



## Georgetown University School of Continuing Studies Summer Programs for High School Students Campus Leave Policies For:

- Three-Week Immersion Programs
- The College Preparatory Programs
- Five-Week students taking credit courses who are living on campus

Given the intense academic nature and truncated timeframe students are discouraged from enrolling in classes/programs that conflict with outside commitments, other summer programs and summer plans which would require them either to miss the first, last days of a class or spends nights away during the program. Any time away comprises a student's ability to engage successfully and complete course work. Many classes/programs also involve group work, and a student missing classes or academic programming time can also hinder the learning experience of other students in the class. In a few extenuating circumstances, permission to be late for curfew or to be away from campus may be granted.

### Extended Leave Policy

To request a leave, the parent/legal guardian, of the student must complete the online form, acknowledge the leave policies and procedures, and authorize the student to leave the program. No leave requests will be accepted via telephone. Any requests conflicting with structured academic programs are not approved. Request for leave cannot be used to adjust curfew hours. For all approved leaves, the parent/legal guardian assume all responsibility for the student's safety and whereabouts.

All requests must be received at least THREE business days PRIOR TO THE PROGRAM START DATE. Requests that are received after the deadline will be considered only under special circumstances. Leave requests may be approved as requested, approved with modified times, or denied on academic and/or administrative grounds. Approval will not be granted if the forms is incomplete. Summer Programs for High School Students manages all requests and starts accepting requests on May 1, 2017. Staff will begin to process and respond to requests on June 1, 2017, replying to them in the order they are submitted throughout the spring and summer, and striving to reply within 72 business hours. Please note during high peak times the response might be delayed. Summer Programs for High School Students retains ultimate decision authority on all requests. Requests received outside this timeframe are not considered or approved.

**Any student found to have left the program without prior approval will be subject to immediate dismissal from the program.**

### Family Emergencies

If an unforeseen personal and family emergency may impact attendance please call the Georgetown University Police Department at (202) 687-4343; ask for Community Director on Duty.

*Extended Leave Request Form:* <http://tinyurl.com/2017programdeparture>



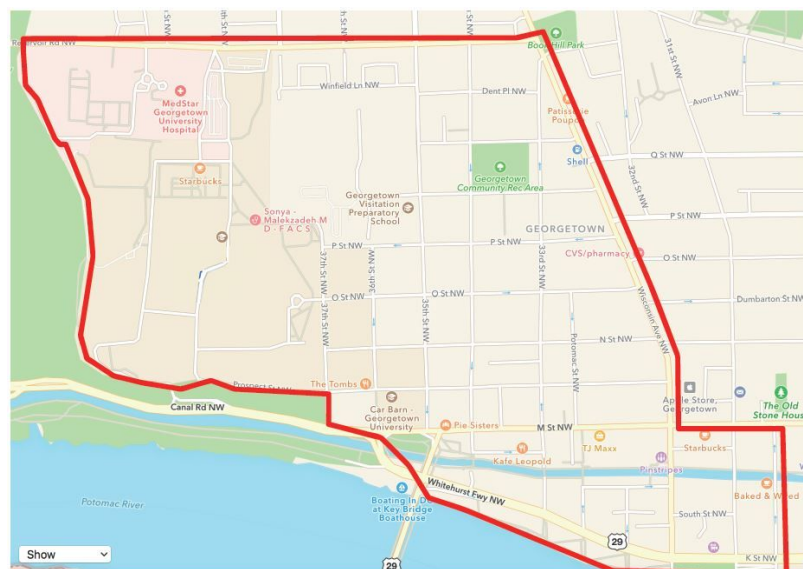
## Early Departure Policies

A notification to depart a program prior to its official conclusion must be filled out by the parent/guardian and are preferred at least 72 hours prior to the date of departure. Please note, students in non-credit programs who leave the program early may not receive a certificate of completion and students in credit programs may not receive credit. It is highly discouraged for students taking a credit course to leave prior to the final exam.

Notification of Early Departure Form: <http://tinyurl.com/2017programdeparture>

## Unstructured Time Policy

Students in three & five-week programs have some unstructured time. Resident Counselors (RCs) provide social opportunities for students to gather and participate in a variety of activities around campus, Georgetown neighborhood, and sometimes, in DC. The three & five week students are permitted to go into the Georgetown neighborhood defined by Reservoir Road, on the east by Wisconsin Ave, and on the south by the M St. Corridor (up to 30th Street).



Academic programming will typically end at 3:30 p.m. Monday-Friday, for students in three-week Immersion Programs. During this time students may choose to study, work on group projects, optional free time, or take part in organized enrichment activities such as: local college tours, intramural sports, workshops like time management, or guided cultural exploration of the city.

Students taking a three credit college course may have varied schedules depending on how many course they take. A Monday-Friday, 3 credit courses meets for 90 minutes per class meeting in the five week session for a total of 7.5 hours per week. A Monday-Thursday courses meets for 120 minutes per class meeting in the five week session for a total of 8 hours per week.

During free time three & five-week students may leave the campus and the Georgetown Neighborhood for short, non-supervised trips. Students can only leave the Georgetown Neighborhood in groups of two



or more, sign out with their Resident Counselor, give a destination, contact information and a time of return

and sign back in upon return. The farther students travel from the Georgetown Neighborhood makes it more difficult for staff and GUPD to assist should they need help. Students and their parents/guardians are strongly encouraged to discuss and agree upon appropriate boundaries when leaving the Georgetown Neighborhood. Failure to abide by this policy will result in judicial repercussions and possibly dismissal from the program.

We encourage all students to adhere to safety recommendations: never walk alone at any time of the day but especially at night, lock your door and always carry your keys, wear your Summer Programs for High School Students lanyard with contact information, and stay aware of one's surroundings while walking (not listening to music/talking on the phone).

#### **Questions or Concerns?**

During business hours (Monday-Friday, 9:00 a.m.-7:00 p.m.)

#### **Summer Programs For High School Students**

Student & Parent Advisors (202) 687-7087 | [highschool@georgetown.edu](mailto:highschool@georgetown.edu)

After business hours Monday-Friday, 7:00 p.m.-11:00 p.m.

Weekends Saturday & Sunday, 7:00 a.m.-11:00 p.m.

*Students and parents will be emailed the after-hours phone one week prior to the program start date.*