits were invited to begin a college in Messina, Italy, so that the young men of that town could receive the same quality of education that the early Jesuits promoted in training their own. Georgetown University is a descendant of this original Jesuit commitment to education. Academic excellence describes the great importance that Jesuits have placed on the life of the mind as a means for uncovering truth and discovering meaning. Georgetown's emphasis on academic excellence is reflected in the careful selection of faculty and students, the quality of teaching and the importance of research on our campus, and it has led to our recognition as one of the top 25 universities in the United States.

Educating the Whole Person St. Ignatius believed that God could be discovered in every human endeavor, in every facet of learning and experience, and in every field of study. Consequently, he

promoted the development of the spiritual, intellectual, artistic, social and physical aspects of each person. Georgetown's commitment to educating the whole person is evident in our strong core curriculum, our wide array of academic programs and our commitment to athletic, living-learning and religiously-centered communities.

"Cura Personalis" This Latin phrase translates as "Care of the Person," and originally was used to describe the responsibility of the Jesuit Superior to care for each man in the community with his unique gifts, challenges, needs and possibilities. This value now is applied more broadly to include the relationship between educators and students and professional relationships among all those who work in the University. "Cura Personalis" suggests individualized attention to the needs of the other, distinct respect for his or her unique circumstances and concerns, and an appropriate appreciation for his or her particular gifts and insights.

Faith and Justice In 1965, following the 31st General Congregation of the Society of Jesus, the Jesuits made a significant institutional commitment to "the service of faith and the promotion of justice." This commitment links the authentic following of the Gospel of Jesus with an obligation to address the social realities of poverty, oppression and injustice. While not all members of the Georgetown community would base their commitment to justice on these religious principles, our institutional commitment to promote justice in the world grounds our Center for Social Justice Research, Teaching and Service, and inspires numerous University projects with the underserved.

Women and Men for Others Fr. Pedro Arrupe, S.J., Superior General of the Society of Jesus from 1965 to 1981, employed the phrase "Men for Others" in a notable 1973 presentation in Valencia, Spain. Father Arrupe provocatively challenged the alumni of Jesuit schools and universities to be engaged in the struggle for justice to protect the needs of the most vulnerable. Today, this phrase has become more inclusive and its spirit is evidenced in Georgetown's promotion of service-learning; our local, national and international service projects; and the impressive commitments of our graduates to serve in organizations such as the Jesuit Volunteer Corps and the Jesuit Volunteer Corps International, Teach for America, and the Peace Corps.

Interreligious Understanding Reflecting themes from the Second Vatican Council, the 34th General Congregation of the Society of Jesus made a significant commitment to ecumenical and interreligious engagement and understanding. As the Georgetown University community comprises a wide variety of religious traditions, our Office of Campus Ministry supports Roman Catholic, Protestant, Orthodox, Jewish and Muslim chaplaincies, a variety of affiliated ministries, and numerous ecumenical and interreligious events and services. In addition, the University sponsors the Prince Alwaleed Bin Talal Center for Muslim-Christian Understanding the Program for Jewish Civilization; the Berkley Center for Religion, Peace, and World Affairs; the Catholic Studies Program; and a partnership with the Woodstock Theological Center.

Community in Diversity As a Catholic and Jesuit University, the Georgetown community welcomes and sustains rich diversity among our students, faculty and staff. Approximately 52 percent of our student body are women, 22 percent of our undergraduate students are from a minority ethnic background, and over 2,000 students, faculty and researchers come from 130 foreign countries. The University supports the diversity of our community through a variety of resources that include the Diversity Action Council, the Center for Minority Educational Affairs, the Patrick F. Healy Fellows Program, the LGBTQ Resource Center and a wide array of student cultural and performance groups. These values are central to the identity of Georgetown University, and each generation of students, faculty and staff is invited to engage them in ways that sustain our Jesuit character.

Accreditation & Certification Information

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

by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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

Disclaimer, Website, and Update Information

This Handbook is published for current and prospective SCS students for the programs contained here. It is not a contract or an offer to contract. Updates to certain policies and procedures may be necessary to the Handbook during your studies, and all students will be held to the most current academic standards and regulations of SCS and their programs. Changes to major policies are proposed, reviewed, and approved, as appropriate, by the SCS Executive Committee, the Academic Council, and the Office of Academic Affairs & Compliance. We therefore encourage students to check our Student Handbook and Policy web page at the start of each semester to download the most recent Handbook for that academic term and to read about academic and non-academic policies that affect all students in the School and at the University. The most recent edition of the Handbook and links to important policies and procedures can be found at: <https://scs.georgetown.edu/resources-current-students/student-handbooks/>.

While every effort is made to contain costs and achieve economies, Georgetown specifically reserves the right to increase tuition or other fees without prior notice. The University and School further reserve the right to advance the requirements regarding admission, to change the arrangement of courses, the requirements for graduation or degrees, and other regulations affecting the student body. Such regulations may govern current and new students and will be effective whenever determined by the particular School involved or by general University directive.

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

Owner of Institution

Georgetown University is a private not-for-profit, congressional chartered institution of higher education located in Washington, DC. As a private corporation, Georgetown University is governed by the President and the Board of Directors. The names of the Board of Directors for Georgetown University are listed on the University's website: <http://www.georgetown.edu/about/board-of-directors/index.html>

Office of Academic Affairs & Compliance

The Office of Academic Affairs & Compliance reinforces the relationship between the School's liberal and professional studies programs and the fundamental Jesuit Values of Georgetown, bridging academic rigor with human values, ethics, and *cura personalis*, a central belief in each individual's unique needs and gifts. We monitor student progress to ensure that minimum academic standards are met; serve as the final point of appeal for exceptions to policy; assess overall program quality; and recommend to programs academic trainings and workshops for students, faculty, and staff in the School's credit and non-credit, high school, undergraduate, and graduate programs.

Sincerely yours,

Michele Mackie, Ph.D., Associate Dean
Crystal Williams, M.A., Senior Assistant Dean
Anka Dadarlat, M.A., Assistant Dean for International Students & Scholars
Brett Kessler, Assistant Director

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202-687-8700
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UNIVERSITY POLICIES

Office of Billing and Payment Services

Responsibilities of the Office of Student Billing & Payment Services

The Office of Student Billing & Payment Services (OSBPS) is responsible for accurate assessment of charges to students' accounts, timely issuance of billing statements and processing of payments to Georgetown for charges assessed to students' accounts, and for refunding overpayment of students' accounts in accordance with Georgetown policy and federal law. Students and individuals authorized by students to access student account information may contact the OSBPS by phone at 202-687-7100 or by email at studentaccounts@georgetown.edu and can expect a response within two business days.

Responsibilities of Students

By the act of registration, class attendance, or participation in other activities associated with enrollment at Georgetown, the student accepts financial responsibility for charges assessed to his/her student account. Charges include those for tuition, mandatory fees, room, board, and fines (such as late payment penalties, library fines, and fees associated with the cost of collection in the event of a delinquency, among others). This financial responsibility is not relieved until payment has been made for any and all charges incurred.

Billing and Due Dates

Georgetown University does not issue paper bills. Electronic copies of the student bill are periodically posted online. Upon the issuance of a new bill, an email will be sent to the preferred email address on file (by default, this will be the student's Georgetown email address), as well as to the email addresses of any authorized user. The email itself is not a bill, but a notification that a new bill has been posted online at Student Account Services (accessible via MyAccess).

In general, bills will be issued for active students with debit balances on a monthly basis. At the beginning of the fall and spring semesters, additional bills may be issued to ensure that students are kept fully apprised of changes to their accounts. Unofficial billing calendars, listing anticipated billing dates, will be posted online at studentaccounts.georgetown.edu.

Financial Penalties: Service Charges and Non-Payment Fees

Non-Payment Fees

The Office of the Registrar considers a student's registration for a given term to be complete only when payment (or payment arrangements, e.g., payment plan enrollment) for tuition and fees has been made in full. Following the end of the registration period, any student with an outstanding balance will be assessed a flat-fee (which varies by campus) at the behest of the Registrar for non-payment.

Service Charges

Any billed amount due which remains unpaid as of the due-date articulated on a published billing statement will be subject to a service charge equal to 1.75% of the overdue amount. All charges incurred before the start of classes are eligible to be billed as due immediately as of the start of classes. Service charges are assessed on a monthly basis.

Third Party Billing

The Office of Billing and Payment Services offers to invoice directly third-party sponsors (such as the US Federal Government, foreign governments, private companies, and so on) for the educational costs of Georgetown students, at no cost to the student. In order to meet the requirements of FERPA, and to ensure that bills are issued only for eligible students, official

documentation endorsed by the sponsors detailing the third party's obligation to the student must be submitted to the OSBPS.

Georgetown University expects sponsors to process invoices and submit payment upon the issuance of an official invoice. If the billing authorization is submitted at the beginning of the semester, an exemption from late fees and service charges will be granted through the date on which financial holds are placed to any balance covered by a sponsor, in order to give the sponsor ample time to process the invoice. If the sponsor fails to make payment after this point, financial responsibility will revert to the student. Any outstanding balance may be subject to late fees, service charges, and the student may have a registration hold placed on his or her account. Financial holds will only be removed when the balance is paid in full.

The OSBPS reserves the right to refuse to invoice any third-party, to refuse to grant temporary credit for anticipated payments, or to reverse credit granted for anticipated payments never submitted by the sponsor. Additional information about documentation requirements and standard invoicing procedures can be found at studentaccounts.georgetown.edu/policies. All inquiries regarding third party billing should be sent to thirdpartybilling@georgetown.edu.

Financial Holds

Any student with an outstanding account balance may not register for classes, or obtain an official transcript. Financial holds prevent academic registration, the generation of official transcripts, and the issuance of diplomas and certificates. Holds are applied to the accounts of students with amounts due prior to the start of registration or pre-registration for the following term. Additionally, any student that has become inactive and for whom there remains an outstanding balance will have a hold placed on his or her account.

Financial holds are not released until the past-due debt is paid in full; payment arrangements are not sufficient to release these holds. The OSBPS reserves the right to keep a financial hold in place until it can verify that funds have been deposited (without the possibility of reversal) into a Georgetown bank account.

Refunds of Overpayment

The OSBPS generally requires a student's request in order for a refund to be generated; students may request a refund whenever total payments to their account exceed total charges. Requests must be submitted online via MyAccess. The OSBPS will automatically issue refunds in two circumstances: when payments for a particular semester from Title IV sources exceed institutional charges (as required by federal law and regulations) and when the student has become inactive while retaining a credit balance.

The OSBPS processes refund requests within three business days of submission. Additional processing time for the generation and mailing of a refund check, or for the execution of an electronic transfer of funds, is outside the control of the OSBPS.

The OSBPS reserves the right to hold or deny a refund request when there is the possibility that the charges on the student account were not properly assessed, or when payments are subject to adjustment. If for any reason a refund request is not approved, an email will be sent to the student indicating the reason and the contact person with whom the student should discuss the matter.

If the student has established an electronic refund profile, refunds will be deposited to the account indicated via ACH (Automated Clearing House) transaction. If the account information is inaccurate, or if the account has been closed, the student will be notified via email of the failed transaction. For students who have not established an electronic refund profile, refunds will be issued via paper check and mailed to the student's local address, if one is on file, otherwise to the permanent address on file.

In compliance with FERPA, all refund payments are made directly to students. The only exceptions are in certain cases of payments submitted by third party sponsors or outside scholarships organizations, Parent PLUS loans, and rare extenuating circumstances as defined by Georgetown University. If a student receives a refund to which he or she was not entitled, any outstanding balance that may result must be paid back to the student account immediately to prevent penalties.

Delinquent Accounts

Debt to the university is immediately due at the time a student becomes inactive. The reason for the inactivity is immaterial, whether it be graduation or completion of an academic program, withdrawal, an approved leave of absence, failure to register for the next semester in the student's academic program, or any other reason.

The Office of Billing and Payment Services will issue a final invoice to inactive students with debt. Payment is due within 30-days of the date that the statement was issued. If payment has not been made by the due date, the account will be forwarded to a collection agency. The cost to the University for the use of the services of a third-party collection agency is equivalent to one-third of the value of the debt; the student will be responsible for paying this fee in addition to the original outstanding balance. Once debt has been transferred to a collection agency, all payments will be processed by that agency. In addition, the collection agency may report the debt to the nation's three credit reporting agencies.

Past due balances are non-negotiable and will not be recalled from the collection agency once submitted.

Payment Options

An up-to-date list of accepted payment methods is posted at: studentaccounts.georgetown.edu/policies. Georgetown University reserves the right to alter this list of acceptable payment methods at any time.

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 offices, Academic Affairs & Compliance Office, and the University Registrar. These files may contain admission credentials, requests for exceptions to policies, and records of current and previous academic work. Records are also contained in certain instances by the following Offices or Departments: the Associate Dean of Student Affairs; the Career Education Center, the Office of Student Financial Services; the Office of Global Services; the Center for Minority Student Affairs; the Office of Billing and Payment Services; and certain academic programs.

Students who wish to review their educational records must make a written request to the custodian of these records. The information will be made available within 45 days of the request. Students may have copies made of the records with certain exceptions (e.g., a copy of an academic record on which a hold has been placed because of an unsatisfied financial obligation to the University). These copies will be made at the student's expense, at the rate of fifteen cents per page.

Copies of transcripts or an original permanent record from another institution submitted to Georgetown University as admission credentials will not be released to the student or to other institutions.

It should be noted that educational records do not include the following:

1. records of instructional, administrative and educational persons which are in the sole possession of the maker and which are not accessible or revealed to any individual except to a temporary substitute;
2. records of the Campus Public Safety Department;
3. student health records;
4. employment records; or
5. alumni records.

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

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

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

1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;
3. confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
4. educational records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the Associate Dean for Academic Affairs & Compliance or the University Registrar. If this discussion does not lead to a resolution of the student's concern, the student has a right to an informal hearing. During this process the student will be afforded a full and fair opportunity to present relevant evidence. If the result of the hearing process is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable amount of time that the records will not be amended; the student will then be informed of his or her right to a formal hearing.

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

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

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

such cases an alternate will be appointed. After both parties have presented their cases, the committee will have 48 hours to render its decision.

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

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

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

After assessing the grounds for the appeal, the Dean will decide to accept or reject the request for a further review of the case. Upon allowing an appeal, the Dean will review the hearing record and any new evidence submitted. The Dean is empowered to sustain, reverse or alter the board's decision. The Dean's decision will be communicated in writing within 30 days of receipt of the request for an appeal and this decision will be final.

The above procedures constitute general guidelines for these committees. The committees, however, may establish additional procedures as deemed necessary and appropriate to insure fairness and to facilitate the hearing process. All time limits are to be determined without counting Saturdays, Sundays, and University holidays and vacation periods.

It should be noted that a student may challenge a recorded grade only on the grounds that it was inaccurately recorded, not on the grounds that it was lower than what the instructor ought to have awarded.

Students who believe that the adjudication of their challenges was unfair or was not in keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 may submit a written request for assistance from the appropriate Vice President of the University. Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, DC 20201.

Student academic records, including transcripts and grades, will be kept permanently. Student disciplinary records will be kept permanently if the student is found responsible and through graduation or withdrawal if the student is not found responsible.

Non-Discrimination Policy

Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran's status or any other factor prohibited by law in its educational programs and activities. Inquiries regarding Georgetown University's non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Sts., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057. The most up-to-date policies and procedures can be found online at ideaa.georgetown.edu/policies/.

If a student believes that discrimination in such academic matters as coursework, grading, class participation, or the evaluation of any other degree requirements occurred, the matter should be

presented to the leadership of that program on an informal basis within 30 days of the alleged incident. If, after the preliminary investigation by the program leadership, or through discussion with the student, the faculty member, and other relevant individuals, the complaint is resolved satisfactorily, no record of the complaint will be placed in the file of the student or the faculty member. If the complaint is not resolved, the student may submit a formal written complaint to the attention of the Associate Dean of Academic Affairs & Compliance on behalf of the Dean of SCS at scsoaac@georgetown.edu; a copy of this formal written complaint should also be sent for information purposes to the University's Special Assistant to the President for Institutional Diversity, Equity & Affirmative Action.

Upon receipt of the formal written complaint, the Office of Academic Affairs & Compliance will complete an investigation and may either render a decision based upon those findings or establish a board of three impartial SCS members to review the complaint. This board may consist of program leadership, 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 leadership of the program in consultation with the Office of Academic Affairs & Compliance and a faculty member deemed to have expertise in the course content.

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

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

The general outline of the hearing will be as follows:

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

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

submitted to the review board. The Associate Dean will accept or reject the appeal based upon the grounds stated, and will render a final decision within 30 days of that appeal.

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

Anti-Harassment Policy

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

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

Sexual Misconduct and Sexual Harassment

Georgetown University is committed to providing a safe and hospitable environment for all members of its community. Sexual Misconduct subverts the University's mission, and threatens permanent damage to the educational experience, careers, and well-being of students, faculty, and staff. Georgetown University prohibits sexual misconduct, including sexual harassment, sexual assault, domestic/dating violence, and stalking (<http://sexualassault.georgetown.edu/>) Sexual misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation. Sexual harassment is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic relationship; or
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work or academic performance, denying or limiting an individual's ability to participate in or benefit from the University's education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit (Office of Institutional Diversity, Equity, and Affirmative Action – Policy Statement on Sexual Misconduct (2014)).

All faculty and staff members are obligated to internally report any suspected or knowing situation to their School's Deputy Title IX Coordinator.

Deputy Title IX Coordinator for the School of Continuing Studies
Michele Mackie, Ph.D.
Associate Dean, Academic Affairs and Compliance
640 Massachusetts Avenue N.W.; Washington, D.C. 20001
Phone: (202) 687-5965; Email: titleixscs@georgetown.edu

Harassment Other Than Sexual Harassment

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

Harassment may include, but is not limited to: verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures. Depending on the situation, harassment cases will be reported to the Office of Student Conduct, IDEAA, and in some cases, also to the Department of Public Safety or local authorities.

National Origin and Accent Harassment

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

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

Procedure for Complaints

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

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

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

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

The Student Right-to-Know and Campus Security Act

In compliance with the *Student Right-to-Know and Campus Security Act*, it is the policy of Georgetown University to make readily available information concerning the completion or

graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the University, as well as the average completion or graduation rate of students who have received athletically-related student aid. This information is available upon request from the Department of Athletics (202-687-2435) and the University Registrar (registrar.georgetown.edu/).

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

Change of Address

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

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

Directory Information Disclosure Policy

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

Emergency Closures, Preparedness, and University Safety

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

An individual student who believes that it is unsafe to travel to campus should notify the faculty member by email and, if necessary, request to be excused from submitting any assignments or tests scheduled for that day until the next possible time to do so. The University can send text messages and recorded messages about emergencies to cell phones and other mobile devices. Please sign up for this service through the MyAccess system.

HOYAlert

<https://emergencymanagement.georgetown.edu/HOYAlert>

We strongly encourage all students to enroll in HOYAlert. This system is designed to send alerts to members of the Georgetown University community in the event of an incident affecting any of our campus locations. HOYAlert allows users to receive these alerts via SMS text messaging to cell phones and PDAs, voice messaging (phone and voicemail options to non-Georgetown University numbers), and email to non-Georgetown University email addresses. Text messages, voice messages, and emails can be sent at any time as incidents occur, 24 hours a day, 7 days a week, 365 days a year.

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 program leadership or instructor to state or write the pledge as follows:

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

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

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

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

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

Plagiarism, Citing Sources, and Academic Research

Plagiarism is defined by the Georgetown Honor Council as "the act of passing off as one's own the ideas or writings of another" (Please see The Honor Council's "Plagiarism Checklist," available at: <https://honorcouncil.georgetown.edu/faculty>. *Plagiarism, whether intentional or unintentional, is a serious breach of academic integrity at the University. As such, any suspected incidence of plagiarism will be referred to the Honor Council for investigation and review.*

Paraphrasing is the act of putting someone else's ideas into one's own words without quoting that source directly (using quotation marks). Even when paraphrasing, students must cite the original source of the information in both the text of their paper and in their bibliography. *Uncited paraphrasing, whether intentional or unintentional, is also a serious breach of academic integrity. As such, any suspected incidence of uncited paraphrasing will be referred to the Honor Council for investigation and review.*

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

The primary style manuals used by the Professional Studies programs are:

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

Avoiding Plagiarism and Uncited Paraphrasing

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

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

Turnitin.com & Student Essays

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

Human Subjects Research

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who are participants in or subjects of the proposed research. Research on human subjects includes not only work in the biomedical sciences but also projects in the social and behavioral sciences. Students in all courses 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: <https://ora.georgetown.edu/irb/forms>.

Student Conduct, Civility, and Engagement

The School of Continuing Studies offers students the opportunity to engage with faculty, staff, and peers in ways that foster intellectual growth and development in their chosen field of study. It is important to recognize that each member of our community brings his or her own values, thoughts, perspectives, and experiences into each interaction. We expect students to behave in a manner that is civil and respectful of others, and appreciate the learning opportunities that come from engaging pluralistic perspectives in a dynamic educational environment.

Engagement within the SCS Georgetown community takes place in on-campus meeting spaces and classrooms, and extends to online learning platforms and forums. Students should be particularly mindful that participation in class discussions, group assignments, emails, blogs, and social media 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. The expectations for respect and civility are consistent for on-campus classes and spaces, as well as cyber, virtual, and online environments. Thus, civility and cybercivility are expected of all students, in all campus spaces.

Any perceived infraction of the Student Code of Conduct (studentconduct.georgetown.edu/) or SCS guidelines for student conduct can be referred to the student's program leadership, to the Office of Student Conduct (studentconduct.georgetown.edu/), and to other University Offices such as Legal Affairs. Such instances can include but are not limited to: disruption of official university functions (including teaching, research, administration), failure to comply with a directive issued by a University official, harassment and bullying, and incivility.

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.

ADMISSIONS STANDARDS & POLICIES

Admission Requirements

For full admission consideration, BALS applicants are required to have an earned high school diploma from an accredited high school or GED program. A final cumulative GPA of 2.00 and relevant academic is typically required to ensure that applicants are prepared for undergraduate coursework. Other factors such as writing samples and interviews may be taken into consideration when reviewing applicants. Admissions information can be found at: <https://scs.georgetown.edu/programs/4/bachelor-of-arts-in-liberal-studies/>

Provisional, Non-Degree Enrollment

In rare cases, applicants who do not meet our minimum academic requirements might be allowed to enroll in provisional, non-degree status for an opportunity to prove their academic potential within the undergraduate program. The academic program and SCS Admissions make this recommendation; applicants cannot request this status.

Provisional students should verify their non-degree status in MyAccess, on their transcript, as well as from their academic advising office, and their admissions letter. Provisional students are limited to one year (three consecutive semesters) to complete these two courses. The academic program may make recommendations for which courses should be taken while in provisional status. Provisionals may defer the start of their program but they are not permitted to take a Leave of Absence (LOA) once they have begun their studies. The only LOA a provisional student may take is under the “Military: U.S. Armed Forces” policy as described in this Handbook.

Provisional students are limited to 2 courses (part-time status) in the academic program they applied to, and they must earn solid grades of “C” (2.00) or better in both courses before being considered for full admission to a degree program. Those who meet the SCS academic requirements (earning 2 grades of “C” or better, regardless of cumulative GPA, within the permitted timeframe of one year) will be transferred into degree-status.

This transfer can only be done after all pending grades are posted. Students should communicate with their Instructors any question regarding grades. Provisional students are notified of their new degree-seeking status by way of email notification, the documented “BA in Liberal Studies” in their MyAccess record and on their transcript, as well as the Degree Audit feature now available in MyAccess. All coursework, credits, and grades completed in non-degree status then count toward the BALS degree.

Grades of “C-” and below, including a “U” grade, are unsatisfactory and disqualify the provisional student from degree-seeking status. Provisional students who do not meet these minimum standards are automatically academically dismissed.

Confidentiality of Admissions Materials

All information submitted to the SCS Admissions, including personal essays, transcripts, portfolios, and letters of recommendation are considered confidential and cannot be returned to the applicant. Neither the applicant’s admission status nor information contained in the applicant’s admissions file will be shared with individuals outside of the School and University

without a signed waiver from the applicant. By submitting these documents, the applicant attests to their accuracy and validity. All work submitted under the applicant's name (such as the personal essay or writing samples) must reflect the original work of that applicant. If any false information or plagiarized material is discovered in one's application materials, admission can be revoked, course schedule cancelled without right of refund, and degree(s), if already conferred, revoked.

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

Mandatory Tuberculosis Screening/Immunizations for New Students

The District of Columbia requires all new students, regardless of age, to respond to a Tuberculosis Screening Certificate. It should be completed before the student begins coursework. In addition, any students under age 26 attending school are required by D.C. Law to present evidence of immunization against the following diseases: Poliomyelitis, Measles, Rubella (German Measles), Diphtheria, Mumps, and Tetanus. For further information—or to access the TB Screening Certificate, call the Student Health Center at (202) 687-4500 or visit studenthealth.georgetown.edu/medical-care/.

Deferral of Admission Acceptance

Undergraduate program acceptance is competitive, and new students should carefully consider deferral. Deferral requests can be granted for no longer than one academic year. All deferral requests must be approved by the leadership of the new student's program, who may also require updated or additional application materials for re-consideration at a future date. If any academic work is completed during the period of deferral, the new student must re-apply through SCS Admissions.

Admission Decision Appeals

Applicants who have been denied admission may request an explanation of the Admission Committee's decision by contacting the SCS Admissions Office. Since these decisions are made by a committee, requests to overturn a decision will only be considered under exceptional, documented circumstances. To appeal a denial, applicants should contact the SCS Admissions Office to request a final review by the Admissions Appeal Committee. This Committee is comprised of faculty and staff from SCS, including representatives of the program to which the student has applied. 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. Personal circumstances (such as financial aid, loans, athletic eligibility, or Visa status) are not allowable reasons for an appeal. All Committee appeals are considered final and without right of further appeal.

FIRST STEPS AFTER ADMISSION

Activate Your Georgetown Email

Activate your e-mail account. Georgetown University sends e-mails only to your @georgetown.edu address, and students are responsible for all messages and information sent to their accounts by University representatives. Your temporary password was included in your admissions notification. Check this account frequently or forward your Georgetown email to another account. Additional information about managing your email account (including setting up a forwarding address) can be found at <https://uis.georgetown.edu/google-apps>.

Secure Your GOCard (Student ID Card)

You must have a GOCard, a student identification card, to access the Georgetown Downtown campus at 640 Massachusetts Avenue, NW, to check books out from the GU libraries, to enter some classrooms and main campus buildings, to use the University shuttle bus, etc. There is a satellite GOCard Office at 640 Massachusetts Avenue, NW and its main location is on main campus in Darnall Hall. You can complete most of the paperwork in advance; you can also email or fax your information and photo and then simply pick up the card when it is ready. Please visit: gocard.georgetown.edu.

MyAccess (Student System)

Your student record is accessible through the MyAccess (myaccess.georgetown.edu) secure student system. Using your NetID and password, you will register and withdraw from courses, view your schedule and tuition bill every semester, access your grades, email your instructors, and more. If assistance, students should contact the UIS Help Desk at (202) 687-4949.

Verify Your Personal Information

Students are responsible for keeping their personal contact information current and accurate every semester. Verify and update your biographical information, previous academic institution, non-GU email address, current mailing address and phone number. Make sure to update any changes, such as your address or emergency contact information, in MyAccess.

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 degree completion (whether through time to completion or academic actions like probation) can subsequently jeopardize their eligibility for aid and may be subject to additional corrective measures established by Student Financial Services and the Office of Academic Affairs & Compliance.

Register for Courses

Register for courses directly through MyAccess. Check the registration dates for your courses in succeeding semesters at the Registrar's website, registrar.georgetown.edu/. Be sure to register as soon as possible. Verify the accuracy of your schedule before classes start. A student not fully registered in a course and on the faculty roster is not permitted to attend any sessions of that course. Students are responsible for making sure their schedules are accurate. Students are responsible for adjusting their schedules within the stated add/drop, and withdrawal deadlines noted on the academic calendar (<https://scs.georgetown.edu/resources-current-students/academic-calendar/>). Courses will not be added to a student's schedule or removed from a student's schedule outside of the stated add/drop periods.

Pay Your Tuition Bill

Pay for your courses. Tuition is due by the start of the semester or a late fee will be charged. Billing issues and questions should be raised with Billing and Payment Services, NOT with SCS staff. You can pay your bill electronically. Please visit: studentaccounts.georgetown.edu/.

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

Provisional students are non-degree and therefore cannot be supplied with GU-sponsored Visa documentation.

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

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

Academic Resource Center (ARC)

The Academic Resource Center (ARC) offers an array of academic support services, including study skills workshops, individual consultations and disability support for students with documented disabilities. If a student is experiencing challenges with their coursework, they are encouraged to consult with an ARC administrator who will be able to address their individual needs and outline a plan of action. For information and accommodations, please visit <https://academicsupport.georgetown.edu/>.

Conducting Research and the SCS Library

Conducting research is an important and rewarding skill that will elevate one's educational experience far beyond an individual assignment. Students are encouraged to reach out to the Librarian early in the semester to learn best practices for conducting undergraduate level research. For library resources and information, please visit <http://www.library.georgetown.edu/scs>.

Student Veterans

We recognize that the student veteran is an accomplished and unique individual and the Student Veterans Office was created to support and address the needs of student veterans. To become involved or to seek resources, please visit georgetown.edu/campus-life/offices-resources/veterans/.

Counseling and Psychiatric Services (CAPS)

The "Counseling and Psychiatric Services (CAPS) is the university's primary mental health provider for students and the campus community. CAPS strives to provide students with ample opportunities to develop greater self-understanding, identify and to solve problems, as well as to improve academic performance through the alleviation of psychological, emotional and cognitive impairments." More information can be found at studenthealth.georgetown.edu/mental-health/about-us.

Students with Disabilities

We proudly support the role of GU's Office of Institutional Diversity, Equity, and Affirmative Action (idea.georgetown.edu/) and do not discriminate or deny access to otherwise qualified students on the basis of disability. Depending on their documentation, students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 (www.ed.gov/policy/speced/reg/narrative.html) and the Americans with Disabilities Act of 1990 (www.ada.gov/).

Students with disabilities are strongly encouraged to contact the Academic Resource Center (ARC), academicsupport.georgetown.edu/disability/, in the School of Continuing Studies (C129), arc-scs@georgetown.edu, (202) 784-7366 before the start of classes to allow that office time to review their documentation and to make recommendations for appropriate accommodations, including note takers, materials in alternative formats (Large Print, Braille, MP3, KESI, DAISY), extended time on tests, and interpreting/CART services among others. There is a procedure for requesting an accommodation: academicsupport.georgetown.edu/disability/medical-accommodations/request/.

If ARC approves and recommends accommodations, its office will provide the student with an official letter to share with professors. Students are responsible for completing this process in a timely manner. Accommodations are not retroactive and may only be granted once the student has received the official letter from ARC. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance. In some instances, recommended accommodations might not be allowable by a professor if doing so would compromise course or degree requirements considered an essential requirement of the program of instruction. Should questions or related issues arise, the student and professor should work directly with ARC to find an appropriate resolution.

Student Forms

Various forms relevant to student needs, from requesting transfer credit consideration, taking or returning from a leave of absence, and requesting to be waived from a Foundation requirement, to list a few, can be found at <https://scs.georgetown.edu/resources-current-students/student-forms/>.

Technology Skills Required

Academic programs use multiple learning management systems, such as Blackboard and Canvas, and tools depending on the nature of the course or program in order to stimulate classroom discussion; anyone familiar with popular social networks or other online communities should feel comfortable with the tools. Students will not need to be proficient with distance education technology before enrolling, but basic computer literacy, such as knowing how to access a Web site, upload and download documents, conduct basic Web-based research using Library databases and similar sources is required. Students must log onto the learning management platform using a secure GU login and password. Some courses make active use of synchronous sessions via a web video camera. An orientation module is provided and a technology help-desk is available to both students and faculty.

Technology Equipment Required

For courses that use Blackboard or Canvas course management programs, students will need access to a computer with the following specifications:

Canvas: A minimum screen size of 1024x600. That is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app on a mobile device with iOS 7 and newer or Android 2.3 and newer will work. Students working on a computer will need Windows XP SP3 and newer, Mac OSX 10.6 and newer, or Linux –

chromeOS. The computer should be 5 years old or newer when possible, with at least 1GB of RAM and a 2GHz processor. Students also need an internet connect with a bandwidth of at least 512kbps.

Blackboard: In order to join Collaboration sessions in Blackboard, students need a computer with either: Windows XP (32 bit), Windows Vista (32 or 64 bit) or Windows 7 (32 or 64 bit), Pentium III 1 GHz processor; Mac OS X 10.5 (32 or 64 bit) or Mac OS X 10.6 (32 or 64 bit), G4, G5 or Intel processor; Ubuntu 9.10 (64 bit), Pentium III 1 GHz processor. Windows or Linux users will need a sound card with speakers and microphone or headset (or telephone for Telephony users). Mac users will need an internal, USB, or external iSight microphone (or telephone for Telephony users). Students will also need a broadband internet connection in order to access the Georgetown Media Service.

Transfer Credits

Students should consult with their academic program about the possibility of transferring some already completed course credits into their new program before completing their first semester. Requests for transfer credit should be submitted during the student's first semester of study to ensure a timely review and to allow the student to plan appropriately. Transfer credit will be posted following the add/drop period of the student's first semester. Credits that have been or are being applied to another degree or certificate may not be transferred, nor will Pass/Fail or Satisfactory/Unsatisfactory or Audit courses be considered. The grades earned in coursework completed elsewhere are not reflected on the transcript and are not calculated in the Georgetown University GPA.

The Bachelor of Arts in Liberal Studies program honors up to 64 transfer credits for completed courses with a minimum C grade from regionally accredited institutions. Transfer credit evaluations are conducted on a case-by-case, individual basis by the program. Factors considered when reviewing transfer credit include, but are not limited to, accreditation, timeliness of content (computer science and technology courses no older than 10 years), and overall academic relevance within the program. In addition, CLEP exam credit, AP exam credit (grade of 4-5), and all Joint Services Transcripts will be considered for transfer.

Transfer Credit from SCS to another Program or Institution

In the event that a student transfers from SCS to another academic program within GU 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.

Transfer Credit through the Consortium

<https://registrar.georgetown.edu/registration/consortium>

Georgetown University partners with thirteen institutions in the Consortium of Universities of the Washington Metropolitan Area: American University, The Catholic University of America, Corcoran College of Art+Design, Gallaudet University, George Mason University, The George Washington University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Trinity Washington University, University of the District of Columbia, and University of Maryland, College Park.

Students in good academic standing who are enrolled in the Bachelor of Arts in Liber Studies (BALS) degree program in the School of Continuing Studies may enroll for courses through the Consortium, subject to the following limitations:

- a. BALS students may not enroll through the Consortium for courses that are available and regularly offered within the School of Continuing Studies at Georgetown University.

- b. BALS students may not audit Consortium courses, nor can they enroll on a pass/fail basis. All courses must be completed for a grade and credit.
- c. Provisional and Visiting Non-Degree students may not register for courses through the Consortium.
- d. Students who are simultaneously matriculated at another Consortium institution are not permitted to cross-register between Georgetown and the other institution via the Consortium.
- e. Tuition for courses registered through the Consortium will be billed at Georgetown University rates and paid to Georgetown University.
- f. Course records and grades for Consortium registrations will appear on the Georgetown University transcript. The visited institution will not issue transcripts for Consortium courses. Grades posted to the Georgetown transcript for Consortium registrations will be those of the institution offering the course. Although those grades will not be used in the determination of the student's Georgetown GPA, unsatisfactory grades of "C-" or lower may be used in the determination of Warning, Probation, or Termination.
- h. Courses completed through the Consortium count towards the total allowable number of transfer credit per program. Please consult the Undergraduate Bulletin, the academic program, and guidelines under "Transfer Credit" for the total number of credits allowed to transfer into your degree program. Students who have already transferred the maximum allowable number of credits will not be permitted to enroll in courses through the Consortium.
- i. Students are responsible for researching available courses and times through the Consortium and submitting accurate requests to their program for timely review.
- j. Students enrolled via the Consortium are responsible for abiding by all academic, personal, and professional regulations of the other institution, including but not limited to enrollment, attendance, and withdrawal.

All students should note that if they enroll in courses by registering directly at a Consortium institution, rather than by registering at Georgetown using the Consortium procedures, those courses will appear on the other institution's transcript. Similarly, courses taken at another Consortium institution prior to admission to Georgetown University, as well as any Georgetown University courses taken while enrolled at another Consortium institution, will appear on the other institution's transcript. Such courses may be applied to a Georgetown University BALS degree only by means of transfer, subject to the School's overall transfer limits and criteria.

PROGRAM ENROLLMENT & COURSE REGISTRATION

Students are required to maintain active registration in all Spring and Fall semesters to make academic progress toward degree-completion. Students who cannot register 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” placed on their official transcripts.

Students should register for courses early for many courses reach full capacity soon after registration opens. Students should also reference their MyAccess schedule, their degree audit and unofficial transcript for accuracy.

The *Schedule of Classes* can be found at registrar.georgetown.edu/. Courses that are conducted entirely online may be found on the “Distance” listing while in-person courses may be found on the “Main Campus” listing.

Attendance for each class meeting is critical and coursework for each class meeting must be completed on time. No Incomplete (“N”) grade will be granted to students who take on too much academically and then do not properly adjust their schedules within the published add/drop and withdrawal period.

Course Registration and Tuition Liability

By the act of course registration, students will be assessed tuition as articulated in the schedule below. This schedule, corresponding to the rates approved by the Board of Directors for the 2018 fiscal year at Georgetown University, is effective for the Summer 2017, Fall 2017, and Spring 2018 semesters. Tuition for the Summer 2018 semester will be charged at the rate effective for the 2019 fiscal year.

Registration includes Pre-registration, Registration, and all courses added after the student's initial registration. Any student who initiates course registration after the close of the regular Registration period must show documented justification for such an exception. If an exception is approved, a late registration fee may be assessed to the student account.

Academic Advising

Students are encouraged to seek academic guidance and advising from their academic program early and often. Academic program personnel provide individual advising to students, and programs may require advising at certain points in the student's tenure, particularly if the student is not in good academic standing. Students are ultimately accountable for their own program enrollment and course registration decisions, however, and are responsible for meeting all of the requirements for the degree, concentration, track, and major; thus, no academic requirements will be waived based upon allegations of an advising error.

Internships and On-Site Practical Experiences for Credit

Students seeking to complete an internship or on-site practical experience for course credit must follow all university, school, and program policies and guidelines. Students must have the internship/on-site practical experience approved by the program prior to registering for course credit. Each academic program has their own approval process, please refer to the program requirements for more information. Students who have not completed the pre-approval process will not be permitted to register. In addition to receiving program-level approval, students must also complete the internship agreement (https://static.scs.georgetown.edu/upload/kb_file/scs_internship_agreement_form.pdf).

All requests for internships/on-site practical experience should be submitted to academic programs for review no later than two weeks prior to the first day of classes. Requests received

after that deadline may not be reviewed or approved. Students are responsible for meeting all deadlines and requirements.

All approvals and course registrations must be completed by the stated add/drop period on the academic calendar. Students who are unable to secure an internship/on-site practical experience and/or complete the approval process before the end of add/drop period will not be permitted to register for the course. No late add's or adjustments to students' schedules will be made.

Finally, students should be aware that securing an internship/on-site experience can be a lengthy process. It is not uncommon for the interview process to take longer than anticipated or to receive an offer after the stated deadlines. While this can be disappointing, no exceptions to the policy will be made and no late add's or schedule adjustments will be permitted. For this reason, students are encouraged to work well in advance of deadlines to ensure they have the greatest opportunity for successfully completing the process.

Important Note for International Students:

International students receiving F1/J1 Visa support from Georgetown must contact the Assistant Dean of International Students and Scholars to discuss their Visa requirements as it pertains to internships/on-site practical experiences. Students should be aware that regardless of any approvals they receive from their academic program, they must also receive approval from the Assistant Dean of International Studies and Scholars. In all instances, students must remain compliant with visa regulations, regardless of advising they receive from their academic program regarding internships/on-site experiences.

Travelling for Study Tours, Residencies, and Other Georgetown Sponsored Events

Students who participate in a study tour, residency, or other travel-based program are expected to comport themselves in a manner that is professional and consistent with Georgetown's values and student conduct policies. Depending on the travel experience, students might be provided with transportation, hotel rooms, meals and other travel-related activities. Any such accommodations, whether paid for or organized by Georgetown, are for the benefit of students, faculty, and staff directly affiliated with the academic program only. Visitors and other guests are not permitted to stay in hotel rooms, utilize transportation, participate in meals or other activities associated with the travel experience.

Course Modalities (On-Campus & Online Courses)

General Information Regarding Course Modalities:

SCS offers courses in two modalities or formats: *on-ground* (on-campus or face-to-face) and *online*. The BALS program offers a limited selection of courses online. The BALS program cannot be completed online at this time. For courses offered online and on-ground, students are able to enroll in whichever format best fits their needs and learning styles, depending on space availability. Students should be aware that selecting online courses can have an impact on Veteran's funding and housing allowance and Visa compliance. Students should discuss their registration decisions with Georgetown's Veterans Office and/or the Assistant Dean of International Students and Scholars before selecting an online course.

Add/Drop Periods, Course Withdrawal, and Tuition Refunds

Current deadlines for the Add/Drop period and for withdrawing from a full-semester course are listed on the Academic Calendar of the University Registrar

(<http://registrar.georgetown.edu/academic-calendars/maincampus>) every semester.

Non-Standard Courses (including online and modular courses) have shorter deadlines posted at: <https://scs.georgetown.edu/resources-current-students/academic-calendar/>.

A student not fully registered in a course and on the faculty roster is not permitted to attend any sessions of that course. The most fundamental responsibility of every student is to ensure correct course registration within the regular adjustment periods for those semesters, every semester. The student, not program leadership, Deans, the Registrar's Office staff, or Student Accounts, is solely responsible for handling his or her own course registration and any schedule changes before the end of any registration period. Students register for courses, drop courses, or withdraw from courses in MyAccess.

Students are responsible for verifying the accuracy of their academic schedule, including all course and section numbers, before the end of the add/drop and withdrawal periods. Courses dropped during the Add/Drop period will be deleted from the student's record with 100% tuition refund. After the Add/Drop period ends, students can withdraw from a course in MyAccess. Course withdrawal requests are listed as "W" (withdrawn) on the record and the tuition refund is prorated according to the date of the withdrawal. Students who register for a course but fail to attend and fail to withdraw are responsible for all tuition charges assessed to their student account. A refund will not be issued in these cases. Please note: Once the Add/Drop Period has ended for a course, only a withdrawal with a notation of "W" is possible. Students should be attentive to the fact that dropping or withdrawing from a course may have implications on their loan or Visa status, and they must keep the appropriate offices and authorities informed.

Course withdrawal requests cannot be done by simply calling programs or the Registrar's Office or by emailing an advisor. It is the student's personal responsibility to withdraw from a course in MyAccess before the official withdrawal deadline. 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. Similarly, a final grade of "F" will be assigned to any student registered for a course, who does not attend and does not officially withdraw from the course.

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. Please note, however, that student on financial aid must consult with the Office of Student Financial Services prior to withdrawing from any course. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive.

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

Part-Time Student Status

The traditional BALS programs is designed to accommodate students with existing professional and/or family responsibilities, and are therefore typically part-time. Many students register between four and eight credits, or one to two courses per semester. Some students pursue their academic studies full-time 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

Students requiring full-time status (such as international students on a University-sponsored Visa) should meet with their academic program and plan out their entire schedules, as much as possible, during their first semester of study. Students are strongly encouraged to take into account their professional and academic obligations when determining how many credits to register for.

International students on a University-sponsored Visa must contact the Assistant Dean for International Students & Scholars in advance if they are planning on going part-time 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 Global Services) for students to receive specific services and support. Students who register full-time during the Fall or Spring semesters are billed automatically for student health insurance. To opt out, the student must contact the Student Health Insurance Office (studenthealth.georgetown.edu/insurance/; 202-687-4883) to secure a waiver by showing proof of alternate coverage.

Registration Holds

A registration hold may be placed on a student's record for a variety of reasons. Common causes include failure to supply documentation of immunization, an outstanding balance with the Office of Billing and Payment Services, 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 he or she 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 does not maintain waitlists. Students should consult directly with their academic advisor prior to the start of the semester to determine if they can be permitted to add into a closed section of a required course. Students will not be added to closed, elective courses.

Leaves of Absence

Students needing to interrupt their studies temporarily should discuss the situation with their program to request an official Leave of Absence. 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: <https://scs.georgetown.edu/resources-current-students/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 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 registration periods and cessations (including *Leaves of Absence* and *Withdrawals for Failure to Register*) are recorded on the transcript.

Students in the BALS program who do not register for at least one course in Fall and Spring semesters and who are also not on a formal LOA will be automatically withdrawn for failure to register. The statement "Withdrawn for failure to register" will be recorded on the student's transcript. These students are 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.

Students cannot take courses elsewhere for transfer credit and no program requirements can be completed during a 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.

A LOA 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 Assistant Dean for International Students & Scholars **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 are usually for such documented reasons as work, health, or family obligations in a fall or spring semester. The LOA is not needed to be away for the Summer semester.

Length of a Personal LOA:

- A total of no more than four semesters of personal LOA (Summer is excluded from being a semester requiring course registration) can be allowed in the student's undergraduate career.
- Up to two consecutive semesters of leave may be granted at any one time.

The length of time that would otherwise be permitted to complete all requirements for a degree and to graduate generally will be extended by one semester for each semester of approved LOA.

Medical Leave of Absence

We recognize that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In these 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 focus on their treatment. MLOA students later return to the University with an enhanced opportunity to achieve their academic and co-curricular goals.

Students must follow the process set forth by Student Health Services and Counseling and Psychiatric Services (<https://studenthealth.georgetown.edu/medical-care/medical-leave>) in order to request a medical leave. This is the only mechanism by which students can request a medical leave. Students seeking an MLOA for physical health reasons should contact Student Health Services (<https://studenthealth.georgetown.edu>) to schedule an appointment. Students seeking an MLOA for mental health reasons should contact Counseling and Psychiatric Services (<https://studenthealth.georgetown.edu/mental-health>) to make an appointment.

When scheduling an appointment, students should let the in-take coordinator know they would like to meet with a clinician to discuss an MLOA. As part of the process, they will be asked to provide the name and contact information of the dean responsible for facilitating the MLOA process for their school. Students should provide the contact information for the Associate Dean of Academic Affairs (see contact information below).

Michele Mackie, Ph.D.
Associate Dean of Academic Affairs
scsoaac@georgetown.edu
202-687-5965

Once Student Health or CAPS has made their determination, they will notify the Associate Dean of their decision. If approved, the MLOA will be processed accordingly. When a student is ready to return to their studies, they must contact the appropriate health-care provider to be evaluated and approved for return. Only with the approval of Student Health Services or CAPS can a student return from a medical leave.

Please note: only Student Health Services or Counseling and Psychiatric Services have the authority to approve or deny a request for an MLOA. Similarly, they are the only ones who can approve a student to return to study. Academic program staff, faculty, and/or the Office of Academic Affairs and Compliance do not have the authority to render any decisions regarding a Medical Leave of Absence.

Leaves for documented medical reasons, when properly approved in advance, will not be counted against the four-semester limit for LOAs. Students interested in a MLOA should contact the Student Health Center or the Counseling and Psychiatric Service (CAPS).

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: <http://studenthealth.georgetown.edu/medical-care/medical-leave/>. 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 to return by completing and submitting the LOA Return Request [Form](#) with the program's signed approval by the deadline for a return in a specific semester they plan to resume their studies.

- Fall Return – August 1
- Spring Return – December 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, an extension may be allowable); or (c) be withdrawn for failure to register.

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

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 program leadership, 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: 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 student's program leadership 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 Billing and Payment Services. 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 student's program leadership, 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,

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

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 program 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.

Satisfactory Academic Progress (SAP) for Financial Aid

Students on federal financial aid may be notified by the Office of Student Financial Services that they have been placed on financial aid warning or financial aid probation as a result of making unsatisfactory progress toward degree completion. It is very important that all students remain on track and any academic questions should be addressed to program advisors. All financial aid questions should be addressed to the Office of Student Financial Services.

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.

Withdrawal from the Program

Students who wish to withdraw formally from a program must submit their request in writing via email to their program and also to the Office of Academic Affairs & Compliance (scsoaac@georgetown.edu) so that it may be recorded on their permanent record. The date of the email will be used as the official date of withdrawal and for any applicable refund. They should also contact the Office of Billing and Payment Services to satisfy all financial obligations to the University. It is the student's responsibility to keep all email correspondence related to withdrawals.

Students who have withdrawn (or been withdrawn for failure to register) officially from their program may be required to fully re-apply through the *SCS Admissions* should they wish to return in the future (please see "Readmission after Prior Attendance" under "Academic Regulations"). Prior acceptance to a program in SCS does not guarantee future acceptance to that same or another program.

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

Compassionate Withdrawals

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

In extremely rare circumstances when students are not able to withdraw on their own by the stated deadlines, typically due to documented health-related matters, students may petition Academic Affairs & Compliance (scsoaac@georgetown.edu) for a one-time only compassionate withdrawal. Such withdrawals cannot be allowed simply to avoid an unsatisfactory grade in a course or resulting academic action (like termination). Thus, the student's instructor 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). If granted, this compassionate withdrawal is considered a one-time only exception. The outcome of a compassionate withdrawal appeal is considered final and without right of further appeal.

Students should keep in mind that late refunds are seldom allowable, even if the compassionate withdrawal has been approved. This process is not allowed for registration errors on the part of students who should have adjusted and verified their schedules during the regular add/drop and withdrawal periods. The Academic Affairs & Compliance Office does not make recommendations for refunds and respects the authority of Billing and Payment Services regarding all financial decisions. Requests sent to the Academic Affairs & Compliance will be forwarded to the Compassionate Withdrawal Committee which will make a recommendation to the Associate Dean.

SCS Academic Council

The SCS Academic Council reviews student requests for appeals related to academic actions (academic dismissals), exceptions to stated academic policies, and other complex academic

matters that are best decided by a committee of individuals, rather than at the sole discretion of the academic program or the Office of Academic Affairs and Compliance. The SCS Academic Council is comprised of administrators from Academic Operations and Academic Affairs and Compliance.

Students must submit requests in writing to the Office of Academic Affairs and Compliance (scsoaac@georgetown.edu). Requests should clearly outline the appeal or policy exception that is being requested, include a brief statement outlining the relevant circumstances in the case, and any documentation that supports the request. Upon receiving the appeal, the Associate Dean of Academic Affairs will contact the academic program, faculty, or other university offices to request documentation or information they have regarding the case. Such documentation may include, but is not limited to: academic advising records, correspondence with faculty, and requests/inquiries made to Academic Affairs. Once all documentation has been collected, the Associate Dean of Academic Affairs will refer the appeal to the SCS Academic Council for review.

The SCS Academic Council will review the student's appeal and render a decision. The Associate Dean of Academic Affairs will notify students of the outcome. Decisions made by the SCS Academic Council are final and without right of further appeal.

Degree Time Limits

Students within the BALS degree must complete program and degree requirements within ten years from first registration.

Students must request extensions in writing beyond the allotted time period. These requests are considered exceptions; they are neither automatic nor guaranteed and they will be reviewed on a case-by-case basis by their program and then by the Office of Academic Affairs & Compliance (scsoaac@georgetown.edu).

International students with F-1/J-1 Visa status are required to register full-time (in the regular fall and spring semesters) and must therefore complete their degrees more quickly. International students on a University-sponsored Visa who anticipate completing their programs sooner than anticipated (by registering in summer courses, for example), or later than expected, must contact their program, the Office of Academic Affairs & Compliance, and the Assistant Dean for International Students & Scholars as soon as those changes occur to discuss the possible ramifications to their Visa status.

Academic Overload

Semester/Term Overload

Students seeking permission to enroll in additional credits over the full-time semester limit for their program should consult with their program leadership and obtain advance permission for any additional coursework prior to the end of the add/drop period. Students assume academic and financial responsibility for all courses in which they enroll.

Bachelor of Arts in Liberal Studies Degree Overload

We strongly recommend that students take only those courses required for their degree so that they can graduate in a timely manner. In rare cases, students in good academic standing (with a cumulative GPA of 2.000 or higher) may petition their academic programs to take an additional course as an elective. In these circumstances, the grades and credits earned will automatically be factored into the student's cumulative GPA and count towards that degree at graduation. The student is fully responsible for notifying their program of their intent and receiving appropriate advising. Students with a GPA under 2.000 are not typically eligible for this exception unless they have received a recommendation from their program and advance.

In all cases, students assume complete academic and financial responsibility for all courses in which they enroll. Students are not permitted to enroll in additional coursework for the purpose of improving their GPA and/or preventing academic actions like Warning, Probation, or Dismissal. Under these circumstances, please note that grades of “C” or higher may be excluded (without a refund) at the time of graduation review. Unsatisfactory grades of “C-“ or lower will not be excluded at any time, regardless of whether or not a student has received permission to enroll in those courses.

Re-Admission after Prior Attendance

Students are expected to make adequate, timely progress towards completion of their studies. Students who do not register 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 their program for failure to register. The notation “Withdrawn, Failure to Register” will be entered onto the official transcript.

Former students who wish to return after being officially withdrawn must submit a written appeal to the SCS Academic Council if they meet any of the following conditions:

1. The student is requesting a return 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 program and the Office of Academic Affairs & Compliance (scsoaac@georgetown.edu) may not be accepted towards their degree;
2. The student is international and requires Visa support through Georgetown University;
3. The student was on *academic probation* (with a GPA under 2.000) at the time of last attendance;
4. The student has not been enrolled at Georgetown for two years;
5. The student has exceeded the time to degree completion (ten years).

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 permitted a return under the above circumstances may be required to complete additional coursework or requirements for those degrees if earlier requirements have changed. They may also be held to higher academic standards than what is stated for their academic program or degree requirements. Former students who must re-apply will be required to meet all application deadlines for timely review.

Former students who were terminated or dismissed from the School and University due to academic reasons or due to a violation of the Honor Code or Student Conduct must complete the “Appeal of Termination or Dismissal” process.

Re-Enrollment after Prior Attendance

If none of the conditions listed for required readmission review are met, then former 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 degree. The form and essay should be returned to the Office of Academic Affairs & Compliance (scsoaac@georgetown.edu) with the approval of the program at least two weeks prior to the start of the semester for which the student is requesting to return.

Re-Enrollment applies only to students who have already completed courses in pursuit of degree completion. 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 [Student Forms page](#) contains the latest *Re-Enrollment Request Form*.

Dismissal Appeals

Students who have been dismissed because their GPA is at such a low level that it would be mathematically impossible for them to graduate cannot appeal that decision, regardless of the circumstances that lead to the termination. In these unfortunate cases, there is no way that students could reach the required GPA for graduation, as students cannot register for more than the required credits for the purpose of improving their GPA.

In all other cases of academic dismissal, former students may submit a written request to return to the Academic Council. A return after dismissal should not be expected. Return recommendations will be based upon not merely the student's desires and motivation for completing a Georgetown degree, but also clear evidence of probable future academic success, and the best interests of the academic program, School, and University.

In the appeal request, the former student should (1) discuss all factors that hindered his or her academic progress in the program (including personal, medical, family, or professional circumstances) and (2) explain fully the steps completed by the former student to address these circumstances so that he or she would successfully complete a course of study should a return be recommended. The student may also supply third-party documentation of these changes in support of a return. Students should email their written appeals and supporting documentation to the Office of Academic Affairs & Compliance at scsoaac@georgetown.edu.

The appeal process is designed to deal with exceptional cases of a complex nature. The Academic Council will review the request and make an official recommendation to the Associate Dean of Academic Affairs & Compliance who will then notify the student. The decision is final and not open to further appeal.

The Academic council will review all student termination and dismissal appeals. If it is determined 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 most likely be denied. If it is determined that such exceptional circumstances do exist (and that it is mathematically possible for the student to return and complete his or her studies within the credit limit), the Academic Council will consider whether it is appropriate to recommend a return to study based on the student's academic record, appeal materials submitted, and feedback from the academic program.

Former students who have been terminated or dismissed and allowed to return on probationary status may be held to higher academic standards or be required to earn specific grades in certain courses. The original termination or dismissal notice remains on the official transcript. A second dismissal or termination is final and without right of further appeal.

Submitting an Appeal

In order to appeal an academic termination or dismissal, students must take the following steps:

1. The student must submit a written statement discussing the factors that hindered his or her academic progress in the program, the steps taken to resolve the situation or circumstances that hindered his or her progress, and a detailed action plan for how the student plans to ensure academic success should the Academic Council recommend a return to study. The student may also supply third-party documentation of these changes in support of a return. Students should be as detailed and specific as possible, keeping

- in mind that his or her motivation or strong personal desire to earn a Georgetown degree alone is not sufficient for recommending a return to study.
2. Students should email their written appeals and supporting documentation to the Office of Academic Affairs & Compliance at scsoaac@georgetown.edu. Academic Affairs will submit the appeal to the Academic Council for review.
 3. The Academic Council will review the student's appeal, supporting documentation, academic records, and program feedback when making a decision. The Council will make a recommendation to the Associate Dean of Academic Affairs and Compliance, who will notify the student of the outcome. All decisions are final and without right of further appeal.

Academic Dismissal (Provisional, Non-Degree Students)

When academic standing is reviewed at the end of each full semester, provisional, non-degree students are automatically academically dismissed academically under any of the following conditions:

1. Upon accumulating one grade of "C-" or lower at any point, regardless of their cumulative GPA. For purposes of Dismissal, a "U" is considered a "C-" or lower at the undergraduate-level.
2. If they are unable to complete individual program requirements with acceptable grades during the allotted time period of one academic year (fall/spring/summer).

Course Syllabi and Grading Criteria

Each course will have a syllabus that clearly describes the performance expectations for the course including details on each assignment, quiz, and examination. Learning outcomes will be included along with appropriate measurements for those outcomes.

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

Grading Scales

Instructors determine the point value required for final grades in their course. Instructors are not required to round grades, and many choose not to do so; therefore, a student who has earned 89.99 points could reasonably be assigned a "B+" in a course in which that instructor requires 90 points for an "A-". Additionally, instructors are not required to use the +/- system in assigning grades.

Late Coursework

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

Note: Even if faculty choose to accept late work while a course is in-progress, students are not permitted to submit late assignments once the course has been completed and final grades have been submitted.

Class Attendance/Absence

Students are expected to attend all class sessions, including participation in activities required by the instructor during campus “closure,” and to complete all assignments in a timely fashion.

Since active participation and discussion are required in most courses, absences have an adverse effect learning the material, participation and the calculation of a student’s final grade. Students should **not** assume that they will be dropped or withdrawn due to absenteeism, however, and they will be charged tuition for the period of time they remain registered in courses and will be assigned a final grade.

In all instances when a student is unable to attend class, contact the instructor well in advance. In the case of religious observances that conflict with class sessions, you must notify the instructor in writing at the beginning of the semester (see “Provost’s Policy Accommodating Students’ Religious Observances” below) to discuss how you can best fulfill the academic requirements of the course.

Accommodating Students’ Religious Observances Policy

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

Before classes begin for a given semester, the Office of the Provost, in consultation with Campus Ministry and the Registrar, will publish a list of major religious holidays likely to affect Georgetown students. The Provost and the Main Campus Executive Faculty encourage faculty to accommodate students whose bona fide religious observances in other ways impede normal participation in a course. Students who cannot be accommodated should discuss the matter with a program advisor. Approved holidays can be found at: https://campusministry.georgetown.edu/religious_holy_days.

Incomplete Grades and Deadlines

Grounds for an Incomplete Grade

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 traditional BALS students to request an Incomplete, “N,” grade and a limited extension of time to complete the required coursework. Students can request an Incomplete when they need a little more time to apply the finishing touches to the remaining one or two assignments. Incompletes are not appropriate when students have more than one or two assignments to complete, need longer than the SCS deadline to complete the remaining assignments, or have taken on too much academically and did not adjust their schedules within the published add/drop and withdrawal periods. Incomplete grades are not automatic, some instructors do not allow Incompletes, and all Incompletes require final approval by the academic program. If approved, instructors or the academic program may establish a date prior to the dates given here, and they may also assign a grade penalty or other penalty for late work. If the Incomplete is not approved by the program, the student will be issued a final grade in the course based on the work submitted.

Process for Requesting an Incomplete

Students should reach out to their academic advisor and instructor if they would like to request an Incomplete. The academic program and faculty member will determine if an Incomplete is appropriate. If the request is not granted, the student will receive a grade in the course based on the work submitted.

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 believes the grade recorded is not accurate, he or she should follow the grade appeal process. The first step is to contact the instructor 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.

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. Assignments that were graded real-time during the semester cannot be re-evaluated after the course has been completed. For example, if students were evaluated on in-class presentation skills or received a grade for in-class participation, the points/grades for those assignments cannot be altered at a later time as they were assessed based on the student's real-time performance in the course.

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.

Course Grade Appeals

Grounds for Appeal

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. A mathematical error, error in grading procedures, or inequity in the application of policies stated in the course syllabus are grounds for an appeal. A disagreement with the professional judgment of the instructor should not be the basis of an appeal or any resulting change of grade. Even in the case of a grade appeal, no additional or revised coursework can or will be accepted to improve a student's course grade after that course has been completed. Assignments that were graded real-time during the semester cannot be re-evaluated after the course has been completed. For example, if students were evaluated on in-class presentation skills or received a grade for in-class participation, the points/grades for those assignments cannot be altered at a later time as they were assessed based on the student's real-time performance in the course. 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.

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/.

Please note: the grade appeal process only appeals to final grades. Students with questions about grades received on individual assignments while a course is in-progress should speak directly with their instructor.

Grade Appeal Process

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 contact the instructor via email specifying the grounds upon which they are appealing their grade. 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. In their email to the instructor, students should include copies of the course syllabus and all graded assignments, so the instructor can review all aspects of the grade and how it was calculated and recorded. The syllabus should serve as a guideline with the understanding that instructors 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. Once the instructor has reviewed the appeal, students will be provided with a written explanation of the grade breakdown, how the grade was calculated, and the instructor's decision to sustain or adjust the grade. If the instructor recommends a grade change, he or she will submit the recommendation to program leadership for review. If approved by program leadership, the recommendation will be submitted to the Office of Academic Affairs and Compliance to ensure the grade change is consistent with University and School policies. Once the recommendation has been reviewed, the Office of Academic Affairs and Compliance will confirm the outcome with program leadership. The academic program will follow up in writing to the student with the final decision. Grade changes are not considered final until the Office of Academic Affairs has completed a policy review.

- B. If, after receiving the instructor's decision, the student still believes the final grade was incorrectly assigned, s/he may then appeal in writing to the leadership of the program offering the course. The student must supply a copy of the syllabus, relevant emails, and copies of all graded assignments. This process must begin no later than 60 days after the beginning of the semester following the semester in which the contested grade was received. The course instructor may also be contacted by the program for additional information. Upon completion of this review, the program may decide (1) there is no basis for the appeal and the original grade will be upheld or (2) the appeal warrants further review by a faculty committee comprised of three faculty members within that program. If a committee is called, the program leadership will name a chair and all members will complete a blind review of the information and assignments and then make a formal, written recommendation. In re-evaluating the student's work, the committee can decide to raise, sustain, or lower the grade. In either case, the program leadership will not judge the academic merit of the assignments; rather, they will review the situation solely to ensure that the grading criteria were followed and applied to all students. After investigating the matter fully, the program will notify the student in writing of the decision. If the appeal results in a grade change, a recommendation will be made to the Office of Academic Affairs & Compliance. The Office of Academic Affairs and Compliance will review the recommendation to ensure the grade change is consistent with University and School policies. Once the recommendation has been reviewed, the Office of Academic Affairs and Compliance will confirm the outcome with program leadership, who will follow up in writing with the student with the final decision. Grade changes are not considered final until the Academic Affairs has completed a policy review.

- C. If, after completing the appeal process with the instructor and the program offering the course, the student would like to appeal further based solely upon procedural grounds, s/he may then submit a formal request in writing to the Office of Academic Affairs & Compliance (scsoaac@georgetown.edu) for final review. Students are responsible for providing all written documentation he/she received throughout the appeal process. The academic program and course instructor may also be contacted for additional

information. The Associate Dean will complete an investigation. This process must begin no later than 90 days after the beginning of the semester following the semester in which the contested grade was received. This final level of appeal reviews the administrative handling of the appeal only, to ensure the grade appeal policy and process was followed as outlined in the handbook. Neither the Associate Dean nor the Dean of SCS will evaluate the academic merit of the work (such as re-grading a paper or test). The Associate Dean will confirm the outcome of the procedural review to students in writing. The decision at this level of appeal is final and not open to further appeal.

Student Grievance Process

The Office of Academic Affairs & Compliance (scsoaac@georgetown.edu) advises students regarding academically-related grievances (such as grade appeals) and guides students to appropriate University offices and resources for other types of non-academic concerns. In rare instances, the Office of Academic Affairs & Compliance, or Office of the Dean may call together an *ad hoc* Academic Appeals Committee to review written requests from students for major exceptions to policies or academic complaints of a complex nature. This Committee is comprised of SCS administration, program staff, and/or faculty and makes recommendations to the Office following a formal review. Depending on the request or complaint, the Committee members may conduct interviews with relevant parties, including staff and faculty, and can also request additional information and documentation from those parties to help them make an informed recommendation.

The student will be notified in writing of the membership of this Committee. If the student objects for cause to the appointment of one or more members of the Committee, the reason for objection should be made known in writing before the Committee begins its review of the appeal. As per University policy, those who file good faith grievances or reports of problems will not be subject to retaliatory action.

DEGREE CONFERRAL

The BALS degree is awarded and recorded on the official transcripts at the end of May (for spring candidates), September (summer candidates), and January (fall candidates).

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, students complete the following steps during the first two weeks of their final semester:

- A. Review the degree audit and print a copy of their transcript (using the MyAccess system) to review on their own and with their academic advisor. While the advisor can provide academic guidance, it is ultimately the students' responsibility to ensure that they have met all degree or certificate requirements (including specific course, GPA, credit, and major requirements which can differ by program).
- B. BALS students fill out the online graduation application in MyAccess under "Student Records" and "Apply to Graduate."
- C. Applications are required from all students by published deadlines for diploma and certificate orders, degree conferral, and preparation of the annual *Commencement Book*. Failure to return a complete application in a timely manner could result in delays conferring the degree and ordering the diploma or certificate.
- D. All students should contact the Office of Billing and Payment Services (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.
- E. International students should contact their SCS International Program Advisor at (202) 687-5867 to update their status and report the exact end-date of their program.

BALS students should apply to graduate online following the steps described at:
<https://scs.georgetown.edu/resources-current-students/graduation/>.

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

Commencement Exercises

The school-wide Commencement Ceremony is held in May every year. BALS 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 all requirements have been completed successfully and certified by the Office of Academic Affairs & Compliance.*

Financial Clearance

Financial holds prevent the generation of official transcripts and the issuance of a diploma or a certificate. Financial holds are not released until the past due balance is paid in full. All students should 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.