



*GEORGETOWN UNIVERSITY*  
*School of Continuing Studies*

*SCS Academic Rules & Regulations*  
*Academic Year 2024-2025*  
*Fall 2024, Spring 2025, Summer 2025*

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## Welcome

Welcome to Georgetown University and the academic programs in the School of Continuing Studies (SCS).

Students should familiarize themselves with all of the rules, regulations, and procedures relevant to pursuing a degree at SCS and attendance at Georgetown. In addition to the information in this handbook, students are responsible for adhering to all policies set forth by their academic program, as well as University regulations including but not limited to: registration, withdrawal, and refund deadlines, the Honor System, the Code of Student Conduct. Students in the Bachelor of Arts in Liberal Studies program must also adhere to the guidelines set forth in the Undergraduate Bulletin (<https://bulletin.georgetown.edu/scs>).

Ignorance of these rules will not be accepted as an excuse for failure to abide by them. Students should seek clarification from their academic advisor regarding any policies or regulations they have questions about.

Sincerely,  
The SCS Office of Academic Affairs and 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**

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.

## **Jesuit Values at Georgetown University: The Spirit of Georgetown**

<https://missionandministry.georgetown.edu/mission/spirit-of-georgetown/#community>

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 Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. 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**

The University may update its policies, procedures, admissions requirements, curriculum, course offerings and requirements, course delivery modes or methods (including whether virtual or in person), arrangement of courses, academic and semester calendar, schedule, and duration graduation or degree requirements, conditions for eligibility for financial aid, tuition rates and fees, and resources and programming offered to students at any time for any reason. Any updates made to the Handbook will be communicated to students. It is the responsibility of each student to keep well-informed with respect to the policies and requirements in this Handbook and all other policies of the University, school, and program in which they are enrolled. This Handbook applies to current students and is not a contract.

## **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>

# University Policies

## Revenue and Receivables

### I. Responsibilities of the Revenue and Receivables Department

The Revenue and Receivables department (RR) is responsible for accurate assessment of charges to students' accounts, timely issuance of billing statements and processing of payments to Georgetown University for charges assessed to students' accounts, and for refunding overpayment of students' accounts in accordance with Georgetown University policy and federal law. Students and individuals authorized by students to access student account information may contact RR by phone at 202-687-7100, or by email at [studentaccounts@georgetown.edu](mailto:studentaccounts@georgetown.edu), and can expect a response within two business days.

### II. Responsibilities of Students

By the act of registration, class attendance, or participation in other activities associated with enrollment at Georgetown University, the student accepts financial responsibility for charges assessed to their 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.

### III. 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 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 only GU Experience to students, and directly to authorized users).

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

### IV. 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 1.50% of the overdue amount. All charges incurred before the start of classes are eligible to be billed as due immediately when classes begin. Service charges are assessed on a monthly basis.

#### V. Third Party Billing

RR 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 University 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 RR.

Georgetown University expects sponsors to process invoices and submit payment upon the issuance of an official invoice. RR at its discretion, may grant the student an exemption from late fees, service charges, or other penalties for the amount covered by a sponsor by granting temporary credit, in order to give the sponsor ample time to process the invoice. However, financial responsibility always resides with the student until an invoice is paid.

RR 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](http://studentaccounts.georgetown.edu/policies). All inquiries regarding third party billing should be sent to [thirdpartybilling@georgetown.edu](mailto:thirdpartybilling@georgetown.edu).

#### VI. Financial Holds

Any student with an outstanding account balance may not register for classes in future semesters. Financial holds prevent academic registration, and the issuance of diplomas and certificates. Holds are applied to the accounts of students with amounts due prior to the start of 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 their account.

Financial holds are not released until the past-due debt is paid in full; payment arrangements are not sufficient to release these holds. RR 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.

#### VII. Refunds of Overpayment

RR 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 GU Experience. RR 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.

RR 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 RR.

RR 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 they were not entitled, any outstanding balance that may result must be paid back to the student account immediately to prevent penalties.

#### VIII. 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.

RR 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. A financial hold will be placed on the account which may include the withholding of official transcripts.

Past due balances are non-negotiable and will not be recalled from the collection agency once submitted.

#### IX. Payment Options

An up-to-date list of accepted payment methods is posted at: [studentaccounts.georgetown.edu/policies](http://studentaccounts.georgetown.edu/policies). Georgetown University reserves the right to alter this list of acceptable payment methods at any time.

#### Course Registration and Tuition Liability and Fees

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 2025 fiscal year at Georgetown University, is effective for the Fall 2024, Spring 2025, and Summer 2025 semesters.

<b>Program</b>	<b>Description</b>	<b>Fall 2024</b>	<b>Spring 2025</b>	<b>Summer 2025</b>
BALS	N/A	\$400.00	\$400.00	\$400.00
EMPS	N/A	\$2,488.00	\$2,488.00	\$2,488.00
MPS	Students matriculated prior to Fall 2021	\$1,575.00	\$1,575.00	\$1,575.00
	Students matriculated Fall 2021 and later	\$1,620.00	\$1,620.00	\$1,620.00
Graduate Certificates	Students matriculated prior to Fall 2021	\$1,575.00	\$1,575.00	\$1,575.00
	Students matriculated Fall 2021 and later	\$1,620.00	\$1,620.00	\$1,620.00
MALS	Students matriculated prior to Fall 2021	\$1,209.00	\$1,209.00	\$1,209.00
	Students matriculated Fall 2021 and later	\$1,244.00	\$1,244.00	\$1,244.00
DLS	Students matriculated prior to Fall 2021	\$1,639.00	\$1,639.00	\$1,639.00
	Students matriculated Fall 2021 and later	\$1,687.00	\$1,687.00	\$1,687.00

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.

### ***Changes in Tuition Liability and Fees***

Current students will be assessed tuition as articulated in the schedule above until they graduate unless they meet the following conditions:

1. They are required to reapply for admission to their current academic program following a period of time during which they withdrew themselves from the program or had been withdrawn for failure to register as a result of not meeting the continuous enrollment requirements (see *Readmission After Prior Attendance*).
2. They apply and are admitted to a new academic program, distinct from the academic program they were previously admitted and matriculated into.

Students who are granted readmission into their current academic program will be assessed tuition as articulated in the schedule above based on the semester and year they re-matriculate into their current program following the time of their last enrollment. They will not maintain the previous tuition rate assessed to them at the time they originally matriculated into their academic program.

Students who are granted admission to a new academic program will be assessed tuition as articulated in the schedule above based on the semester and year they matriculate into the new academic program.

### **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 and 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; Revenue and Receivables; 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 Center, 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:

Financial information submitted by their parents;

1. Confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;

2. Confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
3. 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 Office of Academic Affairs and 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 their 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 their choice at their 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.

## Equal Opportunity and Non-Discrimination in Education

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 grievance procedures can be found online at [ideaa.georgetown.edu/policies/](http://ideaa.georgetown.edu/policies/).

## Policy Statement on Harassment (Related to Protected Categories)

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.

The most up-to-date policies and grievance procedures can be found online at [ideaa.georgetown.edu/policies/](http://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/>).

The most up-to-date guidelines for University policy and D.C. law, supportive resources, resources for reporting, and Title IX contacts can be found at <https://sexualassault.georgetown.edu/>.

## Title IX Pregnancy Modifications and Adjustments

Georgetown University is committed to creating an accessible and inclusive environment for pregnant students. At any point throughout their pregnancy students may request adjustments/modifications based on general pregnancy needs or accommodations based on a

pregnancy-related complication or medical need. Students may also request accommodations following labor and delivery based on a complication or medical need.

More information about pregnancy modifications can be found on the Title IX at Georgetown University Website: <https://titleix.georgetown.edu/title-ix-pregnancy/student-pregnancy/>

## 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 a program advisor. Approved holidays can be found at:

[https://campusministry.georgetown.edu/religious\\_holy\\_days](https://campusministry.georgetown.edu/religious_holy_days).

## 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](http://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 the Department of Public Safety ([police.georgetown.edu](http://police.georgetown.edu); 202-687-4343).

## Change of Address

Students may change/correct their address and contact information via GU Experience (<https://guexperience.georgetown.edu/>).

## Directory Information Disclosure Policy

A student directory is published annually by the Office of the Registrar containing names and contact information of all current Georgetown students. The Georgetown directory is 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.

The most current University guidelines and process for limiting the disclosure of directory information can be found at <https://registrar.georgetown.edu/records/information-disclosure>.

## Emergency Closures, Preparedness, and University Safety

During inclement weather or other emergencies, check [georgetown.edu/campus-life/safety-and-emergency-preparedness/](https://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 their class by notifying the students by email through GU Experience (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 GU Experience system.

## HOYAlert

All current students, faculty and staff are automatically enrolled in HOYAlert, Georgetown's mass notification system used in the event of an emergency situation or incident. HOYAlert sends messages with guidance in the event of an incident affecting the safety or security of Georgetown University's Main Campus, Medical Center, School of Continuing Studies and Law Center. HOYAlert allows users to receive these alerts via Georgetown University or personal email addresses, SMS text messaging to cell phones and PDAs, as well as voice messaging to cell or landline phones. Messages can be sent at any time as incidents occur, 24 hours a day, 7 days a week, 365 days a year. More information about Hoya Alert can be found at <https://emergencymanagement.georgetown.edu/HOYAlert>.

## 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. 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.

Detailed information about the Honor Council and the most up-to-date policies can be found at <https://honorcouncil.georgetown.edu/>

### ***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](http://www.library.georgetown.edu/tutorials/academic-integrity).

## 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 their 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 place 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](http://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](http://studentconduct.georgetown.edu)), and to other University Offices as appropriate. 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.

### ***Audio and Video Recording***

Students are prohibited from making or distributing unauthorized audio or video recordings of any classroom instruction; academic activity; or meeting/interaction with faculty, staff, and/or administrators. Authorized recordings not subject to this prohibition include those made pursuant to the terms of a disability accommodation approved by the Academic Resource Center, recordings made with the express knowledge and consent of anyone being recorded, or recordings of University events where there is no reasonable expectation of privacy.

## **Technology Skills & Equipment Requirements**

### **Technology Skills Required**

Academic programs use online learning management systems and other tools, applications, and platforms depending on the nature of the course or program to effectively facilitate teaching and learning. 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, and may find that having a landline or mobile device helpful in completing the authentication process. Some courses make extensive use of asynchronous content and synchronous sessions via a cloud-based platform for video and audio conferencing. Technology support and a help-desk is available to both students and faculty.

### **Technology Equipment Required**

For courses that require the use of online learning management systems, students will need access to the following resources and tools:

- A. High speed internet connection.

- B. A computer (Mac or Windows) with a webcam, microphone, and speakers. Please reference the buying guide for meeting the recommended specifications.
- Computer Buying Guide - <https://uis.georgetown.edu/buying-guide/>
  - Approved Laptop computers - <https://uis.georgetown.edu/standard-computers/>

#### Additional Helpful Links:

- Supported teaching | learning software for and their function (Zoom, Canvas) - <https://uis.georgetown.edu/teaching-tools/>
- Student Software (Microsoft Office, Adobe) –
  - <https://uis.georgetown.edu/ordering/software/>
- Google Apps (Gmail, Google Drive) - <https://uis.georgetown.edu/google-apps/>
- Document Sharing - <https://uis.georgetown.edu/file-sharing/>
- Data Security - [https://security.georgetown.edu/technology-policies2/#\\_ga=2.211358933.131539691.1596475382-1171884951.1583262423](https://security.georgetown.edu/technology-policies2/#_ga=2.211358933.131539691.1596475382-1171884951.1583262423)
- Students in the Continental US with an inadequate internet connection can request a MiFi hotspot device thru the GU Helpdesk ([help@georgetown.edu](mailto:help@georgetown.edu))
- Main Login page for SCS students (Destiny, GU Experience) - <https://scs.georgetown.edu/resources-current-students/technology-passwords/>
- Students are now required to enroll in Duo Two Factor Authentication - <https://uis.georgetown.edu/security/duo/>
- SCS Students are now eligible for Mobile GoCards - <https://gocard.georgetown.edu/getting-started/>

## Transfer Credit, Course Waivers, Advanced Standing

Georgetown University accepts credits earned at institutions that are fully accredited by their accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's degree program. To receive transfer credit for courses, students must have completed undergraduate courses with a grade of C or higher, graduate courses with a grade of B or higher, and must be semester-equivalent. Georgetown University reserves the right to accept or reject credits earned at other institutions of higher education. Additionally, academic programs may have specific standards for the consideration of credits earned prior to beginning study at SCS as outlined in the following sections.

### Undergraduate Certificates

Students must complete at least 9 of the 18-credit hours required for the certificate within the program. Students may be eligible to transfer credits towards the certificate pending program approval.

## Bachelor of Arts in Liberal Studies

Students should consult with their academic program about the possibility of transferring some already completed course credits into their new program before completing their first semester. Requests for transfer credit should be submitted during the student's first semester of study to ensure a timely review and to allow the student to plan appropriately. Transfer credit will be posted following the add/drop period of the student's first semester.

The Bachelor of Arts in Liberal Studies program honors up to 64 transfer credits for completed coursework with a minimum C grade from accredited institutions. Credits that have been or are being applied to another degree or certificate may not be transferred, nor will Pass/Fail or Satisfactory/Unsatisfactory or Audit courses be considered. The grades earned in coursework completed elsewhere are not reflected on the transcript and are not calculated in the Georgetown University GPA.

Transfer credit evaluations are conducted on a case-by-case, individual basis by the program. Factors considered when reviewing transfer credit include, but are not limited to: accreditation, timeliness of content (computer science and technology courses no older than 10 years), semester equivalency, and overall academic relevance within the program. In addition, CLEP exam credit, AP exam credit (grade of 4-5), and all Joint Services Transcripts will be considered for transfer.

Bachelor's students reference the Undergraduate Bulletin for additional program guidelines on transfer credits at <https://bulletin.georgetown.edu/schools-programs/scs/>.

### ***Transfer Credit from Another GU Undergraduate Program to SCS***

Bachelor's students who have previously attended another Georgetown University undergraduate program should be aware that their entire undergraduate academic record will be reflected on their transcript. This means that all courses, grades, and credits earned at Georgetown University will be factored into the cumulative GPA and credit totals, without exception. While all previously completed undergraduate coursework will be reflected on the transcript and will be applied towards the cumulative GPA and credit totals, students are still responsible for completing all of the program requirements, including a minimum of 30 credits within the Bachelor of Arts in Liberal Studies program and all required courses.

### ***Transfer Credit from SCS to Another Undergraduate Program or Institution***

In the event that a Bachelor of Arts in Liberal Studies 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.

## Graduate Certificates

Students pursuing a graduate certificate must complete all coursework for the graduate certificate at SCS as outlined in the certificate requirements. Students are not eligible to apply transfer credits to meet graduate certificate requirements.

## Master of Arts in Liberal Studies, Master of Professional Studies, Executive Master of Professional Studies, and Doctor of Liberal Studies

Some graduate programs may accept credit for coursework completed prior to beginning study at SCS. Students should consult their academic program about the possibility of transferring credits before completing their first semester. It is the student's responsibility to submit the Transfer Credit Request form, official transcript, syllabus, and all other requested materials to the academic program for review during the first year of study to ensure a timely review and to allow the student to plan appropriately.

- Only graduate-level courses completed for credit and for which the student received an official grade of B or better can be considered for transfer into a graduate-level program. Under no circumstances can undergraduate credit be applied or transferred into an SCS graduate degree program.
- Credits that have been or are being applied to another degree may not be transferred, nor will Pass/Fail or Satisfactory/Unsatisfactory or Audit courses be considered.
- Only courses completed within the past 7 years will be considered for transfer. Some programs may also impose stricter time limits due to the ever-evolving nature of their industry. Courses will be evaluated for timeliness on the basis of the date upon which the SCS transfer credit request form was submitted.
- 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.
- The Ethics and Capstone courses are considered core requirements to each MPS and EMPS program and cannot be transferred from other institutions or academic programs under any circumstances.

The academic program and the Office of Academic Affairs and 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. Following the academic program and Office of Academic Affairs and Compliance review, approved transfer credit is posted to the transcript. Submitting a request for transfer credit does not guarantee approval.

Programs are not required to accept transfer credit. Programs may also limit the transfer of program-specific foundation courses. Unless approved in advance by the program and Office of Academic Affairs and Compliance 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.

The maximum number of transfer credits associated with a specific program follows:

- A maximum of 6 (six) credits in the form of 3-credit courses can be transferred for all MPS programs that are 30, 33, or 36 credits. MPS programs that are 42 credits or more can transfer 9 credits in the form of 2 or 3 credit courses.
- Zero (0) credits for the Executive Masters of Professional Studies in Emergency & Disaster due to the cohort and lock-step nature of the program. All EDM courses include required on-ground experiential components unique to these programs.
- A maximum of 2 courses/6-credits for the Master of Arts in Liberal Studies program.
- A maximum of 6 (six) credits for the Doctor of Liberal Studies program. Please note that up to 6 credits can be applied either for Transfer or Advanced Standing to the DLS program, but not both.

### ***Transfer Credit from another GU Graduate Program into SCS***

To transfer from one GU graduate-level program to an SCS academic program students must apply formally through SCS Admissions.

Acceptance into one graduate program at GU or within SCS does not guarantee acceptance into another program. Students who would like to transfer from one program into another must undergo a formal credit review by their new program's leadership to determine the applicability of previously earned credits. The transfer credit evaluation process will follow the guidelines set forth in the transfer credit policy (see above). 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, but will remain on the transcript.

Please note that SCS students who officially withdraw from one SCS program and matriculate into a new SCS program should refer to the “Use of Earned Credits When Applying to Another SCS Program” policy.

### ***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.

### **Transfer Credit through the Consortium (MPS, MALS, and DLS)**

<https://registrar.georgetown.edu/registration/consortium>

Georgetown University partners with thirteen institutions in the Consortium of Universities of the Washington Metropolitan Area: American University, The Catholic University of America, Corcoran College of Art & Design, Gallaudet University, George Mason University, The George Washington University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Trinity Washington University, University of the District of Columbia, and University of Maryland, College Park.

Students enrolled in the Executive Master of Professional Studies (EMPS) programs are not eligible for enrollment through the Consortium.

Students in good academic standing who are enrolled in a Master of Professional Studies (MPS), Master of Arts in Liberal Studies (MALS), Doctor of Liberal Studies (DLS) graduate degree program in the School of Continuing Studies may enroll for courses through the Consortium, subject to the following limitations:

- A. MPS, MALS, and DLS students may not enroll through the Consortium for courses that are available and regularly offered within the School of Continuing Studies at Georgetown University.
- B. MPS, MALS, and DLS may not audit Consortium courses, nor can they enroll on a pass/fail basis. All courses must be completed for a grade and credit.
- C. Provisional and Visiting Non-Degree students may not register for courses through the Consortium.
- D. Students who are simultaneously matriculated at another Consortium institution are not permitted to cross-register between Georgetown and the other institution via the Consortium.
- E. Tuition for courses registered through the Consortium will be billed at Georgetown University rates and paid to Georgetown University.



- F. Course records and grades for Consortium registrations will appear on the Georgetown University transcript. The visited institution will not issue transcripts for Consortium courses. Grades posted to the Georgetown transcript for Consortium registrations will be those of the institution offering the course. Although those grades will not be used in the determination of the student's Georgetown GPA, unsatisfactory grades of B- or lower for graduate students will be used in the determination of Warning, Probation, or Termination.
- G. Courses completed through the Consortium count towards the total allowable number of transfer credits per program. Please consult the Academic Regulations under *Transfer Credit* for the total number of credits allowed to transfer into your degree program. Students who have already transferred the maximum allowable number of credits will not be permitted to enroll in courses through the Consortium.
- H. Students are responsible for researching available courses and times through the Consortium and submitting accurate requests to their program for timely review.
- I. Students enrolled via the Consortium are responsible for abiding by all academic, personal, and professional regulations of the other institution, including but not limited to enrollment, attendance, and withdrawal.

All students should note that if they enroll in courses by registering directly at a Consortium institution, rather than by registering at Georgetown using the Consortium procedures, those courses will appear on the other institution's transcript. Similarly, courses taken at another Consortium institution prior to admission to Georgetown University, as well as any Georgetown University courses taken while enrolled at another Consortium institution, will appear on the other institution's transcript. Such courses may be applied to a Georgetown University MPS, MALS, or DLS degree only by means of transfer, subject to the School's overall transfer limits and criteria.

### Use of Earned Credits When Applying to Another SCS Program

A student who officially withdraws from an SCS degree program may be able to apply some or all of completed coursework/credits to the requirements of another SCS degree program. The receiving SCS academic program will determine which, if any, of the graduate courses the student has taken at Georgetown will be accepted toward the credit requirements of the new program.

Prior to matriculation to the new program, students are strongly encouraged to ask the receiving academic program to perform a review of credits earned so they are aware of the requirements necessary to complete the program.

Please note:

- A. Courses that are absorbed into the new program in this manner will not be considered “transfer” courses. They are absorbed into the new program in accordance with this policy.
- B. Only courses completed within the past 7 years will be considered for absorption.
- C. Core courses (Ethics and Capstone) cannot be absorbed to meet the core course requirements in the new program.
- D. Courses that are not approved for absorption will be marked for exclusion on the transcript and will not apply to the requirements of the new program.
- E. SCS academic programs are not required to accept coursework completed in other SCS or Georgetown University programs. If it is determined that no coursework will be absorbed, the student is expected to complete all requirements of the new program in accordance with the associated academic policies.

### Advanced Standing (DLS Program Only)

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 six 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. Please note that up to six credits can be applied either toward Advanced Standing or for Transfer, but not both.

### Waiver Requests: MPS Foundation Courses

Due to the timeliness of content, continuity of the lock-step curriculum and cohort model, students in the Executive MPS in EDM programs cannot be waived from any foundation courses or program requirements.

MPS students enrolled in traditional programs may be waived from some selected courses required within that major or within a concentration with written permission from their program and the Office of Academic Affairs and Compliance. Students must supply documentation of their proficiency in that course (such as a writing portfolio to request a waiver of the “Fundamentals of Reporting and News Writing” Journalism requirement) during their first semester of study to their academic program for review. Approved waivers will only be posted following the review by the program and Office of Academic Affairs and Compliance.

Students do not receive grades or credit for waived courses; rather, this process allows them to take an elective in place of a waived course. MPS degree-specific requirements, including the Ethics and Capstone courses, cannot be waived under any circumstances.

## **Continuous Enrollment Requirements**

Students in the undergraduate certificate, bachelor's, graduate certificate, MALS, MPS, and DLS programs are required to maintain active registration in all Fall and Spring semesters to make academic progress toward degree-completion. Executive MPS students are expected to be registered in fall, spring, and summer semesters. Students who cannot register for any reason must request a formal Leave of Absence (please see policy below) to prevent being withdrawn from the University with the notice "Withdrawn for failure to register" placed on their official transcripts.

### Regarding Tuition Liability and Fees:

Upon being withdrawn for failure to register, students may be required to re-apply to their academic program should they want to return to study (see *Readmission After Prior Attendance*). If this is the case, students who are granted readmission into their current academic program will be assessed tuition as articulated in the schedule as outlined under Course Registration and Tuition Liability and Fees based on the semester and year they re-matriculate into their current program following the time of their last enrollment. They will not maintain the previous tuition rate assessed to them at the time they originally matriculated into their academic program.

The Schedule of Classes can be found at [registrar.georgetown.edu/](http://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.

## **Student Responsibility for Degree Planning**

Students are accountable for their own program enrollment, course registration decisions, and for meeting all of the requirements for the degree, concentration, track, and major. No academic requirements or regulations will be waived based upon allegations of an advising error.

## **Internships, Residencies, and Tutorials**

### **Internships and On-Site Practical Experiences for Credit**

Students seeking to complete an internship or on-site practical experience for course credit must follow all university, school, and program policies and guidelines. Students must have the internship/on-site practical experience approved by the program prior to registering for course credit. Each academic program has their own approval process, please refer to the program

requirements for more information. Students who have not completed the pre-approval process will not be permitted to register. In addition to receiving program-level approval, students must also complete the internship agreement ([https://static.scs.georgetown.edu/upload/kb\\_file/scs\\_internship\\_agreement\\_form.pdf](https://static.scs.georgetown.edu/upload/kb_file/scs_internship_agreement_form.pdf)).

All requests for internships/on-site practical experience should be submitted to academic programs for review no later than two weeks prior to the first day of classes. Requests received after that deadline may not be reviewed or approved. Students are responsible for meeting all deadlines and requirements.

All approvals and course registrations must be completed by the stated add/drop period on the academic calendar. Students who are unable to secure an internship/on-site practical experience and/or complete the approval process before the end of add/drop period will not be permitted to register for the course. No late adds or adjustments to students' schedules will be made.

Finally, students should be aware that securing an internship/on-site experience can be a lengthy process. It is not uncommon for the interview process to take longer than anticipated or to receive an offer after the stated deadlines. While this can be disappointing, no exceptions to the policy will be made and no late adds or schedule adjustments will be permitted. For this reason, students are encouraged to work well in advance of deadlines to ensure they have the greatest opportunity for successfully completing the process.

#### Important Note for International Students:

International students receiving F1/J1 Visa support from Georgetown must contact their International Student and Scholar Advisor in the Office of Global Services (<https://internationalservices.georgetown.edu/>) to discuss their Visa requirements as it pertains to internships/on-site practical experiences. Students should be aware that regardless of any approvals they receive from their academic program, they must also receive approval from the Office of Global Services. In all instances, students must remain compliant with visa regulations, regardless of advising they receive from their academic program regarding internships/on-site experiences.

#### **Traveling 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 University, 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.

## Independent Studies and Tutorials

The process for submitting an independent study or tutorial proposal varies by program so students are encouraged to contact their program administrator prior to submitting a proposal. Independent study and tutorial courses must reflect the contact hours and rigor commensurate with the level and credit offering. The Tutorial Registration Form (available at <https://registrar.georgetown.edu/forms/>) must be completed and submitted with all signatures by the academic program to the SCS Office of Academic Affairs and Compliance at [scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu) **no later than 1 week** (5 business days) prior to the start of the full session term in which the course will take place for final approval. Students will only receive grades, hours, and credit for independent study or tutorial courses for which they were officially registered.

## Course Modalities (On-Campus & Online Courses)

### Undergraduate Programs: Degree and Certificate

SCS offers courses in two modalities or formats: on-campus and online. Students are able to enroll in whichever format best fits their needs and learning styles. Specific information for students enrolled in online courses from states outside the District of Columbia can be found under the Distance Education website maintained by the Office of Compliance & Ethics at: <https://compliance.georgetown.edu/student-consumer-information/distance-education>

At the time of admission students choose a primary modality: on-campus or online. This designation indicates the modality in which students will be taking classes. Students who select on-campus as their primary modality designation must take all of their classes in-person and on-campus, with the limited exception of a small number of online classes that were previously developed and are offered exclusively as part of the on-campus program. Students who select online as their primary modality designation must take all of their classes online. Students may not register for classes in a modality other than what was designated at their time of matriculation.

The primary modality designation has implications for veteran students/students using military benefits and international students (i.e. students using a Georgetown University sponsored visa to study in the U.S.). Additionally, the primary modality designation affects health insurance eligibility, course registration, and the level of support that CAPS and other similar departments may be able to provide due to students being located outside of the DC metro area. Therefore, students and advising staff should be aware of the following information:

### ***Students Using Military Benefits***

#### **A. Online Only**

Students who choose to take courses exclusively in the online modality receive a percentage (not the entire amount) of their distance education housing allowance. The VA only provides housing allowance for the specific dates of the modules (i.e. the dates the class actually runs). Housing allowance is not provided for any breaks between modules and payments are prorated based on the module dates, NOT the full term of the semester. Most (but not all) of our online classes meet in 7.5-week, half-semester modules. Some of our on-campus courses also meet during these half-semester periods. The dates for these modules can be found on the modular academic calendar.

#### **B. Mixed Modalities (On-campus students taking a limited number of online courses)**

Students who enroll in both online and on-campus courses (mixed modalities) within a semester should consult the 15-week, full-semester academic calendar and the 7.5-week, half-semester modular academic calendar. Students who take at least one on-campus course receive a percentage of the in-residence housing allowance.

In all cases the VA determines the amount of housing allowance students receive based on the students' eligibility of funds and their enrollment in courses. Students using military benefits should consult with the Veterans Office before making any adjustments to their schedules as this could affect their benefits eligibility.

### ***Students Using a Georgetown Sponsored Visa to Study in the U.S.***

#### **A. Online Only**

In order to remain compliant with federal visa regulations, international students are not eligible to take courses exclusively online or in hybrid format.

#### **B. Mixed Modalities (On-campus students taking a limited number of online courses)**

Students who enroll in both online and on-campus courses (mixed modalities) within a semester should consult the full-semester and modular academic calendar. International students are required to be enrolled full-time and can take one online or hybrid course each fall and spring, provided that the other two courses are on-campus and span the duration of the full-semester. Please review the guidance provided by the Office of Global Services regarding full-time enrollment requirements for students on an F1 visa:

<https://internationalservices.georgetown.edu/departments/full-time-enrollment-requirement/>.

### ***Additional Guidance for Modality Selection***

#### ***Selecting a Primary Modality***

At the time of their acceptance to Georgetown students select a primary modality (on-campus or online) to indicate whether they intend to take online courses or on-campus courses.

When selecting a primary modality, students should consider the following:

**A. Registration**

The primary modality determines course selection and registration access. Students who select online as their primary modality must register in online classes. Students who select on-campus as their primary modality must register in on-campus/in-person classes, with a limited exception to register for a small number of online classes that were previously developed and are offered exclusively as part of the on-campus program. Students may not register in courses outside of their primary modality designation.

**B. Health Insurance**

Students who select online as their primary modality are not eligible for the Georgetown University student health insurance plan.

**C. International Students/Students Using a Georgetown Sponsored Visa to Study in the U.S.**

International students must select on-campus as their primary modality in order to be eligible to apply for a student visa.

**D. Veteran Students/Students Using Military Funding**

Under the guidelines set forth by the US Department of Veterans Affairs, students using military benefits who select online as their primary modality should be aware that the amount of housing allowance provided varies based on the student's eligibility, number of credits a student is enrolled in, and the specified start and end dates for online courses. Students can visit <http://veterans.georgetown.edu/> for more information on Georgetown's Veterans Office and links to the US Department of Veterans Affairs.

***Changing the Primary Modality Designation***

***Students Who Matriculated prior to Summer 2023***

Students who matriculated into the on-campus undergraduate degree or certificate program prior to Summer 2023 may change their primary modality designation from on-campus to online one time during the course of their studies. Upon doing so, students will no longer have access to on-campus classes and the limited online course offerings that were developed exclusively for the on-campus program. In order to make this change, complete the Program Modality Change Request form found at <https://scs.georgetown.edu/resources-current-students/student-forms/>. Once this change has been made one time, no additional changes can or will be made to the primary modality designation.

Students who choose to remain in the on-campus program will complete the entire degree or certificate on-campus, with the limited exception of a small number of online classes that were previously developed and are offered exclusively as part of the on-campus program.

Students who change their primary modality designation to online will complete the remainder of their degree or certificate program online. Before changing modalities, students must review the guidance below and meet with their academic advisor to discuss their degree plan and the academic and financial implications associated with this course of action.

Note: Students who matriculated prior to Summer 2023 are being granted this option of a one-time modality change because the online program did not exist at the time they matriculated to the School of Continuing Studies.

### *Changing Primary Modalities: On-Campus to Online*

When changing their primary modality from on-campus to online students should consider the following:

#### A. Registration

Students who change their primary modality from on-campus to online will register exclusively for online classes from that semester forward. They will no longer be permitted to enroll in on-campus classes or the limited number of online classes that were designed exclusively as part of the on-campus program.

#### B. Health Insurance

Students who switch their primary modality from on-campus to online are not eligible for Georgetown University's student health insurance plan.

C. International Students/Students Using a Georgetown Sponsored Visa to Study in the U.S. In order to remain eligible to maintain a student visa, international students may not change their primary modality designation from on-campus to online.

#### D. Veteran /Students Using Military Benefits

The amount of housing allowance available to students using military benefits who were previously taking all of their courses on-campus and now want to take one or all of their courses online varies significantly. Students should review their benefits and eligibility based on enrollment before making this decision. Please visit <http://veterans.georgetown.edu/> for more information on Georgetown's Veterans Office and links to the US Department of Veterans Affairs.



### *Students Who Matriculated in/after Summer 2023*

Students who matriculated into the undergraduate degree or certificate program in/after Summer 2023 may not change their primary modality designation. Students enrolled in the online program will complete the entire degree or certificate online.

### ***Student Relocation Policy***

Please be aware that students who relocate while enrolled at Georgetown University may experience a delay in registration eligibility or potentially be unable to complete their studies if they are moving to a country or state where Georgetown is not currently authorized to offer an online option for a particular program. Current online students should contact their program administrator if they are considering relocating during their course of study.

### ***Additional Information for Online Students***

Degrees conferred by Georgetown University are recognized in the United States and may be recognized in other countries. Degrees and certificates conferred by Georgetown University are not officially recognized by Mexico. All international students are encouraged to research the policies pertaining to degree recognition in their home country prior to enrolling in a Georgetown program.

SCS online programs use some or all of the [technology platforms listed here](#): Students should confirm that they have a reliable internet connection and the ability to access each of these platforms before applying. While every effort is made to ensure course content and materials can be accessed by all students, it is not guaranteed. A variety of circumstances may affect the ability to access course content and materials, including internet access issues, firewalls, and hardware limitations. Students who are unable to access course content and materials will not be able to complete the program and will receive a refund consistent with Georgetown's refund policy: <https://registrar.georgetown.edu/registration/refunds-and-tuition/>.

Additional information for distance education students at Georgetown University is available through the Office of Compliance and Ethics: <https://compliance.georgetown.edu/student-consumer-information/distance-education/>.

Specific refund policies have been developed for our online format. The current refund schedule can be found on our Academic Calendar: <https://scs.georgetown.edu/resources-current-students/academic-calendar/>.

## Graduate Programs: Degree and Certificate

SCS offers courses in two modalities or formats: on-campus and online. Depending on the program, courses are offered exclusively in one modality (on-campus or online) or across both modalities (on-campus and online). Specific information for students enrolled in online courses from states outside the District of Columbia can also be found under the Distance Education website maintained by the Office of Compliance & Ethics at:

<https://compliance.georgetown.edu/student-consumer-information/distance-education>

At the time of admission, students must choose a primary modality: on-campus or online. This designation has implications for veteran students/students using military benefits and international students (i.e. students using a Georgetown University sponsored visa to study in the U.S.). Additionally, the primary modality designation affects health insurance eligibility, course registration, and the level of support that CAPS and other similar departments may be able to provide due to students being located outside of the DC metro area. Therefore, students and advising staff should be aware of the following information:

### ***Students Using Military Benefits***

#### **A. Online Only**

Students who choose to take courses exclusively in the online modality receive a percentage (not the entire amount) of their distance education housing allowance. The VA only provides housing allowance for the specific dates of the modules (i.e. the dates the class actually runs). Housing allowance is not provided for any breaks between modules and payments are prorated based on the module dates, NOT the full term of the semester. Most (but not all) of our online classes meet in 7.5-week, half-semester modules. Some of our on-campus courses also meet during these half-semester periods. The dates for these modules can be found on the modular academic calendar.

#### **B. Mixed Modalities**

Students who enroll in both online and on-campus courses (mixed modalities) within a semester should consult the 15-week, full-semester academic calendar and the 7.5-week, half-semester modular academic calendar. Students who take at least one on-campus course receive a percentage of the in-residence housing allowance.

In all cases the VA determines the amount of housing allowance students receive based on the students' eligibility of funds and their enrollment in courses. Students using military benefits should consult with the Veterans Office before making any adjustments to their schedules as this could affect their benefits eligibility.

## ***Students Using a Georgetown Sponsored Visa to Study in the U.S.***

### **A. Online Only**

In order to remain compliant with federal visa regulations, international students are not eligible to take courses exclusively online or in hybrid format.

### **B. Mixed Modalities**

Students who enroll in both online and on-campus courses (mixed modalities) within a semester should consult the full-semester and modular academic calendar. International students are required to be enrolled full-time (3 courses) and can take one online or hybrid course each fall and spring, provided that the other two courses are on-campus and span the duration of the full-semester. Please review the guidance provided by the Office of Global Services regarding full-time enrollment requirements for students on an F1 visa at: <https://internationalservices.georgetown.edu/departments/full-time-enrollment-requirement/>

## ***Additional Guidance for Modality Selection***

### ***Selecting a Primary Modality***

At the time of their acceptance to Georgetown, students must select a primary modality (on-campus or online) to indicate whether they intend to take online courses or on-campus courses. This primary modality designation has implications for course registration, specific types of financial aid, and access to student health insurance.

When selecting a primary modality, students should consider the following:

### **A. Registration**

The primary modality selected determines course selection and registration access. Students who select online as their primary modality will be taking courses online; students who select on-campus as their primary modality will be taking classes on-campus. Academic programs determine if students are permitted to register for courses in a modality other than their primary modality designation. As such, students should contact their academic programs for more information.

### **B. Health Insurance**

Students who select online as their primary modality are not eligible for the Georgetown University student health insurance plan.

**C. International Students/Students Using a Georgetown Sponsored Visa to Study in the U.S.**  
International students must select on-campus as their primary modality in order to be eligible to apply for a student visa.

**D. Veteran Students/Students Using Military Funding**

Under the guidelines set forth by the US Department of Veterans Affairs, students using military benefits who select online as their primary modality should be aware that the amount of housing allowance provided varies based on the student's eligibility, number of credits a student is enrolled in, and the specified start and end dates for online courses. Students can visit <http://veterans.georgetown.edu/> for more information on Georgetown's Veterans Office and links to the US Department of Veterans Affairs.

### ***Changing the Primary Modality Designation***

At the time of their acceptance to Georgetown, students must select a primary modality (on-campus or online) to indicate whether they intend to take online courses or on-campus courses. Students may find it necessary to change their primary modality selection at a later time. International students should only choose on-campus as their primary modality.

When changing their primary modality preference, students should consider the following:

#### ***Changing From Online to On-campus***

##### **A. Registration**

Students who change their primary modality to on-campus will be registering for on-campus courses. Academic programs determine if students are permitted to register for courses in a modality other than their primary modality designation. As such, students should contact their academic programs for more information.

##### **B. Health Insurance**

Students who change their primary modality from online to on-campus become eligible for Georgetown University's student health insurance plan.

##### **C. Veteran/Students Using Military Benefits**

The amount of housing allowance available to students using military benefits differs when taking on-campus courses (compared to online). Students who are taking all of their courses on-campus must review their benefit eligibility in light of their change in enrollment status. Please visit <http://veterans.georgetown.edu/> for more information on Georgetown's Veterans Office and links to the US Department of Veterans Affairs.

#### ***Changing From On-campus to Online***

##### **A. Registration**

Students who change their primary modality to online will be registering for online courses. Academic programs determine if students are permitted to register for courses in a modality other than their primary modality designation. As such, students should contact their academic programs for more information.

## B. Health Insurance

Students who switch their primary modality from on-campus to online are ineligible for Georgetown University's student health insurance plan.

## C. Veteran/Students Using Military Benefits

The amount of housing allowance available to students using military benefits who were previously taking all of their courses on-campus and now want to take one or all of their courses online varies significantly. Students should review their benefits and eligibility based on enrollment before making this decision. Please visit <http://veterans.georgetown.edu/> for more information on Georgetown's Veterans Office and links to the US Department of Veterans Affairs.

### *Changing the Primary Modality*

Students enrolled in a graduate program may change their primary modality designation (e.g. from on-campus to online, and back to on-campus; from online to on-campus, and back to online) a maximum of two times throughout the course of their education. In order to make this change, complete the Program Modality Change Request form found at <https://scs.georgetown.edu/resources-current-students/student-forms/>. Once this change has been made two times, no additional changes will be made.

### ***Student Relocation Policy***

Please be aware that students who relocate while enrolled at Georgetown University may experience a delay in registration eligibility or potentially be unable to complete their studies if they are moving to a country or state where Georgetown is not currently authorized to offer an online option for a particular program. Current online students should contact their program administrator if they are considering relocating during their course of study.

### ***Additional Information for Online Students***

Degrees conferred by Georgetown University are recognized in the United States and may be recognized in other countries. Degrees and certificates conferred by Georgetown University are not officially recognized by Mexico. All international students are encouraged to research the policies pertaining to degree recognition in their home country prior to enrolling in a Georgetown program.

None of the online master's programs offered through the School of Continuing Studies provide any professional licensure or certification. Though not required, students in these programs may wish to research and seek certifications through professional organizations in their field. SCS online programs use some or all of the [technology platforms listed here](#). Students should confirm that they have a reliable internet connection and the ability to access each of these

platforms before applying. While every effort is made to ensure course content and materials can be accessed by all students, it is not guaranteed. A variety of circumstances may affect the ability to access course content and materials, including internet access issues, firewalls, and hardware limitations. Students who are unable to access course content and materials will not be able to complete the program and will receive a refund consistent with Georgetown's [refund policy](#).

Additional information for distance education students at Georgetown University is available through the [Office of Compliance and Ethics](#).

Specific refund policies have been developed for our online format. The current refund schedule can be found on our [Academic Calendar](#).

## **Academic Calendar**

SCS maintains an academic calendar that reflects important dates throughout the semester. Dates are set in accordance with university deadlines and requirements. Students are responsible for referencing the academic calendar that corresponds to the term for which they are registered (full session, module A, module B) and for meeting all deadlines.

The most up to date academic calendar can be found at <https://scs.georgetown.edu/resources-current-students/academic-calendar/>

SCS strictly adheres to the posted academic calendar for course registration deadlines (add/drop, withdrawals) and tuition refunds. Students are responsible for verifying the accuracy of their registrations and course schedule via GU Experience every semester in advance of the passing deadlines. Changes to course registrations are not permitted outside of the stated deadlines. Refunds are not permitted outside of the tuition refund periods.

## **Student Responsibility for Registration Decisions**

Students are officially admitted to the School of Continuing Studies only through a letter of admission from the SCS Dean, and only duly admitted, active students may register for classes. Students who have been withdrawn, terminated, or placed on a leave of absence may not register for classes. Admission to the School of Continuing Studies does not constitute or imply admission to academic programs outside of SCS, nor does it constitute or imply permission to enroll in courses outside of SCS. Upon matriculation, students must complete the curriculum for the program and degree as reflected in the Graduate Academic Catalog or Undergraduate Bulletin.

Students must be registered via GU Experience and reflected on the course roster in order to attend class. Students not officially registered and reflected on the roster are not permitted to attend any course sessions.

Students are responsible for all registration decisions and must manage their registrations (add/drop, withdrawal) via GU Experience. Students are responsible for verifying the accuracy of their course schedule, including all course and section numbers, before the end of the add/drop and withdrawal periods.

Once students have dropped or withdrawn from a class, the class cannot be administratively added back to the schedule. Therefore, students are responsible for understanding the impact that dropping or withdrawing from a course will have on their financial aid, military funding, or visa status before adjusting their schedules.

Regardless of attendance, students are responsible for all academic and financial outcomes resulting from their registration decisions. Students who register for a course, fail to attend, and/or fail to withdraw via GU Experience will receive a grade of F in the course and are responsible for all charges assessed to their student account. Refunds will not be issued in these cases.

## **Student Enrollment Status**

SCS offers multiple degree programs, each with their own registration and student status requirements. Please see below for greater detail regarding, provisional, part-time and full-time status.

### **Provisional, Non-Degree Enrollment**

Students who have been permitted to enroll in provisional, non-degree status have the opportunity to demonstrate their academic potential through coursework. Upon successful completion of the requirements outlined in the admission letter and below, they will be transferred into degree-seeking status. All coursework, credits, and grades completed in provisional, non-degree status will be applied toward the graduate or undergraduate degree.

- Provisional students may defer the start of their program through the SCS Office of Admissions but are not permitted to take a Personal Leave of Absence after courses are on their transcript.
- Graduate provisional students are limited to 2 courses/6-credit hours (part-time status), and must earn grades of B or better in both courses before being considered for full admission to a graduate degree program. Graduate provisional students may not register for more than 2 courses/6 credits.
- Undergraduate provisional students are limited to 2 courses/6-credit hours (part-time status), and must earn grades of C or better in both courses before being considered for

full admission to the undergraduate degree program. Undergraduate provisional students may not register for more than 2 courses/6-credits.

- Provisional students are limited to 3 consecutive semesters to complete these two courses (e.g. spring/summer/fall; summer/fall/spring; fall/spring/summer).
- Earning one grade of B- or below for graduate students or C- or below for undergraduate students while in provisional status, including grades of U, will result in academic termination. Termination for this reason is final and without right of appeal.
- Provisional students who earn unsatisfactory grades or do not meet grade requirements in 3 consecutive semesters will be academically terminated. In such cases, the termination is final without right of appeal; provisional students may not submit an appeal to return from an academic termination.
- Provisional students who are terminated for any reason cannot reapply to any SCS credit-bearing program.

Provisional students are responsible for understanding the conditions of their enrollment and adhering to the guidelines as outlined above and in their admission letter.

Provisional students are reviewed for degree-seeking status once the final grade deadline has passed for the full semester session and all grades have been posted to the transcript. The process will conclude by the end of the add/drop period in the following semester. Students with outstanding grades (I/N/NR/IP) on their transcript on the last day of add/drop for the full semester will not be evaluated for degree-seeking status. In such cases, students will be evaluated for degree-seeking status at the conclusion of the semester in which the final letter grade(s) are posted to the transcript. If approved, the change to degree-seeking will be communicated to the student's Georgetown email account, posted on the transcript, and reflected in GU Experience. Until students are transferred from provisional, non-degree status into degree-seeking status, they are not permitted to register for classes beyond the six (6) credits they completed in provisional status.

### Part-Time Student Status

Students in the Bachelor of Arts in Liberal Studies, Master of Arts in Liberal Studies, Master of Professional Studies, and Doctor of Liberal Studies programs are permitted to register in part-time or full-time status each semester. Students in the Executive MPS (EMPS) programs are not permitted to register in part time status. The EMPS programs are all full-time only and cannot be taken part-time.

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 the Executive MPS programs and international students on a University-sponsored Visa) should meet with their academic program in their first semester to develop a degree plan for the duration of their studies. Full-time status for graduate students is nine credits in the fall and spring semesters and six credits in the summer semester. Full-time status for undergraduate students is 12 credits in the fall and spring semesters, and nine credits in the summer.

International students on a University-sponsored Visa must contact their International Student and Scholar Advisor in the Office of Global Services 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: <https://internationalservices.georgetown.edu/>. Please review the guidance provided by the Office of Global Services regarding full-time enrollment requirements for students on an F1 visa:

<https://internationalservices.georgetown.edu/departments/full-time-enrollment-requirement/>.

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/](http://studenthealth.georgetown.edu/insurance/); 202-687-4883) to secure a waiver by showing proof of alternate coverage.

## Undergraduate Certificate Student Status and Registration

Students in an undergraduate certificate program are permitted to register in part-time or full-time status each semester. Students may not exceed 12-credits per semester to complete program requirements.

## Graduate Certificate Student Status and Registration

Students in a graduate certificate program are permitted to register in part-time or full-time status each semester. Students may not exceed 9-credits per semester to complete program requirements.

## 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 Revenue and Receivables Office, incomplete forms with the Office of Student Financial Services, or a failure to complete a required tutorial or training such as the Honor Council Tutorial or Sexual Misconduct Prevention Training. 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 they will be permitted to register. Students must clear registration holds and register before the end of the add/drop period. If they are unable to clear the hold and register before the end of the add/drop period they must request a personal leave of absence for the semester or they risk being withdrawn from the University for failure to register.

## 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 <https://scs.georgetown.edu/resources-current-students/student-forms/> and needs to be received before the end of the add/drop period 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 in the Executive MPS (EMPS) programs are required to be registered in courses in fall, spring, and summer. Students in the MPS majors who do not register for at least one course in Fall and Spring semesters 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 Readmission policies. Prior acceptance to a program does not guarantee readmission, as admissions standards may be higher and more competitive in subsequent semesters.

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 and Compliance Office, their International Student and Scholar Advisor in the Office of Global Services prior to initiating a request to take a LOA:

<https://internationalservices.georgetown.edu/>

### 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, except for Exec. MPS students who are required to maintain course registration.

### ***Personal LOA Guidelines***

- 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 an MPS program.
- A total of no more than two semesters of personal LOA (Summer is excluded from being a semester requiring course registration) can be allowed in the student's graduate career in a graduate certificate program.
- A total of no more than two semesters of personal LOA (Summer is included as a semester requiring course registration) can be allowed in the student's graduate career in an Executive (cohort, year-long) MPS program.
- Up to two consecutive semesters of leave may be granted at any one time: all Professional Studies programs.
- 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.

### ***Initiating a Personal Leave of Absence***

Students must submit the Leave of Absence Form prior to the end of add/drop for the full term: <https://scs.georgetown.edu/resources-current-students/student-forms/>. If approved, the student will be placed on leave for the current term. Students who miss the deadline and/or are not eligible to take a personal leave of absence need to register for the current term otherwise they will be withdrawn for failure to register. Once the add/drop period has passed, leaves of absence will not be retroactively applied to a student's record.

### ***Returning from a Personal Leave of Absence***

Returning from an 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 Return from Leave of Absence Form (<https://scs.georgetown.edu/resources-current-students/student-forms/>) 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 15

- Spring Return – December 10
- Summer Return – May 5

Exec. MPS students program uses the same forms and process, but follow an accelerated schedule to initiate a LOA and request to return from a LOA. These specific dates are available to EDM students by their program Director. EDM students returning after a LOA are placed in the same module they received a W for, but in a different cohort.

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.

#### Regarding Tuition Liability and Fees:

Upon being withdrawn for failure to register, students may be required to re-apply to their academic program should they want to return to study (see *Readmission After Prior Attendance*). If this is the case, students who are granted readmission into their current academic program will be assessed tuition as articulated in the schedule as outlined under Course Registration and Tuition Liability and Fees based on the semester and year they re-matriculate into their current program following the time of their last enrollment. They will not maintain the previous tuition rate assessed to them at the time they originally matriculated into their academic program.

#### Medical Leave of Absence

The university recognizes 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.

University guidelines and policies for the administration of MLOAs:

<http://studenthealth.georgetown.edu/medical-care/medical-leave/>

Information for students seeking an MLOA due to a physical health condition:

<https://studenthealth.georgetown.edu/medical-care/medical-leave-2/#>

Information for students seeking an MLOA due to a mental health or wellbeing condition:

<https://studenthealth.georgetown.edu/mental-health/medical-leave/#>

Students recommended to begin or return from an MLOA by the Student Health Center or Counseling and Psychiatric Services (CAPS) should direct their university clinician to submit all

required documentation to the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) for review and processing.

### ***Deadlines for MLOA Approval and Return to Study***

The Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) must receive the required documentation from Student Health Center or Counseling and Psychiatric Services in accordance with the following deadlines:

Approval to begin an MLOA:

- By the last day of the add/drop period for the full semester session (<https://scs.georgetown.edu/resources-current-students/academic-calendar/>).
  - Note: The deadlines are based on the date documentation is received by the Office of Academic Affairs and Compliance.

Approval to return to study following an MLOA:

- Fall Return – August 15
- Spring Return – December 10
- Summer Return – May 5

### **Additional Information:**

Students seeking an MLOA who do not receive a recommendation from the Student Health Center or CAPS by the above deadlines must submit a request for a personal leave of absence by the end of the add/drop deadline for the full semester session. Otherwise, they will be withdrawn for failure to register.

Once the add/drop period for the full semester session has passed, students cannot be placed on a medical leave for that semester. If recommended and approved, the MLOA will be applied for future semesters, as guided by the decisions of the health services provider.

Once the add/drop period for the full semester has passed, an MLOA cannot be applied to a student's record for the current semester. Similarly, an MLOA cannot be applied retroactively to a student's record for the current or past semester, regardless of the dates specified in the recommendation provided by the Student Health Center or CAPS.

Students who elect to seek a medical leave of absence while the semester is in session (i.e. once the add/drop deadline for the full semester session has passed) and are unable to continue in their course of studies should withdraw from their courses via GU Experience in accordance with the deadlines noted in the academic calendar.

Approved periods of medical leave will extend the time permitted to complete certificate and degree requirements. Leaves for documented medical reasons, when properly approved in advance, will not be counted against the four-semester limit for LOAs.

#### Regarding Tuition Liability and Fees:

Students who return to study in their current academic program following an MLOA will be assessed tuition as articulated in the schedule outlined under Course Registration and Tuition Liability and Fees based on the semester and year they originally matriculated into their current program. There will be no changes to the tuition and fees based on the semester/year they resume their studies.

## Military Leave of Absence

### ***Military Leave and Refund Procedures***

#### A. Definition

For purposes of this policy, a “military service leave” is a University approved withdrawal from all in-progress University classes 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, 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 to 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 take a leave of absence. As soon as possible, after receiving military orders that require withdrawal from a program or course of study, a student must contact their academic dean to request a formal leave of absence and attach a copy of the military orders or other appropriate documentation to the request. 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 to the University Registrar, but the student is responsible for making sure the dean receives notice. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advance notice to their academic dean, 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.

#### C. University Procedures

Upon receiving notice of a student’s request to withdraw from the University or a program or drop all enrolled courses because of military obligations, the dean shall promptly contact the

campus registrar. The campus registrar will review the request and initiate the military service leave of absence by notifying the Office of Student Financial Services and Revenue and Receivables Office or equivalent offices at the Law School and Medical Center. The Office of Student Financial Services (or equivalent) will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of their financial aid and 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. Students who are granted a military service leave may be on leave for up to five academic years, after which an extension may be granted with their dean's approval. To apply for an extension, students must contact their dean. Students who do not request an extension will be withdrawn from the University and at a later date may choose to seek readmission. To seek readmission at a later date, students must contact their dean.

### ***Military Re-Enrollment Procedures***

#### **A. Definition**

For purposes of this policy, a "military re-enrollment" is a University approved re-enrollment 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 intent to return to resume a course of study upon conclusion of duty or service and present appropriate documentation prior to the semester in which the student is requesting re-enrollment. To qualify for military re-enrollment, a student must provide notice to the University of the intention to re-enroll within three years of the time they are discharged from military service or is placed on inactive duty. Notice should be provided in writing to the appropriate academic dean in accordance with the program's re-enrollment leave of absence process and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to confirm/(verify) the student's withdrawal was related to service in the uniformed services and that the student is able to resume studies. Military re-enrollment guarantees a student who meets these requirements access to the same course of study they were in at the time of withdrawal without incurring a re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-

martial.<sup>2</sup> Any student who, because of military necessity, did not give written or oral notice of service to their academic dean or the campus Registrar prior to withdrawal, 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 their course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. If the student is readmitted to the same program, during the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed during the academic year in which the student left the institution.<sup>3</sup> However, for the first academic year in which the student returns, the University may assess an amount up to the amount of tuition and fee charges that other students in the program are currently assessed for that academic year if the student's veterans' education benefits<sup>4</sup> or other service member education benefits will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution.

If, in the judgment of the University, a student is not academically prepared to resume a course of study in which they were 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 their dean for consideration of military re-enrollment.<sup>5</sup> 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 must complete the regular admission and enrollment process for that course of study.

#### Notes:

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. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the University shall assess tuition and fee charges that are no greater than other students in the program are assessed for that academic year.

3. The appropriate tuition and fee amounts will be reflected on the bill that the student receives.
4. As defined in section 480(c) of the HEA.
5. 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.

#### Regarding Tuition Liability and Fees:

Students who return to study in their current academic program following a Military Leave of Absence will be assessed tuition as articulated in the schedule outlined under Course Registration and Tuition Liability and Fees based on the semester and year they originally matriculated into their current program. There will be no changes to the tuition and fees based on the semester/year they resume their studies.

## **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**

### **Course Withdrawal**

Students must withdraw from courses via GU Experience. Course withdrawal requests cannot be done by calling or emailing academic advisors, program staff, faculty, or other university administrators or departments. It is the student's personal responsibility to withdraw from a course in GU Experience 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 which will be factored into the student's academic standing (probation and termination) and official

GPA. Students are also responsible for all charges assessed to their student account. Students who withdraw from a course will receive a tuition refund based on the corresponding refund amount listed in the Academic Calendar.

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. Students 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 their International Student and Scholar Advisor in the Office of Global Services advising prior to withdrawing from a course or from a program: <https://internationalservices.georgetown.edu/>.

## Program Withdrawal

Students who wish to withdraw formally from a program must submit their request in writing via email to their program and the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)). Withdrawals are recorded on the transcript. The date of the email will be used as the official date of withdrawal and for any applicable refund. Once the email has been submitted, the request is considered final. Students should also contact Revenue and Receivables to satisfy all financial obligations to the University. It is the student's responsibility to keep all email correspondence related to withdrawals.

When seeking a program withdrawal, please be advised of the following:

- Students seeking to withdraw from the program who have active course registrations must drop/withdraw from the courses via GU Experience in accordance with the deadlines reflected in the SCS Academic Calendar.
- Program withdrawals cannot be processed until all final grades for current registrations have been posted to the student's academic record.
- Initiating a program withdrawal does not prevent final grades from being posted to your academic record for the current term, nor does it prevent the School from carrying out the associated academic actions in accordance with academic standing regulations (e.g. warning, probation, termination).

Students who began pursuing an MPS degree may decide to complete only the graduate certificate that corresponds to their degree program. In these cases, students must submit the Graduate Certificate Completion Request form and send a withdrawal request to their academic program and the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) as outlined above. If the student has met the certificate

requirements, the certificate will be reflected on the transcript as will the withdrawal from the degree program. Students who fail to submit the Certificate Completion Request at the time of withdrawal will not have the certificate noted on their transcript; the notation cannot be added retroactively. The date of the email will be used as the official date of withdrawal and for any applicable refund. Once the email has been submitted, the request is considered final. They should also contact Revenue and Receivables 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 re-apply should they wish to return in the future (see *Readmission after Prior Attendance*). 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 their International Student and Scholar Advisor in the Office of Global Services for advising prior to withdrawing from a course or from a program: <https://internationalservices.georgetown.edu/>.

### Retroactive Course Withdrawal

We are committed to academic excellence and understand that a student's academic success might be hindered by unforeseeable and/or unexpected circumstances in their personal and professional lives. When these circumstances occur and it is not possible for a student to withdraw because the academic calendar deadlines have passed, they may request a one-time only retroactive withdrawal.

Students who experience unforeseeable and/or unexpected circumstances and choose to remain enrolled rather than withdraw from the course(s) by the academic calendar deadlines may not request a retroactive withdrawal. Similarly, students who experience difficulties but choose to continue into the next module or semester rather than adjust their schedules (add/drop; withdraw) may not request a retroactive withdrawal. Students who earned unsatisfactory but passing grades (B- and C for graduate courses; C-, D+, and D for undergraduate courses) are not eligible to submit this appeal. That is, students may only submit a request for a retroactive withdraw from courses in which a final grade of F was received.

The Office of Academic Affairs and Compliance convenes a committee to review these requests. Once the committee has reviewed a case and made a decision, the decision is final and without right of further appeal. If approved, the course(s) remains on the transcript and the final letter grade(s) is updated to a W (withdrawal). Refunds are not permitted even if a withdrawal is approved. Students will be notified in writing of the outcome by the Office of Academic Affairs and Compliance.

Please note: Retroactive withdrawal appeals are exceptions that when approved, significantly changes a student's academic record (final grades; credits earned; cumulative GPA). Given the

impact, these policy guidelines must be applied consistently, equitably, and fairly for all our students. As such, these exceptions are rare— even in cases where extenuating circumstances existed.

Retroactive course withdrawals are not permitted under the following circumstances:

- For students who earned passing but unsatisfactory grades (B- and C for graduate courses; C-, D+, and D for undergraduate courses);
- Registration errors on the part of students who did not adjust and verify their schedules in GU Experience during the add/drop and withdrawal periods;
- For students who took on too much (academically, personally, professionally) and did not adjust their schedules during the add/drop and withdrawal periods;
- To avoid an unsatisfactory grade in a course and/or the resulting academic actions (e.g. warning, probation, or termination). Thus, the student's instructor and/or academic program may be contacted for input regarding attendance and grades for the course(s) in question.

Guidelines for submitting a retroactive course withdrawal appeal:

- Retroactive course withdrawal requests can only be made once a final grade of F has been entered for the course(s).
- Retroactive course withdrawal requests must be submitted electronically by the student to the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) no later than 60 days after the beginning of the term following the term (fall/spring/summer) in which the failing grade(s) were issued. Once the deadline to submit the appeal has passed, the grade(s) become final and without right of a retroactive withdrawal appeal.
- Appeals must include a written statement and verifiable third-party documentation that confirms the student was unable to withdraw from the course in accordance with the academic calendar deadlines. Appeals cannot be approved without verifiable third-party documentation. Once the deadline to submit documentation has passed, documentation will not be accepted and the grade(s) become final and without right of a retroactive appeal.

A note about verifiable third-party documentation:

As each case is unique and the type of third-party documentation available varies based on the circumstances, students are responsible for determining what documentation to submit in support of their appeal. Students are encouraged to submit any documentation they believe will be helpful in demonstrating to the committee that they were unable to withdraw

themselves within the stated deadlines. Submission of third-party documentation does not guarantee the request will be approved.

## **SCS Academic Council**

The SCS Academic Council reviews student requests for appeals related to academic terminations, exceptions to 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 Council firmly upholds the University's stated refund deadlines and policies, and as such, does not review requests for refunds or other modifications to student financial and billing records. The SCS Academic Council is composed of academic administrators from across the School.

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 documentation that supports the request. Upon receiving the appeal, Academic Affairs and Compliance may contact the academic program, faculty, or other university offices to request documentation or information they have regarding the case. Once all documentation has been collected, Academic Affairs and Compliance refers the appeal to the SCS Academic Council for review.

The SCS Academic Council conducts a blind review of the student's appeal materials and any supplemental information to determine if an exception can be made. The Office of Academic Affairs and Compliance notifies students in writing of the outcome. Decisions made by the SCS Academic Council are final and without right of further appeal.

A note about supporting documentation:

As each case is unique and the type of documentation available varies based on the circumstances, students are responsible for determining what documentation to submit in support of their appeal. Students are encouraged to submit any documentation they believe will be helpful in demonstrating to the SCS Academic Council that exceptional, complicating circumstances played a role in their case. Submission of supporting documentation does not guarantee the request will be approved.

## **Certificate and Degree Time Limits**

Students are required to complete their degree within the time limit specified for their degree program.

Students in the Undergraduate Certificate program: 3 years

Students in the Bachelor of Arts in Liberal Studies program: 10 years

Students in the Graduate Certificate program: 2 years

Students in the Master of Arts in Liberal Studies program: 7 years

Students in the Master of Professional Studies: 5 years

Students in the Executive Master of Professional Studies: 1 year

Students in the Doctor of Liberal Studies program: 7 years

Students must request extensions in writing beyond the allotted time period. These requests are considered exceptions; they are neither automatic nor guaranteed and they will be reviewed on a case-by-case basis by their program and then by the Office of Academic Affairs and Compliance. Students who are not approved for an extension on the degree time limit will be academically terminated from the program for violating the time limit for completion of the degree.

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 and Compliance, and their International Student and Scholar Advisor in the Office of Global Services as soon as those changes occur to discuss the possible ramifications to their Visa status: <https://internationalservices.georgetown.edu/>.

## **Academic Overload**

Students enrolled in a credit-bearing SCS certificate or degree program may only receive financial aid for courses that are required to complete their certificate or degree program. Enrolling in additional coursework beyond the program requirements should be discussed with an academic advisor as well as the financial aid office (<https://finaid.georgetown.edu/>). Students assume all academic and financial responsibility for the courses in which they enroll.

Students who are on academic probation are not permitted to enroll in additional coursework above and beyond the program credit-limit. Further, no student may enroll in additional coursework above and beyond the program credit-limit for the purpose of improving their GPA and/or preventing academic actions such as warning, probation, or termination. Under these circumstances, satisfactory grades may be excluded (without a refund) at the time of graduation review. Unsatisfactory grades will not be excluded at any time, regardless of whether or not a student has received permission to enroll in those courses.

### Note:

- Grades of B or better are satisfactory for graduate certificate and degree programs.
- Grades of C or better are satisfactory for undergraduate certificate and degree programs.

SCS students must complete the curriculum and credit-count for the program to which they matriculated. Once students become eligible to enroll in their final program requirements (e.g. capstone; thesis writing; etc.), they may not delay degree progress by registering in credits beyond what is required for their SCS program.

Students who successfully complete their final program requirements (e.g. capstone; thesis writing; etc.) may not register for additional credits beyond what is required for their SCS program. In such cases, students will be administratively withdrawn from those registrations and will receive a prorated refund based on the withdrawal dates set forth in the academic calendar.

## **Readmission after Prior Attendance**

Students are expected to make adequate, timely progress towards completion of their degree. Students who have 1) withdrawn themselves from an academic program or 2) who have been withdrawn for failure to register due to failing to meet continuous enrollment requirements who would like to return to study must reapply for admission to their program through the SCS Office of Admissions if they meet any of the following conditions:

1. The student is requesting a return after any absence during which they studied at another institution without prior written permission.
2. The student was on academic probation at the time of last attendance;
3. The student has not been enrolled at Georgetown for two years;
4. The student has exceeded the time to degree completion.

A return to study should not be expected. 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 to return to study may be required to complete additional coursework or requirements for the degree if earlier requirements have changed. They may also be held to higher academic standards than what is stated for their academic program or degree requirements. The original withdrawal notice remains on the official transcript. A second withdrawal is final and without right of further appeal.

Students must submit their application materials to the SCS Office of Admissions by the published deadline. 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 "Termination Appeal" process. Students seeking a return who do not meet the above criteria must complete the "Re-Enrollment After Prior Attendance" process.

### Regarding Tuition Liability and Fees:

Students who are granted readmission into their current academic program will be assessed tuition as articulated in the schedule outlined under Course Registration and Tuition Liability and Fees based on the semester and year they re-matriculate into their current program

following the time of their last enrollment. They will not maintain the previous tuition rate assessed to them at the time they originally matriculated into their academic program.

## **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 (<https://scs.georgetown.edu/resources-current-students/student-forms/>) 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 and Compliance (scsoaac@georgetown.edu) with the approval of the program in accordance with the following deadlines:

- Fall Return – August 15
- Spring Return – December 10
- Summer Return – May 5

Re-Enrollment applies only to students who have matriculated into a degree program. 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: <https://scs.georgetown.edu/resources-current-students/student-forms/>.

\*Students may be required to submit a re-enrollment appeal to the SCS Academic Council if they fail to meet other academic requirements or guidelines set forth in the SCS Academic Rules and Regulations, Undergraduate Bulletin, or the Graduate Academic Catalog. The Office of Academic Affairs and Compliance will notify students if this is the case.

### Regarding Tuition Liability and Fees:

Students who are granted re-enrollment into their current academic program will be assessed tuition as articulated in the schedule outlined under Course Registration and Tuition Liability and Fees based on the semester and year they originally matriculated into their current program. There will be no changes to the tuition and fees based on the re-enrollment date.

## **Termination Appeals**

Students are terminated for failing to meet the academic and degree requirements outlined under the academic standing guidelines. Students are notified in writing of the change in their status by the Office of Academic Affairs and Compliance.

The Office of Academic Affairs and Compliance convenes the SCS Academic Council to conduct a blind review of these exception requests. Once the Council has reviewed a case and a decision



has been made, the decision is final and without right of further appeal. Students will be notified in writing of the outcome by the Office of Academic Affairs and Compliance.

A return to study should not be expected. Appeals will only be considered for cases in which exceptional, complicating circumstances contributed to the student's inability to meet the academic requirements of the program. In such cases, the Academic Council will consider whether a return is appropriate based on the student's academic record, appeal materials, and feedback from the academic program (as appropriate).

If an appeal is denied, students are not permitted to submit an additional appeal or submit a new admissions application to return to study in the program from which they were academically terminated.

If an appeal is approved, students will return to study on probationary status, may be held to higher academic standards than what is required for the program or degree, may be required to earn specific grades in certain courses, and/or be required to repeat or take additional courses. The original termination notice remains on the official transcript. A second termination is final and without right of further appeal.

The appeal process is not allowed for:

- Registration errors on the part of students who did not adjust and verify their schedules during the add/drop and withdrawal periods.
- Students who took on too much (personally, academically, professionally) and failed to adjust their schedules accordingly.
- Students who have been terminated because their cumulative GPA is at such a low level that raising it to the minimum GPA required to be eligible for graduation within the program credit limit is mathematically impossible.

### **Guidelines for Submitting an Appeal**

- Materials must be submitted to the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) 90 days from the date the termination letter was issued. Appeals will not be accepted once the deadline has passed. Once the deadline to appeal has passed, the termination becomes final and without right of further appeal.
- Appeals must include a written statement and verifiable third-party documentation that demonstrates the exceptional, complicating circumstances that prevented them from meeting the minimum academic requirements of the program and degree. Appeals cannot be approved without verifiable third-party documentation. Once the deadline to

submit documentation has passed, documentation will not be accepted and the termination becomes final and without right of further appeal.

A note about supporting documentation:

As each case is unique and the type of documentation available varies based on the circumstances, students are responsible for determining what documentation to submit in support of their appeal. Students are encouraged to submit any documentation they believe will be helpful in demonstrating to the SCS Academic Council that exceptional, complicating circumstances played a role in their case. Submission of supporting documentation does not guarantee a return to study will be approved.

## Grades & Grading

### Undergraduate Grading System

Undergraduate certificate and bachelor's students reference the undergraduate grading system and related academic regulations found in the Undergraduate Bulletin at <https://bulletin.georgetown.edu/regulation/studying>.

### 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	NR	Not Reported*
F	0.00	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 GU Experience. (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.)

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 pending Honor Council case.

Beginning in Spring 2012, MALS and DLS 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 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 and 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 graduate courses cannot be audited (by students within those programs or by visiting students). SCS firmly believes that our students register for courses for credit and grades to help ensure active participation and the successful, timely completion of assignments.

## 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. Instructors teaching graduate courses 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), however 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.

## Course Syllabi and Grading Criteria

Each course will have a syllabus that clearly describes the performance expectations for the course including details on each assignment, quiz, and examination. Learning outcomes will be included along with appropriate measurements for those outcomes.

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.

## Incomplete Grades and Deadlines

### *Eligibility for an Incomplete Grade*

Students are expected to complete all coursework by the end of the term in which that coursework is taken. In extreme, documented instances (typically related to unexpected health reasons), it may be necessary for BLS, MALS, MPS, and DLS students to request an Incomplete (I) grade and a limited extension of time to complete the required deliverables.

- Students may request an Incomplete once the final withdrawal deadline for the term has passed and they need a limited extension to complete no more than the final 3 deliverables of the course on the basis of extreme, documented circumstances.
- Incompletes are not permitted when students have more than 3 final deliverables to complete, need longer than the SCS deadline to complete the remaining deliverables, have not been attending class(es) regularly and are seeking to get caught up on outstanding work for the term, or should have withdrawn throughout the course of the term but elected to remain enrolled. The outstanding deliverables cannot be from earlier in the term.
- Incomplete grades are not issued automatically by the instructor, some instructors do not allow Incompletes, and all Incompletes require final approval by the academic program.

### *Implications for an Incomplete Grade*

When considering an incomplete grade, please be advised of the following:

- Students who receive an Incomplete grade will have their academic record evaluated at the end of the term in which the final grade for the course is posted to the academic record. Please be aware academic standing and student status (i.e. academic warning, probation, or termination; provisional to degree-seeking, etc.) may change following the submission of final grades.
- Students are responsible for all academic and financial outcomes resulting from their decision to accept an Incomplete grade and the impact that final grades may have on current and future registrations and student status (i.e. academic warning, probation, or termination; provisional to degree-seeking, etc.).
- Students who accept an Incomplete grade in their final term **will not** be eligible to graduate (i.e. have their degree conferred) in that term. They must apply to graduate for the upcoming term, assuming the Incomplete will be updated to a final grade for the course and all degree requirements have been met.

## ***Process for Requesting an Incomplete***

Students should refer to *Eligibility for an Incomplete Grade* before requesting an Incomplete. If students determine that their circumstance does not meet the standard for eligibility, they should consult their instructor or their academic advisor for options other than requesting an Incomplete grade to manage their academic progress.

If a student has an unexpected and exceptional circumstance preventing the submission of no more than 3 final deliverables by the published due dates, an Incomplete can be requested via this process:

1. Students should submit the Incomplete Grade Request form as soon as possible and prior to the last day of class, as designated by the academic calendar, excluding study days. Requests received on or after the last day of class will not be considered. The form requires students to attest to the nature of the unexpected, exceptional circumstance, requests supporting documentation, and proposes a timeline for completion of outstanding deliverables.
2. Upon receiving the Incomplete Grade Request form, the academic program and the instructor will determine if a grade of Incomplete is available for that specific course and if the circumstance meets the eligibility standard.
3. The academic program will notify the student of the decision. The decision will be final.

Please note that a grade of Incomplete is not approved without official notification from the academic program. Instructors are not required to issue grades of Incomplete. Requesting a grade of Incomplete does not guarantee approval.

## ***Deadlines for the Submission of Incomplete Coursework by the Student***

*Master of Arts in Liberal Studies, Graduate Certificates, Master of Professional Studies, Executive Master of Professional Studies, Doctor of Liberal Studies*

Deadlines for graduate courses following the full-session academic calendar are as follows:

	<b>Deadline for students to submit outstanding deliverable(s)</b>	<b>Deadline for faculty to submit grade change request(s)</b>
<b>Full fall term</b>	March 1	March 15
<b>Full spring term</b>	July 15	July 29
<b>Full summer term</b>	October 15	October 29

**Student and Faculty Responsibilities**

The student is responsible for ensuring the remaining deliverables are submitted based on the guidelines and deadline set by the instructor. No work will be accepted after the deadlines reflected above.

Faculty must submit a Grade Change Request Form to the Office of Academic Affairs and Compliance in accordance with the deadlines above. Failure to do so will result in the Incomplete being updated to a final letter grade of F.

Deadlines for graduate courses following the modular calendar are as follows:

	<b>Deadline for students to submit outstanding deliverable(s)</b>	<b>Deadline for faculty to submit grade change request(s)</b>
<b>Fall term - Module A</b>	November 10	November 24
<b>Fall term - Module B</b>	January 5	January 19
<b>Spring term - Module A</b>	March 25	April 8
<b>Spring term - Module B</b>	May 25	June 8
<b>Summer term - Module A</b>	August 5	August 19
<b>Summer term - Module B</b>	September 10	September 24

**Student and Faculty Responsibilities**

The student is responsible for ensuring the remaining deliverables are submitted based on the guidelines and deadline set by the instructor. No work will be accepted after the deadlines reflected above.

Faculty must submit a Grade Change Request Form to the Office of Academic Affairs and Compliance in accordance with the deadlines above. Failure to do so will result in the Incomplete being updated to a final letter grade of F.

EMPS in EDM Students please note: An Incomplete in the field experience of an Emergency & Disaster Management (EMPS) module is not possible, and an Incomplete in the technology enhanced portion of an EDM course is highly discouraged. In the event of an unanticipated emergency, a one-week Incomplete may be allowed for coursework. If the Incomplete is not satisfied within that timeline, an F grade will be applied to that course and the student will be terminated from the program.

## *Bachelor of Arts in Liberal Studies*

Deadlines for undergraduate courses following the full-session academic calendar are as follows:

	<b>Deadline for students to submit outstanding deliverable(s)</b>	<b>Deadline for faculty to submit grade change request(s)</b>
<b>Full fall term</b>	March 16	March 30
<b>Full spring term</b>	September 16	September 30
<b>Full summer term</b>	November 16	November 30
<b>Student and Faculty Responsibilities</b> The student is responsible for ensuring the remaining deliverables are submitted based on the guidelines and deadline set by the instructor. No work will be accepted after the deadlines reflected above.  Faculty must submit a Grade Change Request Form to the Office of Academic Affairs and Compliance in accordance with the deadlines above. Failure to do so will result in the Incomplete being updated to a final letter grade of F.		

## **Repeating a Course**

### Undergraduate Certificate and Bachelor of Arts in Liberal Studies

Students may not repeat any course except under the following circumstance:

Students who have not been academically terminated may be permitted to repeat a single course one time at their own expense in which a grade of F has been received. If such a course is repeated, all registrations for that course and the respective grades, including the original grade of F, will remain on the transcript. Both the original grade of F and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. Credits in a repeated course only count once toward the requirements of a student's degree even though both grades are factored into the GPA and remain on the transcript. If a course is no longer offered, the program may allow the student to take a content-similar course as the "repeat" for it. Students cannot repeat for credit a course in which they earned a grade of D or better.

## Graduate Certificate and Professional Studies

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

- A. Students who have not been academically terminated may be permitted by their program to repeat a single course one time at their own expense in which a grade of F has been received. If such a course is repeated, all registrations for that course and their respective grades, including the original grade of F, will remain on the transcript. Both the original grade of F and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. If a course is no longer offered, the program may allow the student to take a content-similar course as the "repeat" for it.
- B. If a program requires a grade of B or better in a required course, and the student earns a grade below this level (without having been academically terminated), the program may permit the student to repeat it one time at their own expense. Both the original and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. Individual programs may also limit courses that can be repeated.

Credits in a repeated course only count once toward the requirements of a student's degree even though both grades are factored into the GPA and remain on the transcript.

Students in the Executive MPS programs who have earned a grade of B- or C in the first module of the program (MPEM 500, "Theory & Legal Framework") or Capstone and were not academically terminated, or who withdrew from either course, must request to go on a Leave of Absence until that course can be repeated in the next year's cohort.

## Master of Arts in Liberal Studies and Doctor of Liberal Studies

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

- A. Students who have not been academically terminated may be permitted by their program to repeat a single course one time at their own expense in which a grade of F has been received. If such a course is repeated, all registrations for that course and their respective grades, including the original grade of F, will remain on the transcript. Both the original grade of F and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. Credits in a repeated course only count once toward the requirements of a student's degree even though both grades are factored into the GPA and remain on the transcript. If a course is no longer offered, the program may allow the student to take a content-similar course as the "repeat" for it.



- B. If the program requires a grade of B or better in a required course, and the student earns a grade below this level (without having been academically terminated), the program may permit the student to repeat it one time at their own expense. Both the original grade and the grade of the repeated registration will be included in calculating the GPA used to evaluate the student's academic standing and eligibility to graduate. The program may also limit courses that can be repeated.
- C. Thesis Proposal students who withdraw or have earned one grade of U already in that course may repeat it only one time.
- D. 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. Once the course has ended, faculty cannot accept additional or revised coursework to improve a student's grade. Further, once an instructor has entered final course grades, those grades become final and cannot be changed.

If a student believes the grade recorded is not accurate, they should follow the grade appeal process outlined in the policy below.

Assignments that were graded in real-time during the semester cannot be re-evaluated after the course has been completed as part of the grade appeal process. 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 once the timeline for submitting a grade appeal (30 days after the beginning of the term following that term in which the contested grade was received) has passed. Similarly, once the degree has been conferred, the transcript is considered final and no changes can be made to student grades.

## **Course Grade Appeals**

Students may appeal the final grade for a course after the grade has been posted to the transcript for the reasons outlined under *Grounds for a Grade Appeal* below. 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 disagreement with the professional judgment of the instructor is not grounds for an appeal nor will it result in the change of grade.

- 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.
- Once the grade appeal deadline has passed for a course (see *Grade Appeal Process* policy), the grade is considered final and cannot be changed.
- After the degree has been conferred, the transcript is considered final.
- The grade appeal procedure is not set up to address allegations of discrimination. 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](mailto:ideaa@georgetown.edu)). The Grievance Procedure and Discrimination Complaint Form can be found at [ideaa.georgetown.edu/policies/](http://ideaa.georgetown.edu/policies/).
- The grade appeal process only applies to final grades in SCS courses. Students with questions about grades received on individual assignments while a course is in-progress should speak directly with their instructor. Students with questions about courses taken outside of SCS must contact the academic department and school that delivered the course.
- The syllabus serves 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.

## Grounds for a Grade Appeal

Grounds	Explanation
1. Mathematical error	The numerical calculation of scores earned on course deliverables was incorrect, resulting in an incorrect final course grade.
2. Error in the grading procedure	There was a mistake or substantive deviation in the grading procedures stated on assignments, syllabus or other course communication, resulting in an incorrect final course grade.
3. Inequity in the application of policies stated in the course syllabus	There was demonstrable unfairness in the application of policies in the syllabus that resulted in an incorrect final grade.

If none of these grounds apply to your matter, it is not eligible for resolution via the grade appeal process. Students are encouraged to contact their instructor to better understand how the grade recorded came to be. Please remember that disagreement with the instructor's grading or dissatisfaction with a final grade are not grounds for appeal. Please consult your advisor if you have questions about how the earned grade affects your academic plan.

### Grade Appeal Process

If a student wants to appeal a final course grade based on one or more of the three grounds, they must follow the process below:

#### Level 1: Appeal to Instructor of Record

- Students must contact the instructor via email requesting a grade appeal no later than 30 days after the beginning of the semester following that semester in which the contested grade was received (including the summer semester). Students must:
  - Clearly state the grounds upon which they are appealing the grade (mathematical error; error in grading procedures; inequity in the application of policies stated in the course syllabus).
  - Provide copies of the course syllabus and graded assignments so that the instructor can review the grade, how it was calculated, and how it was recorded.
- Once the instructor has reviewed the appeal, students will be provided with a written explanation of the final grade breakdown, how the grade was calculated, and the instructor's decision to sustain or adjust the grade.

- If the instructor sustains the grade, the instructor will communicate that to the student via email and no further action is needed.
- If the instructor decides that the grade should be changed, they will submit a grade change to the Office of Academic Affairs & Compliance. The Office of Academic Affairs and Compliance will 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 academic 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 and Compliance has completed a policy review.

## **Level 2: Appeal to Program Academic Leadership**

The instructor's decision to sustain a grade should be considered final. In the rare instance that a student believes and can demonstrate that the instructor's decision failed to consider the grounds and supporting evidence, they are permitted to appeal to the program academic leadership. The appeal must be submitted to the academic program no later than 60 days after the beginning of the semester following the semester in which the contested grade was received. The contact information for each academic program can be found on the Contact Your Academic Advisor webpage (<https://scs.georgetown.edu/contact-your-academic-advisor/>). The program academic leadership will not judge the academic merit of the assignments. They will review the student's appeal and documentation solely to assess the grounds and whether the stated grading criteria were followed and applied to all students. The course instructor may also be contacted by the program for additional information. To appeal to the program academic leadership after receiving notification from the instructor about the grade appeal outcome:

- The student must state the grounds for the appeal, supply a copy of the syllabus and graded assignments, and response from the instructor.
- Upon completion of this review, the program academic leadership will decide (1) the appeal is without grounds and sustain the grade or (2) the appeal warrants further review by a faculty committee composed of three faculty members within that program.
- If a committee is called, the program academic 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 to the academic program. The committee will only consider and review the syllabus and graded assignments as part of the review process.

- In re-evaluating the student's work, the committee can decide to sustain, raise, or lower the grade.
- If the appeal results in a grade change, a recommendation will be made to the Office of Academic Affairs and Compliance. The Office of Academic Affairs and Compliance will review the recommendation to ensure the grade change is consistent with University and School policies. Grade changes are not considered final until the Office of Academic Affairs and Compliance has completed a policy review.
- The program will notify students of the decision in writing.

### **Level 3: Request for a Procedural Review**

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 above. Students must complete Level 1 and Level 2 before requesting a procedural review. The Office of Academic Affairs and Compliance and/or the SCS Dean's Office will not evaluate the academic merit of the work (such as re-grading a paper or test), the substantive grading decisions made by the instructor of record, and/or the program academic leadership.

- Students must submit the Procedural Review Request form no later than 90 days after the beginning of the semester following the semester in which the contested grade was received. The Procedural Review Request form is accessible on the SCS Student Forms webpage (<https://scs.georgetown.edu/resources-current-students/student-forms/>).
- Students are responsible for uploading the written the decisions rendered at Level 1 and Level 2. The academic program and course instructor may also be contacted for additional information. The Office of Academic Affairs and Compliance will complete a review.
- The Office of Academic Affairs and Compliance 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.

## **Academic Standing**

Academic excellence is one of the defining characteristics of Georgetown. SCS students are expected to make consistent progress in their degree programs. 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.

The Office of Academic Affairs and Compliance upholds the academic standing policies and carries out all associated actions (warning, probation, termination) for all students without exception. Students are reviewed for academic standing at the end of each full semester, once all final grades have been posted. Students who take classes according to the modular academic calendar will have their academic standing reviewed at the end of the full term, once module A and module B has been completed. Students are responsible for monitoring their academic progress and final grades. If a student believes they are in danger of being academically terminated due to their academic standing following a module A course, they should consider dropping or withdrawing from any future course registrations. Students who choose to continue with courses following the posting of module A grades are responsible for all academic and financial outcomes resulting from their registration decisions for module B and beyond.

## Undergraduate Certificate Academic Standing

### ***Good Academic Standing***

Students with a cumulative and semester GPA of 2.000 or better are considered in good academic standing. Georgetown does not round the GPA. Thus, a student with a 1.999 cumulative GPA would not be allowed to graduate and would be terminated from the program. There are no exceptions to this minimum academic standard.

### ***Academic Probation***

Certificate students are placed on academic probation when (1) they earn one F or U in a single semester; or (2) when their cumulative GPA falls below 2.000. Unless they meet the criteria for termination, students remain on probation until their GPA improves to a 2.000 or better. Students placed on probation due to earning an F or U in a single semester remain academically at-risk as students are terminated upon accumulating three F's or U's regardless of GPA.

### ***Academic Termination***

Students in an undergraduate certificate program are terminated upon meeting the following conditions:

1. Earning one F or U in a semester while on probation.
2. Earning two F's or U's in any one semester regardless of previous record.
3. At any time accumulating three F's or U's regardless of GPA.
4. If their cumulative GPA is at such a low level that raising it to the required 2.000 to be eligible for certificate completion within the program credit limit (18-credits) becomes mathematically impossible (see *Academic Overload* policy). Termination for this reason is considered final and not open to appeal.

5. If they are unable to complete program requirements with acceptable grades upon having repeated a course once (see *Repeating a Course* policy). Termination for this reason is considered final and not open to appeal.
6. Student is unable to complete program guidelines within the time limit for certificate completion.

Note: Students may not re-apply to the program from which they were academically terminated.

## Bachelor of Liberal Arts Academic Standing

### ***Good Academic Standing***

Students with a cumulative and semester GPA of 2.000 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). Georgetown does not round the GPA; thus, a student with a 1.999 cumulative GPA would not be allowed to graduate and would be terminated from the program. There are no exceptions to this minimum academic standard.

### ***Academic Probation***

Students are placed on academic probation when (1) they earn one F or U in a single semester; or (2) when their cumulative GPA falls below 2.000. Unless they meet the criteria for termination, students remain on probation until their GPA improves to a 2.000 or better. Students placed on probation due to earning a grade of F or U in a single semester remain academically at-risk as students are terminated upon accumulating three F's or U's regardless of GPA.

### ***Termination of Degree Candidacy***

Students in the Bachelor of Arts in Liberal Studies program are terminated upon meeting any of the following conditions:

1. Earning one F or U in a semester while on probation.
2. Earning two F's or U's in any one semester regardless of previous record.
3. At any time accumulating three F's or U's regardless of GPA.
4. If their cumulative GPA is at such a low level that raising it to the required 2.000 to be eligible for certificate completion within the program credit limit (120-credits) becomes mathematically impossible (see *Academic Overload* policy). Termination for this reason is considered final and not open to appeal.

5. If they are unable to complete program requirements with acceptable grades upon having repeated a course once (see *Repeating a Course* policy). Termination for this reason is considered final and not open to appeal.
6. Student is unable to complete program guidelines within the time limit for degree completion.

Note: Students may not re-apply to the program from which they were academically terminated.

### ***Academic Termination (Provisional, Non-Degree Students)***

When academic standing is reviewed at the end of each full semester, provisional, non-degree students are automatically academically terminated under any of the following conditions:

1. Upon accumulating one grade of C- or lower at any point, regardless of their cumulative GPA. For purposes of termination, a U is considered a C- or lower at the undergraduate level.
2. If they are unable to complete the provisional academic requirements with acceptable grades during the allotted time period of three consecutive semesters (e.g. fall/spring/summer; spring/summer/fall; summer/fall/spring).

Provisional students who are ineligible to become degree-seeking and are therefore terminated **may not** appeal the termination. In such cases, provisional students are not eligible to re-apply to the program from which they were terminated.

## **Graduate Certificate Academic Standing**

### ***Good Academic Standing***

Students with a cumulative and semester GPA of 3.000 or better are considered in good academic standing. Georgetown does not round the GPA; thus, a student with a 2.999 cumulative GPA would not be allowed to earn the certificate and would be terminated from the program. There are no exceptions to this minimum academic standard.

### ***Academic Probation***

Students are placed on academic probation when they earn 3-credits or more of B- or lower in a single semester or when their cumulative GPA falls below a 3.000. Unless they meet the criteria for termination as outlined below, students remain on probation until their GPA improves to a 3.000 or better.



## ***Academic Termination***

When academic standing is reviewed at the end of each full semester, graduate certificate students are automatically academically terminated under any of the following conditions:

1. Upon accumulating 3-credits or more of F at any point, regardless of their cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.
2. If their cumulative GPA is at such a low level that raising it to the required level to be eligible for certificate completion within the program credit limit (12-credits) becomes mathematically impossible (see *Academic Overload* policy). Termination for this reason is considered final and not open to appeal.
3. If they are unable to complete program requirements with acceptable grades during the allotted time period or upon having repeated a course once (see *Repeating a Course* policy). Termination for this reason is considered final and not open to appeal.
4. Student is unable to complete program guidelines within the time limit for certificate completion.

Note: Students may not re-apply to the program from which they were academically terminated.

## **Professional Studies Academic Standing**

### ***Good Academic Standing***

Students with a cumulative and semester GPA of 3.000 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). 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.

### ***Academic Warning***

Students with a semester GPA under 3.000 but with a cumulative GPA of 3.000 or better are placed on academic warning. A notice is sent to the student and the student's academic program when a student is on warning. Students are academically terminated upon accumulating 9-credits or more of B- or lower and their cumulative GPA is below 3.000; therefore, we notify students upon earning even one unsatisfactory grade. Some programs may require a meeting when a student is placed on Warning.

### ***Academic Probation***

Students are placed on academic probation when they earn 3-credits or more of F or U in a single semester; or (2) when their cumulative GPA falls below a 3.000. Unless they meet the criteria for termination as outlined below, students remain on probation until their GPA improves to a 3.000 or better. Students placed on probation due to earning 3-credits or more of F or U in a single semester remain at-risk of termination upon earning an additional F or U, regardless of their cumulative GPA. Some majors may require a meeting with their program leadership when a student is placed on Probation.

### ***Termination of Degree Candidacy***

When academic standing is reviewed at the end of each full semester, Professional Studies students are automatically terminated from degree candidacy under any of the following conditions:

1. Upon accumulating 6-credits or more of F at any point, regardless of their cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.
2. Upon accumulating 9-credits or more of B- or lower and their cumulative GPA is below 3.000.
3. If their cumulative GPA is at such a low level that raising it to the required level to be eligible for graduation within the program credit limit becomes mathematically impossible (see *Academic Overload* policy). Termination for this reason is considered final and not open to appeal.
4. If they are unable to complete program requirements with acceptable grades (such as Ethics and Capstone with a B or better in each) during the allotted time period or upon having repeated a course once (see *Repeating a Course* policy). Termination for this reason is considered final and not open to appeal.
5. Student is making unsatisfactory progress toward a degree as defined by that student's specific major or is unable to complete program guidelines within the time limit for degree completion.

Note: Students may not re-apply to the program from which they were academically terminated.

### ***Academic Termination (Provisional, Non-Degree Students)***

When academic standing is reviewed at the end of each full semester, provisional, non-degree students are automatically academically terminated under any of the following conditions:

1. Upon accumulating one grade of B- or lower at any point, regardless of their cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.

2. If they are unable to complete the provisional academic requirements with acceptable grades during the allotted time period of three consecutive semesters (e.g. fall/spring/summer; spring/summer/fall; summer/fall/spring).

Provisional students who are ineligible to become degree-seeking and are therefore terminated **may not** appeal the termination. In such cases, provisional students are not eligible to re-apply to the program from which they were terminated.

## Master of Arts in Liberal Studies Academic Standing

### ***Good Academic Standing***

Students with a cumulative and semester GPA of 3.000 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). 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.

### ***Academic Warning***

Students with a semester GPA under 3.000 but a cumulative GPA of 3.000 or better are placed on academic warning; unless they meet the conditions for academic probation or termination.

### ***Academic Probation***

Students are placed on academic probation when (1) they earn 3-credits or more of C or lower in a single semester; or (2) when their cumulative GPA falls below 3.000. Unless they meet the criteria for termination, students remain on probation until their cumulative GPA improves to a 3.000 or better. Students placed on probation due to earning 3-credits or more of C or lower remain at-risk of termination upon earning an additional 3-credits of C or lower, regardless of their cumulative GPA.

### ***Termination of Degree Candidacy***

MALS candidates are automatically terminated from the degree program for any of the following reasons and are not permitted to take additional courses:

1. Upon earning 6-credits or more of C or lower, as all grades (including grades of F and U) are calculated in determining the cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.
2. If the student's GPA is below a 3.00 at the conclusion of 24-credits for which letter grades (A-F) were issued.

3. If the student fails to complete and submit a thesis by the final deadline and does not confirm in writing with the program administration a request to withdraw from MALS Thesis Writing before the grade submission deadline of Continuous Registration.
4. Being unable to complete program requirements upon repeating a course once (see *Repeating a Course* policy). Termination for this reason is final and without right of further appeal.
5. Being unable to complete program guidelines within the time limit for degree completion.

Note: Students may not re-apply to the program from which they were academically terminated.

### ***Academic Termination (Provisional, Non-Degree Students)***

When academic standing is reviewed at the end of each full semester, provisional, non-degree students are automatically academically terminated under any of the following conditions:

1. Upon accumulating one grade of B- or lower at any point, regardless of their cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.
2. If they are unable to complete the provisional academic requirements with acceptable grades during the allotted time period of three consecutive semesters (e.g. fall/spring/summer; spring/summer/fall; summer/fall/spring).

Provisional students who are ineligible to become degree-seeking students and are therefore terminated **may not** appeal the termination. In such cases, provisional students are not eligible to re-apply to the program from which they were terminated.

### **Doctor of Liberal Studies Academic Standing**

#### ***Good Academic Standing***

Students with a cumulative and semester GPA of 3.000 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). 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.

### ***Academic Warning***

Students with a semester GPA under 3.000 but a cumulative GPA of 3.000 or better are placed on academic warning; unless they meet the conditions for academic probation or termination.

### ***Academic Probation***

Students are placed on academic probation when (1) they earn 3-credits or more of C or lower in a single semester; or (2) when their cumulative GPA falls below 3.000. Unless they meet the criteria for termination, students remain on probation until their cumulative GPA improves to a 3.000 or better. Students placed on probation due to earning 3-credits of C or lower remain at-risk of termination upon earning an additional 3-credits of C or lower, regardless of their cumulative GPA.

### ***Termination of Degree Candidacy***

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

1. Upon earning 6-credits of C or lower, as all grades (including grades of F and U) are calculated in determining the cumulative GPA. For the purpose of evaluating academic standing, a grade of U is considered the same as an F.
2. Upon failing the Qualifying Examination upon the second attempt.
3. Upon failing to complete or to defend the Thesis Proposal upon registering for the course twice.
4. Upon failing to complete or to defend the Thesis.
5. Being unable to complete program guidelines within the time limit for degree completion.

Note: Students may not re-apply to the program from which they were academically terminated.

## **Graduate Certificates**

### **Certificate to Degree Matriculation**

Students in a certificate program who would like to continue into a corresponding degree program must submit the Graduate Certificate Completion Request or Undergraduate Certificate Completion Request form to their program for approval by the last day of classes (per the SCS full semester academic calendar) in the semester in which the student is planning to complete the certificate. Pending program approval, the student will matriculate into the corresponding degree program upon successful completion of the certificate requirements. Upon matriculation to a degree program, students must meet all of the academic standards and program requirements laid out for the degree.

Students who successfully complete a graduate certificate and would like to continue into an MPS degree program for which the certificate does not correspond must submit an admissions application to be considered for an MPS degree program. For more information about the admissions process, please contact the SCS Admissions office.

Students who successfully complete a certificate but fail to indicate their intention to matriculate into the corresponding degree program by the deadline must submit an admissions application to be considered for a degree program. If a student completes a certificate but decides to pursue a degree at a later time, they must submit an admissions application to be considered for a degree program. For more information about the admissions process, please contact the SCS Admissions office.

### Earning an In-Passing Graduate Certificate as an MPS Student

Graduate certificates may be earned in-passing as part of an MPS degree provided at the time the student is actively enrolled and completing their MPS degree provided that the graduate certificate is a designated part of the course of study for the MPS degree, as noted in the Graduate Academic Catalog. Students must submit the Graduate Certificate Completion Request form prior to their MPS graduation. Once approved, the Graduate Certificate will be notated on the transcript as part of their course of study. No retroactive conferrals of graduate certificates will take place. Once the MPS degree is conferred, the transcript is closed and cannot be modified.

### Eligibility for In-Passing Graduate Certificates

MPS students are eligible to earn a graduate certificate transcript notation if they meet all of the following conditions:

1. The graduate certificate existed as the time they were actively enrolled in their degree program;
2. They completed all of the certificate requirements while actively enrolled in their degree program;
3. They submitted the Graduate Certificate Completion Request Form in accordance with these deadlines.

MPS students cannot retroactively have the graduate certification notation applied to their transcript at a later date if the certificate did not exist at the time they matriculated to the degree program as it was not an approved part of their course of study. That is to say, students who completed their MPS degree prior to the existence of the graduate certificate cannot later have it applied to their transcript even if they have completed all the courses associated with the certificate as it was not an existing part of the course of study at the time they were enrolled.

Once an MPS student has been withdrawn or terminated from their academic program, the academic record is closed and final. Therefore, they may not retroactively request a graduate certificate to be applied to their record– even if they completed the graduate certificate coursework while enrolled.

### **MPS Alumni seeking Graduate Certificates (post-MPS graduation)**

Graduates of MPS programs cannot use credits earned (courses with a grade of C or better) during the MPS degree program towards the completion of a graduate certificate at a later date. Students cannot repeat courses they earned a grade of C or better in after graduation in order to complete a graduate certificate at a later date. Students who graduated from an MPS degree program can apply to complete a graduate certificate at a later time if they have not successfully completed any of the coursework required for the graduate certificate that was already taken as part of their MPS degree program as outlined above.

## **Certificate Completion**

### **Application to Complete**

Certificate completion is not an automatic process, and all students must be cleared to complete by the academic program and the SCS Office of Academic Affairs and Compliance (OAAC). Students who plan to complete a School of Continuing Studies certificate must submit the Graduate Certificate Completion Request or Undergraduate Certificate Completion Request form in the semester in which all certificate requirements will be completed by the published application deadline.

### **Certificate Distribution**

Certificates are custom ordered and take several weeks to create and ship. Your certificate will be mailed directly from our vendor to the address provided on the Certificate Completion Form. Please note that only students who matriculated into a certificate program will receive a physical certificate. Students who began as degree-seeking students (such as MPS) and complete a certificate in passing will receive a notation on their transcript only. Please see the “Certificate and Diploma Name” policy.

The following certificate award dates will be listed on official transcripts:

- August 23rd for Summer Completers
- December 31st for Fall Completers
- May (Date of Commencement Ceremony) for Spring Completers

## Graduation (For Degree Seekers)

### Application to Graduate

Students are required to submit a graduation application by the published deadlines set forth by SCS Office of Academic Affairs and Compliance and the University. Students can only apply to graduate when they are nearing graduation as indicated by overall credit hours. Application periods will be announced by the SCS Office of Academic Affairs and Compliance and in program communications each semester. Failure to submit an application by the stated deadline will result in delays conferring the degree and ordering the diploma. If a student misses the deadline to apply to graduate in a given semester, the student must apply again during the next semester's application period. Students without all final recorded grades will be excluded from the Commencement Book and degree conferral (graduation). Students who have outstanding grades (I/N – incomplete grades; NR – not reported; IP – in-progress) in a given semester become ineligible for graduation and must apply again in the semester in which all final grades are posted to the transcript. Similarly, students who do not meet all degree requirements in the semester in which they've applied to graduate must submit a new graduation application during the application period of the semester in which degree requirements will be met.

The last day to apply for graduation in the spring semester is May 1. Students who want to have their names reflected in the Commencement Book must apply by 11:59 pm ET on February 1. Those who apply later may be cleared to graduate, but they will not have their names in the Commencement Book. Similarly, students who do not have current course registrations in the semester in which they apply to graduate must email the Office of Academic Affairs and Compliance ([scsoaac@georgetown.edu](mailto:scsoaac@georgetown.edu)) by 11:59 pm ET on February 1 to have their name included in the Commencement Book.

Students should contact their academic program no later than the start of their final semester to review their progress toward completion. Graduation is not an automatic process, and all students must be cleared and certified to graduate by the Office of Academic Affairs and Compliance. In order to facilitate this process, students must complete the following steps during their final semester:

1. Retrieve your student record from [GU Experience](#) to review on your own and with your program advisor. While your program advisor can provide you with academic guidance, it is ultimately your responsibility to ensure that you have met all requirements (including specific course, GPA, credit, and major requirements, which can differ by program).
2. Degree candidates must fill out the graduation application found in [GU Experience](#). Students can only apply to graduate in the semester in which they complete all degree requirements. Application periods will be announced by the SCS Office of Academic Affairs and Compliance and in program communications each semester.



3. All students should contact the Revenue and Receivables Office at (202) 687-7100 or [studentaccounts@georgetown.edu](mailto:studentaccounts@georgetown.edu) to ensure that they have settled their financial obligations. Financial holds prevent academic registration, the generation of official transcripts, and the issuance of diplomas and certificates.
4. International students should contact the Office of Global Services (<https://internationalservices.georgetown.edu/>) at (202) 687-5867 to update their status.
5. 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 and Compliance.

Submission of an application does not guarantee graduation clearance, as all grades must be entered and students must complete the standards and requirements of their program, the School, and the University.

### **Degree Conferral (Graduation)**

The Bachelor of Arts in Liberal Studies, Master of Arts in Liberal Studies, Doctor of Liberal Studies and Master of Professional Studies degrees are recorded on the official transcripts by the end of May for spring graduates, September for summer graduates, and January for fall graduates. The Executive Master of Professional Studies degree is recorded on official transcripts by the end of September.

The following degree conferral dates will be listed on official transcripts and diplomas:

August 23rd for Summer Graduates  
December 31st for Fall Graduates  
May (Date of Commencement Ceremony) for Spring Graduates

### **Commencement Ceremony**

The University's 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 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.

## Academic Awards and Honors

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

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 Latin or graduation honors (such as summa/magna/cum laude) are not applied at the graduate-level.

Only undergraduate students are eligible for Latin or graduation Honors. Information about grade point average requirements for Latin or graduation honors can be found in the Undergraduate Bulletin here: <https://bulletin.georgetown.edu/regulations/studying/>.

## Diplomas

All Georgetown University degree program graduates earn the official Georgetown diploma, written in Latin, and reflecting the history, tradition, and values of the University along with a traditional blue-and-gray ribbon (the Georgetown colors). The Office of the University Registrar manages the ordering and distribution of diplomas for the School of Continuing Studies. Diplomas are custom ordered and take several weeks to create and ship. Please contact the Office of the University Registrar at [univregistrar@georgetown.edu](mailto:univregistrar@georgetown.edu) for any questions or concerns regarding the diploma.

SCS is not responsible for damage or loss of your diploma. In case of damage to or loss of your original diploma, you are able to order a replacement by visiting the Office of the University Registrar's site (<https://registrar.georgetown.edu/>) and completing the diploma replacement form.

## Diploma and Graduate Certificate Name Policy

University policy states that the name used on the diploma must match the legal name listed in GU Experience. Chosen names, nicknames, or anticipated names (for example, as a result of marriage) cannot be used. If a student's name has changed or if part of their name (e.g. a middle name) is not indicated on their record, they may submit a name change request form and supporting documentation to [studentrecords@georgetown.edu](mailto:studentrecords@georgetown.edu) prior to applying to graduate. If a name change request is not received by the deadline, the Office of the University Registrar will proceed with printing the official name on record. To verify the official name on record, students may view this information in GU Experience or on their unofficial transcript. Please contact the Office of the University Registrar at [univregistrar@georgetown.edu](mailto:univregistrar@georgetown.edu) for any

questions or concerns regarding the diploma name. Students do not need to complete a name change request if they wish to exclude part of their name from the diploma (e.g. a middle name/middle initial).

### 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.

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