

# EVENING AND WEEKEND ENGLISH STUDENT POLICIES (FALL 2018)

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**Date Updated:** June 6, 2018

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# I. STUDENT DOCUMENT REQUEST

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## OFFICIAL TRANSCRIPTS

Students who have completed an Evening & Weekend English program term may request an official Georgetown University transcript through the University Registrar Office. Please carefully review the conditions for issuance of transcripts. Official Transcripts contain the Georgetown University seal, the signature of the University Registrar, and reflect each student's complete academic record.

### **Directions:**

1. Click [HERE](#) to download the program's transcript form.
2. Submit the signed and completed form to the University Registrar via mail, fax or email to [univregistrar@georgetown.edu](mailto:univregistrar@georgetown.edu).

Note: each request must include the student's nine-digit GUID number.

### **Conditions for Issuance of Transcripts:**

1. Not available until two weeks after the last day of your Evening & Weekend English course.
2. Currently, there is no charge for requesting this document.
3. All financial obligations to the University must be settled.
4. Transcripts will only be made available for delivery via US mail or by pick-up (with picture ID) at the Registrar's office in basement room G-01 of the White Gravenor Building on Georgetown's main campus [Map Link [HERE](#)].
5. Transcripts will not be faxed or emailed.

## HOW DO I PRINT MY CONFIRMATION OF ENROLLMENT?

After enrolling in an Evening & Weekend English course, you will be able to print your Confirmation of Enrollment by logging into your student account at the [Student Portal](#). Select "My Enrollment History" to see a list of courses for which you can print records.

### Directions:

1. Login [HERE](#)
2. Click "My Enrollment History" from the left-side menu
3. Select course (from either "My Current Courses" if the course is ongoing OR "My Completed Courses" if your course has ended)
4. Choose report type from dropdown
5. Click "Print" button

## FINAL GRADE REPORT / CONFIRMATION OF ENROLLMENT

Students may print a Final Grade Report or a Confirmation of Enrollment letter for each individual course. A Final Grade Report is available two weeks after completing an Evening & Weekend English course and the Confirmation of Enrollment is available any time after the start of the class. To request a Final Grade report or a Confirmation of Enrollment, follow these instructions:

1. Log into the [Student Portal](#) with your Georgetown NetID and password.
  2. Click "My Enrollment History" from the left-side menu.
  3. Select the course you have completed.
  4. From the drop-down menu, select "Student Grade Report" or "Confirmation of Enrollment".
  5. Click "Print" and then save the document as a .pdf to your local drive.
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## II. WITHDRAWAL / DROP / TRANSFER POLICIES

### COURSE WITHDRAWAL / DROP PROCEDURE

Students can withdraw from a course by email request to Evening & Weekend English Program Officer Regan Carver at [CSEnglish@georgetown.edu](mailto:CSEnglish@georgetown.edu).

**Note:** All withdrawals follow the refund policy (Click [HERE](#)).

### COURSE TRANSFER POLICY

Students may request **Fall 2018** course transfers until **Fri., Sept. 7, 2018** (the deadline for Late Course Registration). No requests will be granted after the deadline. Please submit requests to Evening & Weekend English Program Officer Regan Carver at [CSEnglish@georgetown.edu](mailto:CSEnglish@georgetown.edu).

**Note:** Deferred enrollment from one semester to another is not allowed.

## III. FINANCIAL / PAYMENT POLICIES

### COURSE TUITION PAYMENT

Payment by credit or debit card is the only form of payment accepted for Evening & Weekend English courses.

When students register for courses offered by the Evening & Weekend English program, they incur the cost of tuition. Students may not be permitted to participate in courses until the tuition payment is settled. Please note that unless students officially withdraw, they will be responsible for all costs associated with the courses.

Students will receive email confirmation messages upon successful registration. It is ultimately the student's responsibility to ensure registration and payment. Students should periodically review their enrollment through the [Student Portal](#). *Failure to receive an enrollment confirmation email message is not justification for seeking a refund.*

## REFUND POLICY

### Fall 2018 Refund Schedule:

- Withdrawal/Drop requests that are received by **August 26, 2018** are due a 100% refund minus a \$50 admin fee.
- Withdrawals/Drops requests that are received between **August 27** and **September 16, 2018** are due a 75% refund minus a \$50 admin fee.
- No refunds are awarded for withdrawals/drops that are received after **September 16, 2018**.

**Note:** Deferred enrollment from one semester to another is not allowed.

## CANCELLATION OF COURSES

All Evening & Weekend English courses are offered contingent upon sufficient enrollment. If a course is canceled, all registered students will be notified at least two (2) calendar days before the course's start date. If a course is canceled, students will have the option of transferring to another course or receiving a 100% refund minus \$50 admin fee.

**Note:** Deferred enrollment from one semester to another is not allowed.

## I LOGGED INTO MY STUDENT PORTAL AND SEE THAT A BLOCK HAS BEEN PLACED ON MY ACCOUNT. WHAT SHOULD I DO?

If a block has been placed on your account, please see the Student Registration Blocks and Unpaid Balances Policy (Click [HERE](#)) for more information.

## BAD WEATHER POLICY

Evening & Weekend English follows the recommendations of the Provost's Office. To find out if classes are canceled:

- Visit [preparedness.georgetown.edu](http://preparedness.georgetown.edu)
- Check [Blackboard](#)
- Call (202) 687-SNOW (7669)

## IV. ACADEMIC POLICIES

### GEORGETOWN UNIVERSITY POLICIES

Students are responsible for observing general university policies and regulations concerning student conduct found on the Georgetown University website (link: [HERE](#)).

### STUDENTS WITH SPECIAL NEEDS

Any student with a disability, whether a physical, psychological, or learning disability, must contact the Academic Resource Center (ARC) at (202) 687-8354 or [arc@georgetown.edu](mailto:arc@georgetown.edu) and follow the process outlined by ARC for requesting an accommodation. Students should contact the ARC prior to the start of the term. If a request is not submitted on a timely basis, special accommodations are not retroactive, and therefore will not be honored. Georgetown does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction.

### HONOR CODE

Students are responsible for observing the rules and procedures of the [\*Georgetown University Honor System\*](#).

### GRADES

Course grades are assigned based on completion of assignments and attendance. Course grades are Satisfactory (S) or Unsatisfactory (U). Official grades will be posted 2 weeks after last class date. If a student has questions about a grade or finds that a grade has not been recorded, s/he should contact Evening & Weekend English Program Officer Regan Carver at 202-687-4592 or [CSEnglish@georgetown.edu](mailto:CSEnglish@georgetown.edu).

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## EVENING & WEEKEND ENGLISH DISCIPLINARY AND NON-VOLUNTARY WITHDRAWAL POLICY

Disciplinary sanctions can be made at the discretion of the Director of English Language Center - Special Programs in consultation with the School of Continuing Studies Office of Academic Affairs & Compliance. Disciplinary sanctions are typically imposed based on breaches of academic integrity (as defined and determined through the Georgetown University Honor System) or academic ineligibility. The Director may also mandate a Non-Voluntary Withdrawal if a student's behavior is so severely disruptive that it interferes with the educational process or other activities of the academic community or if the student's actions could be viewed as harmful to him/herself or others. Such cases may also be referred to the Georgetown University Office of Student Conduct for further review.

Sanctions may include any of the following:

- Warning - Notice to the student, orally or in writing with a notation in the student's file, that a continuation or repetition of the same or similar conduct will result in further disciplinary action.
- Suspension (Registration Block) - Exclusion from courses and/or other privileges. No refunds will be returned should suspension occur during a course or program. Any outstanding balance will remain the responsibility of the student based on the EWE refund and withdrawal policies.
- Dismissal (Non-Voluntary Withdrawal) - Termination of non-credit student status for an indefinite period. The conditions for reenrollment, if any are permitted, shall be stated in the notification of dismissal. No refunds will be returned should dismissal occur during a course or program. Any outstanding balance will remain the responsibility of the student.

### **Disciplinary Policy Appeal**

The student shall have the right of appeal to the Office of Academic Affairs & Compliance for the School of Continuing Studies. The student must present his or her grounds for appeal to the Office, in writing, within 7 calendar days of the date of dismissal. The appeal procedure is not to be used for the circumvention of standard requirements or EWE policies (e.g. certificate requirements), but is designed to address exceptional cases of a complex nature.

If the Office of Academic Affairs and Compliance finds that the student's termination is based on failure to satisfy standard academic requirements without exceptional, complicating circumstances, the student's request for an appeal will be denied. If the Office determines that such exceptional circumstances do exist, then the Office may convene the Directors' Council to review the request and make an official recommendation. The Office will notify the student of the binding decision within 30 days of the appeal. The decision of the Office is final and not open to further appeal.

### **Requests for Reenrollment following Dismissal**

Students who have been dismissed from EWE, and/or the University should not expect to reenroll. In very rare cases, when in the judgment of the Dean of the School there is clear and compelling evidence of probable future academic success (while meeting all standard academic requirements without additional exceptions), a written application for reenrollment from the student may be considered. The Dean will consider the best interests of the student but also the best interests of EWE, the School,

and Georgetown in the review process. This request for reenrollment must be submitted to the SCS Office of Academic Affairs & Compliance at least six weeks before the first day of classes in the semester or term desired for continued registration.

## V. STUDENT COMPLAINTS

### INFORMAL COMPLAINT

Whenever a student has a complaint about a course or instructor, the student is encouraged to meet with the instructor and/or the program coordinator to resolve the problem informally as soon as possible. In some cases, however, when an informal resolution is not achieved, a student may wish to file a formal complaint.

### FORMAL COMPLAINT

After attempting to resolve a complaint informally, a student may file a formal complaint with the Director of English Language Center - Special Programs who will be responsible for investigating the complaint and taking action. An outline of the formal complaint policy follows:

1. The student attempts to resolve the situation informally through a conversation with the instructor and/or program coordinator.
2. If that conversation does not lead to resolution, the student should contact the Director of English Language Center - Special Programs to discuss the situation and outline the issue in writing by email or letter. Email can be sent to [CSEnglish@georgetown.edu](mailto:CSEnglish@georgetown.edu).
3. The student must file the formal complaint within 30 days of the end of the semester in which the issue occurred. This statement should include, but is not limited to, the nature of the complaint, the facts, supporting items, and the remedy requested. The Director of English Language Center - Special Programs acts as an intermediary, gathering information from the student and instructor and then makes a decision. The Director will investigate the complaint, take appropriate action, and respond to the student within 30 days.
4. A record of the student complaint plus all findings will be documented in writing and retained in Evening & Weekend English departmental records.
5. If, after communicating with the instructor and the Director of English Language Center - Special Programs, the student would like to appeal further, he or she may then submit a formal request to the Office of Academic Affairs and Compliance at [scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu) for final review. This written request must include supporting documentation (in the case of grade appeals, copies of the syllabus and required work; students may also submit any email correspondence between the student and instructor). This office will complete an investigation to ensure policy has been followed. This decision is final and not open to further appeal.

### DISCRIMINATION



Evening & Weekend English takes all allegations of discrimination seriously and requests that students who believe they have been discriminated against make a formal complaint through the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) (link: [HERE](#)).