



*GEORGETOWN UNIVERSITY*  
*School of Continuing Studies*

*Supplement to the*  
*Professional Studies Graduate Student Handbook*  
*2016-2017*

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## ***TUITION, FEES, AND OTHER COSTS***

### **Application Fee**

The application fee is \$50.

### **Tuition**

Tuition for Summer 2016-Spring 2017 Semesters is below. Tuition is subject to change in subsequent academic years.

- Executive Masters in Professional Studies: \$1,928 per credit hour
- Professional Studies: \$1,186 per credit hour

SCS tuition is charged by the credit hour. Tuition charges may be obtained by multiplying the number of credits by the per-credit tuition rate. The current tuition rate is available on the Office of Student Accounts Web site (see below). Additional information related to graduate tuition and available financial aid may be found on the following websites:

SCS tuition website:

<http://scs.georgetown.edu/admissions/tuition/>

Georgetown University Office of Student Financial Services (OSFS):

<http://finaid.georgetown.edu>

Office of Student Accounts:

<http://studentaccounts.georgetown.edu>

### **Additional Fees**

- One-time transcript fee: \$50
- Non-degree transcript fee: \$25
- Late registration fee: \$100
- Outstanding balance service charge: 1.75%
- Returned check fee: \$80

***Transcript Fee:*** The one-time transcript fee will ensure that the student has access to copies of his or her official transcript for life. Students in degree programs are assessed a fee of \$50.00. Students in non-degree programs are assessed a fee of \$25.

***Late Registration and Outstanding Balance Service Charge:*** Any student with an outstanding balance as of the end of the add/drop period is subject to a flat \$100.00 fee, assessed by the Registrar. At the end of each month following the start of classes, any outstanding balance will be subject to a service charge equal to 1.75% of the balance in question.

***Returned Check Fee:*** Any paper or electronic check which is returned for any reason will result in an \$80.00 charge.

### **Books and Supplies**

Students are not required to purchase books and supplies from the University; however, required textbook, software, or other required course material information can be found on the

University's bookstore Web site (<http://georgetown.bncollege.com>), individual course syllabi, and from the online course schedule available at <http://schedule.georgetown.edu>.

### Other Course Material

Any required course material information can be found on the University's bookstore Web site (<http://georgetown.bncollege.com>), individual course syllabi, and from the online course schedule available at <http://schedule.georgetown.edu>.

For programs and courses that include study tours, students may be responsible for their own transportation to and from on-site fields of study and other accommodations not covered by a travel fee.

### Cost of Attendance

A breakdown of the 2016-17 average cost of attendance budget for a graduate student who enrolls in a SCS Master of Professional Studies (MPS) degree program is listed below:

<b>Direct Expenses<sup>1</sup></b>	<b>MPS unless otherwise noted</b>	<b>Executive MPS Emergency &amp; Disaster Management</b>	<b>Executive MPS Global Strategic Communications</b>	<b>Executive MPS Program &amp; Portfolio Management</b>
Tuition <sup>2</sup>	\$21,348	\$ 46,272.00	\$46,272.00	\$46,272.00
<b>Indirect Expenses<sup>1</sup></b>				
Average Living Allowance <sup>3</sup>	\$20,492	\$17,508.00	\$17,508.00	\$20,488.00
Average Books	\$1,300	\$600.00	\$600.00	\$680.00
Average Travel	\$1,320	\$3,400.00	\$4,125.00	\$1,695.00
<u>Federal Direct Loan Fees</u>	<u>\$1,240</u>	<u>\$2,230.00</u>	<u>\$2,265.00</u>	<u>\$2,295.00</u>
<i>Subtotal</i>	<i>\$24,352</i>	<i>\$23,738.00</i>	<i>\$24,498.00</i>	<i>\$25,158.00</i>
<b>Total Cost of Attendance</b>	<b>\$45,700</b>	<b>\$70,010.00</b>	<b>\$70,770.00</b>	<b>\$71,430.00</b>

<sup>1</sup>Direct expenses are charges that a student will incur on their billing statement from the [Office of Billing and Payment Services](#). Indirect expenses are other associated costs which are averages that a student may incur for their education.

<sup>2</sup>MPS tuition is based on a student's anticipated enrollment in 18 credit hours; 9 credit hours each semester. Note: 9 credit hours is equivalent to full-time status and Executive MPS tuition is based on a student's anticipated enrollment in 24 credit hours; 12 credit hours each semester.

<sup>3</sup>Your Living Allowance is based on the total number of weeks that you are enrolled in coursework. If the number of weeks for which you are enrolled changes, your cost of attendance will be recalculated and your financial aid package will be revised.

Note Mandatory University Fee: A Georgetown University Health Insurance charge is not required unless a student is enrolled full time.

### **Tuition Installment Option**

Any student with an account balance greater than or equal to \$2,000.00 is eligible to enroll in a monthly payment plan. Students wishing to enroll in one of the interest-bearing plans (i.e., the 33% or 20% plan) after the end of the semester's add/drop period but prior the last day of plan enrollment will be required to pay a \$60 fee. For more information, visit

<https://studentaccounts.georgetown.edu/paymentplans>.

## ***RESOURCES AND SERVICES***

### **Library Resources**

The SCS Library is a full-service Georgetown University library and offers the following services and resources to students, faculty and staff.

- Georgetown University library collections
- One-on-one research consultations
- Research assignment and project review consultations
- Research strategy and citation sessions

The Georgetown University Library fully utilizes online and information technologies that facilitate providing information resources and services that support the University's curricular and research activities. The Library website (<http://www.library.georgetown.edu>) serves as a gateway to research tools and resources such as online periodical index databases, electronic journals, and information available on the web from other scholars. In addition, information about the library and its services, ways to contact the library, including online forms, simplify use of library resources.

### **Professional Development and Career Resources**

The School of Continuing Studies fosters an environment in which professional development and career resources are approached holistically. Curricula, coursework, events, and programs are all designed to deepen students' understanding of their field, hone their professional skills, and inform their thinking on the type of practitioners and professionals they want to be.

#### *Intentionally Designed Curricula*

Each degree program is intentionally designed by expert practitioners to respond to the evolving demands of their industry. Foundation, concentration, and elective courses provide students with the opportunity to gain breadth and depth of industry knowledge with theoretical underpinnings.

As the [demand for Master of Professional Studies \(MPS\) Degrees is on the rise](#), students will fully benefit from the program design that informs each of our degree programs.

### *A Faculty of Expert Practitioners*

Students within SCS have the benefit of being taught by a faculty of expert practitioners who are passionate leaders within their fields. SCS faculty members represent a [wide body of knowledge](#) that ranges from traditional [research interests](#) to applied professional experiences. Through their classroom experiences and coursework, students have an opportunity to build relationships with these faculty practitioners who can offer insights and guidance about their field of study.

### *Program Engagement*

Program leaders design [events and activities](#) to provide students with the opportunity to expand their professional knowledge, to consider possible career paths and interests, and to engage with alumni and professionals within their fields.

### *Professional Development within the Greater Georgetown Community*

The Cawley Career Center and Alumni Career Services offer events, workshops, webinars, and resources to current SCS students and alumni to support them throughout the various stages of their professional development. Students are encouraged to take the initiative in seeking out career resources and professional development opportunities offered by their programs, SCS, and the greater Georgetown University community.

For more information on professional development and career resources, visit <http://scs.georgetown.edu/students/professional-development/>.

### **Employment After Program Completion**

The School of Continuing Studies does not and cannot guarantee that openings listed through SCS programs will still exist, as posted, at the time of inquiry. SCS makes no representation or guarantee about positions listed and is not responsible for safety, wages, working conditions or other aspects of employment. It is each individual's responsibility to thoroughly research the integrity of each organization to which he or she is applying.

SCS does not guarantee job placement following degree completion. Current students and alumni can take advantage of the career services (including job postings, workshops, and webinars) offered through the Georgetown Alumni Association, Career Services, and through SCS at the program level.

### **Health Care Services and Student Responsibility**

Most full-time students in a degree program are required to have adequate health insurance. For more information about this policy and available insurance plans, please visit: <https://studenthealth.georgetown.edu/insurance>

The Student Health Center (SHC) is staffed by family practice faculty physicians and nurse practitioners who are dedicated to providing high quality health care. SHC is a service provided by Georgetown University Hospital for students at Georgetown University. More information about the Student Health Center can be found on the SHC website: <http://shc.georgetown.edu>.

## ***DEADLINES AND CLOSURES***

### **Admission Application Deadlines**

Georgetown SCS has rolling admissions deadlines which are subject to change. Please see the Admissions website for the most up to date deadlines and additional information:

<http://scs.georgetown.edu/admissions/how-to-apply/masters-degrees/>.

### **Instructional Continuity**

Georgetown University operates under a formal instructional continuity plan. In the event of an emergency closure, faculty members provide educational opportunities to their students using instructional technology (such as Zoom or Blackboard) and other methodologies to ensure continuation of study. This website offers guidance for maintaining academic continuity during these unexpected periods <http://instructionalcontinuity.georgetown.edu/>.

## ***STATE-SPECIFIC INFORMATION***

### **Information for Residents of Alaska**

Georgetown University provides online or distance delivered instruction to Alaska residents and does not have a physical presence in the state. Therefore, the university is exempt from authorization by the Alaska Commission on Postsecondary Education.

### **Information for Residents of Arkansas**

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

### **Information for Residents of Georgia**

Please see page 30 and 49 of the SCS Student Handbook for information on filing complaints. The final institutional decision will be made by the Dean of SCS.

If you have additional questions or concerns, you may also contact:

Office of Academic Affairs and Compliance  
School of Continuing Studies

640 Massachusetts Ave, N.W.  
Washington, DC 20001  
scsoaac@georgetown.edu  
(202) 687-8700

Students also have the right of appeal of the final institutional decision to:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
(770) 414-3300  
[www.gnpec.org](http://www.gnpec.org)

**Information for Residents of Indiana**

This institution is authorized by:  
The Indiana Board for Proprietary Education  
101 W. Ohio St., Suite 670  
Indianapolis, IN 46204-1984

**Information for Residents of Louisiana**

Georgetown University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

**Information for Residents of Minnesota**

Georgetown University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

**Information for Residents of New Mexico**

Refunds, including a cooling off policy, for residents of New Mexico will be calculated pursuant to New Mexico Administrative Code 5.100.2.20 NMAC.  
<http://164.64.110.239/nmac/parts/title05/05.100.0002.htm>

Residents of New Mexico may direct questions or complaints to:  
NMHED/PPSD  
2044 Galisteo St, Suite 4, Santa Fe, NM 87505-2100



505-476-8442 or 505-476-8416

<http://www.hed.state.nm.us/institutions/complaints.aspx>

### **Information for Residents of Ohio**

Authorization by the Ohio Board of Regents applies to online programs with an on-ground component in Ohio. Approval for these programs is limited to the on-ground experience.

### **Information for Residents of Washington**

Georgetown University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Georgetown University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

### **Information for Residents of Wisconsin**

Refunds for residents of Wisconsin will be calculated pursuant to Wisconsin Administrative Code Chapter EAB 8.

[https://docs.legis.wisconsin.gov/code/admin\\_code/eab/8/05](https://docs.legis.wisconsin.gov/code/admin_code/eab/8/05)

## ***GOVERNANCE AND ADMINISTRATION***

### **Governance Process**

For more information on the University governance processes, including the role of students, please see the following Web sites:

1. Georgetown University's Governance website:

<http://www.georgetown.edu/about/governance/index.html>

2. School of Continuing Studies' Governance website:

<http://scs.georgetown.edu/about-scs/governance-and-leadership/>

### **Officers of Georgetown University**

John J. DeGioia, Ph.D., University President

Robert M. Groves, Ph.D., Provost

David Rubenstein, University Treasurer & Vice President of Finance

Edward M. Quinn, Secretary of the University

### **SCS Central Administration**

[Kelly J. Otter, Ph.D.](#), Dean

[Walter Rankin, Ph.D.](#), Deputy Dean

[Kristen Consolo](#), Chief of Staff and Senior Administrative Officer

[Heather Malneritch](#), Chief Financial Officer

[Jeremy A. Stanton](#), Chief Digital Officer  
[Daniel Stoll, Ph.D.](#), Senior Associate Dean, Academic and Faculty Affairs  
[Michael Canter, J.D.](#), Associate Dean, Academic Operations  
[Michele Mackie, Ph.D.](#), Associate Dean, Academic and Student Affairs  
[Stacey Corcoran](#), Executive Director, Marketing  
[Sissel Malmbekk](#), Executive Director, Operations

### **Program Administration**

[Denise A. Keyes](#), Senior Associate Dean, Division of Professional Communication  
[Caitlin Cochran](#), Associate Dean, Summer and Special Programs  
[John Dolan, Ph.D.](#), Associate Dean, Liberal Studies  
[Veronica D. Donahue, Ph.D.](#), Associate Dean, Division of Applied Management  
[Amy Levine](#), Assistant Dean, Center for Continuing & Professional Education  
[Uwe Steven Brandes](#), Faculty Director and Associate Professor of the Practice, Urban & Regional Planning  
[Tim Frazier, Ph.D.](#), Faculty Director and Associate Professor of the Practice, Emergency & Disaster Management  
[Larry Joseph, Ph.D.](#), Faculty Director and Professor of the Practice, Program & Portfolio Management; Project Management  
[Daniel Kelly, Ph.D.](#), Faculty Director and Associate Director of the Practice, Sports Industry Management  
[Ronald Morgan, Ph.D.](#), Faculty Director and Associate Professor of the Practice, Human Resources Management  
[Gray Shealy](#), Faculty Director and Associate Professor of the Practice, Hospitality Management  
[Brooke Van Dam, Ph.D.](#), Faculty Director and Associate Professor of the Practice, Journalism  
[Cylor Spaulding, Ph.D.](#), Faculty Director and Assistant Professor of the Practice, Public Relations & Corporate Communications  
[Glenn Williamson](#), Faculty Director and Assistant Professor of the Practice, Real Estate  
Wendy Zajack, Faculty Director and Assistant Professor of the Practice, Integrated Marketing Communications  
[Lisa Darr-Feldner](#), Lecturer, Global Strategic Communications

### **SCS Executive Committee**

The SCS Executive Committee is comprised of tenured faculty from Georgetown University, an Associate Provost and the Dean of SCS. The Committee reviews proposals for new credit programs and advises the Dean on internal and external affairs at SCS and the University. They may also request information and reports regarding marketing, operations, staffing and financial matters within SCS.

Catherine Armour, Director for Education and Academic Affairs  
[Elliott Croke, Ph.D.](#), Professor and Chair of the Department of Biochemistry and Molecular & Cellular Biology; Senior Associate Dean, Faculty and Academic Affairs  
[Wayne Davis, Ph.D.](#), Professor, Department of Philosophy  
[Emily Francomano, Ph.D.](#), Associate Professor, Department of Spanish and Portuguese  
[Greg Havrilak, Ph.D.](#), Assistant Professor, Bachelor of Arts in Liberal Studies  
[Bardia Kamrad, Ph.D.](#), Professor, Operations and Information Management, McDonough School of Business  
[Julia Lamm, Ph.D.](#), Professor, Department of Theology

[Ron Morgan, Ph.D.](#), Faculty Director and Associate Professor of the Practice, MPS-Human Resources Management

[Kelly Otter, Ph.D.](#), Dean, School of Continuing Studies

[Terrence Reynolds, Ph.D.](#), Associate Professor, Department of Theology

[Susan Vroman, Ph.D.](#), Professor, Department of Economics

## **FACULTY**

The faculty members of the School of Continuing Studies represent a balance of traditional research interests and applied professional experience. Across the disciplines, our faculty members hold advanced degrees from the Ph.D. and J.D. to the M.A., M.B.A. and M.Ed., among others.