



GEORGETOWN UNIVERSITY
School of Continuing Studies

SCS Admissions Policies Handbook

2020-2021

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WELCOME

Georgetown University's School of Continuing Studies (SCS) offers graduate programs in professional and liberal studies, more than 25 professional certificate programs, custom and corporate training and education, summer school and special programs, and the University's only part-time bachelor's program. By pairing seasoned scholars and practitioners with innovative educational programming, SCS prepares you with the skills needed to succeed in today's evolving business landscape.

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.

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.

SCS Mission Statement

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

SCS Vision Statement

To transform the lives and careers of diverse lifelong learners by providing access to engaged and personalized liberal and professional education for all.

History of the School of Continuing Studies

Since its official founding in 1970, the School of Continuing Studies has filled an important role at Georgetown University by introducing academic programs and professional training opportunities that respond to the evolving needs of society and the workforce. The nimble structure and culture of SCS has been maintained over time, from the introduction of summer courses in the 1950s to the University's first Master of Professional Studies degrees in the 2000s.

The School's Summer Sessions began in 1954 following the 1953 appointment of Rev. James F. Dougherty, S.J., to direct a coordinated summer school for the University. During its first year in operation, what was then known as the "Summer School" offered courses from 15 academic departments, such as Political Science, Religion, and Modern Languages. Dr. Paul Sullivan succeeded Father Dougherty in 1954, first as director and then as the first dean.

In November 1970, the University's Board of Directors authorized a change to the School's name from the Georgetown University Summer School to the School for Summer and Continuing Education, and in doing so, marked the founding of the School as it is known today. In the spring of 1974, two Liberal Studies programs were announced by former dean Dr. Joseph Pettit. As the oldest degree programs in the school, the first student graduated from the Master of Arts in Liberal Studies program in 1975 and the first three students graduated from the Bachelor of Arts in Liberal Studies program in 1976. The first students from the Doctor of Liberal Studies program, established in 2005, graduated in May 2010.

In December 2004, the University's Board of Directors authorized a name change to the School of Continuing Studies, as SCS is known today. The School's first Master of Professional Studies (MPS) programs were launched in fall 2007 by then-dean Dr. Robert Manuel. The MPS programs emphasize a balance of theoretical and applied learning through graduate-level coursework. The first MPS programs offered were in Public Relations & Corporate Communications and Journalism, and the first group of MPS students graduated in December 2008. The School continues to add new MPS programs, with each program created to fill industry needs for educated professionals.

In 2013, SCS moved from offices on Georgetown's Main Campus and in Arlington, Virginia, to its current home at 640 Massachusetts Ave NW, allowing for continued expansion into new academic areas. Under the leadership of Dean Kelly Otter, Ph.D., who assumed her role in July 2014, the School maintains an ever-growing portfolio of degree and non-degree educational Opportunities.

Accreditation Information

Georgetown University and the School of Continuing Studies programs are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. 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 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, and all applicants and students will be held to the most current standards and regulations of SCS and their programs. We therefore encourage students to check our Student Handbook and Policy web page at the start of each semester to download the most recent Program Handbook for that academic term and to read about academic and nonacademic policies that affect all students in the School and at the University. The most recent edition of each Handbook and links to important policies and procedures can be found [online](#).

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.

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 noncredit, high school, undergraduate, and graduate programs.

Visiting Georgetown SCS

Located in downtown Washington, D.C., SCS is accessible via public transportation and car. See the [Campus Life](#) section of our website to learn more about [getting here](#).

Address: 640 Massachusetts Avenue, NW, Washington, DC 20001

Main Admissions Phone: (202) 687-6299

Web address: <https://scs.georgetown.edu/admissions/>

Email: scsadmissions@georgetown.edu

[View Larger Map](#)

ADMISSIONS POLICIES

Admission Requirements

For full admission consideration, applicants to the Master of Professional Studies (MPS), Executive Master of Professional Studies (EMPS), Master of Liberal Studies, and Doctor of Liberal Studies are required to have an earned undergraduate degree from an accredited college or university. A final cumulative GPA of 3.00 (solid "B") and relevant academic and professional experience are typically required to ensure that applicants are prepared for graduate-level work in the requested field of study. Other factors, such as writing samples, portfolios, and interviews may be taken into consideration when reviewing applicants.

For full admission consideration, applicants to the Bachelor of Arts in Liberal Studies (BALS) are required to have a cumulative GPA of 2.00 (solid "C"). Professional experience is not a requirement for this program. Other factors, such as writing skills, and interviews, may be taken into consideration when reviewing applicants.

Complete admissions information can be found on the [Admissions page](#).

Application Process

The majority of the programs offered at the School of Continuing Studies welcome applications for spring, summer and fall semesters. The Doctor of Liberal Studies program and Executive MPS programs only accept applications for the fall semester. All programs require applicants to apply and submit an online application.

An application is considered complete once a student has provided the following documents:

- **Completed online application and application fee (if applicable)**
- **Resume or CV**

- **Statement of Purpose**
- **Letters of recommendation:** Recommendations should be completed by supervisors who can attest to your professional abilities. Recommendations from former professors are acceptable for applicants with limited professional experience. Recommenders can submit their letters before you submit your application. All programs require two letters of recommendation with the exception of the Doctor of Liberal Studies, which requires three letters of recommendation.
- **Unofficial transcripts for US degrees:** Students can now upload their unofficial transcripts in the application portal if they have attended a US institution. International students must still submit WES or ECE records. If a student is admitted, and enrolls, they will be required to submit the degree granting institution transcript(s) or WES/ECE file indicating a degree was earned. All U.S. institutions must be accredited through one of the bodies official recognized by the [U.S. Department of Education](#).
- **Writing and Work Samples:** Writing samples can include published or unpublished works. Applicants can also submit links to video, photography, or other creative work that is relevant to your degree program. Program specific-details are provided on our [website](#).

International Applicant Requirements

Transcripts

Official transcripts from all undergraduate and graduate institutions outside of the United States, where credit has been earned, should be evaluated by [WES](#) or [ECE](#). Applicants should request the course-by-course evaluation. It is not necessary to send additional copies of your official transcripts. The institution code for both organizations is 5986. If a student cannot get their transcripts sent to WES or ECE, please contact your admissions advisor to review your case on an individual basis.

English Proficiency Tests

- English Proficiency: All applicants, regardless of citizenship, whose first language is not English and/or have not graduated from an English speaking institution of higher education, are required to complete one of the following English proficiency examinations:
 - TOEFL: A recommended minimum score of 100 (iBT), 600 (paper-based test), or 250 (computer-based test)
 - IELTS: A recommended minimum score of 7.0
 - Duolingo: A recommended minimum score of 115
 - School of Continuing Studies intuition code: 5986
- There are additional [requirements](#) for International Students
- Students interested in online programs should review U.S. and International admissions eligibility [information](#)

Provisional, Non-Degree Enrollment

In rare cases, applicants who do not meet our minimum academic requirements might be allowed to enroll in provisional, non-degree status for an opportunity to prove their academic potential at the graduate-level. The academic programs and SCS Admissions make this recommendation; applicants cannot request this status. The Doctor of Liberal Studies does not admit students provisionally. Due to the course model of the Executive Master of Professional Studies in Emergency & Disaster Management, and International Executive Master of Professional Studies in Emergency & Disaster Management, provisional non-degree students are not permitted. These programs can only be completed in full-time status.

Provisional students are limited to one year (three consecutive semesters) to complete these two courses. Provisional students may defer the start of their program, but they are not permitted to take a Leave of Absence (LOA) once they have begun their studies. The exception to this policy is Doctor of Liberal Studies students. Doctor of Liberal Studies students are not admitted provisionally. The only LOA a provisional student may take is under the “Military: U.S. Armed Forces” policy. For further information, please review the [student handbook](#) under the section “Military: U.S. Armed Forces LOA Request, Return, and Re-Enrollment.”

Provisional students enrolled in MPS, Bachelor of Arts in Liberal Studies, and Master of Arts in Liberal Studies are limited to 2 courses/6-credit hours (part-time status) in the academic program to which they applied. MPS and Master of Arts in Liberal Studies students must earn grades of “B” (3.00) or better in both courses before being considered for full admission to a degree program. Bachelor of Arts in Liberal Studies students must earn grades of “C” (2.00) or better in both courses before being considered for full admissions to a degree program. Those who meet the SCS academic requirements (MPS and Master of Arts in Liberal Studies students earning 2 grades, six credits, of “B” or better, regardless of cumulative GPA, within the permitted time frame of one year; Bachelor of Arts in Liberal Studies students earning 2 grades, six credits of “C” or better, regardless of cumulative GPA within the permitted time frame of one year) will be transferred into degree-status. This transfer can only be done after all pending grades are posted.

Students should communicate with their Instructors any question regarding grades. Provisional students are notified of their new degree-seeking status by email notification, the documented “MPS”, “Master of Arts in Liberal Studies,” and “Bachelor of Arts in Liberal Studies” in their MyAccess record and on their transcript, as well as the Degree Audit feature now available in MyAccess. All coursework, credits, and grades completed in non-degree status then count toward the MPS degree.

MPS and Master of Arts in Liberal Studies students who receive grades of “B-” (2.67) and below, including a “U” grade, are unsatisfactory and disqualify the provisional student from degree-seeking status. Bachelor of Arts in Liberal Studies students who receive grades of “C-” (1.70) and below, including a “U” grade, are unsatisfactory and disqualify the provisional student from

degree-seeking status. Provisional students who do not meet these minimum standards are automatically academically dismissed and cannot reapply to any SCS program.

Conditional Enrollment

Applicants who are completing their undergraduate degree can apply to a graduate program beginning in the spring, summer, or fall semester. Conditionally admitted students must provide a final transcript or WES/ECE with their graduation date and degree conferred prior to the first day of classes for their matriculating semester. Failure to produce a final transcript may result in withdrawal from your courses and a hold on your student account. Applicants completing their undergraduate degree at an institution outside the United States must follow the transcript evaluation policies listed on our [website](#) and meet our stated deadlines.

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 statement of purpose 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 Executive Director of Enrollment Management has been received, e-confirmation to matriculate returned, and course registration has been completed. All new students should attend the New Student Welcome, 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.

Deferral of Admission Acceptance

Graduate and undergraduate program acceptance is competitive, and new students should carefully consider deferring. Students are allowed one deferral request that can be granted for no longer than one academic year. All deferral requests must be requested through the Admissions Office. Students who defer are responsible for dropping courses, or they will be responsible for full tuition payment. Students who do not attend the program after deferring their semester of attendance are required to re-apply to the program. If any academic work is completed during the period of deferral, the student must submit the new transcripts to SCS Admissions and inform their admissions advisor. Military students are permitted to receive more than one deferral.

Admission Decision Appeal Process

All decisions from the School of Continuing Studies are final and not subject to appeal. Denied applicants must wait one year from the semester they were denied for to reapply to the School of Continuing Studies. Additionally, any student who was academically or judicially dismissed from any credit program at SCS is not allowed to reapply to any other degree program at SCS.

Tuition and Financial Aid

Please visit our website for current [tuition](#) and [financial aid](#) information. For information on loans and other financial assistance, please contact the [Office of Student Financial Services](#).

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 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.

Financial Aid Contact Information:

Email: scsfinaid@georgetown.edu

Phone: 202-687-4547

FAFSA 001445

Scholarships

Georgetown School of Continuing Studies provides a number of [service-based scholarships](#) as well as scholarships for students with affiliations with certain organizations. [External scholarships opportunities](#) are also available.

Military and Veterans Benefits

[Georgetown University Veteran Resources](#) connects military students and veterans with the resources they need to successfully transition from combat to classroom and from classroom to new career. This includes help navigating the admissions process, applying for financial aid and U.S. Department of Veterans Affairs education benefits, academic assistance, and preparing to re-enter the workforce.

The School of Continuing Studies participates in the [Yellow Ribbon](#) Program for U.S. veterans.

Veteran Resources Contact Information:
Veteranservices@georgetown.edu
202-687-2708

UNIVERSITY POLICIES

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 student's dependent on their parents will normally wish to share academic and other information with them. This information will not be provided directly to them, however, without the student's consent.

Within the University community only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. These members include personnel in the offices of the Deans and the Registrars, directors of admissions and directors of financial aid, personnel in counseling offices, and academic personnel within the limitations of their need to know.

The University will provide directory information at its discretion. This information includes the student's name, addresses and telephone numbers, date and place of birth, parents' names, major fields of study, dates of attendance, enrollment status, expected date of graduation, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and height and weight of members of

athletic teams. Students may instruct the Registrar to withhold the release of directory information by providing written notice to the Office of the University Registrar by the second week of classes of the Fall semester. Since instructions will be honored for only one academic year, such notice must be filed annually with the Registrar.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they find the decision of the hearing panel to be unsatisfactory. *The word "student" in this context is defined to include all current and former students, but not applicants for admission.*

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

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](#).

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 Faculty Director 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 Associate Dean of Academic Affairs & Compliance on behalf of the Dean of SCS; a copy of this formal written complaint should also be sent for information purposes to the University's Special Assistant to the President for Institutional Diversity, Equity & Affirmative Action.

Upon receipt of the formal written complaint, the 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 Associate/Assistant Deans or Executive Directors, and/or faculty members within the School depending upon the circumstances.

The review board will:

1. Hear and consider the student's complaint;
2. Accept and consider further evidence concerning the complaint;
3. Forward its recommendation for resolution or further action in the case to the Associate Dean of Academic Affairs.

Every effort will be made to insure the student fundamental fairness in the complaint process. It should be emphasized, however, that the review board is not a court of law. While the board may review materials and graded work presented as documentation, it does not have the authority to re-grade work or make determinations about the academic merit of assignments. If the board finds that discrimination has occurred that may have affected the student's grade in the course, it will recommend further review by the Associate Dean/Executive Director 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 Office for Institutional Diversity, Equity & Affirmative Action (IDEAA) and to the Affirmative Action Officer of the relevant campus. Any party to the complaint wishing

to appeal the board's decision should file a written appeal within 30 days of the decision to the Associate Dean of Academic Affairs with a copy sent to the University's Institutional, Diversity, Equity & Affirmative Action Office. The written appeal should indicate the grounds for the appeal and any new evidence that was not submitted to the review board. The Associate Dean will accept or reject the appeal based upon the grounds stated and will render a final decision within 30 days of that appeal.

Although 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.

Mandatory Tuberculosis Screening/Immunizations for New Students

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.

Technology Skills Required

Academic programs use multiple learning management systems, such as 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 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 – 28 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. In order to join Collaboration sessions, 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.