Previously published Graduate Bulletin rules and regulations are superseded by this document.

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I. INTRODUCTION

The Graduate School of Arts and Sciences establishes minimum requirements for admission and the award of degrees; departments and programs are encouraged to set higher standards. Students should therefore familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of a Graduate School degree, including those published in the online Graduate School Catalog, this Graduate School Bulletin, and the graduate student handbook or other document published by their departments or programs.

Other University regulations, such as the registration schedule and withdrawal deadlines published each semester by the University Registrar, must also be observed. In addition, recipients of Graduate School financial aid must abide by the terms of their obligation statement.

*Unawareness of these rules will not be accepted as an excuse for failure to act in accordance with them.*

The academic policies, rules, regulations, and procedures serve several purposes: to codify the legislation of the Graduate School of Arts & Sciences Executive Committee, to enable students to proceed efficiently through their courses of study, and to enable the Graduate School to deal with all of its students in an equitable and consistent manner.

Exceptions to any of the Graduate School’s rules, regulations, and procedures must be secured in writing from the Graduate School. No other University officials, including faculty members, are authorized to grant such exceptions independently. Any student who is in doubt about how a rule, regulation, or procedure applies to her or him should seek clarification from the Graduate School.

Members of the Graduate School Staff are available to discuss specific matters with you. Our offices are located in Suite 400 of the Car Barn, located at 3520 Prospect Street, N.W. We are open from 9:00 a.m. to 5:00 p.m., Monday through Friday, except University holidays. Telephone: +1 (202) 687-5974.

The Graduate School and Georgetown University reserve the right to alter such academic or financial conditions as the following: admission requirements; the arrangement of courses; graduation or degree requirements; eligibility and conditions for receiving financial aid; and tuition rates and fees. Other provisions affecting students may also be changed as necessary. Such rules, regulations, and procedures may govern both new and continuing students and will be considered effective – and an integral part of this codification – after notice of the change has been posted on the Graduate School’s website.

Students should recognize that certain types of advanced degree research may depend upon receipt of external funding. The University will always attempt to secure such funding, but availability cannot be guaranteed. Research courses dependent upon such funding may not be offered.

The Graduate School website is: [http://grad.georgetown.edu](http://grad.georgetown.edu) In addition, you should feel free to contact any of the following University officials:

**Norberto M. Grzywacz, Ph.D.**
Dean
Graduate School of Arts and Sciences
(202) 687-5603

**Todd A. Olson**
Vice President for Student Affairs
Division of Student Affairs
(202) 687-4056

**Theresa E. Torres**
Graduate Program Director
Office of Student Financial Services
(202) 687-4547
Vanessa Meyers  
*Director*  
Office of Global Services  
(202) 687-5867

Felicidad A. Buñuan  
*Associate University Registrar*  
Office of the University Registrar  
(202) 687-4020

Maynard Littlejohn  
*Assistant Manager*  
Office of Student Accounts  
(202) 687-7100
II. REGISTRATION

A. Registration Eligibility

Students are officially admitted to the Graduate School of Arts and Sciences only through a letter of admission from the Dean of the Graduate School, and only students who have been admitted in this manner may register in the Graduate School. Neither registration for graduate-level courses through the School of Continuing Studies, nor admission to a graduate-level program offered by the School of Continuing Studies, constitutes or implies admission to the Graduate School of Arts and Sciences.

All graduate students are required to provide official transcripts or documents showing conferral of all degrees previously awarded. If a particular degree had not yet been awarded when the student applied for admission, the student must submit documentation of the degree conferral by the time of first registration. A student who fails to submit the required documentation will be blocked from registering for the second semester of study.

Eligibility to enroll in some of the registration categories below is determined by whether the student is pursuing a "thesis" or a "non-thesis" degree program. See Section IV. Requirements for Degrees for further information.

The policies and procedures described below apply equally to all phases of the registration process, including Pre-registration, Registration Completion, and all courses added or dropped after the student's initial program of courses for the semester has been recorded.

B. Registration Requirements

All Graduate School students are required to register each Fall and Spring semester from matriculation to award of the degree. Students enrolled in dual-degree programs that combine a Graduate School degree with a degree from the Law Center or the Medical School are not required to register in the Graduate School during semesters when they are registered in those other Georgetown University units.

Graduate students begin the registration process by meeting with their faculty advisors to discuss their enrollment plans for the coming semester. Once they have been advised, graduate students register via the Internet using MyAccess at: myaccess.georgetown.edu. Online registration for graduate students is open during Pre-registration and from the beginning of Regular Registration through the Add/Drop period; detailed instructions are sent via e-mail to all students before the start of each registration period. Students need their Georgetown University NetID and password, both of which are supplied by the Office of the Registrar. Students who do not have a NetID and password, or who are unable to gain access to MyAccess should contact either the University Information Services (UIS) Service Desk, (202) 687-4949, or the Office of the Registrar, (202) 687-4020.

Students who fail to register by the end of the Regular Registration period will be considered to have withdrawn and must contact the Graduate School for special permission to enroll; those who are permitted to enroll late will be assessed a late registration fee.

Students are personally responsible for insuring that their registration is accurate and complete. At the end of every registration period, both the graduate programs and the Graduate School will review each student's enrollment. Enrollment is subject to change pending review by the advising faculty.

Students who have registered assume the responsibility for financial charges for the entire semester, regardless of their attendance in class and regardless of the method of payment used. All students must pay their bills in full by the deadline set by the Office of Student Accounts.
C. Enrollment Certification

Graduate School students may be certified as enrolled on a full-time, three-quarter-time, half-time, or less than half-time basis. Enrollment status in a given semester is based on that semester's registration, and may be certified only by the University Registrar. For information on the level of enrollment certified for specific forms of enrollment, see Section II. F. Standard Modes of Registration and Enrollment Time Status.

D. Enrollment Requirements of International Students

By provision of federal law, the Department of Homeland Security has instituted strict reporting requirements for schools that enroll foreign nationals. Before the start of each semester, all newly-enrolled international students at Georgetown University who are on non-immigrant visas are required to attend the Immigration Reporting Session given by the Office of Global Services (OGS). OGS will provide all new international students with detailed information concerning the time, date, and location of the session before the start of the semester; this information will also be posted on OGS's website. Those who fail to attend the session will not be allowed to complete registration or to attend classes. For further questions and information, please contact the Office of Global Services by calling (202) 687-5867.

In addition, all non-U.S. citizens, including permanent residents, are required to report accurate citizenship and visa type to the Office of Global Services. Any student who does not provide this information to the Office of Global Services will be ineligible to register the following semester.

Federal law may require international students to adhere to more restrictive registration requirements than those that apply to U.S. citizens. Consequently, international students who have any questions regarding their registration requirements or any of the other policies and regulations contained in this Graduate Bulletin should confer with their international student adviser in the Office of Global Services, located in Suite 210 of the Car Barn, prior to the start of each semester.

E. The Registration Process

1. 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 the Office of Student Accounts, incomplete forms with the Office of Student Financial Services, or incomplete academic records with the Graduate School. 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 he or she will be permitted to register. Students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

2. Pre-registration

Students who are currently enrolled in Graduate School degree programs are encouraged to pre-register for the following semester according to the published schedule. Those on an approved Leave of Absence must contact the Graduate School to request reinstatement in order to participate in pre-registration for the semester of their return.

3. Registration Completion

Registration Completion is a two-day (Fall Semester) or one-day (Spring Semester) period immediately preceding the first day of classes for the semester. Newly-enrolling students may register for their classes at this time, along with continuing students who did not pre-register, or who were closed out of one or more of the courses for which they had attempted to pre-register.

4. Language Study Scholarships

The Graduate School will provide tuition scholarships to graduate students in Main Campus programs on the recommendation of their Director of Graduate Studies. The scholarship will cover enrollment in one approved language course per semester.
Award of Language Study Scholarships will be subject to the following conditions:

a. During Fall and Spring semesters

(1) Ph.D. students may register for courses at any level that are taken for the purpose of developing research abilities.

(2) Master's students may register for courses designed to improve their language skills. Normally, these are courses at the 350 level or below as the intention of the scholarship is for basic language instruction. Exceptions must be requested in writing by the Director of Graduate Studies and accompanied by a justification. In the rare case that an exception is made, the course will not count toward the degree requirements.

(3) The language course must be taken for a grade, either a letter grade or, if permitted, S/U grading. Some graduate programs may require their students to enroll in language courses on a letter-grade basis, and some language instructors may require all students in their course to enroll for a letter grade.

(4) The student must complete the course, and must do so with a passing grade.

If a student withdraws from a language course, the scholarship will be revoked and the student will be responsible for any charges remaining after the tuition refund policy has been applied.

If the student receives a failing grade (a grade of “F” or “U”), the scholarship will be revoked retroactively and the student will be responsible for the entire tuition charge due for the course. This provision will apply whether the failing grade is the result of poor academic performance or from failure to attend class and to participate as required, and whether or not the student has continued to enroll in the Graduate School. The student will also forfeit eligibility for any future Language Study Scholarship support.

Note that under the per-credit tuition policy effective Fall 2010, students will be responsible for the specified tuition charges even if their remaining enrollment is 12 or more credits.

(5) Main Campus graduate programs will recommend language course scholarships each semester by supplying the Graduate School with a list of the names and ID numbers of nominees, as well as the specific course in which each student has been approved to enroll. Letters of recommendation will not be required, but all awards are subject to review by the Dean of the Graduate School, and in some cases additional information may be requested.

(6) The Graduate School will post Language Study Scholarships as recommendations are received from the graduate programs, with the goal of having them appear on the student's account before the payment due date. Scholarships will continue to be posted up to seven (7) calendar days after the end of the Add/Drop period.

b. During the Summer term

The same policies will apply during the Summer terms as during the Fall and Spring semesters, except that Summer Language Scholarships are available only to Graduate School students who are enrolled in a Ph.D. program, including those who are pursuing a dual master's/doctoral program. Summer Language Scholarships are not available to students who are enrolled only in master's programs.

Summer Language Study Scholarships for doctoral students will cover courses that extend over the entire Summer term, even if the course is broken into two parts with separate registrations in Session 1 and Session 2. If a doctoral student enrolls in such a course, the program should include registration for both sessions in the list of recommendations submitted to the Graduate School.

Summer Language Scholarships will normally be granted only for courses taught at Georgetown University, not to courses taken at other local universities via Consortium enrollment. Exceptions will be considered for PhD students whose research requires a language that is not taught at Georgetown. Such exceptions must be
requested in writing by the Director of Graduate Studies and accompanied by a justification. Under no circumstances will scholarships be provided for direct enrollment in courses at another university. Scholarships will not be provided for English language courses for non-native speakers of English.

5. Tuition and Fees

Information on tuition and fees for the current academic year, as well as due dates, payment options, and information on applicable tax credits, is available at: studentaccounts.georgetown.edu/tuition/graduate/

Graduate School students who are enrolled in Main Campus degree programs are charged tuition on a per-credit-hour basis, regardless of the number of credits for which they enroll.

Policies and procedures regarding tuition and fees, including payment options, third-party billing, and refunds, are available at studentaccounts.georgetown.edu/policies/

6. Late Registration and Late Payment Fees

Any student who initiates course registration after the close of the Regular Registration period will be assessed late registration and late payment fees. The Student Accounts Office also will assess late payment fees and a service charge on any tuition and fees that are not paid by the stated deadline.

7. The Add/Drop Process

The Add/Drop period generally begins the first day of classes and lasts for ten days; see the Academic Calendar published each semester on the website of the University Registrar at registrar.georgetown.edu/ for exact dates. During the Add/Drop period, students may make registration changes, including changes of grade status (i.e., letter-grade, pass/fail, or audit); make changes to courses already selected; add tutorial courses; or change the number of credits assigned to a variable-credit course. In the case of variable-credit courses, the number of credits indicated in the Schedule of Classes will remain on the student’s record unless it is changed during the Add/Drop period.

During the Add/Drop period, most registration changes may be made via the Internet, using MyAccess. For information on registration changes involving tutorial courses or undergraduate courses taken for graduate credit, see Section II.F. Standard Modes of Registration and Enrollment Time Status.

Courses dropped during the Add/Drop period will not appear on a student’s transcript. Courses dropped after the Add/Drop period will appear on the transcript with a "W" to indicate that the student had withdrawn.

Courses cannot be added after the Add/Drop period.

After the Add/Drop period, students may withdraw from one or more courses only by submitting an Add/Drop through the Graduate School and the Office of the University Registrar. Courses may be dropped up to, but not including, the last week of classes. The last date on which graduate students may withdraw from courses is noted each semester on the academic calendar published on the website of the University Registrar at registrar.georgetown.edu. While students are encouraged to notify the instructional faculty or the sponsoring department or program when they stop attending a course, such notification alone is not considered an official withdrawal from a course.

8. Withdrawal from Courses and Refund Schedule

Should a student voluntarily withdraw from courses, credit for tuition will be calculated according to the following percentages from the date the Graduate School receives notification in writing:

Refund Schedule for Full-Semester Courses

<table>
<thead>
<tr>
<th>Week of Semester</th>
<th>Percent of Tuition Charges Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st or 2nd week:</td>
<td>100%</td>
</tr>
<tr>
<td>3rd or 4th week:</td>
<td>80%</td>
</tr>
<tr>
<td>5th or 6th week:</td>
<td>70%</td>
</tr>
</tbody>
</table>
7th or 8th week: 50%
9th week: 40%
10th - 15th week: 0%

The first week of classes is considered to begin the day following Regular Registration, regardless of which days of the week a particular class may meet. No credit is given for fees, including the Yates Field House fee, regardless of the date of withdrawal. The refund dates for the current academic year are posted on the website of the University Registrar at registrar.georgetown.edu/registration/refunds-and-tuition/. Students who are recipients of financial aid should review the terms of their awards before dropping a class. In particular, recipients of the Graduate School's merit-based scholarships should be aware that if they drop a course after the end of the Add/Drop period, the Graduate School scholarship for that course will be withdrawn and the student will be responsible for any portion of the tuition charge not refunded. Note that students enrolled in Main Campus programs will be responsible for such charges even if their remaining enrollment is 12 or more credits.

F. Standard Modes of Registration and Enrollment Time Status

1. Academic Course Credits

During fall and spring semesters, students registered for 9 or more credit hours will be certified as enrolled full-time; those registered for 6 credits up to less than 9 credits will be certified as enrolled three-quarter-time. Students registered for 4.5 credits up to less than 6 credits will be certified as enrolled half-time; those registered for fewer than 4.5 credits will be certified as enrolled less than half-time.

During the summer term, students registered for 6 or more credits will be certified as enrolled full-time; those registered for 4.5 credits up to less than 6 credits will be certified as enrolled three-quarter time. Students enrolled for 3 credits up to less than 4.5 credits will be certified as enrolled half-time; those enrolled for fewer than 3 credits will be certified as enrolled less than half-time. Enrollments in the summer sessions will be added to determine the total summer enrollment for certification purposes.

2. Tutorial Courses

Students who wish to register for a reading or research tutorial must complete a Tutorial Registration form, available at grad.georgetown.edu/academics/academic-forms/. The completed form must be submitted to the Graduate School no later than the final day of the Add/Drop period.

The form requires the instructor to specify:

- a title for the tutorial course
- the number of graduate credits to be awarded
- a course description
- a bibliography
- a schedule of meetings with the student
- assignments or the nature of the research to be undertaken
- the manner of assessment (e.g., a final examination, a research paper, etc.)

The course description and schedule of meetings must be consistent with the number of course credits proposed. Signature approvals must be obtained from the instructor, who outlines the scope of work to be accomplished and the resources to be used; the student’s Director of Graduate Studies; and the Graduate School. If this form is not submitted and approved, no credit will be awarded for the tutorial.

3. Prerequisites and Skills courses

Sometimes a student will be admitted to a graduate program lacking certain prerequisite courses or certain skills, such as statistics or computer programming. Such deficiencies may or may not be apparent at the time of admission; in some cases, they may not become apparent until the student has chosen a research topic.

The student may be advised to remedy such deficiencies or gain such skills by enrolling in an undergraduate course at Georgetown. If that is the case, the student must officially enroll in the course, either for credit or as an auditor. The course will appear on the student’s undergraduate transcript and the appropriate tuition will be charged for that enrollment.
In the case of language courses, the student may be eligible to receive a Graduate School Language Study Scholarship; see Section II.E.4 Language Student Scholarships.

Students will not be granted graduate credit for enrolling in undergraduate courses (those numbered below 350).

Note that federal visa regulations require that international students cannot be admitted to a program if they are lacking any prerequisites, so they cannot be required to take such courses once they have enrolled. They may take additional courses to acquire necessary skills, but enrollment in such courses will not extend the time they are permitted to complete their degree requirements.

4. Thesis Research

Registration for Thesis Research is limited to students who are enrolled in a master's thesis program or doctoral program. Three sections of Thesis Research have been established to recognize different stages of the student's progress toward the degree. A student enrolled in any section of Thesis Research will be certified as enrolled full-time. Each section of Thesis Research is assessed a different registration fee.

Registration for Thesis Research and payment of the associated tuition charge acknowledges both the student's own academic efforts in preparation of a thesis and the student's use of University resources, including facilities and faculty services. Students are not eligible to register for Thesis Research until they have completed, or nearly completed, the coursework registration requirements for a thesis master's program or a doctoral program. Specifically, they may not use this registration mode prior to that point in order to gain full-time enrollment status.

Once a student has started registering for Thesis Research he or she must continue to do so in each subsequent semester until all degree requirements have been met except incomplete course grades.

**Once a student has registered for Thesis Research - 999, Section 1, he or she will be registered automatically for Section 1 during each subsequent Fall or Spring Semester.** Students will be responsible for the tuition and fees associated with the automatic registration unless they either are approved for a Leave of Absence or withdraw from the University.

a. Thesis Research - 999, Section 1

Graduate students enrolled in a master's thesis program or a doctoral program who have completed all coursework must register for Thesis Research - 999, Section 1, in each Fall and Spring semester. For the 2016-17 academic year the registration fee is $2,750 per semester. This requirement includes students who have completed all course work and plan to take language proficiency examinations or comprehensive examinations before beginning research and writing of the thesis or dissertation.

Those who wish to receive thesis direction during the summer must register in the Graduate School for Thesis Research - 999, Section 61, for the summer term; no registration fee is charged for Thesis Research registration during the summer.

b. Thesis Research - 999, Section 3

Students enrolled in a master's thesis program or a doctoral program who are near the end of their coursework, and for whom registration for the remaining required course credits would result in less than full-time enrollment, may register for Thesis Research - 999, Section 3.

Those who do not need to be certified as enrolled full-time are not required to do so. No additional registration fee will be assessed for this enrollment (i.e., the student will be charged only the tuition rate for the enrolled course credits). Note that a student who is enrolled solely in courses to develop language proficiency, for which he or she has received a Graduate School Language Study Scholarship, may not enroll in Thesis Research, Section 3; the student must enroll in section 1, for which a registration fee is charged.

c. Thesis Research - 999, Section 5
Students who have completed their coursework, who are enrolled only in Thesis Research, and who are the primary instructor of record for a course will be appointed as Teaching Associates and will be permitted to enroll for Thesis Research - 999, Section 5. No additional registration fee will be assessed for this enrollment. The student's department or program must approve the student's request. This section of Thesis Research is open only to students appointed as Teaching Associates and only during the semester(s) in which they hold such a teaching appointment.

5. Continuous Registration

Two sections of Continuous Registration have been established to recognize different stages of the student's progress toward the degree. Each section of Continuous Registration certifies a different level of enrollment.

Enrollment in Continuous Registration and payment of the associated tuition charge acknowledges both the student's own academic efforts in completion of degree requirements and the student's use of University resources, including facilities and faculty services. Students who have completed the coursework registration requirements for a master's program must register for Continuous Registration in each subsequent semester until all degree requirements have been met.

Note that students enrolled in non-thesis master's programs will be certified only on the basis of their credit hour or Continuous Registration enrollment, as defined below. They are not eligible to register for any section of Thesis Research.

a. Continuous Registration - 991/992, Section 1

This section is used by students in non-thesis master’s programs who, without other registration, are studying for comprehensive examinations or for language proficiency examinations, or who are working on their master's research papers. For the 2016-17 academic year, such students will be charged a registration fee of $1,425 per semester. A student enrolled in Continuous Registration - 991/992, section 1, will be certified as enrolled half-time. A student may register for Continuous Registration - 991/992, section 1, for no more than two semesters.

During the summer term students would register in the Graduate School for Continuous Registration - 991, section 61; no registration fee is charged for Continuous Registration during the summer.

b. Continuous Registration – 993/994, Section 1

This section is used by master’s students who have completed all degree requirements except incomplete course grades, or by master’s and doctoral students who have completed all degree requirements, including defense of the doctoral dissertation, but have not yet graduated. Students may register for this course only with permission of the Graduate School. No registration fee is charged. A student enrolled in Continuous Registration – 993/994-01, will be certified as enrolled less than half-time.

G. Other Modes of Registration

1. Enrollment under Special Student Status

Applicants cannot seek admission to Special Student status. It is rather a category of enrollment that may be offered by the Graduate School to some students who have applied in the normal manner, but who are found to require one semester of additional coursework before their application can be properly evaluated. Because Special Student is not a degree-seeking status, it may not be an available option for some international students.

Special Students may be enrolled for no more than a single semester, during which they may take a maximum of six credits of graduate coursework. "English as a Foreign Language" courses may be taken in conjunction with and in addition to these six credits of coursework. Special Students are not eligible for Graduate School assistantships, scholarships, or fellowships, and may not register for courses through the Consortium of Universities of the Washington Metropolitan Area.

To be considered for subsequent admission to a Graduate School degree program, a Special Student must earn no less than a "B" in each course taken as a Special Student.
Non-native-English-speaking students admitted to Special Student status must earn the requisite TOEFL score before they can subsequently be admitted to a degree program. Individual departments and programs may have higher standards.

Requests for changes from Special Student to regular student status will be evaluated by the department or program, which will make a recommendation to the Graduate School. If approved, such a change in status will be authorized in writing by the Dean of the Graduate School. Courses taken while enrolled as a Special Student also must be reviewed by the department or program for the purpose of making a separate recommendation to the Graduate School on whether these credits should be counted towards the student's graduate degree program.

2. **Enrollment during Summer Session**

Courses offered during the Summer Session are offered under the auspices of the School of Continuing Studies.

Students who are currently enrolled in a Graduate School degree program and who wish to register for courses during the University’s Summer Session must obtain approval from both their department or program and the Graduate School. Credit earned during Summer Session by students who are currently enrolled in the Graduate School will be recorded on the graduate transcript as regularly enrolled courses and will not require transfer in order to be applied toward satisfaction of their degree requirements.

Students who have been admitted to a Graduate School degree program effective Fall Semester and who wish to begin their studies in the preceding Summer Session should contact the Graduate Admissions Office to determine whether their term of admission can be changed to the Summer. A student whose admission term has been so changed may enroll for courses during the Summer Session and have them applied toward satisfaction of their degree requirements as described in the preceding paragraph.

Students who have not yet been admitted to a Graduate School degree program, and who are considering enrolling in graduate-level courses during the Summer Session by registering through the School of Continuing Studies should refer to **Section III.B.1. Transfer of Credit toward the Master's or Doctoral Degree** concerning the restrictions placed on the transfer of such coursework to satisfy the requirements of a Graduate School degree. Enrollment for graduate-level courses through the School of Continuing Studies does not constitute admission to the Graduate School, and there is no obligation on the part of the Graduate School or its degree programs to accept coursework taken prior to admission by enrollment through the School of Continuing Studies.

Graduate students generally may enroll for no more than a total of six credits during the combined first and second sessions of any one Summer term. No Graduate School degree may be obtained by attendance during Summer terms alone.

Currently-enrolled students who intend to complete any non-coursework degree requirements during the Summer term, including comprehensive examinations, language examinations, or thesis or dissertation defense or revisions, must register for Thesis Research or Continuous Registration, as appropriate.

3. **Enrollment through the Consortium**

Georgetown 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 a Graduate School degree program may enroll for courses through the Consortium, subject to the following limitations:

a. Graduate School students may not enroll through the Consortium for courses that are available at Georgetown University.
b. Graduate School students may not audit Consortium courses, nor may they enroll in undergraduate language courses through the Consortium for the purpose of meeting the language proficiency requirement for a Georgetown degree.

c. Special 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. Students may not enroll for Consortium courses during the Pre-registration period; they may do so only during Registration Completion or during the Add/Drop period at the beginning of the semester.

f. Tuition for courses registered through the Consortium will be billed at Georgetown University rates and paid to Georgetown University.

g. 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; those grades will not be used in the determination of the student’s Georgetown GPA.

h. Graduate students who are enrolled in a master's-only program must complete at least 75% of the credits required for the master's degree at Georgetown. Consequently, Consortium enrollments and transferred credits combined may not account for more than 25% of the credits required for the degree.

All Graduate School 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 Graduate School degree only by means of transfer, subject to the Graduate School’s overall transfer limit of 25% of the total credits offered for the degree, and only if they have not been applied toward a degree at the other institution.

i. Students enrolled via the Consortium will be responsible for abiding by all regulations of the other institution regarding enrollment, attendance, and withdrawal.

Detailed procedures for Consortium registration are published on the University Registrar’s website at this link: registrar.georgetown.edu/registration/consortium/.

4. Enrollment in Georgetown University Law Center Courses

Main Campus students are admitted to Law Center courses on a space-available basis. Students who wish to register for courses at the Law Center must submit their request to the Law Center Registrar during the Law Center's Add/Drop period. Note that the Law Center calendar differs from the Main Campus calendar; it is the responsibility of the student to know and follow the Law Center calendar. Law Center courses not registered in this manner will not appear on the Graduate School transcript.

5. Enrollment in Study Abroad Programs

Graduate School students who are enrolled in official Study Abroad programs administered by Georgetown University, and for which they are registered at Georgetown University, will be certified as full-time on the presumption that their Study Abroad program has been designed to engage them in full-time coursework and/or research.
H. Withdrawal from Graduate School

1. Voluntary Withdrawal

a. Withdrawal from one or more courses

A voluntary withdrawal from one or more courses will always be granted on request to any student who is not subject to disciplinary action. The student requests such a withdrawal by submitting an Add/Drop form to the Graduate School. In the case of withdrawals requested after the end of a semester's Add/Drop period, the University Registrar will record this action on the student’s transcript by posting a "W" after each dropped course. Failure to withdraw properly may result in grades of "F" in the current semester's coursework and, if the student does not return the following semester, removal from the University’s rolls for failure to register.

b. Withdrawal from a Graduate School degree program

A student who wishes to formally withdraw from a Graduate School degree program must notify the Graduate School in writing. Whether the student is withdrawing from one or more courses or from a degree program, a percentage credit toward tuition due for the dropped course(s) will be calculated from the date the Graduate School receives the request to withdraw, according to the refund schedule printed in Section II.E.8. Withdrawal from Courses and Refund Schedule.

Whether withdrawing from one or more courses or from a degree program, the student must notify Student Financial Services (in person, when possible) if he or she has received financial assistance from Georgetown University or from a state-guaranteed or federally-insured lender outside the University. Withdrawal may result in a reduction in the financial assistance the student is eligible to receive.

Students who withdraw from the University must also consult with a Student Accounts representative to assure that their financial records are in order. By act of registration, students accept financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of the method of payment used. Registration includes Pre-registration, Registration, and all courses added after the student's initial registration.

A student who is subject to disciplinary action may request withdrawal from a course or from a Graduate School degree program, but such a request will not exempt the student from appropriate disciplinary procedures.

2. Forced Withdrawal for Failure to Maintain Registration

All Graduate School students are required to register each Fall and Spring semester from matriculation to award of the degree. A student who fails to register by the end of the Add/Drop period and who is not on an approved Leave of Absence, or who has failed to submit a formal request to extend an authorized Leave of Absence, will be withdrawn from the rolls of the University. The department or program will be notified that the student has been withdrawn, the student’s records will be retired, and the statement, "Withdrawn: Failure to Register," will be recorded on the student's transcript.

3. Reinstatement or Readmission to the Graduate School after Withdrawal

Students who have voluntarily withdrawn, or who have been withdrawn for failure to maintain registration, may request reinstatement or readmission, as appropriate.

If such a student wishes to resume enrollment within a subsequent three-year period dating from the end of the semester or summer term in which the student was last registered, he or she must notify the Graduate School in writing to request reinstatement. The student’s request will be reviewed by, and must be approved by, both the student's department or program and the Graduate School.

Students who are approved for reinstatement will be required to pay a reinstatement fee equal to one-half of the then-current Thesis Research fee for one semester. A record of all breaks in registration will remain on
the student’s transcript. Approval of reinstatement after withdrawal for failure to register does not constitute an extension of the time permitted for completing a degree. Consequently students who have been reinstated will be expected to complete their degrees as if no break in registration had occurred.

Students who desire to resume studies after having not been registered for more than three years dating from the end of the semester or summer term in which the student was last registered may not seek reinstatement, but must apply for readmission to the degree program as though they were newly-entering students.

These procedures apply only to students voluntarily withdrawn, or who have been withdrawn for failure to maintain registration. Students whose degree candidacy has been terminated for other reasons should refer to Section III.G. Appeals Regarding Termination of Degree Candidacy.
III. ACADEMIC REGULATIONS & PROCEDURES

A. The Grading System

1. Grades for Graduate Coursework

Grades for graduate coursework are recorded as follows:

<table>
<thead>
<tr>
<th>Assigned Grade</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.670</td>
</tr>
<tr>
<td>B+</td>
<td>3.330</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.670</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (used only for pass/fail courses)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (used only for pass/fail courses)</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>NR</td>
<td>No Grade Reported</td>
</tr>
</tbody>
</table>

A Grade Point Average (GPA) of no less than 3.000 will be required to maintain good academic standing and to graduate.

Grades of "S" and "U" are not included in calculations of a student’s GPA. However, for the purpose of reviewing academic performance leading to termination, a "U" will be considered the same as an "F"; see Section III.D. Standards of Satisfactory Academic Performance.

Grades received in courses that have been approved for transfer credit and in courses taken through the Consortium are not computed in calculations of the student's GPA.

Once a final grade for a course has been correctly posted to the transcript, a student may not retake any portion of the course requirements or do additional work to change the posted grade.

Students may not repeat courses for credit. The sole exception is that a student is permitted to repeat a course in which a grade of "F" was received. If such a course is repeated, all registrations for the course and their respective grades, including the original grade of "F," will remain on the transcript record. Both the original grade of "F" and the grade for the repeated registration will be included in calculating the GPA used to evaluate the student’s academic standing and eligibility to graduate.

2. Audit and Pass/Fail Options

Courses that have been designated by departments and programs to be taken only on a pass/fail basis may be applied toward a graduate degree program. Other courses for which a student chooses to register on a pass/fail basis cannot be applied toward a degree program.

Students may register for language courses on a pass/fail basis, but may not audit them without the approval of their department or program and the Graduate School.

Students who have received permission from an instructor to audit a course or to take a course on a pass/fail basis should first register for the course on a letter-grade basis, then change to audit or pass/fail basis during
the Add/Drop period. Changes of grade status (letter-grade, audit, or pass/fail) are not allowed beyond the Add/Drop period. Students who register for courses on an audit or pass/fail basis will be assessed tuition on the same per-credit basis as for letter-grade registrations.

3. Completion of Coursework; "Incomplete" Courses

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. Under special circumstances an instructor may grant a student permission to delay submission of work up to one semester after the course ends. Instructors are not bound to grant such requests, nor are they bound to grant an entire semester to complete such work. When an instructor has granted such permission, he or she will assign the student a grade of "Incomplete" ("I") for the course; this grade will appear on the student’s official transcript until a final grade is reported.

The student must submit the completed work to the instructor in a timely manner, sufficient to enable the instructor to review the work and to send a final grade (recorded on a Grade Change Authorization form) to the Graduate School before the last day of classes in the Fall or Spring semester following the semester in which the Incomplete grade was given.

Some departments or programs, as well as some individual instructors, do not permit the "Incomplete" option. Students should determine early in their first semester of study the policy of their department or program, and each semester the policy of their instructors, in regard to "Incompletes."

Starting with courses taken in Spring semester 2011, if an "I" is assigned by an instructor and is not subsequently changed to a grade by the instructor before the last day of classes in the following semester, it will be converted to an "F" on the student's transcript.

This policy will apply whether or not the student has continued to enroll in the Graduate School. The sole exception is that students who receive an "Incomplete" in their final semester of enrollment, but who are able to graduate without those credits, will retain an "Incomplete" indefinitely. Upon graduation the transcript will be closed and no further grade changes will be made.

This policy will not be applied retroactively to “Incomplete” grades posted in semesters prior to Spring 2011; such courses will remain “Incomplete” indefinitely unless and until a grade is entered by the instructor.

4. "NR" Grades

The University Registrar will assign a grade of "NR" ("No Grade Reported") to a student’s enrollment in a course under either of two conditions: if the instructor does not assign a grade to anyone in the course, or if the instructor assigns grades to some students but not to others.

In the latter case, in which some students are graded while others are not, the "NR" will be treated as equivalent to an "I" assigned by the instructor. If it is not subsequently changed to a grade by the instructor before the last day of classes in the following semester, it will be converted to an "F" on the student's transcript.

5. Appeals Contesting Grades or Other Forms of Assessment

a. Appeals contesting grades

If a student contests a grade received as part of coursework, the following steps are to be taken:

The student should first seek an acceptable resolution through a discussion with the instructor of the course. This discussion must be initiated no later than thirty days after the start of the semester following the one in which the disputed grade was assigned. If the grade was not assigned until a later date (e.g., if the student had been granted an "Incomplete" in the course), the discussion must be initiated no later than thirty days after the date the grade was posted to the student’s transcript.

If a satisfactory resolution is not reached, the student should then discuss the matter with the Director of Graduate Studies or program director under whose aegis the course is offered. This discussion must
be initiated no later than sixty days after the start of the semester following the one in which the disputed grade was assigned, or sixty days after the date the grade was posted to the transcript.

If a satisfactory resolution is still not reached, the material in question will be sent to a faculty committee established by the department or program in which the course is offered (either a standing committee or an ad hoc committee). This committee review must be initiated no later than ninety days after the start of the semester following the one in which the disputed grade was assigned, or ninety days after the grade was posted to the transcript. That committee’s decision (to raise, lower, or sustain the grade) shall be final.

In the case of a student pursuing a departmentally-based graduate program who is enrolled in another department’s course, the student will be subject to the offering department’s appeal procedures. In the case of a student pursuing an interdisciplinary graduate program who is enrolled in a departmental course that is part of the program’s curriculum, the Directors of Graduate Studies for the program and the department will establish a mutually agreed upon faculty committee on an ad hoc basis. Requests for a change of grade will not be approved if the new grade results from additional work performed after the initial grade had been assigned.

b. Appeals contesting the outcome of other faculty-assessed academic activities

Satisfactory progress toward a graduate degree, especially those at the doctoral level, is measured by more than successful completion of coursework. Other academic activities that are subject to faculty assessment include but are not limited to such milestones as qualifying or comprehensive examinations and the acceptance of a thesis or dissertation proposal.

If a student contests the outcome any such assessment, the process for appealing that outcome is similar to that for appealing grades.

The student should begin by discussing the matter with the Director of Graduate Studies of his or her program. This discussion must be initiated no later than thirty days after the student has been notified of the results of the assessment.

If a satisfactory resolution is not reached, the student may submit a written appeal to the Director of Graduate Studies. This appeal must be submitted no later than ninety days after the student has been notified of the results of the assessment. The appeal will be sent to a faculty committee established by the student’s program. If the committee decides either to sustain or to reverse the assessment, that decision shall be final. Alternatively, the committee may decide to grant the student another opportunity to repeat the academic activity for reassessment.

B. Transfer of Credit, Advanced Standing, and Prior Graduate School Enrollment

Students pursuing either a master’s or a doctoral degree may be eligible to transfer credit to their current degree program, but only students pursuing a doctoral degree are eligible to receive advanced standing. Students who have previously enrolled in a Graduate School certificate or master’s degree program may be eligible to incorporate some or all of that coursework into a higher degree program. The double-counting of course credits between two programs in an approved dual-degree program does not involve a transfer of credits; see Section IV.F. Dual-Degree and Joint-Degree Programs.

1. Transfer of Credit toward the Master’s or Doctoral Degree

After satisfactory completion of at least one semester of full-time registration in the Graduate School, a master’s or doctoral degree student may make a written request for the transfer of credit for specific applicable courses taken (a) at another accredited institution or (b) at Georgetown University prior to admission to a Georgetown graduate degree program. Requests for transfer of credit must be made in writing through the Director of Graduate Studies of the student’s department or program. The Director of Graduate Studies will forward a recommendation to the Graduate School concerning the applicability of both the specific courses and the total number of credits requested toward the student’s degree program; final approval rests with the Graduate School.
Credits are transferred in semester equivalency. Graduate School students who are enrolled in a master’s-only program must complete at least 75% of the credits required for the master’s degree at Georgetown. Consequently, transferred credits and Consortium enrollments combined may not account for more than 25% of the credits required for the degree.

The total number of credits that may be transferred by a student enrolled in a Georgetown doctoral degree program may not exceed 25% of the total number of credits required for the degree after any credits of advanced standing, (described below) have been granted.

Some departments and programs may impose more restrictive limits on either degree level, or may not permit transfer of credit at all.

Only graduate-level courses for which the student received a grade of “B” or better can be transferred into a Graduate School degree program. Credits will not be approved for transfer if they have been or are being applied toward another degree, either at Georgetown or elsewhere, or if they have already been used to award advanced standing toward a Graduate School doctoral degree. In addition, courses taken seven or more years prior to the request are not usually acceptable for transfer. Students may not satisfy any academic deficiency (e.g., low overall GPA or failure to achieve a sufficient grade in a required course) through the use of transferred credits.

If the courses to be transferred are not included in the transcripts already on file in the Graduate School, the student should arrange for the appropriate official transcript to be sent directly to:

    Academic Affairs
    Graduate School, Georgetown University
    Car Barn-Suite 207, Box 571005
    3520 Prospect Street, N.W.
    Washington, DC  20057-1005

Students may personally deliver official transcripts to the Graduate School, as long as they are still sealed in the envelopes issued by the other institution’s registrar. In the request for transfer of credit, the student should identify any additional transcripts that have been ordered.

After receipt of the applicable transcript, and on the approval of both the department or program and the Graduate School, the credits will be officially recorded on the Georgetown transcript. The grades posted will be those of the institution giving the course; however, the Graduate School reserves the right to determine the number of credits that will be granted. Grades for transferred courses are not counted when calculating the student’s overall GPA.

2. Advanced Standing Toward the Doctoral Degree

A student who has been awarded a relevant master’s degree by another institution may petition for advanced standing toward the coursework required for a doctoral degree program. Only students pursuing a Ph.D. may apply for advanced standing; it is not available to students pursuing a master’s degree. A maximum of 30 credits of advanced standing may be awarded. Some doctoral programs may impose a lower limit, or may not permit advanced standing at all. Students who have been awarded advanced standing may be eligible to transfer a limited number of other credits to their degree program.

Requests for advanced standing should be made during the student’s first year of enrollment in the Graduate School. Requests for advanced standing must be made in writing through the Director of Graduate Studies of the student’s doctoral program, who will forward a recommendation to the Graduate School for its review. This recommendation must include both the number of advanced standing credits to be awarded and the number of credits of coursework that remain to be completed for the degree through registration in the Graduate School or through transfer. The number of approved credits of advanced standing will be recorded on the student’s transcript.

3. Use of Graduate Credits Earned in Another Graduate School Program

It has always been the case that a student pursuing a master’s degree at Georgetown may, if admitted to the Ph.D. program in the same major field, absorb the course credits earned in that program into the Ph.D.
program. There is no need to request that those credits be transferred, since they are already posted to the Graduate School transcript.

Similarly, some or all of the credits earned while enrolled in a Graduate School certificate program may be eligible to be absorbed into a master's program in the same or another major field, whether or not the requirements of the certificate program were completed and the credential awarded. In the same manner, some or all of the credits earned in a master's program may be eligible to be absorbed into a doctoral program in another major field, whether or not the requirements of the master's degree were completed. Such credits must have been enrolled through the Graduate School and posted to the Graduate School transcript.

Requests to absorb such courses must be made in writing through the Director of Graduate Studies of the higher program, who will forward a recommendation to the Graduate School for its review. That recommendation will identify the courses deemed relevant to the higher degree and confirm that the student's performance in each of those courses was satisfactory to fulfill the requirements of the higher degree. Approved courses will be applied to the higher degree with the full credit value posted on the transcript. Courses that are not approved for use in the higher degree, whether because they were not relevant or because of insufficient performance by the student, will be remain on the transcript, but will not be counted toward completion of the higher degree's requirements.

Special considerations apply to the use of earned graduate credits when a student has withdrawn from one Graduate School degree program and enrolled in another. See Section III.F.2. Use of Earned Course Credits When Changing Programs.

C. Time Limits for Completing Degrees

These time limits defined below are the Graduate School's minimum requirements. Some graduate programs may have more stringent overall time limits, or may have time limits associated with specific degree progress milestones. Check with your department or program for more information.

Part-time students are subject to the same time limits for completing Graduate School degrees as are full-time students.

Students who have not complied with the time limits stated below or as defined by their graduate program will be terminated from degree candidacy, unless an extension of time to complete the degree is approved by the Graduate School.

1. Master's Degrees

Each graduate program of study that leads to a master's degree has defined normal progress in terms of both the number of credits its students are expected to complete in each semester and in total, and the total length of time required to complete the requirements for the degree. Normal program length for a master's program can range from 9 months to three years. These standards are used by the Graduate School to assess student degree progress, but are also used by the Office of Student Financial Services to determine eligibility for student loans under rules set by the U.S. Department of Education and by the Office of Global Services (formerly the Office of International Programs) to set the time limits student visas issued by the U.S. Department of Homeland Security.

Refer to your program's published policies, consult with your Director of Graduate Studies, or contact the offices of Student Financial Services or Global Services as appropriate if you have any questions concerning your expected time to complete a master's degree.

2. Doctoral Degrees

Students admitted to a Ph.D. program are allowed no more than five years from achievement of candidacy to award of the Ph.D. (see Section IV.E.2. Doctoral Candidacy) and no more than seven years overall from matriculation to award of the Ph.D.
3. Dual-Degree Programs

Students admitted to a dual or concurrent degree program typically enroll for fewer total credits than they would if they were to enroll in the two programs separately. Consequently the time allowed to complete the requirements of both degrees is typically less than the time permitted to pursue the two degrees separately.

For master's/master's and master's/Ph.D. dual degree programs, the total time allowed from matriculation to completion of both degrees is typically one year more than what would be permitted for the longer of the two degrees alone.

For a master's or Ph.D. pursued concurrently with J.D. degree from the Law Center, the total time permitted is typically two years longer than that required for the Graduate School degree alone.

If a dual degree program between a Graduate School degree and the M.D. degree from the Medical School results in a reduction in the total number of credits required, the student would be expected to complete the combined program in a comparably shortened period of time.

4. Requests for Extension of Time Limits

If it becomes apparent that a student will not complete all degree requirements and graduate within the time allowed, the student may petition the Graduate School for an extension of time to complete the degree. Such a request must be submitted in writing to the student’s mentor and the Director of Graduate Studies (DGS) of the student’s program. The DGS, in consultation with the student's mentor, will forward a recommendation to the Graduate School on whether to grant or deny the student’s request. If the DGS recommends granting the request, he or she should specify any intermediate deadlines or other academic criteria that are to be met by the student, as well as a realistic date for completion of the degree; the recommended completion date may or may not be the date requested by the student.

The Graduate School will readily grant a first extension of up to one year on the recommendation of both the student’s mentor and the program’s DGS. Subsequent extensions will be granted only in the event of complicating circumstances that warrant such an exception to the policy, and only on the recommendation of the mentor, the DGS, and, if the student is pursuing a doctoral degree, a standing committee of faculty appointed by the Dean to review all such requests. The student must maintain appropriate registration during any authorized period of extension.

International students should be aware that they are subject to strict monitoring of their degree progress. The Department of Homeland Security expects all international students to complete the requirements of their degree programs within the time period set when the student’s visa was issued. Students should not presume that they will be permitted to extend their visas, as the circumstances under which such a request will be considered are very limited. If international students have any questions about their ability to complete their degree program within the duration of their visa, they should speak with their international student advisor in the Office of Global Services.

D. Standards of Satisfactory Academic Performance

The Graduate School establishes minimum standards for academic performance; departments and programs are encouraged to set higher standards. Students should therefore familiarize themselves with the academic performance standards of both the Graduate School and their department or program.

The initial responsibility for recognizing an academic difficulty and for taking steps to resolve it rests with the student. Those encountering academic difficulty in courses or other degree requirements are expected to consult with the appropriate faculty member immediately and, if necessary, to seek additional assistance. The departments and programs monitor the academic records of their students as a matter of course.

When it is found that a student is in academic difficulty, and depending upon the severity of the situation, the student may receive:

- an oral warning from the department or program;
- a written warning from the department or program;
- a written warning from the Graduate School; or
a written termination of degree candidacy from the Graduate School.

The first, second, or third actions will be taken when the student receives one “F,” or when the student's grade point average or letter grade average falls below the minimum level required for good academic standing. The fourth action, termination of candidacy, will be taken either when the student has accumulated two failing grades (grades of "F" or "U"), regardless of the number of credits assigned to those two courses, or when it is no longer possible for the student’s grade point average (GPA) to reach the minimum level required for graduation in his or her degree program. Students will not be allowed to register for additional credits beyond those required for graduation for the purpose of raising an inadequate GPA.

A student's candidacy for a Graduate School degree can be terminated not only for insufficient grades, but also for such reasons as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a comprehensive examination, failure to prepare or to defend a thesis or dissertation satisfactorily, or violation of the time limits for completing degrees. All actions for termination on these and other possible grounds will be determined by the Graduate School in consultation with the student’s department or program.

E. Faculty Mentoring

Faculty mentoring lies at the heart of graduate education. In a doctoral program in particular, a faculty mentor is much more than just an advisor who tells the student what courses to take. More importantly, he or she guides the student in developing a sense of what constitutes a research question in their discipline, what techniques can be applied to investigating such questions, and what counts as evidence for the success or failure of a research project. The mentor guides the student in the development of professional ethics and practices, demonstrating by example how to plan and conduct research, how to collaborate with colleagues both within and outside their discipline, and how to present one’s findings for publication.

Most of the Graduate School Bulletin is devoted to the responsibilities that students bear in maintaining satisfactory academic progress. But given the central importance of the mentoring relationship to a student’s degree progress and subsequent professional career, the Graduate School believes that the faculty bear a concomitant responsibility toward the student to provide satisfactory mentoring. Consequently, it is the policy of the Graduate School that a student who has been admitted to a degree program and who is making satisfactory academic progress has a right to faculty mentorship.

This right is not without limits. For example, a student who has been unable to gain approval of a dissertation proposal and is unwilling to modify the proposal to accommodate the recommendation of potential mentors will eventually be determined to no longer be making satisfactory degree progress. If the student has not been making satisfactory progress, such that no faculty will work with the student, that lack of progress must have been documented. Absent such documentation, the program’s responsibility to provide a mentor will remain.

The point at which the mentor must be chosen will vary from one program to another, and broadly from one discipline to another. Wherever in a program that decision point occurs, to demonstrate satisfactory progress, the student will have three months to identify a mentor. Once a mentor is in place, if difficulties should arise in the mentor-mentee relationship, the program should attempt to resolve those difficulties. If such mediation proves unsuccessful either the student or the mentor may decide to break that relationship. In that case, the remaining members of the student’s doctoral committee – or, if such a committee has not yet been formed, the Director of Graduate Studies – will provide academic guidance while the student attempts to identify another willing faculty member to work with. The student will have three months to do so. If the student is unable to identify a new mentor within that time period, the program may recommend to the Dean of the Graduate School that the student be dismissed from the program.

F. Request to Change Graduate Program

While undergraduates are admitted to a college in which they choose from a wide range of majors, graduate students are admitted only to a specific program of study to pursue a specific degree. As a result, a graduate student cannot simply "change programs" the way an undergraduate can change majors. On the rare occasion that a matriculated student’s research interests veer in directions that are better covered by another discipline in which Georgetown has a graduate program, the Graduate School will consider a request to withdraw from Program A and matriculate into Program B in a different major field.
The procedures described below involve *switching from one graduate program to another*, not the simultaneous pursuit of two programs. Formal dual-degree and joint-degree programs remain governed by the terms of their agreements, and special considerations apply if a student withdraws from such a program in order to pursue a single degree program, whether or not the new program was part of the dual-degree or joint-degree program. See **Sections IV.F.** for information on dual-degree and joint-degree programs of study.

Concurrent pursuit of two programs that are not joined in a formal dual-degree arrangement will require the student to fulfill the requirements of each degree program completely and separately, with no reduction of the course load via “double counting” of courses. See **Sections IV.G.** for information on concurrent degree programs.

1. **Request for Change of Program via Petition or Application**

Depending on the nature of the programs involved and the individual’s preparation, the student may need only petition for the change, or may be required to submit a formal application to the new program. Several types of requests are described below, along with guidelines regarding the processes to be followed. Variants not discussed here should be considered in light of similar program-to-program changes that are listed.

These processes should be followed whether the Graduate School is contacted by the student or by one of the graduate programs involved.

   a. Requests via Petition

   In the following circumstances, the student need only file a petition with the appropriate signature approvals. The Student Petition form is available at grad.georgetown.edu/academics/academic-forms/

   (1) Switch from one master’s degree to another *when both programs are based in the same department or unit*

   By way of example, the Government Department offers an M.A. in the major field of Government, with three possible concentrations, as well as an M.A. in the major field of Conflict Resolution. In this case, a student could submit a Student Petition form to switch:

   - from one concentration of the MA-GOV’T to another; or
   - from any concentration of the MA-GOV’T to MA-CORE, or vice versa.

   The request requires the approval of the receiving program’s DGS

   (2) Withdraw from a Ph.D. program to enter a *separate* master’s program (not an “in passing” or “terminal” degree in the same major field as the Ph.D.)

   If the master’s program is based in the same department or unit as the Ph.D. program, the student may request admission to the master’s program by submitting a Student Petition. The request requires the approval of the receiving program’s DGS.

   If the master’s program is based in a different department or unit (even if some faculty teach in both programs), the student must submit a formal application to the new program; see “Request via application,” below.

   b. Request via application

   A student who wishes to switch from one master’s program to another, *not based in the same department or unit*, or from one Ph.D. program to another must complete an Application for Admission to the graduate program to which admission is desired.

   The student must indicate that the new application is a request for a change of graduate program. An application fee will be assessed; however, the student need not submit materials that were previously
submitted for the original application, as those materials will be available in the student’s current records.

The faculty of the graduate program to which the student is requesting admission will be asked to review the file. The faculty must make an admission decision following the current admission procedures and guidelines. As part of the admission decision, the faculty may place conditions or limits on the number of courses or credits earned in the student’s current degree program that may be applied toward satisfaction of requirements of the new program. If the final decision is to admit to the new program, the student will receive a formal admission letter from the Graduate School. The student must formally accept or decline the offer of admission to the new degree program and must notify the Graduate School in writing of the decision to terminate the original degree program.

2. Use of Earned Course Credits When Changing Programs

A student who has withdrawn from Program A may be able to apply some or all of the coursework taken under that program toward the requirements of Program B in another major field. The Director of Graduate Studies (DGS) of the receiving program must recommend which, if any, of the graduate courses the student has taken to date at Georgetown will be accepted toward the credit requirements of the new program. This specification must be part of the approval process, so that the student will know exactly what will be required to complete the new degree program.

Courses that are absorbed into the new program in this manner will not be considered “transfer” courses. Any courses on the transcript that are not to be absorbed into the new program must be identified and marked by the Registrar for exclusion from the new program.

If the degree for Program A has been awarded, including degrees that are awarded “in passing” or as a “terminal” master’s, some or all of the courses taken under that program may be applied to a Ph.D. program in another major field, subject to the recommendation of the DGS of the receiving program, as above. Such courses cannot, however, be used again to satisfy the requirements of another master’s-level program.

G. Appeals Regarding Termination of Degree Candidacy

A student’s candidacy for a graduate degree may be terminated by the Dean of the Graduate School for reasons that include, but are not limited to, failure to make satisfactory progress toward completion of degree requirements or findings of academic misconduct.

A student whose degree candidacy has been terminated for any reason will be notified in writing by the Dean of the Graduate School. The student shall have the right of appeal. The student must present the grounds for appeal to the Dean of the Graduate School in writing within 30 days of the date of the Dean’s letter terminating degree candidacy. While the student may submit any evidentiary materials deemed relevant to the appeal, the narrative presenting the basis of the appeal must be limited to ten typewritten pages, double-spaced.

1. Termination for Failure to Make Satisfactory Progress Toward a Degree

The appeal procedure is not to be used for the circumvention of standard degree requirements (e.g., grade point average or comprehensive examination standards), but is designed to deal with cases of such a complex nature that an exception is warranted.

If the Dean determines that such circumstances do exist, the student’s appeal will be referred to a committee appointed by the Dean and composed of at least three faculty members from within the student’s academic division. The student will be notified in writing of the membership of the appeal committee. If the student objects for cause to the appointment of one or more members of the committee, the reason for objection should be made known in writing to the Dean before the committee begins its review of the appeal. The appeals committee reserves the right to make its judgment based on the written materials alone. If the materials so warrant, a formal hearing may also be held. The decision of the committee will be forwarded to the Dean, who will then notify the student in writing. The committee’s decision will be final.

If the Dean finds that the student’s dismissal was based on failure to satisfy standard requirements for the degree, without complicating circumstances that warrant an exception, the student’s request for appeal will be denied.
2. **Termination for Findings of Academic Misconduct**

A student who has been found responsible for academic misconduct under the procedures described in Section VI. Academic Integrity: Policies and Procedures, and who has been sanctioned with termination from his or her graduate program, shall have the right to appeal those findings as well as the sanction imposed.

Appeals of findings or sanctions will be considered only if the student is able to demonstrate either that new evidence has become available since the case was considered by an Adjudication Committee and/or that he or she was harmed by substantial procedural irregularity in the process. Such requests must be filed within 30 days of the date of the Dean’s letter imposing penalties and must include a description of the grounds for appeal. Dissatisfaction with the decision is not in itself sufficient grounds to warrant granting an appeal.

The Dean of the Graduate School will determine whether there are sufficient grounds for appeal.

If the Dean determines there are not sufficient grounds for appeal, the student will be so notified in writing. Such a determination shall be final.

If the Dean determines that there are sufficient grounds for an appeal, the case will be sent back to the original Adjudication Committee for further investigation. In extremely rare cases in which personnel changes or allegations of substantial procedural irregularities make it impossible or impractical to reconvene the original Adjudication Committee, a new Adjudication Committee may be convened.
IV. REQUIREMENTS FOR DEGREES

The Graduate School of Arts and Sciences establishes minimum requirements for admission and the award of degrees; departments and programs are encouraged to set higher standards. Students should therefore familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of a Graduate School degree, including those published in the Graduate School Bulletin as well as those disseminated by their department or program.

A. "Thesis" and "Non-Thesis" Programs

"Thesis" programs include all doctoral degree programs (all of which require a dissertation), all master's degree programs in which a thesis is required, and any master's degree program offering a thesis option if the individual student has chosen the thesis option to fulfill degree requirements. "Non-thesis" programs include any master's degree program offering a thesis option if the individual student has not chosen the thesis option to fulfill degree requirements, and any master's degree program in which a thesis is neither required nor optional.

B. Thesis and Dissertation Guidelines

Before starting work on a master's thesis or doctoral dissertation, the student should obtain a copy of Guidelines for Dissertation and Thesis Writers from the Graduate School, available at grad.georgetown.edu/academics/dissertation-thesis-information/.

These guidelines specify the procedural requirements that must be met for a thesis or dissertation to be formally accepted by the Graduate School. Submission of an improperly prepared thesis or dissertation may delay the award of the degree.

For additional information see Section V.B. Publication of Theses and Dissertations.

1. Thesis or Dissertation Proposal

All doctoral students, and all master's students who are preparing a thesis, must file a Thesis or Dissertation Proposal form with the Graduate School. The Proposal form is available at grad.georgetown.edu/academics/academic-forms/.

Students are strongly encouraged to file the Proposal during their first semester of enrollment in Thesis Research, but it must be on file before the student can defend the thesis or dissertation, if the department or program requires a defense. The proposal must include an outline of the proposed topic of study, the proposed procedure or method of study, and a preliminary bibliography. The names of the Thesis Advisor and such other members of the student’s examining committee as have been identified at that time will be listed on the form, and they, as well as the Director of Graduate Studies, must indicate their approval of the proposal by signing the form before it is submitted to the Graduate School.

*Students whose research involves human subjects must obtain approval from the appropriate University Institutional Review Board (IRB) before beginning their research – see below. The IRB protocol number must be included on the Proposal form and a copy of the IRB's approval memo attached before submitting the Proposal form it to the Graduate School.*

2. Research on Human Subjects

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. Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects, and as such is 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.

Students whose research will involve human subjects must contact the University's Institutional Review Board, IRB-C, at (202) 687-2618 before beginning their research. Additional information about the Institutional Review Board and required forms are available on the IRB-C website at: ora.georgetown.edu/irb/

C. Language Requirements

Departmental and program language requirements vary. Doctoral candidates are generally required to demonstrate proficiency in two languages or research tools, although individual departments may not require such proficiency, or may require only one language or research tool. Each student must ascertain the language requirements for the major field and degree he or she is seeking. The results of language examinations (including "Native Speaker" status) are reported to the Graduate School using the Language Proficiency Examination form and are included on the student's transcript by the University Registrar.

See Section II.E.4. Language Study Scholarships for information regarding graduate student enrollment in language skills courses. As a rule, no degree credit is granted for language courses.

D. The Master's Degree

The minimum requirement for a master's degree is 24 credits of coursework and submission of an acceptable thesis. Certain programs require substantially more than 24-credits in addition to a thesis.

Some departments and programs permit or require additional coursework in lieu of the thesis requirement. A minimum of six additional credits, or 30 credits total, is required for a non-thesis degree; some programs require substantially more than 30 credits.

A number of departments also require that the student demonstrate proficiency in one or more foreign languages or other relevant research tools, and/or pass a comprehensive examination. These are minimum requirements. Students should determine the actual requirements of their individual degree programs by referring to the Graduate School's online summary of degree programs at grad.georgetown.edu/admissions/programs/masters/ and to their program's graduate student handbook.

1. Comprehensive Examination for the Master's Degree

The nature and timing of comprehensive examinations are determined by individual departments and programs. It is the student's responsibility to be aware of all rules and regulations governing comprehensive examinations in her or his degree program.

Students must be registered for coursework or for the appropriate section of Thesis Research or Continuous Registration during the semester or Summer Session in which they plan to take a comprehensive examination. See Section II.F. Standard Modes of Registration and Enrollment Time Status for further information on enrollment status and fees associated with these categories of registration.

In the event that a student's performance in the comprehensive examination is not satisfactory, the examining committee may or may not recommend a second opportunity. In extremely rare cases, a student may request the department or program to petition the Graduate School to allow a third examination. If the department or program agrees, it must submit a written request to the Dean of the Graduate School outlining the justification for a third and final examination. The decision whether to allow this exception rests with the Dean.

See Section III.A.5. Appeals Contesting Grades or Other Forms of Assessment for the process to be follow if a student contests the outcome of a comprehensive examination.

The Graduate School provides the department or program with the Examination Report form which reports the results of the examination. Following the completion of a Comprehensive Examination, the completed Examination Report form must be delivered directly to the University Registrar by the department or program. The completed Examination Report form is not to be given to the student. The University Registrar will record the results on the transcript. If a student who had previously failed the Comprehensive Examination receives
a passing result on a second attempt (or rare third attempt), the failing result will be removed and the passing result will be posted to the graduate transcript.

In some departments and programs, the master's comprehensive examination is used as a qualifying examination for the Ph.D. program. When this is the case, the examination ballot will reflect the dual use of the examination, and the results will be recorded on the transcript as those of two separate examinations. In other programs, a separate qualifying examination may be required upon completion of master's degree requirements to determine whether a student is eligible to proceed toward the Ph.D. The qualifying examination may also be administered to students who seek advanced standing toward the Ph.D. for master's work completed at other institutions in a comparable discipline.

2. Final Defense of the Master's Thesis

A final oral defense is required for some master's theses; other programs may require only faculty review of the master's thesis.

At least one week prior to the date of the final oral defense, the Thesis Reviewers Report form must be completed by the thesis committee and submitted to the Graduate School. A defense may be held only if the reviewers are unanimous in their decision that the thesis is ready for defense.

The results of all final defenses are reported to the University Registrar on a Thesis or Dissertation Defense Report form regardless of whether they are conducted orally before a master's thesis committee or consist of final readings of a master's thesis by the thesis advisor. A Defense Report form indicating successful defense or review of the thesis must be delivered directly to the University Registrar's Office by the department or program before the student can be cleared for graduation. The completed Defense Report form is not to be given to the student.

It is common for the faculty examiners or the thesis advisor to require students who have successfully passed the final defense to make additional revisions to the text of the thesis before it is submitted in electronic form to the Graduate School. The student's mentor, the members of the examining committee, and the Director of Graduate Studies must all indicate their approval of the final version of the thesis. The Graduate School plans to design a web-based tool for collecting such approvals. Until such a tool is available, the faculty may indicate their approval by continuing to sign a paper "cover sheet," by sending an email message to the Graduate School at gradstudentervices@georgetown.edu, or by faxing signature approval to the attention of Graduate Student Services at 202-687-7977.

The Graduate School no longer accepts paper theses. Instructions for electronic submission of thesis are available at this link: grad.georgetown.edu/academics/dissertation-thesis-information/. The submitted thesis will be reviewed by the Graduate School for compliance with formatting requirements. Formal acceptance of the dissertation by the Graduate School is required before the student can be cleared for graduation. Theses that have been accepted by the Graduate School are available online at www.library.georgetown.edu/ir/home.

Students who have been awarded the master's degree by Georgetown University must not assume permission to pursue the doctoral degree. In all cases, an official letter of admission must be obtained from the Dean of the Graduate School before entering a doctoral program. Coursework undertaken without such permission in no way binds the University to accept the student for doctoral candidacy.

3. Award of a Master's Degree “In Passing” or as a “Terminal” Degree

A student who is enrolled in a doctoral program may be eligible to apply for award of a master's degree in the same major field. Depending on whether or not the student will continue to pursue the Ph.D., the master's may be referred to as being awarded “in passing” or as a “terminal” degree. There is no substantive difference between a master's degree awarded “in passing” and a “terminal” master's. The same degree is awarded in either case and is acknowledged with identical diplomas and transcript entries.

Whether applying for an “in passing” or a “terminal” degree – and regardless of whether the candidate for a “terminal” degree is leaving the doctoral program voluntarily or involuntarily – the student must request award of the master's degree by submitting a Student Petition form. The student must have fulfilled the requirements for the master's degree.
E. The Doctor of Philosophy Degree

While it is convenient to define the requirements of the degree of Doctor of Philosophy in terms of credits and examinations, neither a given number of credits nor routine compliance with regulations entitles a student to this degree. It is conferred solely in recognition of high attainments in the student’s chosen field of scholarship. Because the required number of credit hours beyond the baccalaureate degree varies from field to field, applicants are advised to check the regulations of the relevant department or program. A current list of doctoral degree programs can be found at grad.georgetown.edu/admissions/programs/phd-programs/

Doctoral candidates are generally required to demonstrate proficiency in two languages or research tools, although individual departments or programs may not require such proficiency, or may require only one language or research tool.

Beyond the completion of coursework and any required language proficiency, the student may be required to pass a qualifying examination, must pass a comprehensive examination, must complete and successfully defend a dissertation, and must have an acceptable copy of the dissertation formally accepted by the Graduate School.

1. Qualifying and Comprehensive Examinations for the Doctoral Degree

The Graduate School does not require all Ph.D. students to pass a Qualifying Examination. However, some departments and programs do require such an examination.

The nature and timing of Comprehensive Examinations are determined by individual departments and programs.

It is the student’s responsibility to be aware of all rules and regulations governing Qualifying and/or Comprehensive Examinations in her or his degree program.

Students must be registered for coursework or for the appropriate section of Thesis Research or Continuous Registration during the semester or Summer Session in which they plan to take a either a Qualifying or Comprehensive Examination. See Section II.F. Standard Modes of Registration and Enrollment Time Status for further information on enrollment status and fees associated with these categories of registration.

The Graduate School will provide the department or program with an Examination Report form to report the results of either Qualifying or Comprehensive Examinations. Following the completion of the Examination, the completed Examination Report form is to be given directly to the University Registrar by the department or program. Completed Examination Report forms should not be sent to the Graduate School and should never be given to the student to deliver. The University Registrar will record the results the examination on the transcript.

In the event that a student’s performance in the Qualifying or Comprehensive Examination is not satisfactory, the examining committee may or may not recommend a second opportunity. In extremely rare cases, a student may request the department or program to petition the Graduate School to allow a third examination. If the department or program agrees, it must submit a written request to the Dean of the Graduate School outlining the justification for a third and final examination. The decision whether to allow this exception rests with the Dean.

If a student who had previously failed the Qualifying or Comprehensive Examination receives a passing result on a second attempt (or rare third attempt), the failing result is removed and the passing result is posted to the graduate transcript.

See Section III.A.5. Appeals Contesting Grades or Other Forms of Assessment for the process to be follow if a student contests the outcome of a Qualifying of Comprehensive Examination.

2. Doctoral Candidacy

Doctoral candidacy is defined as the successful completion of all required coursework and all required examinations. Submission of an acceptable dissertation proposal is generally a requirement fulfilled after candidacy has been achieved, but practice may vary in some disciplines.
If the graduate program has a general language requirement, it must be completed before candidacy can be achieved. Programs may require special language proficiency or specific research techniques (e.g., statistics) for particular dissertations; these requirements may be fulfilled during the candidacy period.

Doctoral candidacy involves the identification of a primary faculty mentor or co-mentors to oversee the thesis research. If a primary mentor is identified who is not a member of the Georgetown faculty, a member of the Georgetown faculty must serve as co-mentor to regularly monitor the candidate’s research and progress toward the degree.

Once doctoral candidacy has been achieved, the Graduate School will consider requests for a personal leave of absence only if the reasons for requesting the leave would otherwise prevent the student from making significant progress on the dissertation. A personal leave of absence will not be granted simply for the purpose of extending the time permitted to complete the dissertation. A “personal leave of absence” is defined as any leave of absence other than one granted for medical reasons or to perform military service.

Each graduate program’s graduate student handbook will specify regular milestones, both before and after candidacy has been achieved, at which each student’s progress toward completion of the Ph.D. will be assessed. Students who are found not to be making satisfactory progress, and who are therefore unlikely to complete a successful dissertation within the allowed time, will be identified and terminated from the program at the earliest possible time.

3. Dissertation Committee

Each program’s graduate student handbook will define what constitutes a valid dissertation committee. At a minimum, a dissertation committee must be comprised of three members, one of which may or may not be the mentor. At least two of the minimum three must be members of the Georgetown faculty (either tenure-line or non-tenure-line faculty). Members of the dissertation committee are appointed by means of the Thesis or Dissertation Proposal form.

Some subset of the full committee will be designated as readers. The readers may, but need not, be from outside the student’s own graduate program, either from another Georgetown department or program, or from outside Georgetown University. Such outside readers are recommended whenever it is feasible. Readers from outside the University must hold a terminal degree for a faculty position in that field. They must also either be members of the faculty of another university or hold a professional appointment in a non-academic research institution that is equivalent to the academic rank of assistant professor or above.


The policies and procedures described below are the minimum requirements set by the Graduate School for conducting the final defense of a doctoral dissertation. Each program’s graduate student handbook will define the specific rules under which all defenses in that program will be conducted. Such program-specific rules may be more stringent than the minima set by the Graduate School.

A final public defense is required for all doctoral dissertations. Dissertation defenses must be publicly announced, and a copy of the dissertation must be available for public review at least two weeks prior to the event.

At least one week prior to the date of the oral defense, the Dissertation Reviewers Report form must be completed and signed by the thesis committee and submitted to the Graduate School. Using this report form, the student’s committee must certify that the dissertation is “ready for defense.” Program-specific rules may require a majority, super-majority, or unanimous vote of the committee. In so voting, the committee certifies that there is a reasonable expectation both that the student will be able to address any questions about or shortcomings in the dissertation, and that only minor revisions will be required after the defense.

After a dissertation has been certified as ready for defense, and no later than one week prior to the date of the doctoral defense, the student or department will post the defense information to the online Doctoral Dissertation Defense Schedule. (This policy applies only to doctoral dissertation defenses; it does not apply to defenses of a master’s thesis or to the oral component of any doctoral qualifying examination.)
Following a tradition that goes back to the earliest days of the academy, all doctoral defenses at Georgetown University are open to any interested member of the academic community. Only the presentation and questioning periods of the defense are so open; individuals who are not members of the official committee will be excluded from other portions of the defense.

Every dissertation defense must have at least two components, and may have three, depending on the individual program's rules:

a. Every dissertation defense must have a public presentation by the candidate which any member of the academic community may attend, and during which anyone in attendance may address questions to the candidate.

b. The dissertation defense may also, but need not, have a period during which the committee alone may ask questions.

c. Every dissertation defense must be followed by a closed meeting of the committee during which it deliberates and decides whether or not the defense was successful.

The candidate will be considered to have passed the dissertation defense when the committee certifies by its vote on the Thesis or Dissertation Defense Report form that the defense was “successful.” Program-specific rules may require a majority, super-majority, or unanimous vote of the committee. In so voting, the committee certifies that the candidate has satisfactorily addressed any questions about and shortcomings in the dissertation, and that no major revisions are required.

A Thesis or Dissertation Defense Report form indicating a successful defense of the dissertation must be submitted directly to the University Registrar's Office by the department or program before the student can be cleared for graduation. The completed Defense Report form should not be sent to the Graduate School, and should never be given to the student to deliver.

If the candidate fails the dissertation defense, the graduate program will report the failure by submitting the Thesis or Dissertation Defense Report form directly to the Graduate School. Once again, the completed Defense Report form should not be given to the student. The failure will be reported to the Graduate School whether or not a make-up or “retake” of the defense is permitted. Whether such a make-up or “retake” of a defense is allowed, and if so, the rules under which it may be conducted, must be stated in the program's graduate student handbook. Students who fail the defense of thesis for a second time will be dismissed from the program without the Ph.D. degree.

It is common for the faculty examiners or the mentor to require students who have successfully passed the final defense to make additional revisions to the text of the dissertation before it is submitted in electronic form to the Graduate School. The student’s mentor, the members of the examining committee, and the Director of Graduate Studies must all indicate their approval of the final version of the dissertation. The Graduate School plans to design a web-based tool for collecting such approvals. Until such a tool is available, the faculty may indicate their approval by continuing to sign a paper “cover sheet,” by sending an email message to the Graduate School at gradstudentservices@georgetown.edu, or by faxing signature approval to the attention of Graduate Student Services at 202-687-7977.

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F. Dual-Degree and Joint-Degree Programs

Students enrolled in dual-degree programs pursue studies leading to the award of two degrees from Georgetown University. The Graduate School offers many dual programs that result in the award of degrees in two graduate disciplines. Programs are also available that combine a Graduate School degree with a degree from one of Georgetown’s undergraduate schools (available only to current Georgetown University undergraduates), the Law Center, or the Medical School.
Dual-degree programs are typically structured so as to double-count some number of earned course credits so that they are applied to the completion of both degrees. The policies governing double-counting of course credits vary by program, but the following general rules apply:

- There must be a minimum of 24 graduate course credits solely devoted to each Graduate School degree program.
- For accelerated degree programs, only credits from courses taken after students have enrolled in the program can count towards the degree.
- For accelerated degree programs, no more than 12 credits/semester may be counted towards the graduate degree after students have enrolled in the program. Exceptions need to be approved by the Graduate School.

The Graduate School also offers a limited number of joint-degree programs in which study at both Georgetown and a partner university leads to the award of a single degree and a single diploma bearing the seals of both universities.

A current list of both dual-degree and joint-degree programs can be found at grad.georgetown.edu/admissions/programs/dual-and-joint-degree-programs/. The requirements differ for each dual-degree and joint-degree program. Program descriptions and other information is available in the Graduate School's online summary of degree programs at grad.georgetown.edu/admissions/programs/ or directly from the participating departments or programs. Individuals who wish to pursue a dual-degree program must make their intentions known when they apply to Georgetown University.

At the present time the Graduate School does not provide any mechanism by which students can combine two Georgetown University degree programs into a joint-degree program that awards a single degree.

G. Concurrent Degree Programs

Occasionally an applicant whose particular interdisciplinary interests do not fit within existing dual-degree programs will seek admission to two separate programs that they wish to pursue concurrently. The Graduate School does not actively discourage such applicants, but anyone considering such a challenging course of study should be aware that if admitted, they will need to fulfill the requirements of both degree programs independently, with no courses shared between the two programs, and that they will be charged full tuition for both programs, subject to the University's billing policies.

Anyone considering pursuit of such concurrent degree programs must make their intentions clear to the Graduate School and the faculty of each program at the time of application, and should confer with both Student Accounts and the Office of Student Financial Services concerning the charges they will incur and the amount of need-based financial aid that may be available to them.

H. Individualized Dual-Degree Programs

Georgetown's specialized graduate programs have often attracted the interests of students pursuing degrees at other universities. The Graduate School will consider proposals to create individualized dual degree programs involving Georgetown University and another university. Such a program, based on an individually-negotiated agreement between the two universities, will permit a specific student to receive two post-baccalaureate degrees, with some coursework at each school accepted by the other toward fulfillment of its degree requirements. The Graduate School encourages such cross-institutional cooperation when the student can present a clear academic rationale for the arrangement.

Only one other institution may be involved in an individualized dual-degree arrangement. The other university must be an accredited, degree-granting institution of higher education. The other university must reciprocate in the dual-degree arrangement.

Individuals who wish to propose such dual-degree arrangements are encouraged to do so at the time of application to the Georgetown graduate program. They should apply to the relevant Georgetown graduate
program, provide a rationale for pursuing an individualized dual-degree program, and indicate support from the other institution.

In order to complete an individualized dual-degree program, a student must have a minimum of 24 Georgetown graduate course credits devoted solely to the Georgetown degree program. Additional credits to be applied toward the Georgetown graduate degree would include both Georgetown graduate course credits that are shared with the other institution to fulfill its degree requirements, and graduate course credits from the other institution that are shared to satisfy Georgetown's graduate degree requirements.

Course credits from the other university will be recorded on the Georgetown graduate transcript with a notation that they have been applied toward satisfaction of degree requirements at both institutions. Such notations will be posted only upon receipt of an official transcript from the other University showing satisfactory completion (grade of "C" or better, or its equivalent). The Georgetown Graduate School degree will not be awarded until that official transcript has been received.

Georgetown tuition scholarships may be applied toward any Georgetown course taken as part of the student’s program, regardless of whether those credits are applied solely to the GU degree or to both degrees. Georgetown tuition scholarships cannot be applied toward courses taken at the other university. Work taken at another university that is not to be applied toward a degree program at that institution may be considered for transfer to the Georgetown degree program under the rules governing transfer credit; see Section III.B.1. Transfer of Credit toward the Master’s or Doctoral Degree for more information.
V. GRADUATION & COMMENCEMENT

The Graduate School of Arts and Sciences awards master's and doctoral degrees at the end of each month except June. The University conducts Commencement exercises annually in May. In order to be considered for graduation and to be eligible to participate in Commencement, students must apply to graduate.

A. Application for Graduate Degree

Students who wish to graduate July through January must apply to graduate by the first working day of the month in which they wish to receive the degree.

Students who wish to graduate in February, March, April, or May must apply no later than February 1. Those who apply later may be cleared to graduate, but they will not have their names in the Commencement program book and their diplomas will not be available at the Commencement ceremony in May.

Instructions on how to apply online via MyAccess are available at: grad.georgetown.edu/academics/how-to-graduate/

Students who have applied by the deadline for a given month have until the last working day of that month (with the exception of May; see below) to meet all degree requirements. Please note, however, that students are strongly encouraged to submit theses and dissertations to the Graduate School as early in the month as possible.

Students who have not completed all requirements by the last working day of the month will have their applications carried over to the following month. Applications will be held open for the duration of the semester or term for which the student originally applied. Students who have not graduated by the end of that period must file a new application.

Students must be enrolled during the Fall or Spring semester or Summer term in which they graduate. Students who apply to graduate toward the end of one semester, but who, for any reason, do not complete all degree requirements until the following semester, will be required to enroll in that following semester. If all degree requirements are met no later than the first day of classes for the new semester, the student will be eligible to enroll in Continuous Registration, section 2, for which no fee is charged. See Section II.F.5.b. for information on this registration category. If all degree requirements have not been met by the first day of classes for the new semester, the student must enroll in the appropriate thesis or non-thesis registration mode.

If a student who is required to submit a master's thesis or doctoral dissertation defends it successfully by the first day of classes for the new semester, the student will be registered for Continuous Registration, section 2, for which no fee is charged, while completing any final edits required by the faculty. This registration category confers less than half-time status. The student will normally be expected to submit the final approved copy by the end of one semester. If necessary, the student may register in the same manner for a second semester. If the final approved copy of the thesis is not submitted by the end of the second semester, the student will be deactivated and will be neither required nor permitted to register until the final approved copy has been submitted and accepted by the Graduate School. At that time the Graduate School will reactivate the student without a tuition charge in order to award the degree.

One additional deadline applies for the month of May: A thesis or dissertation submitted in partial fulfillment of the requirements for a May degree must have faculty approval and be accepted by the Graduate School no later than the first working day of May. All other degree requirements must be met by the Monday preceding Commencement, including receipt by the University Registrar of spring semester grades and all examination ballots.

All students must be familiar with their degree requirements and the relevant policies of the University and the Graduate School. Failure to do so may result in a delay in graduation.
B. Publication of Theses and Dissertations

The Graduate School requires that all theses and dissertations that are submitted in partial fulfillment of the requirements of a graduate degree be published in electronic form. Doing so serves both to document the basis upon which individual students’ degrees have been awarded and to share the results of our students’ research with the scholarly community and the public.

This requirement covers only those academic products that are formally designated as theses or dissertations; it does not cover capstone projects, creative works, or other activities that are not formally designated as a thesis or dissertation, but that may be required by or grow out of the student’s degree program.

The procedures for submitting both master’s theses and doctoral dissertations are described at http://grad.georgetown.edu/academics/dissertation-thesis-information.

The presumption is that all theses and dissertations will be published and made publicly available immediately once the Graduate School has formally “accepted” (approved) the student’s submitted manuscript. There are, however, circumstances under which a student may wish to request a temporary embargo. Such circumstances might include a pending patent application or pending publication of the thesis or dissertation.

The most restrictive embargo, resulting in a complete suppression of the text of the thesis or dissertation for a limited period of time, could be requested for a pending patent application. Such a request must be made at the time the thesis or dissertation is submitted and must be supported by a letter from the student’s mentor or Director of Graduate Studies. Such an embargo could be requested for up to two years, but the student would be expected to notify the Graduate School once the patent had been granted, at which time the embargo would be released.

The more common embargo could be requested by the student at the time of submission and will be granted upon request for a period of up to two years. During this period the text of the thesis or dissertation will be withheld from public distribution but will be available to the Georgetown community (anyone with a Georgetown NetID). It will also be available to any researcher who contacts Georgetown Library at digitalscholarship@georgetown.edu in advance to arrange to travel to campus to read it. Such a visiting reader would not be permitted to print the thesis or dissertation or to download a copy.

Under rare circumstances, an extension of an embargo beyond two years might be granted, but the responsibility for justifying the extension will rest with the student. Such requests must be made before the expiration of any previously granted embargo and must be addressed in writing to the Dean of the Graduate School, accompanied by a letter of support from the student’s mentor or Director of Graduate Studies. The decision whether or not to grant such an extension will rest with the Dean.

Requests to embargo a dissertation that has already been publicly available will not generally be approved.

During any period of embargo metadata concerning the thesis or dissertation, including title, author, and an abstract of the work, will be available online.

C. Diplomas and Transcripts

Diplomas for January through May degrees will be available for distribution at the Graduate School Commencement Ceremony in May, provided that the students submitted the Application for Graduate Degree by February 1, as noted above.

Diplomas for students who did not submit the Application for Graduate Degree by February 1 will be available for pickup or mailing approximately four weeks into the Summer term.

Diplomas for students who graduate in July and August will be ordered at the end of August and should be available for pickup or mailing by the beginning of October.

Diplomas for students who graduate in September, October, November and December are ordered at the end of December and should be available for pickup or mailing by the beginning of February.
Official copies of a student’s final transcript showing award of the Graduate School degree are available via MyAccess or may be ordered directly from the Registrar’s Office.

University policy does not permit the release of either diplomas or final transcripts to students with unpaid balances greater than $100. Students with unpaid balances should contact the Office of Student Accounts for information on how to clear their accounts.

D. Annual Commencement Ceremony

The monthly awarding of graduate degrees should not be confused with the annual Graduate School Commencement ceremony. The Commencement ceremony is a festive event held in May of each year at which earned and honorary degrees are awarded and degree candidates are hooded. Diplomas are distributed as part of the Commencement ceremony.

Participation in the Graduate School Commencement ceremony is limited to those who have been awarded graduate degrees between July and May of the current academic year. Graduates who were awarded degrees between July and January will be eligible to participate without further application. Those who intend to graduate in February, March, April, or May must file the Application for Graduate Degree no later than February 1.

All participants are required to wear appropriate academic regalia (cap, gown, and hood). Information on ordering academic regalia is available from the Graduate School early in the spring semester of each year and is posted on the Graduate School website.

The names of all degree candidates for the current academic year (July-May) are published in the Commencement Program. Graduates who were awarded degrees between July and January will be automatically included in the published Program. Those who intend to graduate in February, March, April, or May must apply to graduate no later than February 1 in order for their names to appear in the Commencement Program.
VI. ACADEMIC INTEGRITY: POLICIES AND PROCEDURES

A. Definition of Academic Integrity

The International Center for Academic Integrity, of which Georgetown University is a member, defines academic integrity as “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.” A PDF copy of a booklet prepared by the Center, *The Fundamental Values of Academic Integrity*, can be downloaded free of charge at this link: www.academicintegrity.org/ical/assets/FVProject.pdf

These values form the bedrock of all scholarship. Students in the Graduate School of Arts and Sciences are expected to be guided by these values and to maintain the highest standards of academic integrity in pursuit of their educational goals.

B. Responsibility for Academic Integrity

All graduate students are responsible for educating themselves about the proper practices for conducting scholarly work and procedures for documentation in their field of study. Documentation procedures are outlined in a number of standard guides, most of which can be found in Lauinger and Dahlgren libraries. However, since methods vary among different disciplines, students should seek guidance from their department or program about proper and improper approaches to scholarly documentation. Specific questions about which references need to be documented and how attribution should be made may be directed to the course professor, the thesis advisor, or the Director of Graduate Studies.

Faculty have a special responsibility to mentor graduate students in the standards of academic integrity appropriate to their disciplines. The Graduate School urges faculty to take appropriate opportunities to teach standards of academic integrity and techniques of scholarly documentation, and to report to the Dean suspected cases of academic misconduct.

C. Violations of Academic Integrity: Academic Misconduct

Academic misconduct is *any action or failure to act* that violates the six principles listed above. Academic misconduct may include, but is not limited to, the following:

- Plagiarism
- Unacknowledged paraphrase
- Cheating
- Fabrication of data
- Fabrication, alteration, or misrepresentation of academic records
- Facilitating academic dishonesty
- Unauthorized collaboration
- Misuse of otherwise valid academic work
- Misuse of academic resources
- Depriving others of equal access to academic resources

- *Plagiarism* is the presentation of someone else’s ideas, writings, or statements as one’s own. Plagiarism is a serious breach of academic integrity, and anyone who is found to have committed plagiarism will be subject to disciplinary action.

- *Paraphrase* is the act of putting someone else’s ideas into one’s own words. The use of paraphrase can be an acceptable practice under some circumstances if it is used sparingly and if the original text is properly acknowledged. *Unacknowledged paraphrase*, like plagiarism, is a serious breach of academic integrity.

Any improper use of sources may constitute plagiarism. Every quotation from another source, whether written, spoken, or electronic, must be bound by quotation marks and be properly cited. Mere citation alone is not sufficient when a scholar has used another person’s words. Similarly, every paraphrase or summary (a more concise restatement of another’s ideas) must be properly cited. A bibliographic entry alone is not sufficient to avoid the imputation of plagiarism for unacknowledged paraphrase or summary of another person’s ideas.
▪ **Cheating** is the use or attempted use of unauthorized materials, information, or study aids in in-class examinations, take-home examinations, or other academic exercises.

▪ **Fabrication of data** is the falsification or invention of data, research results, citations, or any other information used in examinations, papers, experiments, or other academic exercises.

▪ **Fabrication, alteration, or misrepresentation of academic records** includes, but is not limited to, the falsification or invention of such records as resumes and CVs, transcripts, letters of recommendation, grade reports, and examination report forms.

▪ **Facilitating academic dishonesty** is the assistance or attempted assistance of another to commit an act of academic dishonesty.

▪ **Unauthorized collaboration** is a form of academic misconduct. Unless the responsible faculty member has explicitly authorized students to work collaboratively on a particular project, all academic work must be the student’s own. Students who participate in joint projects or collaborative exercises are expected to make themselves aware of and to adhere to their instructor’s expectations for individual contributions to the joint effort as well as any purely individual work to be prepared and submitted for assessment.

▪ **Misrepresentation or misuse of otherwise valid academic work** is a form of academic misconduct. For example, a paper submitted to satisfy the requirements for one course may not be submitted to satisfy a requirement for a second course without explicit permission of both instructors.

▪ It is a violation of academic integrity to **misuse academic resources**, or to attempt to **deprive other scholars**, whether students or faculty, of equal access to academic resources, whether those resources are tangible (e.g., library or laboratory materials) or intangible (e.g., access to online or other electronic resources).

The Graduate School reserves the right to use all legal means, including submitting student work to electronic search engines, such as Turnitin.com, to investigate allegations that graduate students have engaged in academic misconduct. Students themselves are encouraged to use Turnitin.com to check their own work for improperly documented content.

Academic misconduct in any form is a serious offense against the academic community in general and against Georgetown University in particular. Students who are found to have violated standards of academic integrity will be subject to academic penalties. These penalties may include, but are not limited to, transcript notations, suspension or dismissal from the University, or revocation of degrees already conferred.

**D. Jurisdiction**

Jurisdiction over cases of alleged academic misconduct by graduate students shall be determined according to the degree program the student is pursuing:

1. **Students in Doctoral Programs**

The Graduate School will adjudicate cases involving students who are pursuing either a Ph.D. program, including any dual-degree program that incorporates a Ph.D. program, or a professional doctoral program, including such programs offered through the School for Continuing Studies. Both types of students will be referred to subsequently as “doctoral students” and their degree programs as “doctoral programs.” Procedures for conducting such adjudications are described below, along with possible sanctions and appeal procedures.

2. **Students in Master’s-only, Certificate, and Non-Degree Programs**

The Honor Council will adjudicate cases involving students pursuing a Graduate School master’s-only degree, a certificate program, or a non-degree program; a dual-degree program that does not involve a Ph.D. degree program; and all master’s degree, certificate, and non-degree programs that are based on the School for Continuing Studies. Procedures for adjudication of cases by the Honor Council, as well as possible sanctions and appeal procedures, can be found at [http://honorcouncil.georgetown.edu/](http://honorcouncil.georgetown.edu/)
3. **Students in the McDonough School of Business**

The McDonough School of Business (MSB) will adjudicate cases involving graduate degrees that are based in MSB. Procedures for adjudication of cases by MSB, as well as possible sanctions and appeal procedures, can be found at [https://orgsync.com/63509/files/396499/show](https://orgsync.com/63509/files/396499/show).

4. **Students Enrolled in Dual-Degree Programs**

Students who are matriculated in dual-degree programs in which a Graduate School program is pursued concurrently with that of another Georgetown University academic unit (e.g., the Law Center or the Medical School), will generally be subject to the academic disciplinary procedures described in the Graduate School Bulletin when the alleged violations of academic integrity occur within the Graduate School sequence of the dual-degree program. When the alleged academic misconduct occurs within the other academic unit's sequence of a dual-degree program, the matter will generally be adjudicated by the other unit. However, the Graduate School, the Honor Council, and MSB retain the right to impose sanctions on graduate students who have been found to have violated standards of academic integrity by another academic unit, and to adjudicate any case that the other academic unit chooses not to pursue. Similarly, findings of academic misconduct by the Graduate School, the Honor Council, or MSB under their own procedures will be reported to the other academic unit.

5. **Students Enrolled in Consortium Courses or at Other Universities**

Allegations of academic misconduct by *graduate students who are enrolled at Georgetown as visitors from another university that is a member of the Consortium of Universities of the Washington Metropolitan Area* will be adjudicated at Georgetown as described above in so far as their Georgetown transcript is concerned. *If the student is found responsible for academic misconduct,* in addition to authorizing any notation on the Georgetown transcript (and in addition to whatever grade may be assigned by the course instructor), the adjudicating body will provide the evidentiary materials and findings to the Georgetown University Registrar for transmittal to the Registrar at the student's home institution per the policies of the Consortium. Under those policies, the home institution may undertake its own investigation and impose its own sanctions. Allegations that do not result in findings of responsibility for academic misconduct will not be reported to the other university.

Allegations of academic misconduct by *Georgetown graduate students who are enrolled in a course at another Consortium university* will be handled in a reciprocal manner. *If the student is found responsible for academic misconduct by the other university,* in addition to any annotations or grades placed on its own transcript, the Registrar of that university will forward the evidentiary materials to the Georgetown University Registrar, who will forward them to the Graduate School for possible adjudication as described above.

Should the Dean receive findings of academic misconduct by a Georgetown graduate student who is enrolled at a university that is not a member of the Consortium of Universities of the Washington Metropolitan Area, the Graduate School reserves the right to undertake its own investigation and to impose its own sanctions.

E. **Reporting Allegations of Academic Misconduct**

Anyone who has reason to believe that a graduate student has engaged in academic misconduct is urged to report such information in writing, along with any supporting evidence. Allegations concerning doctoral students should be reported to the Dean of the Graduate School. Allegations of academic misconduct by students in master's-only, certificate, or non-degree programs should be reported to the Executive Director of the Honor Council." See [https://honorcouncil.georgetown.edu/faculty/report-a-case](https://honorcouncil.georgetown.edu/faculty/report-a-case).

Allegations of academic misconduct may be brought to the Dean's attention at any time in the student’s academic career, even after the student’s graduation, regardless of when the alleged incident occurred. Communications regarding allegations of academic integrity fall under the protection of the Family Educational Rights and Privacy Act of 1974 (FERPA). They are to be treated as confidential information be shared only with those with a need to know that information.

*If the allegations concern a course for which a grade has not yet been posted, the faculty member shall not grade any assignment associated with the allegations nor submit either a letter grade or an “Incomplete” for the course until the allegations have either been adjudicated or dismissed.* In the interim, if final grades are due, the faculty
member should post a grade of "NR" ("No Report") for the course along with a notation that the final grade cannot be posted until allegations of academic misconduct have been resolved.

F. Procedures for Students in Doctoral Programs

1. Adjudication of Allegations

   a. Standing Committee on Academic Integrity

      The Dean will appoint a Standing Committee on Academic Integrity (henceforth, the "Standing Committee"). The Standing Committee will be composed of:

      - Three faculty members, appointed to staggered 3-year terms.
      - One Graduate School student who is pursuing a Ph.D. degree program and one who is pursuing a professional doctoral program. Each student will be appointed to a one-year term with the possibility of reappointment.
      - The Dean may appoint additional faculty members or students to the Standing Committee as needed should a case brought to the Committee present possible conflicts of interest.
      - One Graduate School associate dean, who will serve as the non-voting Investigating Officer.
      - One non-voting ex officio member of the University Research Integrity Committee, to be appointed by the Chair of the University Research Committee.

      Faculty representatives on the Standing Committee will be drawn from the full range of the Graduate School's doctoral programs, on the Main Campus, at the Medical Center, and in the School for Continuing Studies. The Dean shall designate a faculty member of the Standing Committee to serve as Chair.

      The Standing Committee will meet at the beginning of each academic year to familiarize the members with standards of academic integrity expected of Graduate School students, the type of violations brought before the Committee, and the range of sanctions that may be imposed on those found responsible for academic misconduct. Unless circumstances warrant otherwise, the Committee's subsequent business, including the assignment of adjudication committees, will be conducted without meeting as a group.

   b. Transmittal of Allegations and Decision to Investigate

      When the Dean receives an allegation of academic misconduct by a doctoral student, the Investigative Officer will notify the student that an allegation has been received and that the Chair of the Standing Committee will assign an Adjudication Committee to review the allegations. The notice will include a copy of the allegations and a list of the members of the Standing Committee.

      If the student is enrolled in a professional doctoral program, the notice will also include the name of a faculty member from the program or a related discipline who has no direct knowledge of the case at hand. This individual's role will be limited to assisting the Adjudication Committee in determining whether the allegations primarily involve a breach of professional standards or of academic integrity, or some combination of the two.

      The student will be informed that he or she has three (3) business days to do either or both of the following:

      - Submit a written statement concerning the allegations that he or she wishes the Adjudication Committee to consider when making the initial decision about whether the allegations merit investigation. The student is encouraged to make any such written submission at this stage short, preferably no longer than one page. If the Adjudication Committee determines that investigation and further adjudication of the allegations are warranted, the student will be given the opportunity to submit an additional written response.

      - Indicate his or her objection to having any specific member of the Standing Committee serve on the Adjudication Committee. A student in a professional doctoral program will also have the
opportunity to object for cause to the faculty member proposed to assist the Adjudication Committee in determining the extent to which the allegations involve professional standards. If the student has concerns about any of these individuals serving on the Adjudication Committee, the student must notify the Investigative Officer in writing of the good faith basis for the objection within the three-day period.

After the student has been notified and had an opportunity respond, the Investigative Officer will refer the allegations and any response submitted by the student to the Chair of the Standing Committee for assignment to an Adjudication Committee. In doing so, the Chair will consider any objection to membership submitted by the student, but the final decision regarding the membership of the Adjudication Committee will rest with the Chair.

An Adjudication Committee shall consist of two faculty and one student member of the Standing Committee. A Standing Committee member who is teaching a course or mentoring a thesis in which academic misconduct has been alleged may not serve on the Adjudication Committee handling that case. Nor may a faculty member with such a connection to the student assist the Adjudication Committee in reviewing professional standards as they related to the allegations.

Each member of the Adjudication Committee will be given a complete copy of the allegations, supporting materials, and any written response to the allegations materials submitted by the student. If a faculty member has been named to assist the Adjudication Committee in reviewing professional standards, that individual will also be given a copy of the materials. As soon as reasonably possible, the newly-appointed Committee will caucus to review these materials

- If the student is enrolled in a Ph.D. program, the first responsibility of the Adjudication Committee will be to determine whether the allegations could reasonably constitute a violation of the standards of academic integrity.

- If the student enrolled in a professional doctoral program, the first responsibility of the Adjudication Committee and the assisting faculty member will be to determine whether the allegations primarily involve a breach of professional standards or of academic integrity, or some combination of the two.

If it is determined that the allegations are solely professional in nature, the Adjudication Committee will refer the matter back to professional standards committee of the student's program. If that committee finds the student to be responsible for professional misconduct serious enough to warrant suspension or dismissal from the program, it can recommend such actions to the Dean of the Graduate School, in addition to whatever other sanctioning actions it may take. No further action will be taken by the Adjudication Committee and all copies of the allegations materials it received will be securely destroyed. No record of the allegations will be kept in the student's file, unless they are resubmitted to the Dean by action of the program's professional standards committee.

If it is determined that the allegations, in whole or in part, might constitute a violation of academic integrity, the assisting faculty member will leave the group and those members appointed from the Standing Committee will proceed to investigate the allegations under the Graduate School's normal procedures, beginning with a determination of whether the allegations could reasonably constitute a violation of the standards of academic integrity.

In either case, if the members of the Adjudication Committee determine that the allegations do not constitute a violation of the Standards of Academic Integrity, they will return the materials to the Investigative Officer with a recommendation that the allegations be dismissed. All materials received will be securely destroyed and both the student and the individual alleging academic misconduct will be informed that the case has been closed. No record of the allegations will appear in the student’s records.

If the Adjudication Committee determines that the allegations do warrant further investigation and adjudication, the members will so notify the Investigative Officer.

The Investigative Officer will send written notice to the student that an investigation has been initiated. This notice will include the names of the Standing Committee members who have been appointed to the Adjudication Committee. The student will be informed that he or she has five (5) business days to (a)
request an opportunity to meet with the Adjudication Committee and (b) to submit a written response to the allegations, not to exceed ten (10) typewritten pages. A copy of this response will be provided to each member of the Adjudication Committee.

At the discretion of the Dean, a representative from the Office of University Counsel may serve as an advisor to the Standing Committee or any Adjudication Committee.

c. Investigation of Allegations by the Adjudication Committee

Having determined that the facts as alleged could constitute a violation of the standards of Academic Integrity, the Adjudication Committee will initiate an investigation. The Committee may supplement the information it initially receives with any information that it deems necessary. Since the purpose of this investigation will be to make determinations of fact, it will be interrogatory rather than accusatorial in both format and approach.

If specialized knowledge is deemed necessary to investigate a case, the Adjudication Committee may ask the Dean to appoint an appropriate expert to assist the Adjudication Committee in its investigation. The expert will serve as a consultant to the Adjudication Committee and will neither deliberate with the Adjudication Committee nor vote. Copies of any materials provided to the Adjudication Committee by such an expert will also be provided to the student.

If the student so requests, the Committee will meet with and question the student. The student may also propose relevant witnesses from which it would like the Committee to hear. If the student wishes to propose witnesses, the student must submit their names in writing to the Adjudication Committee, along with their relationship to the student, if any, and the nature of their testimony. The Committee will decide whether to hear from these witnesses.

Because the meeting between the Committee and the student is fundamentally an academic proceeding, not a legal one, the student is expected to represent himself or herself, and to speak on his or her own behalf. The student may not be represented by counsel, nor may anyone participate in the meeting who is not a material witness. The student may be accompanied by one person, such as a friend or family member, but that individual may not participate in the proceedings. Should that person also be an attorney, he or she has a professional obligation to so inform the Committee in advance, in which case the Committee reserves the right to have a representative from the Office of University Counsel present.

The Committee may also interview additional witnesses and/or review any additional material that it believes would be helpful or relevant to its decision-making process. The student against whom the allegations are brought shall have the right to be present as an observer to all witness interviews conducted by the Adjudication Committee. Interviews conducted by the Adjudication Committee may be recorded at the discretion of the Graduate School.

d. Determination of Responsibility for Academic Misconduct

The Adjudication Committee will determine by simple majority vote whether it believes the student is responsible for academic misconduct and whether it will recommend that sanctions be imposed on the student. The Adjudication Committee will deputize one of its members to report its determination of responsibility and any recommended sanctions in writing to the Dean of the Graduate School.

Upon receipt of the Committee’s report, the Dean of the Graduate School may

- accept the findings and recommendations of the Adjudication Committee; or
- refer the case back to that Adjudication Committee for further investigation or more detailed written explanation of its findings and recommendations; or
- reject the Adjudication Committee’s findings and/or sanctioning recommendations and explain the rationale for accepting a different interpretation of the facts and/or imposing different sanctions.
The Dean of the Graduate School will provide the student against whom the allegations have been made with a written statement of the final decision and, as appropriate, any recommended sanction. The Dean’s letter imposing sanctions for academic misconduct will become part of the student’s permanent file.

A one-page summary report of the facts of the case and its outcome will be provided to the Standing Committee. These summaries will be maintained in a sanction precedent file by the Graduate School, and will contribute to the body of precedent to guide future adjudication committees in establishing appropriate sanctions for comparable violations of academic integrity.

2. Sanctions

Sanctions recommended by a Graduate School Adjudication Committee may include but are not limited to reduction of a grade in an assignment or a course or a failing grade in an assignment or a course, a transcript notation, suspension or dismissal from the University, and revocation of degrees already granted.

Assignment of grades is the sole prerogative of the faculty. Regardless of the sanctions that may be recommended by the Adjudication Committee and/or any sanctions imposed by the Dean, if a student is found to have violated academic integrity in a graded activity, the faculty member involved may fail the student or reduce the student’s grade, for either an assignment or for the entire course, at his or her discretion. If, however, the student is found not to have violated academic integrity, the faculty member shall not penalize the student for academic misconduct.

Sanctions that may be imposed directly by the Dean of the Graduate School include but are not limited to a transcript notation, suspension, dismissal, or revocation of previously awarded degrees. The student’s department or program must comply with any such sanctions communicated to them by the Dean of the Graduate School. The Dean of the Graduate School is the only person authorized to impose such sanctions on a Ph.D. student for violations of academic integrity. The department or program shall not impose additional penalties.

3. Transcript Notations

If the Adjudication Committee finds a doctoral student responsible for misconduct that involves a course and recommends that a transcript notation be placed, the following notation will be placed on the student’s transcript under the relevant course: “Student found responsible for academic misconduct in the above course.”

If the misconduct results in another form of sanction imposed by the Dean, the following notations will be placed on the student’s transcript, in addition to any notation that may be associated with a course:

- Suspension will be noted as “Suspension for Academic Misconduct”;
- Dismissal will be noted as “Dismissal for Academic Misconduct”;
- Revocation of a previously awarded degree will be noted “[Degree] revoked for Academic Misconduct.”

Such transcript notations will remain a permanent part of the student’s record.

4. Appeals

A doctoral student who has been found responsible for academic misconduct shall have the right to appeal those findings as well as any sanctions that may have been imposed.

Appeals of findings or sanctions will be considered only if the student is able to demonstrate either that new evidence has become available since the case was considered by an Adjudication Committee and/or that he or she was harmed by substantial procedural irregularity in the process. Such requests must be filed within 30 days of the date of the Dean’s letter imposing penalties and must include a description of the grounds for appeal. Dissatisfaction with the decision is not in itself sufficient grounds to warrant granting an appeal.

A student whose sanctions include termination from a degree program should refer to Section III.G.2. Termination for Findings of Academic Misconduct.
The Dean of the Graduate School will determine whether there are sufficient grounds for appeal.

If the Dean determines there are not sufficient grounds for appeal, the student will be so notified in writing. Such a determination shall be final.

If the Dean determines that there are sufficient grounds for an appeal, the case will be sent back to the original Adjudication Committee or the Honor Council for further investigation. In extremely rare cases in which personnel changes or allegations of substantial procedural irregularities make it impossible or impractical to reconvene the original Adjudication Committee, a new Adjudication Committee may be convened.
VII. GRADUATE STUDENT LEAVE POLICIES

A. Personal Leave of Absence

Students who find it necessary to interrupt their studies may apply in writing to the Graduate School for a personal leave of absence. A “personal leave of absence” is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests should be submitted at least one week prior to Regular Registration for the semester in which the leave is to be taken, and must be submitted no later than the last day of the Add/Drop period. The student's department or program must approve the request for a leave. When properly approved and officially entered on the transcript, a leave of absence satisfies the Graduate School’s registration requirement. It may not, however, confer the registration or residency status necessary to qualify for financial aid or to meet visa requirements. International students should consult with the International Student Advisor, Office of International Programs, before requesting a leave, in order to insure that their visa requirements will be satisfied.

A total of no more than four semesters of personal leave of absence are allowed in a student’s graduate career at Georgetown University, whether taken at the master’s or the doctoral level. Up to two semesters of leave may be granted at any one time. 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 leave of absence, but approved leaves of absence will not extend the period during which a student will receive promised funding. Leaves of absence for medical reasons and for military leave, when properly approved, will not be counted against the four semester limit for leaves of absence.

No degree requirements can be completed during leaves of absence, nor can a student graduate during a leave of absence. However, leaves of absence 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.

Once doctoral candidacy has been achieved, the Graduate School will consider requests for a personal leave of absence only if the reasons for requesting the leave would otherwise prevent the student from making significant progress on the dissertation. Such reasons might include illness, family emergencies, and other unforeseen circumstances. Employment and related obligations are not themselves conditions that would normally warrant an exception. A personal leave of absence will not be granted simply for the purpose of extending the time permitted to complete the dissertation.

B. 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 those situations, including pregnancy, 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 receive treatment and later return to the University with an enhanced opportunity to achieve their academic and cocurricular goals. Students interested in an MLOA should contact their academic Dean’s office as well as the Student Health Center or the Counseling and Psychiatric Service.

Medical leaves are administered according to the University Policy on Medical Leaves. A link to the policy statement can be found on the website of the Office of the Vice President for Student Affairs at: studenthealth.georgetown.edu/medical-care/medical-leave/

All requests for an MLOA will be reviewed by the medical staff of the appropriate Student Health service so that they can make a recommendation to the Graduate School concerning the request. Students are encouraged to contact either the Student Health Center or the Counseling and Psychiatric Service before submitting a petition requesting an MLOA, but if they have not done so, the petition and any supporting documentation will be forwarded to the appropriate Student Health service. The medical staff may require additional information from the student or the student's caregiver before making their recommendation.

All students planning to return from a MLOA must contact both the Graduate School and the appropriate Student Health center in advance of their return. Once again, the medical staff may require additional information from the student or caregiver before making a recommendation regarding the request to return.
Approved periods of medical leave will extend the time permitted to complete degree requirements and to graduate. After two semesters of medical leave, the leave must be renewed annually.

C. U.S. Military Service Leave and Re-Enrollment Policy

Georgetown University recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This policy applies to all University schools and programs and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

I. Military Leave and Refund Procedures

A. Definition

For purposes of this policy, a "military service leave" is a University approved withdrawal from a University course or program 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, on 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 up for 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 withdraw. As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean, as well as the Georgetown University Veterans Office, and present a copy of the military orders or other appropriate documentation. 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. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advanced notice, 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, to the Georgetown University Veterans Office, 3520 Prospect Street, N.W., Car Barn, Room 224, Washington, DC 20057; by FAX to (202) 687-2797; or by email to: veteranservices@georgetown.edu.

C. University Procedures

Upon receiving notice of a student's intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Student Accounts. The Office of Student Financial Services will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about 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.

II. Military Re-Enrollment Procedures

A. Definition

For purposes of this policy, a "military re-enrollment" is a University approved re-enrollment into a course or program 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 intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation.** To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student’s withdrawal was related to service in the uniformed services and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.² Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity 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 his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.³ However, if military or veterans’ education benefits will cover the difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

If a student is not academically prepared to resume a course of study in which he or she was 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 his or her dean for consideration of military re-enrollment.⁴ 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.

3. The appropriate tuition and fee amounts will be reflected on the bill that the student receives.
4. 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.

D. Parental Leave Policy for Graduate Students

The Graduate School offers support for graduate students who need to take leave in connection with the birth of and/or full time care of a new child during their period of enrollment. The goal in offering this support is to allow graduate students to continue their studies with as little disruption as possible. **Parental leave is intended to enable the graduate student to continue to make progress toward his or her degree. Consequently it does not grant additional semesters of funding, although under certain circumstances funding may be deferred. Nor does it change the length of time permitted to complete degree requirements and to graduate.** This policy requires communication and cooperation in good faith between the student seeking the leave, the faculty, and the student’s department.

The terms of the policy are as follows:

1. To be eligible for parental leave, the graduate student must be the primary and full-time caregiver of a newborn child or a child five years old or younger newly placed in the home.

2. The graduate student must submit a written request no less than three months before the expected date of the start of the leave to the Graduate School’s Associate Dean for Academic Affairs.

3. Graduate students may take up to six weeks of parental leave within the first six weeks immediately following the birth, adoption, or foster placement of a child. The six weeks of parental leave must be taken consecutively immediately following the birth or placement of the new child. Students seeking parental leave shall provide documentation to the Graduate School sufficient to demonstrate that they are the full-time primary care provider of the child.

4. During parental leave, the graduate student may attend classes and work on course assignments to the extent possible, but his or her program director should advise the professors in these courses to be flexible about attendance and assignment deadlines during the period of leave.

    Upon the student’s request, he or she will be granted Incompletes in these courses, with the understanding that the courses should be completed by the end of the following semester.

5. Graduate students may request a voluntary medical leave instead of, or in addition to, parental leave. Taking either a voluntary medical leave or a parental leave may have implications for a student’s health insurance. Students should consult with the Student Health Insurance Office prior to requesting either option. **Approved periods of medical leave will extend the time permitted to complete requirements for the degree and to graduate.**

6. International students should consult with the Office of Global Services about the visa consequences of receiving either voluntary medical leave or parental leave. This consultation should occur prior to the submission of the request for parental leave to the Graduate School.

7. Doctoral Graduate Assistants. The following additional terms apply to graduate students in a Ph.D. program with an assistantship:

    a. If the student elects to receive assistantship funding during the semester of parental leave:

        The doctoral graduate assistant will continue to receive his or her assistantship stipend during the six weeks of parental leave.

        During the period of parental leave, the doctoral graduate assistant will be relieved of the service requirement of his or her assistantship. During the remainder of the semester (before and/or after parental leave), the doctoral graduate assistant’s program will assign him or her to assistantship duties, consistent with the academic nature of assistantship appointments.

        The granting of requests for parental leave will not affect tuition scholarships held by graduate assistants.
b. Alternatively, the student may decline assistantship funding during the semester of parental leave, deferring that funding to a one-semester extension of the period of support.

Students supported by external research grants, fellowships, or awards must follow the policies of their funding agency. Many funding agencies and organizations defer to the institutional policies of the student's university, but if a funding agency or organization has its own policy, the rules of the granting agency or organization will prevail. If fellowship benefits are suspended or deferred during this period, and the appropriate documentation is submitted, the Graduate School will assume funding responsibility for the period during which the student is on an approved parental leave.

E. Leave Policies for Doctoral Graduate Assistants

Graduate assistantships offer doctoral students research and teaching opportunities that are an important part of their educational program. Doctoral Graduate Assistants are therefore considered to be students, not University employees.

As part of their academic training, doctoral students who hold an assistantship have a service obligation to assist in teaching, research, or other matters of an academic nature for 15 hours per week. Doctoral students holding assistantships have no paid vacation time, and should schedule their vacations during school holidays or the summer; not during the semester. Faculty should make every effort to honor university holidays for doctoral graduate assistants, however, in the event that doctoral graduate assistants' work (e.g., in labs) must continue during university holidays, they should be given an equal number of days off that are convenient to research and teaching demands at other points during the period of appointment. Doctoral graduate assistants who work during the summer should be compensated in addition to their regular, academic year assistantships and enrolled in the appropriate FICA-exempt graduate assistantship category.
VIII. INFRINGEMENT OF NON-ACADEMIC RULES

All Graduate School students are expected to know and abide by the University regulations and procedures as outlined in the Code of Student Conduct, available online from the Office of Student Affairs at studentconduct.georgetown.edu/

A Graduate Adjudication Board is constituted on a standing basis to hear evidence presented in the manner of infringement of non-academic University regulations by Graduate School of Arts and Sciences students. The Board consists of three graduate students and two faculty members. The process of adjudication is under the supervision and jurisdiction of the Vice President for Student Affairs as part of the University's non-academic student disciplinary system.

Non-academic disciplinary records of students shall be maintained by the University's Office of Student Affairs until the graduation of the student from the University, at which time they will be destroyed. An exception will be made to this policy, however, in those instances when a student has been suspended or dismissed from the University for disciplinary reasons. Suspension will be noted on the academic transcript as "Disciplinary Suspension." Dismissal will be noted on the academic transcript as "Disciplinary Dismissal." In cases of suspension or dismissal, a permanent record will be kept in the Office of Student Affairs and in the academic record. Documents concerning the sanction will be maintained to substantiate the notation. Inquiries about a student's disciplinary records will be honored only with the student's signature of waiver.
IX. OTHER UNIVERSITY AND MAIN CAMPUS POLICIES

A. Non-Discrimination Policy

Georgetown University's commitment to diversity is fundamental to its educational mission. 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 (IDEAA), Georgetown University, 37th and O Streets, N.W., Darnall Hall, Suite M36, Washington, D.C. 20057.

Students who have concerns about treatment they have experienced are encouraged to discuss those concerns with a representative of the Office of Institutional Diversity, Equity & Affirmative Action (IDEAA). Students wishing to pursue a formal complaint of discrimination in a non-academic matter may do so through the IDEAA (ideaa.georgetown.edu).

B. Policy Statement on Sexual Harassment

This Policy on Sexual Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff.

For the purposes of this policy, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may involve the behavior of a person of either gender toward a person of the same or opposite gender when that behavior falls within the operative definition of sexual harassment.

Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position. Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that sexual harassment may also occur between people of equivalent status. Regardless of the form it may take, the University will not tolerate conduct of a sexual nature that creates an unacceptable working or educational environment.

It is contrary to University policy for the University or any officer, administrator, dean, department chair, faculty member, or any other employee to base an adverse academic or employment-related action affecting a person on an unsubstantiated allegation or rumor of sexual harassment.

The University recognizes that supervisors bear an important responsibility to deter sexual harassment, to investigate any such allegation that is brought to their attention and if warranted, to consult with the Office of Institutional Diversity, Equity & Affirmative Action about the situation. In addition, the Supervisor must report the matter to a higher authority responsible for ensuring a prompt review and taking strong remedial action.

The "Grievance Procedures to Investigate Allegations of Unlawful Discrimination," administered by the Institutional Diversity, Equity & Affirmative Action Office, is a confidential process that is available to any member of the University community, who wishes to file a complaint of sexual harassment. The process is administered by trained counselors in the Office of Affirmative Action Programs. Students, faculty members, or non-teaching academic employees who believe that they have been sexually harassed and wish either
additional information or assistance in filing a complaint can contact Rosemary Kilkenny, Esq., Vice President, Institutional Diversity & Equity; or Marjorie Powell, Director, Affirmative Action Programs. Staff employees seeking information or assistance can contact Michael W. Smith, Associate Director or Tonya Hinds-Turner, Assistant Director. The Institutional Diversity, Equity & Affirmative Action office is located in Room M-36, Darnall Hall. The telephone number is (202) 687-4798. Office hours are Monday-Friday 8:30 a.m. - 5:00 p.m.

C. Faculty Responsibilities Code

The Faculty Handbook identifies faculty rights and faculty responsibilities. Consistent with the Faculty Responsibilities Code, anyone—including students, faculty, staff, and administrators—with a concern that a faculty member may not be fulfilling his or her responsibilities may express the concern to an appropriate Unit Head (department chair or dean of the unit in which the faculty holds a primary appointment). The concern will be resolved consistent with the procedures of the Faculty Responsibilities Code in the Faculty Handbook, located at: https://facultyhandbook.georgetown.edu/toc/section3.

D. 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, Georgetown University, 1 McDonough Gym, Washington, DC 20057. Telephone (202) 687-2435.

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 Department of Public Safety, Georgetown University, Ground Level-Village C, Washington, DC 20057. Telephone (202) 687-4343.

E. Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 (also known as 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 on the Main Campus by the graduate and undergraduate Deans' offices and the University Registrar. These files contain admission credentials 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 MBNA Career Education Center, the Office of Student Financial Services, the Office of International Programs, the Center for Minority Student Affairs, the Office of Student Accounts, and certain academic departments.

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. The Graduate School does not retain in its files letters of recommendation submitted in support of a student's application once a student matriculates at Georgetown.

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 thesis or a doctoral dissertation submitted to the Graduate School 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 the Graduate School is deemed to be consent to its disclosure and publication.

Health records, including those maintained by members of the Student Health Service, the Counseling Center, and the Department of Psychiatry, may be personally reviewed by a physician or other appropriate professional of the student's choice.

Students may not inspect or review these records, which are specifically excluded by federal law:
1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admission, employment or job placement, or honors, to which they have waived their rights of inspection and review;
3. confidential letters and recommendations which were placed in the records prior to January 1, 1975; and
4. educational records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should discuss their concerns informally with the custodian of those records. In most cases this will be the Dean of the School or the University Registrar. If this discussion does not lead to a resolution of the student’s concern, the student has a right to an informal hearing. During this process the student will be afforded a full and fair opportunity to present relevant evidence. If the result of the hearing process is in agreement with the student’s request, the appropriate records will be amended. If not, the student will be notified within a reasonable amount of time that the records will not be amended; the student will then be informed of his or her right to a formal hearing.

The Provost, through the graduate and undergraduate Deans will, when necessary, establish committees charged with the responsibility of adjudicating challenges to the contents of student records. Each committee will be composed of three permanent and three alternate members, who will be nominated by the Dean and appointed by the Provost. Requests for a formal hearing must be made in writing to the appropriate Dean’s office within one calendar year after the initial denial of the student’s request. This petition must be dated and signed by the petitioner and must contain a brief and concise explanation of the item being challenged and the basis for the challenge. It must also contain a statement that the petitioner’s initial request to a University official was denied, naming the official and stating the date of the denial. The petition must further specify what relief is being requested.

The Dean will forward the petition to the chairperson of the appropriate committee, the hearing will be convened within a reasonable time, and all concerned parties will be notified in writing of the date, place, and time of the hearing; the hearing will be closed to the public. The chairperson may request a written response to the petition prior to the hearing from the University official who initially denied the student’s request. The student will receive a copy of any written response prior to the hearing. The chairperson may also request written verification of the item in question from the author. The hearing will include an informal presentation of arguments from both sides. The student will have a full and fair opportunity to present evidence relevant to the issues and may be assisted and represented by individuals of his or her choice at his or her expense, including an attorney. Evidentiary rules will be disregarded. Committee members have the obligation to disqualify themselves if there is any indication of personal bias. Additionally, the student has the right to disqualify any member of the committee, after giving adequate reasons to the chairperson; in such cases an alternate will be appointed. After both parties have presented their cases, the committee will have 48 hours to render its decision.

The written findings and conclusion of the committee will be provided in writing to both parties within a reasonable time and will include a summary of the evidence and the reasons behind the decision. Minutes of the hearings will be kept on file in the appropriate Dean’s office. The powers of the committee shall include but not be limited to:

1. ordering the destruction of the document;
2. ordering the removal of the document from the file and its return to the author;
3. ordering the denial of the student’s request.

After the decision of the committee has been rendered, the student whose request has been denied will have ten days to file a written appeal to the Dean. If the Dean is an interested party to a particular action, the Dean shall appoint a surrogate. Failure to file an appeal within ten days after the decision shall constitute a waiver of appeal rights.

After assessing the grounds for the appeal, the Dean of the Graduate School 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.

In the instance of a challenge to a student record maintained by a department which reports to the Vice President and Treasurer, procedures parallel to those outlined above will be followed but a committee appointed by the Vice President and Treasurer will be substituted for those appointed by the Provost.

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.

F. Computer Systems Acceptable Use Policy

http://security.georgetown.edu/technology-policies/acceptable-use  Extracted: 8/04/2014

Statement
This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at Georgetown University. More importantly, it is meant as an application of the principles of respect and reverence for every person that are at the core of Georgetown's Catholic, Jesuit identity.

Applicability
Students, faculty and staff, fellows, visiting scholars, affiliates, campus visitors, Georgetown University Hospital employees when they use GU resources, et al. Anyone using Georgetown University information technology resources.

Guiding Principles
The Georgetown University community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a multitude of views on current and historical issues is allowed for the interest, information and enlightenment of the Georgetown University community. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other University policies, an individual's right of access to information technology resources and materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Georgetown University computing and network resources are to be used only for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications, education and research among members of the University community and communities outside the University. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

Disclaimer
The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic resources and communications are warned that they may come across or be recipients of material they find offensive. [1]
Responsibilities
The University encourages all members of its community to use electronic communications in a manner that is respectful to others. The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at Georgetown and/or on networks to which Georgetown is connected.

1. Functionality and Availability
You must ensure that your actions and the computers you own or that are assigned for your use do not negatively impact the functionality and availability of the Georgetown University computer systems, enterprise and application systems, and network services. You must ensure that your computer is properly maintained, including having up-to-date anti-virus protection and operating system patches. Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources could result in degradation of systems or performance elsewhere on the network. You must not disrupt routine operations by tampering with any hardware, networks, applications, system files or other users' files without authorization or permission; circumventing or altering software or physical protections or other restrictions placed on computers, networks, software, applications or files (other than your own files or applications you manage). Similarly, you may not make resources available to circumvent or alter software protections or other restrictions placed on computers, networks, applications or files (other than your own files).

2. Computer Accounts
You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence or naivete; of another person in revealing an account name or password is not considered authorization of use. You should not use the convenience of file or printer sharing as justification for sharing a computer account. You must not attempt to subvert the restrictions associated with your computer accounts or network access.

3. Information Security
You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all NetIDs, accounts and passwords assigned for your use. Passwords must never be shared. You are expected to abide by the Georgetown University Information Security Policy.

4. Shared Resources
You may not encroach on another's use of computer resources. Such activities would include, but are not limited to, tying up computer and network resources for illegally downloading or sharing music, movies, software or other files, or other non-University related applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage; launching attacks or probes, or otherwise attempting to subvert the security of any system or network at Georgetown University or on the Internet; intentionally or irresponsibly introducing any computer viruses, worms, Trojan Horses, spy ware, or other rogue programs to hardware, software, systems or networks at Georgetown University or on the Internet; or physically damaging systems.

5. Intellectual Property
You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Georgetown University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

6. Publication
You should remember that information you distribute through the University's web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Georgetown, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.
Personal Information
You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of privacy, identity theft and other possible dangers that could result from the individual's distribution of personal information.

Administration and Implementation
While respecting confidentiality and privacy, the University reserves the right to examine all university owned and operated computer systems and electronic/digital resources.[4] The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences.[5] The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University will comply with, and respond to, all validly issued legal process, including subpoenas. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted or distributed on University-owned computers.

Enforcement
All members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the District of Columbia. All users are expected to conduct themselves consistent with these responsibilities and all other applicable University policies. Abuse of computing and/or network privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Georgetown University resources will be treated as though it occurred at the University. When appropriate, restrictive actions will be taken by system or network administrators pending further disciplinary or legal action.

Resource(s) and Other Applicable Policies and Procedures
- Reporting incidents of electronic abuse at Abuse@georgetown.edu
- Spam may be forwarded to spam@georgetown.edu
- Hate and Bias Reporting at http://studentaffairs.georgetown.edu/policies/bias-reporting-policy/
- University Information Security Policy and Security Resources http://security.georgetown.edu/
- Copyright in the Information Age at http://www.georgetown.edu/copyright-information/
- DMCA Information Site at: https://security.georgetown.edu/technology-policies/dmca-notification-procedures
- Broadcast Communication Policy at: https://security.georgetown.edu/technology-policies/transmission-of-messages
- Incidental Personal Use of Electronic Resources Guidelines at: https://security.georgetown.edu/technology-policies/incidental-personal-use-guidelines
- Georgetown University Human Resources Manual; including but not limited to: Policy Number 302, "Disciplinary Actions and Dismissals" http://www12.georgetown.edu/hr/manual/policies.cfm?Sect=3&Page=65
- Policy Number 401, "Professional Conduct" http://www12.georgetown.edu/hr/manual/policies.cfm?Sect=4&Page=71
- Policy Number 403, "Confidential Information" http://www12.georgetown.edu/hr/manual/policies.cfm?Sect=4&Page=73
- Online Resources:
  - E-mail: https://sites.google.com/a/georgetown.edu/google-apps-help/gmail
  - Anti-Virus and other software, general information: http://uis.georgetown.edu/
  - Technical Assistance at help@georgetown.edu
Approval

Adopted ad interim June 3, 1996
Modified: November 14, 1996
Approved by the Faculty Senate June 23, 1997
Revision Review and Approval
Revision begun: October, 2004
Reviewed by the Information Services Management Council
Reviewed and approved by University Counsel April 22, 2005
Reviewed and approved in principle by the Computing Services Advisory Committee May 12, 2005
Revised: June 22, 2005
Approved by the Vice President for Information Services and CIO and University Counsel, June 22, 2005
Approved by the Vice President for Student Affairs, October 7, 2005
Approved by the Faculty Senate, December 14, 2005

Review Cycle

This policy will be periodically reviewed and updated as appropriate.

Footnotes

[1] Incidents may be reported to abuse@georgetown.edu. For more information on this and system and email protections, see "Resources" below.

[2] Employees who are Computer Systems and Network Administrators in the course of their jobs may be authorized to make changes to computing and network facilities. These responsibilities are well documented, understood and carefully supervised. All Systems and Network Administrators are bound by the “Guidelines for System and Network Administrators” and must follow the “Procedures in Support of the Computer Systems Acceptable Use Policy.” Users must coordinate and receive approval from an authorized University Information Service Provider before extending the network.

[3] In the event emergency access is needed, a user should contact the cognizant Systems and Network Administrator.


[5] Upon termination of a user’s relationship with the University, the University may find it necessary to examine such resources.

G. University Email Policy

Students are expected to read, and, when appropriate or required, respond in a timely fashion to, emails sent from University offices. Email is the standard mode of communication for University broadcast messages to the community as well as for messages to individual students about academic standing and other important administrative matters. Messages are sent to the Georgetown student’s official Georgetown e-mail address. Students who wish to use another address are responsible for setting and maintaining appropriate forwarding rules to ensure they receive University email.

H. Contact Information & Change of Name or Address

1. Local Address and Phone Number; Emergency Contact Information

   Emergencies happen. When they do, we must be able to contact students and/or their next of kin. Consequently, all graduate students must provide the University with a local address; if that address
is a multi-unit building, it must also include the student's apartment number. The local address must be updated as necessary so that it is always current. Students must also provide a local telephone number (whether a land line or a cell phone). Finally, they must provide the name, email address, and telephone number of an individual to contact in case of an emergency. All graduate students who live off campus in non-University owned properties must provide or update this information by the end of the add/drop period listed on the Academic Calendar. **Students who are not in compliance with these regulations will be ineligible to register for the following semester.**

2. **Change of Name or Address**

The officially-recorded name, address, and email address of a graduate student are those reported at the most recent registration, unless subsequently changed by the student. Most such changes can be made online via MyAccess, and should be made promptly. Important materials are frequently sent by mail or by email; such materials include grade reports, results of comprehensive examinations, notification of financial aid awards, announcements from the Registrar, information from the Graduate School, and diplomas. It is therefore extremely important to maintain current name, address, and email address with the University Registrar. In addition, the name shown on a Graduate School diploma will be the name officially recorded in the University Registrar's records. A student who wishes to have a different name shown on the diploma must first contact the office of the University Registrar to have his or her name changed in the official records. The University Registrar requires documentation to support requests for name changes.

1. **Instructional Continuity**

The following policy on maintaining instructional activities during unforeseen disruptions was adopted by the University in July 2014. Graduate School students who are enrolled in courses are responsible for familiarizing themselves with their instructors' plans for delivering instruction during such disruptions.

**Policy:**

Instructional activities will be maintained during university closures. Faculty members should prepare for the possibility of an interruption of face-to-face instruction by establishing a policy within the course syllabus to maintain instructional continuity in the case of an unforeseen disruption. During a campus “closure”, the regular class time schedule must be honored by all campus departments so that students will remain available for those faculty members who wish to maintain continuous academic progress through synchronous distance instruction.

**Background and Policy Explanation:**

Maintaining instructional activities is central to Georgetown's ability to fulfill its fundamental mission of teaching and research. While it is impossible to predict particular circumstances that might require closing the University, whether related to illness, weather, or other factors, the University will distinguish between cancellation of on-campus activities or campus closure and class cancelation.

Except in very rare situations, classes will not be officially canceled in the event of a campus “closure.” Instead, all faculty members should prepare for the possibility of an interruption of face-to-face instruction by establishing a policy within the course syllabus to maintain instructional continuity in the case of an unforeseen disruption. During a campus “closure”, the regular class time schedule must be honored by all campus departments so that students will remain available for those faculty members who wish to maintain continuous academic progress through synchronous distance instruction.

If a delayed opening or campus closure is announced then faculty members should not conduct on-campus instruction but use their instructional continuity plan to provide instruction without an in person class meeting. If a faculty member elects to use “liberal leave” when that option is announced, then the faculty member should use the pre-planned remote instructional back-up plan rather than simply not holding class.

**END OF DOCUMENT**