



GEORGETOWN UNIVERSITY
School of Continuing Studies

Doctor of Liberal Studies, Student Handbook

Academic Rules and Regulations

2017 - 2018

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WELCOME

Welcome to Georgetown University and the graduate programs in the School of Continuing Studies (SCS): Doctor of Liberal Studies (DLS); Master of Arts in Liberal Studies (MALS); Master of Professional Studies (MPS); and Executive Master of Professional Studies (EMPS). This 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) 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. Our MPS alumni community has grown considerably with over 800 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, advanced professional certificates, customized education, special programs, and much more.

Jesuit Values at Georgetown University: The Spirit of Georgetown

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

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

Contact information
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<https://scs.georgetown.edu/>
scsoaac@georgetown.edu

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 OBPS.

The OBPS 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 ideaa.georgetown.edu/policies/.

Sexual Misconduct and Sexual Harassment

Georgetown University is committed to providing a safe and hospitable environment for all members of its community. Sexual Misconduct subverts the University's mission, and threatens permanent damage to the educational experience, careers, and well-being of students, faculty, and staff. Georgetown University prohibits sexual misconduct,

including sexual harassment, sexual assault, domestic/dating violence, and stalking (<http://sexualassault.georgetown.edu/>)

Sexual misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation. Sexual harassment is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

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

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

Deputy Title IX Coordinator for the School of Continuing Studies
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, but particularly in the Capstone, should be mindful of this important review process.

Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects.

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

Any student whose research will involve human subjects should contact the University's Institutional Review Board, IRB-C, at 202-687-6553 or 202-687-1506 before beginning their research. Additional information about the Institutional Review Board and required forms are available on the IRB-C website at: <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 places 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, DLS applicants are required to have an earned graduate degree from an accredited academic institution. Writing samples, letters of recommendation and interviews are also taken into consideration when reviewing applicants. At this time, only full degree-seeking candidates may gain admission to the Doctor of Liberal Studies program. Admissions information can be found at: scs.georgetown.edu/admissions/.

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.

Upon admissions, new students are instructed to register in MyAccess as soon as possible, and certainly prior to the first day of class of their first semester. They are also encouraged to meet with the Director following their admission or during their first semester to review their long range degree plans and expectations.

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

Graduate program acceptance is competitive, and new students should carefully consider deferral. Upon the written request of a newly admitted student, the DLS Director, in consultation with the Associate Dean, may together consider approving a deferral for one year, only. Updated or additional application materials for re-consideration may be required.

If any academic work is completed during the period of deferral, the new student must re-apply through SCS Admissions. Any applicant accepted in the program who requests a deferral of more than a year must re-apply and be considered for admission with all the other applicants for that year.

Admission Decision Appeals

Applicants who have been denied admission may request an explanation of the decision by contacting that program's Associate Dean/Executive Director. To appeal a denial, applicants can contact SCS Admissions to request an appeal review by the Admissions Appeal Committee. Appeals must be in writing and specifically address weaknesses in the original application, such as reasons for low GPA, unsatisfactory grades in specific courses, or areas of professional development and experience. Appeals will be reviewed based solely upon the academic merits of the situation. Personal circumstances (such as financial aid, loans, athletic eligibility, or Visa status) are not allowable reasons for an appeal. 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

graduate 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 (ideaa.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

Consult with your academic advisor about the possibility of transferring some already completed course credits into your new program before completing your first semester. Requests for transfer credit must be submitted during the student's first academic year of study. Transfer credits will only be posted following the student's successful completion of the first semester. All coursework for consideration must have been completed at the graduate-level, at an accredited institution, that does not count toward an already earned academic credential, and with an earned grade of "B" (3.00) or better.

Transfer Credits from Other Graduate Institutions

The new student's program may consider for transfer from another accredited a maximum of nine transfer credits that were earned at an accredited institution, was graduate-level credit, in courses that are relevant to the DLS curriculum, the minimum grade of "B" was earned, and the credit was not already applied to an academic credential. Please note that up to nine credits can be applied either for Transfer or Advanced Standing, but not both.

The DLS administration and the Office of Academic Affairs & Compliance have final say regarding which course credits may transfer, and, in general, will consider the content of the course in question and its similarity to a program course, the syllabus, the grade received, the age of the course, and the accreditation of the institution offering the course. Unless approved in advance, transfer credit is not awarded for study at other institutions after students have started their study in SCS. Students should therefore plan on completing all coursework in residence once they have matriculated at the University.

Under no circumstances will undergraduate credit be applied or transferred into an SCS graduate degree-seeking program. Credits that have been awarded for Pass/Fail or Satisfactory/Unsatisfactory or Audit courses will not be considered. The GPA earned in coursework completed elsewhere is not calculated in the Georgetown University GPA. No course titles of transferred courses appear on the Georgetown transcript, nor do previous grades earned.

Transfer Credit from another GU Graduate Program into SCS

To transfer from one graduate-level program into another (within SCS or between graduate programs at GU like the Graduate School of Arts and Sciences; McDonough School of Business; and so on), students must secure advance, written permission by the advisor of new program and they may be required to apply formally through SCS Admissions. Minimally, they must be in good academic standing with a cumulative GPA of 3.000 or better.

Acceptance into one graduate program at GU or within SCS does not guarantee acceptance into another program. Students cannot transfer from one program into another to prevent actions like probation or termination. All courses taken and grades earned remain on the student's permanent academic record and are factored into the determination of academic actions, even if those credits are not permitted into the student's new program.

Students who would like to transfer from one program into another must undergo a formal credit review by their new program's advisor to determine the applicability of previously earned credits, or may need to fully apply to that new program. Students should keep in mind that they may not be able to apply credits (and/or grades) awarded from their previous program – whether at GU or through transfer from another institution – to their new program. Courses that are not approved for the program will be excluded from the degree GPA and be awarded no credit.

Transfer Credit from SCS to another Program or Institution

In the event that 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. Students currently enrolled in other graduate programs at the University should secure the advance, written permission of their own program before requesting permission to register in SCS graduate-level courses.

Advanced Standing Credits

A new DLS student who has been awarded at least two advanced degrees (i.e., Ph.D., M.A., M.S., J.D., etc.) will be awarded Advanced Standing toward the coursework required for the DLS. A maximum of nine credits of Advanced Standing may be awarded. Advanced Standing credits will be posted to the student's DLS transcript upon completion of the first two Foundational courses, and certification by the DLS administration of the student's fitness to advance in the Program. Please note that up to nine credits can be applied either toward Advanced Standing or for Transfer, but not both.

PROGRAM ENROLLMENT & COURSE REGISTRATION

Students are required to maintain active registration every Spring and Fall semester to make academic progress toward degree completion. Students who cannot register for any reason must request a formal Leave of Absence to prevent being withdrawn from the University with the notice “Withdrawn for failure to register” placed on their official transcripts.

Students are ought to register for courses early as 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. All DLS and MALS courses are found under “Lib Stds” followed by their “Human Values” and “Human and Social Sciences” designation (LSHS or LSHV).

Attendance for each class meeting is critical and coursework for each class meeting must be completed on time. No Incomplete (“I”) 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.

Degree Program	Cost Per Credit Hour
Doctor of Liberal Studies	\$1,292.00

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.

Directed Reading Courses

A directed reading course requires that a professor determines with the student the nature and number of reading materials and research required to satisfy the goal of the particular course. Students may further strengthen their reading and their pending thesis through the creation of no more than three Directed Reading courses, and no more than two with the same professor. Students should consult with the DLS Director and obtain approval for the Directed Reading. The Directed Reading course professor must have an advanced degree beyond a Master's. Students who wish to register for a *Directed Reading* course must submit a completed *Directed Reading* form to the DLS Director for

review and approval at least four weeks prior to the first day of the semester to allow time for the courses approval by the DLS (scs.georgetown.edu/departments/6/doctor-of-liberal-studies/resources-and-policies.cfm#forms). Forms that are late, incomplete or otherwise incorrect will not be considered for approval.

Academic Advising

Upon admissions, new students work with the DLS Director for initial advising and are encouraged to have ongoing advising sessions with the Graduate Liberal Studies program administration and faculty.

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 mandate 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.

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.

Academic Calendar (Cancellation and Refund Policies)

SCS strictly adheres to the posted academic calendar for course registration, final grade posting, course withdrawals, and the like. The official *Academic Calendar* – including the add/drop and withdrawal periods – can be found at <http://registrar.georgetown.edu/academic-calendars/maincampus>. *Tuition Refund Periods* can be found at registrar.georgetown.edu/registration/refunds-and-tuition/. Refunds are not permitted outside of the stated tuition refund periods. It is the student's own responsibility to verify the accuracy of one's own registration schedule every semester in advance of a passing deadline. Students who register for a course but fail to attend and fail to withdraw, are responsible for all charges assessed to their student account. A refund will not be issued in these cases.

Non-Standard Courses (including online, modular classes) have shorter deadlines posted at:

<https://scs.georgetown.edu/resources-current-students/academic-calendar/>.

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, modular classes and EDM, PPM, and GSC 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 DLS degree is designed to accommodate adult students with existing professional and/or family responsibilities, and is therefore part-time. Many students register for between three and six credits, or one to two courses per semester. Some students pursue their academic studies full-time, taking nine or more credits during a single semester. Students on J-1 or F-1 student Visa must be registered as full-time to satisfy the terms and conditions of the Visa.

Full-Time Student Status

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. Full-time status for graduate students is nine credits in the regular fall and spring semesters and six credits in the summer semester. Given the intense nature of graduate study, SCS recommends that most students register in no more than six to nine credits per semester. Students who work twenty or more hours per week are strongly encouraged to register in a maximum of six credits during a single semester so that they can balance their professional and academic obligations. Students must secure advance, written permission from the program administration to register for more than 9-credit hours during a single semester.

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

Please note: Full-time status may be required by some University offices (such as the Counseling Center, University Health Insurance, and the Office of 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.

Dual Enrollment within SCS

Due to the intense academic nature expected of DLS students, they are discouraged from pursuing two degrees concurrently.

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: scs.georgetown.edu/academic-affairs/student-forms and needs to be received in the Office of Academic Affairs & Compliance before the end of Add/Drop of the semester the leave is requested to begin. Students who 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 who do not register for at least one course 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 will not be approved for a Leave of Absence once they have entered Thesis Writing. Students who have received an incomplete ("I") in their Thesis Writing Course should not request a *Leave of Absence*. Rather, they enroll in the Continuous Registration course associated with their degree program.

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. Students will not be approved for a Leave of Absence once they have entered Thesis Writing.

Length of a Personal LOA:

- Up to two consecutive semesters of leave may be granted at any one time.
- 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 graduate career in the DLS program.

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, 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

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

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

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

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

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.

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 (terminations and 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.

Re-Admission after Prior Attendance

The SCS graduate courses and degrees reflect the most current research material and academic and professional standards; therefore, 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 those programs 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 3.000) 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 (seven 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. 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*.

Termination and Dismissal Appeals

Students who have been terminated or 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 degree-candidacy termination or academic dismissal, former students may submit a written request to return to the Academic Council. A return after termination or 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.

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.

GRADES & GRADING

Graduate Grading System

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

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

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

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

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

**The “NR” code is not considered an Incomplete (“I”) and is not treated the same way as an Incomplete (“I”). The “NR” code is reserved for the few situations that arise when the deadline for that grade has been met but the grade for that course has not yet been submitted by the instructor as a result of a dean’s direction.

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

***SCS courses cannot be audited (by students within those programs or by visiting students). We firmly believe that our students register for courses for credit and grades to help ensure active participation and the successful, timely completion of assignments.

In order to be considered in good academic standing, students must maintain a minimum semester and cumulative GPA of 3.00 (solid “B” average). In addition, a minimum GPA of 3.00 is required of all degree and certificate students to be eligible for graduation. Georgetown does not round the GPA; thus, a student with a 2.999 cumulative GPA would not be allowed to graduate and would be terminated from the program. There are no exceptions to this minimum academic standard.

Course Syllabi and Grading Criteria

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

Grading Scales

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

Late Coursework

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

Class Attendance/Absence

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

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

In all instances when a student is unable to attend class, the student should contact the instructor well in advance. In the case of religious observances that conflict with class sessions, the student 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 an advising dean. Approved holidays can be found at:

https://campusministry.georgetown.edu/religious_holy_days

Incomplete Grades and Deadlines

Students are expected to complete all coursework by the end of the semester in which that coursework is taken. In extreme, documented instances (typically related to unexpected work or health reasons), it may be necessary for students to request an Incomplete, "I," grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and some instructors do not allow Incompletes. If they do, the instructor may establish a date prior to the dates given here, and they may also assign a grade penalty or other penalty for late work.

All Incompletes should be requested first by the student of the instructor. If the instructor approves the Incomplete, then the instructor should notify both the program advisor and the Associate Dean of Academic Affairs & Compliance explaining the remaining course requirements and due date (not to exceed the dates listed below).

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

The Graduate Liberal Studies programs have the following deadlines for the submission of Incomplete work:

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

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

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

In extremely rare cases, students may request an extension of the Incomplete deadline listed above due to unexpected extenuating circumstances that arise while they are working on those incompletes (such as a sudden illness, death in the family, unforeseen professional responsibilities, and so on). Such extensions requests are to be sent for

review and approval consideration to both the course instructor and the program administration in advance of the deadline listed above.

In these cases, the new incomplete deadline cannot exceed the last day of classes in the semester following when the incomplete was granted. For example, an incomplete in a fall semester course would be due no later than the last day of classes in the spring semester. An incomplete in a spring semester course would be due no later than the last day of full-term courses in the summer semester. No additional extensions can be allowed beyond this exception, and unfinished incompletes will be changed to failing grades following these dates. The program administration should notify the Academic Affairs & Compliance Office in writing of the extension with a copy to the student and instructor.

Repeating a Course

Students may not repeat any course except in the following circumstances:

- Thesis Proposal students who withdraw or have earned one “U” already in that course may repeat it only one time.
- Thesis Writing students must register for Continuous Registration for no more than two semesters, the maximum length to write the thesis.

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 Graduate Professional Studies 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.

Doctor of Liberal Studies (DLS): Program Guidelines

Doctor of Liberal Studies
scs.georgetown.edu/dls

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Mission Statement for Graduate Liberal Studies

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

Learning Goals of the Program

Methodological Goals

Students in the DLS program will:

- be led to determining specific research interests in the humanities and/or social sciences that will contribute to their personal and, perhaps, professional development
- learn rigorous interdisciplinary inquiry, i.e., how to engage various disciplines in the humanities and/or social sciences and integrate them in addressing topics related to their individual research interests
- gain knowledge of the methodologies, traditions, theoretical frameworks, and styles of argument of various disciplines in the humanities and/or social sciences sufficient to be able to engage those disciplines for their particular research interests
- master “research best-practices” by becoming familiar with library resources and research technology
- master skills for analytical and critical inquiry appropriate to graduate-level research

- engage in intensive writing assignments of varied character and length in order to develop proficiency appropriate to graduate-level research
- develop oral communication and argumentation skills commensurate with postgraduate education and standards of professional discourse
- develop the competence to consciously reflect on and assess their own scholarly development and that of their classmates with the aid of both faculty and peer review
- develop the ability to integrate their graduate level skills of research, analysis, argumentation, and effective communication through the writing of a thesis in their area of interest in the humanities and/or social sciences

Content Goals

Students in the DLS program will:

- focus on human values and ethical issues in all their coursework, research, and especially thesis writing
- gain awareness of human values as encompassing first of all what constitutes human life and meaning, what it means to be a rational and free person, and what contributes to human flourishing and well-being
- gain awareness of human values and ethics as expressing the social dimensions of human life and what constitutes communal well-being and the common good
- gain insight into principles of social justice
- recognize pluralistic views of human life and values and the need for dialogue across a broad spectrum of thought and action
- learn the human values and ethics emphasized in one or more areas of study available to Liberal Studies, namely, in American and international studies, the classical, medieval, and modern worlds, religious studies, literature, philosophy, visual culture, social and public policy, science and society, and/or professional ethics
- be able to integrate classroom knowledge with practical skills in one's personal and, perhaps, professional life
- achieve the goals of Jesuit education, i.e., education of the whole person and education of men and women for others in leadership and service to the community

Administration and Support of DLS Students

Director of the Doctor of Liberal Studies Program

The Director of Doctoral Liberal Studies serves DLS students from their entry in the program to the completion of their degree. Specifically, the DLS Director assists DLS students with course selections; oversees the students' progress through the degree program; provides guidance on the selection of the faculty members to assist in the student's Written and Oral Qualifying Examination as well as for the thesis committee for each student. In addition, with the Associate Dean, the DLS Director manages both course and faculty selection for the doctoral program.

Associate Dean, Liberal Studies

The Associate Dean of Liberal Studies in the School of Continuing Studies (SCS) is responsible for the overall management and execution of the three Liberal Studies degree programs: the Bachelor of Arts in Liberal Studies, the Master of Arts in Liberal Studies and the Doctor of Liberal Studies.

Assistant Dean, Graduate Liberal Studies

The Assistant Dean of Graduate Liberal Studies in the School of Continuing Studies assists both the students and faculty by managing the students' academic progress and supporting the academic services of the faculty.

The Doctor of Liberal Studies Program

Through the required Foundational courses in the humanities and social sciences— philosophy, theology, history, art, literature, sociology, psychology, anthropology, etc.,—the doctoral program establishes the intellectual and scholarly context needed to carry out serious interdisciplinary study and research.

By definition, doctoral level work must be primarily driven by the initiative and self-directed learning of the individual student. Even in Foundational courses specifically designed for the DLS program, and a *fortiori* in more general graduate courses, the goals and learning strategy of the course syllabus cannot be assumed to define the full extent of the student's responsibility. At the doctoral level one is responsible for educating oneself to be the kind of expert learner who can produce the sort of products that meet the program's standards of professionalism. Teachers can actively and critically advise the student, but it is ultimately up to the student to become a scholar deserving the Doctoral degree.

DLS Style Guide & Thesis Guidelines

The Graduate Liberal Studies Program requires that students adhere to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, (9th Edition)* as the manual of style for thesis preparation. In addition to the Turabian style guide, students must follow the *SCS Guidelines for MALS and DLS Thesis Writers*. These guidelines specify the procedural requirements that must be met for the Doctoral thesis to be formally accepted by the DLS Director and the graduate School. Submission of an improperly prepared thesis may delay the award of the degree or lead to termination of degree candidacy.

Academic Standing

Good Academic Standing

Academic excellence is one of the defining characteristics of Georgetown, and SCS graduate students are expected to make consistent progress toward degree completion. Students with a cumulative and semester GPA of 3.00 (solid "B") or better are considered in good academic standing.

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

Academic Jeopardy

Since a 3.00 average is required for graduation, a "B-" or a "C" or "F" grade will jeopardize candidacy. Upon receipt of a "B-" "C" or "F" grade, the student is informed by an emailed letter of caution sent by the GLSP Associate Director or the SCS Office of Academic Affairs & Compliance noting the grade earned that is below a 3.000. A student remains in academic jeopardy until a minimal cumulative 3.00 GPA is achieved or the student meets the criteria for candidacy termination.

Academic Termination of Degree Candidacy

DLS candidates are automatically terminated for any of the following reasons and are not permitted to take additional courses:

- Upon earning two grades of "C" (2.00) or lower, as all grades, including grades of "F" (0.00) are calculated in determining the cumulative GPA
- Upon earning unsatisfactory Foundational course reports
- Upon failing the Qualifying Examination,
- Upon failing to complete or to defend the Thesis Proposal
- Upon failing to complete or to defend the Thesis
- Being unable to complete program guidelines within the time limit

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

Minimum Requirements for the DLS Degree

Students pursuing the DLS degree complete the following requirements within seven years of first registration.

Coursework: 36 Credits

- Foundational Courses: Four Courses (12 credits)
- Elective Courses: Eight Courses (24 credits)
 - Directed Reading: Three Courses Maximum (9 credits)
- Cumulative GPA at least a 3.000

Qualifying Advancement

- DLS Qualifying Examination Preparation: LSHV-990 (0-credits)

Thesis Advancement

- DLS Thesis Proposal Prep/Thesis Writing: LSHV-995 (0-credits)
- DLS Thesis Writing: LSHV-996 (0-credits)
 - Register for DLS Thesis Writing in all subsequent Fall / Spring semesters if thesis has not yet been submitted for publication
- Approval through ProQuest of a completed doctoral thesis that will be published through Georgetown University's library and through ProQuest

Curriculum Structure

Required Foundational Courses

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

The approach taken in the Foundational courses is primarily historical. This does not imply, however, that the courses are intended to be a survey of broad period of history. Rather, their goals is to make students aware of the complex historical dynamics of cultural evolution by careful analysis of selected episodes of important cultural conflict, continuity and change, so as to identify the multiple interactions of the subject matter of traditional academic disciplines in such episodes.

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

- **Foundational Course 1: “DLS Foundational Introductory Colloquium: Liberal Studies: Perspective and Method” (LSHV 601, 3 credits)**
- **Foundational Course 2: “Love, Death, and God: From the Bible through the Renaissance” (LSHV 602, 3 credits)**
- **Foundational Course 3: “The Rise of the Modern Spirit” (LSHV 603, 3 credits)**
- **Foundational Course 4: “The Challenge of Postmodernism” (LSHV-604-01, 3 credits)**

Absence Policy for Foundational Courses

While the DLS is designed for students with professional responsibilities, it expects a significant commitment on the part of its students. Class absences, in particular, are to be avoided. If students know before registering for a Foundational course (one of the four required courses) that they will be unable to attend the first session or will be absent for more than one session because of other obligations, then students should not register for the course in question.

If students are already in a Foundational course and unexpected responsibilities arise that may require them to miss more than one session of the class, they should immediately contact the professor and the DLS Director who will explain what options may be available. Under no circumstances should students miss more than one session of any Foundational course in the program without speaking with the professor in the course and the DLS Director.

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

Evaluation of Performance in the Foundational Courses

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

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

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

Qualifying Examination: LSHV-990

The qualifying examination is based on the student's coursework and research interests. With the student, the DLS Director and an additional faculty member will administer the exam. Normally this faculty member should be one with whom the student has done coursework in an area relevant to the student's area of thesis research. This faculty member is asked to assist in the preparation and grading of the Written and Oral Qualifying Examination.

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

In the event that a student's performance on the qualifying examination is not satisfactory, the DLS Director may or may not recommend a second opportunity. No grade is entered until the student is either successful or unsuccessful in the second attempt to pass the Qualifying Examination.

Specifics Concerning the Qualifying Examination

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

Written Qualifying Examination

Two examination questions will be administered for the Written Qualifying Examination. The purpose of comprehensive examinations is to demonstrate a student's mastery of interdisciplinary inquiry and values reflection techniques as well as broad familiarity and competence with the literature in his or her field of study. One of the Qualifying Examination questions addresses issues from the Foundational courses in the Program, and the other question is tailored to the student's individual, anticipated thesis focus in the Program.

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

Guidelines for the Written Qualifying Examination

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

Oral Qualifying Examination

The Oral Qualifying Exam provides the student an opportunity to demonstrate his or her mastery of the material. This will be scheduled approximately one to two weeks after the written exam. The student will participate in the Oral Qualifying Examination conducted by the professors who wrote and graded the Written Qualifying Examination. The 90-minute Oral Exam focuses on the Written Exam but may also explore other areas within the student's program.

At the conclusion of the Oral Examination, the candidate will be asked to leave the room while the Board deliberates and determines the grade. At the conclusion of the deliberation, the candidate will be invited back into the room to receive the result. The Examining Board may award "Fail," "Pass," "High Pass," or "Pass with Distinction."

The Oral Qualifying Examination may be repeated one time in the Fall or Spring term with the approval of the DLS Director. The successful completion of the Qualifying Exam, in addition to the other requirements, qualifies the student for Doctoral Candidacy and to start preparation of the final requirement, the doctoral thesis. Next the student registers for the *DLS Thesis Proposal Prep/Thesis Writing* course LSHV-995-01 (Fall or Spring terms, half-time status) and commences work on his/her Thesis Proposal.

Doctoral Thesis Proposal: LSHV-995

It is anticipated that two semesters of registration in DLS Thesis Writing will be the norm, but some students may require one or more additional semesters of registration. A tuition charge of \$1,000 will be assessed for each semester thus acknowledging both the student's own academic efforts in preparation of the thesis and the student's use of university resources, including facilities and faculty services. This registration carries no credit but confers half-time student status.

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

Students who have passed the qualifying examination must register the following semester (summer does not count), in DLS Proposal Prep/Thesis Writing. Use MyAccess to register into LSHV-995 for the 1st term of thesis preparation/writing, and then LSHV-996 for the 2nd and all subsequent terms of thesis writing.

Criteria for the Proposal Workshop

The DLS candidate then reviews carefully the *The Graduate Liberal Studies Guidelines for Thesis Writers* found at https://static.scs.georgetown.edu/upload/kb_file/WebFiles/LS%20Documents/Graduate_Liberal_Studies_Thesis_Guidelines.pdf

Prior to the first scheduled meeting of this workshop, students must submit to the DLS Director the name of the faculty member who has agreed to serve as the Chair of their Doctoral Thesis Committee.

The DLS Thesis Proposal Workshop usually includes an evening and a Saturday session and is offered each Fall and Spring. Additionally, the student is encouraged to attend the DLS "Nuts and Bolts" thesis preparation and process information session offered each semester. With the assistance of the DLS Director as needed, the student determines the tentative thesis topic and the three faculty members representing research areas appropriate to the topic during the Thesis Proposal Workshop course.

Concern for values belongs to the identity of the Liberal Studies Program. Consequently, it forms an essential part of the Program's plan of education. The Program, therefore, requires that the values issues imbedded in the Doctoral thesis' central topic or topics be explicitly highlighted and addressed in a significant way. For the purpose of this requirement, "values" means the relation between the central themes of the thesis and the relevant aspects of the Humanistic tradition as profiled in the Foundational courses.

Upon determining the topic and Thesis Committee and by mid-semester, the student must set a date for the “oral defense” of the completed Thesis Proposal by an examining board. By the end of LSHV-995, the proposal will include: an explanation and an outline of the topic of study; a preliminary bibliography; a suggested table of contents; and any special methodologies. The DLS Director, in conjunction with the DLS Executive Committee, and the student determine three faculty members representing research areas appropriate to the Doctoral Thesis who are asked to constitute a Doctoral Thesis Committee (one member of which is the Chair and two members serve as Readers) for each candidate.

Thesis Proposal Defense

The Chair of the student’s Committee must approve the proposal as “ready to defend,” and then arranges the time and the place for the defense. The student is responsible for providing a copy of the proposal approved by the Committee Chair at least one week prior to the date scheduled for the defense. Normally, the defense is to be held within six months of the qualifying examination.

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

The Director sends a copy of the Thesis Proposal and the Thesis Proposal Defense evaluation forms to the Thesis Committee as well as to the additional faculty member chosen to participate in the proposal defense at least a week before the date of the defense. The Proposal Topic Defense will assess the following:

The Topic:

- Whether the topic itself has sufficient depth and academic importance to merit the attention of a Doctoral thesis;
- Whether the topic involves values issues of sufficient depth and importance to merit the attention of a Doctoral thesis in a Liberal Studies Degree Program.

The Student:

- Whether the student has sufficient knowledge of the topic and the field to which it belongs to be able to build a defensible doctoral level case;
- Whether the student has the skills to identify and take a defensible stand on the values issues raised by the topic.

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

Doctoral Thesis Writing: LSHV-996

Upon successful completion of *DLS Thesis Proposal Prep/Thesis Writing*, students register in *DLS Thesis Writing*, (LSHV 996 in their first semester and all subsequent semesters). The thesis is expected to demonstrate a level of competence and academic rigor in the field of interdisciplinary studies comparable to, though distinct from, the equivalent level of competence

and rigor expected in a Ph.D. dissertation in a disciplinary field. Topics are limited to the liberal arts and social sciences and must be approved by the DLS Director. The Doctoral thesis represents the creative synthesis of primary sources and secondary materials.

Criteria for Evaluating the Written Doctoral Thesis

The doctoral thesis will be evaluated upon the following criteria:

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

Guidelines for Grading the Written Doctoral Thesis

- *Distinction* is merited when, in the opinion of a majority of the thesis committee, the Thesis is outstanding in all of these criteria. No thesis, otherwise eligible for Distinction, will receive that report unless the quality of the values component merits Distinction on its own.
- *Pass* is merited when, in the opinion of the majority of the thesis committee, the Thesis is at least adequate but not outstanding in all of these criteria. No thesis will be given a Pass if its values component does not merit a Pass on its own.
- *Fail* is merited when, in the opinion of the majority of the thesis committee, the Thesis is inadequate in any of these criteria.

Oral Defense of the Written Doctoral Thesis

A final oral defense is required for all doctoral theses and must be scheduled at least two weeks before the thesis deadline, December 1st for Fall; May 1st for Spring. The student must provide paper copies of the thesis to his/her Thesis Readers (2) and the Thesis Chair about one month before the thesis deadline along with a copy of the Thesis Reviewer Report.

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

After a Doctoral Thesis has been certified as ready for defense, and no later than one week prior to the date of the doctoral thesis defense, the DLS Director schedules the date and location of the defense and informs the student and his/her Chair and Readers as well as the members of the DLS Committee who together comprise the student's committee for the oral defense of his thesis.

Format for the Oral Thesis Defense

The general format for the defense begins with a welcome to all present and introductions as appropriate of the Thesis Committee members. Next the thesis Chair introduces and invites the student to make about a 20 minute presentation of the thesis. Next the two readers and the thesis chair may each pose questions to the candidate and offer comments regarding the thesis and finally each of the members of the DLS Committee may offer comments or ask questions. The DLS Director brings the defense to a close and escorts the student to a waiting area with the committees review the defense.

Guidelines for Evaluating the Oral Thesis Defense

Every doctoral thesis defense is followed by a closed meeting of the committee during which the members deliberate and decide whether or not the defense was successful. The candidate will be

considered to have passed the Doctoral Thesis defense when the committee members certify by majority vote that the defense was “successful.” That is, the student’s Thesis Committee must certify that the candidate has satisfactorily addressed any questions about and shortcomings in the thesis, and that no major revisions are required.

The results of an Oral Defense conducted before the Doctoral Thesis Committee are sent to the University before the student can be cleared for graduation. The report indicates passing with Distinction, Pass, or Failure. Students who fail the defense of thesis for the second time will be dismissed from the program without the doctoral degree.

Steps after the Oral Defense

It is common for the Doctoral Thesis Committee to require the student who has successfully passed the final defense to make additional revisions to the text of the Doctoral Thesis before it is presented to the DLS Director and SCS Office of Academic Affairs & Compliance for final approval and online submission to ProQuest.

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

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

DEGREE CONFERRAL

Time to Degree, Applying for Graduation, and Program Completion

All requirements for the degree must be completed in seven consecutive years from the time of admission. Requests for extensions must be submitted to the DLS Director and Associate Dean for collaboration with the SCS Office of Academic Affairs & Compliance. Extensions will only be granted under extraordinary and documented circumstances and are neither automatic nor guaranteed. Students who do not submit a request for an extension – or whose requests for an extension are denied – will be terminated from the program.

International students with F-1/J-1 visa status are required to register full-time (9 credits in the regular fall and spring semesters) and must therefore complete their degrees within four to five semesters. International students on a University-sponsored Visa who anticipate completing their programs sooner than anticipated (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.

Graduation at the end of Fall, Spring or Summer is not an automatic process, and all students must be cleared and certified to graduate by the Graduate Liberal Studies program and the Office of Academic Affairs & Compliance. In order to facilitate this process, all DLS students should complete the following steps prior to the end of their final semester:

- A. Print a copy of their transcript (using the MyAccess system at myaccess.georgetown.edu) to review their program audit on their own and also with their academic program. While the program administration can provide guidance, it is ultimately the students' responsibility to ensure that they have met all degree requirements (including specific courses, GPA, credit amount, and major requirements like a thesis which can differ by track).
- B. Students applying for graduation at the end of the Fall semester must submit their paper application by September 30 and students who wish to apply for graduation at the end of the Spring semester must submit their paper application by January 30. Students who do not meet all requirements in the term they select must submit a NEW application to graduate in that new semester.
- C. DLS candidates should complete the hard copy graduation application and submit it directly to scsoaac@georgetown.edu for graduation clearance review. **Submitting multiple or duplicate hard copy applications is not recommended by the Office of the University Registrar and the Office for Academic Affairs & Compliance. The program administrators are provided with routine lists of students who have applied to graduate in every semester.**
- D. Under University policy, no credits may be completed in excess of the number required by the program without advance, written permission of the program to Academic Affairs & Compliance.
- E. Applications are required from all students by Academic Affairs & Compliance's published deadlines for degree conferral, diploma order, and preparation of being listed in the annual *Commencement Book* in May. Failure to return a complete application in a timely manner may result in delays conferring the degree and ordering the diploma.
- F. International students should contact their International Programs Advisor (202-687-5867) to update their status and report the exact end-date of their program.

Submission of an application to graduate does not guarantee a graduation clearance, as all grades must be entered, and students must complete the standards and requirements of their department, program, the School, and the University. Detailed instructions for this process can be found in the “Application to Graduate” section of this handbook as well as on the SCS Graduation page (scs.georgetown.edu/academic_affairs/graduation).

Diploma information can also be found at scs.georgetown.edu/academic_affairs/graduation.

Commencement Exercises

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

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

Academic Honors and Awards

SCS academic programs review their graduating students and make recommendations for program-specific awards to be presented at the annual Tropaia Ceremony which takes place during the week before Commencement. Programs consider a variety of criteria in making their recommendations (such as cumulative GPA; social impact; and so on). Students should contact their advisors to learn more about these awards. Students who have completed the APC are typically also recognized at this Ceremony.

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

Financial Clearance

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.

SUNDRY ITEMS

Bookstore

The University Bookstore is located on the main floor of the Leavey Center. The main line is (202) 687-7482. Its current hours are Monday-Friday, 9:00 a.m. – 8:00 p.m.; Saturday 10:00 a.m.-6:00 p.m. and Sunday, 11:00 a.m.-5:00 p.m. See their [website](#) for further information.

Computer Usage Services

The University's [Academic Computer Services](#) operates computer laboratories for student use. Labs that are most convenient for Liberal Studies students to use are located in the Reiss Science Building in Room 238 and in the Intercultural Center, Room 218. In case of over-flow usage in these locations, students may be directed to labs that are set up in the LXR, Harbin, and Village C residence halls.

Gelardin New Media Center

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

Georgetown Downtown

As Graduate Liberal Studies students, you enjoy all the access and privilege that comes with being a student in the School of Continuing Studies, including its downtown campus at 640 Massachusetts Avenue NW. While your courses are not held in this location at this time, you are always welcome to stop in, visit with the Dean's Office or other primary SCS units, study and work on class assignments. It is located in the vibrant, Metro-accessible downtown Gallery Place/Chinatown neighborhood in our nation's capital, Washington, D.C. scs.georgetown.edu/about-scs/campus-life

Georgetown University Transportation Shuttle

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

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Street, and the building is open 24 hours a day, though some services may have limited availability. There are special summer hours. Call (202) 687-7500 or go to [website](#) to verify the daily schedule. You must have your GO Card bar-coded at the Library BEFORE you check out books or use its research services. Carry your GO Card with you when you go to the Library as you must show it to enter the Library as well.

Parking

The parking daily hourly rate (subject to change) is \$5.00/hour in the underground parking garage in the Southwest Quadrangle. The maximum daily rate is \$15. Enter for parking as directed from Canal Road. Parking in the Southwest Quadrangle is available for Liberal Studies students after 5:00 PM weekdays. Show your student GO Card and pay \$4.00. There is no parking charge in the lot on Saturday and Sunday. Go to Transportation [website](#) for further information on parking options and procedures at the University.

Student Center and Dining Options

The Leavey Center provides students several places for dining: Chik-Fil-A, Royal Jacket, Starbucks, and others, The Faculty Club (restaurant), Vital Vittles (mini-market), and several coffee bars. The Leavey Center also has open lobbies for study as well as a full service attached [Aramark Hotel](#). The Epicurean buffet restaurant is on the ground floor of Darnall Hall, facing the hospital.

Student Health Insurance

Graduate Liberal Studies students enrolled in nine credit hours are automatically charged the required health insurance fee on their tuition bill. Eligible students must accept or waive this insurance. Students enrolled in less than nine hours are not eligible for Health Insurance. For information, call (202) 687-4883 or check [website](#) for further information.

Transcripts

All official student transcripts are stored at the Office of the Registrar. Request a copy of your transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020. Additional information can be found online [here](#). A one-time transcript fee of \$50 is charged to each new student's account upon acceptance.

Yates Field House

A fully equipped recreational/exercise facility is located near the Observatory. Call (202) 687-2400 or check [website](#) for information on fees and services. Yates membership is not included as part of your course tuition.