Student Handbook
2018-2019

Security Studies Program
Edmund A. Walsh School of Foreign Service
Georgetown University
Washington, DC
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Infringement of Non-Academic Rules
Additional Georgetown Tools
Dear Security Studies Program Students:

Self-preservation may be the first law of nature, but close in second place are the rules and policies of the Security Studies Program (SSP). This handbook is designed to help successfully guide you through the program; it includes important information about not only specific degree requirements and procedures, but also the broader resources available to you during your time at Georgetown University.

Students in the SSP must comply with two sets of academic guidelines. One set is found in this SSP-specific student handbook and will apply to you throughout your time in the program. The second set is found in the Graduate School of Arts and Sciences Graduate Bulletin. Moreover, students are responsible for following policies and procedures communicated to them via email from the SSP, Graduate School, or School of Foreign Service.

Please be aware that it is your responsibility to be aware of the policies and procedures communicated through the handbooks and email updates. The SSP staff and I follow these same guidelines to manage academic affairs; the faculty use them to shape course rules and determine final grades; and the School administration uses them to assess whether you have met the requirements for receiving a degree. Believe it or not, students have missed critical deadlines for course registration, course requirement changes sent by professors, and even graduation dates because they did not read relevant communications.

In short, ignorance of the rules set forth in these documents and future communications will not absolve you of your responsibility to follow those rules. Please review this handbook and the Graduate School Bulletin at the outset of your time at Georgetown, and please redirect or check your GU email account regularly. In doing so, I know you will succeed! (Or, as Dr. Seuss wrote, “98 and ¾ percent guaranteed...”)

Your primary contact regarding policies and procedures is Cornelia Gustafson, SSP’s Director of Academic Affairs. Please direct any questions or concerns to her at cornelia.gustafson@georgetown.edu.

Best wishes for a productive and successful academic year.

Yours sincerely,

Keir A. Lieber
Director, Security Studies Program
The Security Studies Program (SSP)

SSP Mission Statement
The SSP’s mission is to teach a new generation of analysts, policymakers, and scholars to think critically and act responsibly in the face of the 21st century’s most pressing national and international security problems.

Program History
For more than three decades, the SSP has prepared students with a wide range of backgrounds to become leaders in their fields. The National Security Studies Program ( NSSP) was founded in 1977 as a certificate program associated with the Master of Arts in the Department of Government. Founder and NSSP Director Dr. Stephen Gibert conceived of the program as a “defense MBA” – concentrated, specialized course of study in defense analysis. In 1984, the program officially became the Master of Arts in National Security Studies.

At first, the majority of students were civilian and military officials working in the Department of Defense. Classes were offered under the auspices of the Pentagon Education Center while the program was housed administratively in the Graduate School of Arts and Sciences.

In 1994, the NSSP shifted all courses to the University’s main campus and expanded its offerings. In 1995, as part of the University’s overall reorganization, it incorporated the SSP into the Edmund A. Walsh School of Foreign Service. In addition, the University approved a joint Master of Arts/Ph.D. program in which students receive an M.A. in Security Studies and a Ph.D. in Government.

The late nineties saw the SSP augment its student services, and it began to offer alumni mentoring, job and internship tracking, research and writing workshops, and a variety of other initiatives to enhance student placement potential and improve the overall academic experience. The SSP also identified a small group of full-time faculty members to comprise the core of the teaching program.

After serving as director for over 20 years, Dr. Gibert retired in 2000 and Dr. Michael E. Brown assumed the position. Under Dr. Brown’s direction, the SSP expanded its curriculum to include three substantive concentrations: International Security, Technology and Security, and U.S. National Security Policy. The NSSP also changed its name to the Security Studies Program (SSP) during Dr. Brown’s tenure to reflect these changes. The program’s physical location changed in 2004, with SSP faculty and staff moving from the Bunn Intercultural Center to the Mortara Building at 36th and N Streets, N.W.

Dr. Daniel L. Byman assumed the SSP directorship in July 2005. Dr. Byman created concentrations in Intelligence, Military Operations, Terrorism and Substate Violence, and Unconventional Weapons and Non-Proliferation to allow students to specialize in one of the field’s functional areas. A new core course, Grand Strategy and Military Operations, also became an SSP degree requirement in addition to Theory and Practice of Security and the research seminar.

Dr. Bruce Hoffman became SSP director in July 2010 and served in that role through December 2017. During his tenure, Dr. Hoffman was instrumental in creating SSP’s student exchange program with St. Andrews. Heading into its seventh year, the St. Andrews Exchange has afforded both SSP and St. Andrews students the opportunity to enrich their academic careers through learning experiences abroad.
In addition, Dr. Hoffman promoted both growth and diversity at SSP. Not only did the student enrollments increase, but also there was a noticeable expansion in the type of student interested in the program. Throughout his time as Director, Dr. Hoffman emphasized the intersection of theory and practice as a fundamental tenet of SSP.

Dr. Keir Lieber took over as director in January 2018. Under his leadership, SSP continues to benefit from interest in the top-rated international affairs program in the United States. In Fall 2018, SSP will have its largest incoming class and add four new core faculty members to support the growth of the program. Today SSP has more than 3,000 alumni, over 400 current students, 13 core faculty members and 80 adjunct instructors. The SSP benefits from a close institutional relationship with the Center for Security Studies (CSS) and participates in a wide variety of programs and activities serving both SSP students and the broader University community.
Administrative Contacts

The Security Studies Program
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Annamarie Bianco
University Registrar
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## 2018-2019 Academic Calendar

### FALL 2018
- **August 29**: Classes Begin: Follow Monday Class Schedule
- **September 3**: Holiday: Labor Day
- **September 7**: Last Day for Late Registration
- **September 7**: Add/Drop Ends
- **October 8**: Mid-Semester Holiday: Columbus Day
- **November 5**: Pre-Registration for the Following Spring Begins
- **November 17**: Pre-Registration for the Following Spring Ends
- **November 20**: Graduate Students: Last Day to Withdraw from Courses
- **November 21**: Thanksgiving Recess Begins after Last Class
- **November 26**: Classes Resume
- **December 10**: Classes End
- **December 10**: Registration Completion Begins
- **December 12**: Registration Completion Ends
- **December 13**: Examinations Begin
- **December 21**: Examinations End
- **December 21**: Add/Drop Continues for Spring
- **January 3**: Graduate Grades Due

### SPRING 2019
- **January 9**: Classes Begin: Follow Monday Class Schedule
- **January 21**: Holiday: Martin Luther King Day
- **January 18**: Last Day for Late Registration
- **January 18**: Add/Drop Ends
- **January 20**: Holiday: Inauguration Day
- **February 18**: Holiday: President's Day
- **February 19**: Classes Follow a Monday Schedule
- **March 1**: Spring Break Begins after Last Class
- **March 11**: Classes Resume
- **April 2**: Early Registration for the Following Fall Term Begins
- **April 12**: Early Registration Ends
- **April 17**: Easter Break Begins
- **April 23**: Classes Resume
- **April 12**: Easter Break Begins after Last Class
- **April 18**: Classes Resume
- **April 25**: Graduate Students: Last Day to Withdraw from Courses
- **April 30**: Classes End
Degree Program

The Security Studies Program sponsors or co-sponsors four degree programs:

- M.A. in Security Studies
- Accelerated Bachelor of Science in Foreign Service (B.S.F.S) and M.A. in Security Studies
- Joint M.A. in Security Studies and Ph.D. in Government
- Joint M.A. in Security Studies and Juris Doctor (J.D.) in Law

Each of these degree programs has different requirements. Students should contact each specific program for additional information.

Effective April 2018, students interested in the applying to the joint M.A./J.D. program may apply to the programs simultaneously. Applicants who apply during their first year of study at either the Law Center or the SSP will be considered for admission to the joint degree program. If accepted to the joint M.A./J.D program during the initial admissions process, students will begin their academic career at the Law Center.

Master of Arts in Security Studies

Degree Requirements

To receive the Master of Arts in Security Studies students must complete and receive passing grades for the following:

- Theory and Practice of Security (SEST-500) in the first semester of the program.
- Grand Strategy and Military Operations (SEST-501) in the first semester of the program.
- The core course in the chosen area of concentration in the first or second semester of the program.
- Three additional courses in the chosen concentration (concentration electives).
The Research Seminar (SEST 710) taken in the final semester of the program. The Research Seminar is the capstone to the M.A. program. Students produce a major research paper (approximately 40 double-spaced pages in length) and are expected to make useful contributions to the understanding of their research topic. Students graduating in the summer must take the seminar in the spring of their final year. As a rule, students may not substitute seminars offered by other programs for the SSP research seminar requirement. Exceptions will be made for students pursuing the Certificate in Diplomatic Studies.

One course in each of the following distributive areas:
- Area Security Studies
- Economics and Security
- Technology and Security

Two SSP-approved free electives

Some courses may double count as both a concentration elective and a distribution requirement. This will allow students to complete an additional free elective course to reach the 36 credits required for the Master of Arts degree. Students may only double count one course for a total of three free-electives. Students with questions regarding the distributional allocation of a course should consult with either the Director of Academic Affairs or the Assistant Director Academic Affairs before registering.

SSP students are required to take a minimum of eight SEST courses (24 credits) sponsored by the SSP as a part of a student’s Course of Study plan. Students are allowed to take only four non-SEST courses, not including language courses, during their degree program. In addition, students may not take a non-SEST course, other than a language course, during their first semester in the program. Students with questions regarding these policies should consult with either the Director of Academic Affairs or the Assistant Director of Academic Affairs before registering.

**Comprehensive Examination**

The comprehensive exam is a four-hour, typed exam taken on campus during the student’s final semester of coursework. Its purpose is to test broad, substantive knowledge of national and international security problems along with the student’s analytic abilities. The SSP offers the comprehensive exam twice a year: fall (October) and spring (March).

SSP does not offer a summer administration of the comprehensive exam. Summer graduates must take and pass the test during the spring examination in March.

Students who fail the initial comprehensive exam attempt are required to retake the test during the final exam period of the same semester. The Registrar will mark the failing grade on the student’s transcript. If a student who failed the exam previously receives a passing result on the second attempt, the failing result will be removed, and the passing result is posted on the graduate transcript. Students retaking the comprehensive exam should work with the Director of Academic Affairs to fulfill all of the necessary administrative requirements.
A student who fails the comprehensive exam twice may, in extremely rare cases, request the program to petition the Graduate School to allow a third examination. If the 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 solely with the Dean of the Graduate School.

Concentrations
Currently enrolled SSP students must choose one of the following academic concentrations:

- Intelligence
- International Security
- Military Operations
- Technology and Security
- Terrorism and Substate Violence
- Unconventional Weapons and Non-Proliferation
- U.S. National Security Policy

The following provides an overview of each SSP concentration and distribution requirement. The specific approved classes in each concentration and distribution requirements are published each semester.

**Intelligence**

**Core Concentration Course: SEST-521, Theory and Practice of Intelligence**

In this concentration, students acquire an understanding of the practical dimensions of intelligence, including the intelligence cycle, the intelligence disciplines, problems of intelligence collection and analysis, covert action, and the intelligence-policy nexus. Attention is focused on domestic intelligence, military intelligence, and the intelligence operations and cultures of other countries. Students also consider major conceptual issues such as the appropriate role of intelligence in a democracy, issues of oversight and accountability, the intelligence budget as part of the overall defense budget, and the complexities of secrecy. This concentration also addresses intelligence issues in the military, government agencies, or in government-related industries. Students may count only one area elective course for their intelligence concentration electives.

**International Security**

**Core Concentration Course: SEST-530, International Security**

Students in this concentration will examine the broad range of issues affecting security in the world today. The conduct of statecraft and diplomacy and the operations of individual governments and international and non-governmental organizations are at the heart of this concentration. International security structures, global and regional conflict, state and non-state actors, resource management, non-proliferation, terrorism, human security and infectious disease evidence the wide range of issues addressed in this concentration from a distinctly international perspective.
Military Operations

**Core Concentration Course: SEST-526, Advanced Military Operations**

Students enrolled in this concentration acquire in-depth knowledge of the U.S. military and those of other nations with particular emphasis on application of the military instrument of power in support of national security strategy. Courses include the study of conventional military operations, the use of air and sea power, military analysis, net assessment techniques, and the interaction between civilian and military officials, among other subjects.

Technology and Security

**Core Concentration Course: SEST-551, Role of Technology in Security**

This requirement permits students to approach security issues from a technology perspective and provide the future analyst, policy maker or scholar with an appreciation of the wide range of technology issues affecting all of the core SSP concentrations. Students can take classes ranging from energy and resource scarcity to biotechnology, environmental, and health issues, or from cyber and information warfare to unconventional weapons and net assessment as well as emerging technologies. To satisfy the technology requirement, these courses must all demonstrate a relationship between some form of technology, environmental, resource or health subject with issues of national and/or international security.

Terrorism and Substate Violence

**Core Concentration Course: SEST-546, Terrorism/Counterterrorism or SEST-537, Ethnic Conflict and Civil War**

Students in this concentration study the motivations and operations of terrorist and insurgent groups, the dynamics of civil wars, and the policies required to counter these threats effectively. Courses examine sources of terrorism, terrorist tactics, key terrorist groups like al-Qa'ida and the Lebanese Hizballah, counterinsurgency, ethnic conflict, and post-conflict stabilization missions, among other issues. Students learn to analyze the spectrum of conflicts short of war, their internal dynamics and the measures and practical responses required to resolve them.

Unconventional Weapons and Non-Proliferation

**Core Concentration Course: SEST-548 Weapons Proliferation and Security**

Students in this concentration focus on chemical, biological, nuclear, and other unconventional weapons, including cyber warfare, in order to understand the dynamics of their acquisition and use and the effects on national and international security. Courses include in-depth explorations of both the political and military uses and technical characteristics of these weapons systems, including relevant countermeasures and non-proliferation policies and deterrence theory and history, relevant treaties, sanction regimes, and emerging concepts such as “Nuclear Zero.”

United States National Security Policy

**Core Concentration Course: SEST-510, U.S. National Security Policy**

This concentration provides students with the necessary background to identify and analyze U.S national security issues and to formulate the policy options required to address effectively these challenges. The full range of national instruments of power is examined—diplomatic, economic, information, and
military—in order to enable students to integrate them and formulate national security strategies and policies. Issues such as Congress and national security and the intersection of budget, policy, and strategy provide the foundation for understanding the entire national security structure and process. The full spectrum of conflict potentially facing the U.S. is studied both from the political and military perspectives, to include diplomacy and counter terrorism as well as counterinsurgency, major combat operations, and nuclear warfare.

**Distribution Requirements**
Each student must meet the distribution requirement by taking a course in Area, Economics, and Technology from the approved course list published each semester. These include a range of classes offered by the SSP as well by SFS graduate programs and other programs throughout the University.

If a student finds a course offered by another department that he or she believes should count toward a specific SSP requirement, the student may petition the SSP for consideration. To request consideration, students must submit a **Course Approval Request Form** along with a current syllabus for the desired course. Students must submit forms to the Director of Graduate Studies with a copy to their academic advisor, either the Director of Academic Affairs or the Assistant Director of Academic Affairs. Approval will come from the **Director of Graduate Studies**.

**Area Security Studies**
This requirement provides students the opportunity to approach security issues from a regional perspective. It includes issues of conflict and politics as well as economics, energy, finance, health, the regional arms trade and the proliferation of weapons of mass destruction. Students gain a thorough understanding of a major international region and the countries within it so that they will be able to incorporate that knowledge into future analysis and policymaking. To meet the area distribution requirement the class must focus on a major country (e.g., China, India, Russia) or key geographic region that includes two or more countries with an emphasis on regional security challenges.

**Economics and Security**
This requirement enables students to examine the economic instruments of national power and their relationship to strategy and policy so that future analysts, policymakers and scholars are able to integrate economic considerations as national security policies and strategies are developed. Students may take classes ranging from defense resourcing and budgeting to terrorist financing and illicit economies. Classes may also include energy security, developmental issues in areas of conflict and the international arms trade. To meet this requirement the course must evidence some relationship between an economic (e.g., finance, trade, development, budgeting) and security issue.

**Technology and Security**
This requirement permits students to approach security issues from a technology perspective and provide the future analyst, policy maker or scholar with an appreciation of the wide range of technology issues affecting all of the core SSP concentrations. Students can take classes ranging from energy and resource scarcity to biotechnology, environmental, and health issues, or from cyber and information warfare to unconventional weapons and net assessment as well as emerging technologies. To satisfy the technology requirement, these courses must all demonstrate a relationship between some form of technology, environmental, resource or health subject with issues of national and/or international security.
Please note: Some classes may meet more than one core and distribution requirement, which, in turn, allows a student to register for an additional free elective. However, students may only double count once.

**Course of Study Plan Form**

Students are encouraged to review the *Course of Study Plan* form prior to New Student Orientation. After orientation, students will review their *Course of Study Plan* with either the Director of Academic Affairs or the Assistant Director of Academic Affairs. Students are required to meet with their SSP academic advisor, either the Director of Academic Affairs or the Assistant Director of Academic Affairs, to discuss their *Course of Study Plan* prior to preregistration for the next semester in order to have their preregistration requests approved.

**Summer Courses**

Through the School of Continuing Studies SSP offers over a dozen summer courses during two accelerated six week summer sessions and one full 12-week session. Students may enroll in no more than six credits during the combined summer session. SSP students who wish to take more than six credits over the summer must seek approval from the Associate Director via their academic advisor, either the Director of Academic Affairs or the Assistant Director of Academic Affairs.

It is important to note that the attendance policy for the accelerated summer term is extremely strict. Students must attend the first class meeting and should plan to attend every class during the accelerated session(s). If a student expects to miss one class, he or she must obtain the instructor’s specific approval to miss that session. Students missing more than one class during the summer term will be required to withdraw from the course.

**Internships**

Students may be enrolled in a one-credit internship on a pass/fail basis. Please note that international students must be enrolled at least one full academic year before being allowed to take an internship unless they have graduated from a university in the United States. Domestic students are eligible to take internship courses multiple times as long as each new course/tutorial teaches and develops new and enhanced skills. International students may take the internship course twice, and they are required to show different skills or tasks with each internship.

International students interested in a tutorial must make an appointment with the Office of Global Services in order to process the necessary visa paperwork and to make sure that the internship is in compliance with federal law. An internship for credit must involve substantial research and writing responsibilities in a clearly defined activity or project.

The internship must be a minimum of 12 weeks in duration for 15 hours per week. To receive credit students must produce written material amounting to at least 10 pages as part of the internship along with a letter of evaluation from the internship sponsor detailing both the duties assigned and the level at which they were performed. Failure to submit all of these materials by the last day of classes will result in an “F” grade.
To enroll in an internship tutorial students must submit a tutorial plan to their academic advisor for review. If approved the student will work with the Director of Graduate Studies to further develop an internship plan (i.e. define the student’s responsibilities and duties) and to grade all student work.

Students wishing to receive credit for an internship must receive written approval from the Director of Graduate Studies. Students must submit an *Application for Internship Course Credit Form* to the Director of Graduate Studies for approval. If approved, students then submit the form to the Graduate School of Arts and Sciences by the end of the Add/Drop period in the semester in which they intend to enroll. Students should submit completed internship forms to their academic advisor, either the Director of Academic Affairs or the Assistant Director of Academic Affairs.

Tutorial internships qualify as curricular practical training (CPT) for international students. Please contact your academic advisor, either the Director of Academic Affairs or Assistant Director of Academic Affairs, and Office of Global Services for further details.

**Study Abroad**

Students who travel abroad through the SSP exchange program may transfer nine credits of exchange coursework toward the SSP degree. Only graduate-level courses for which the student received a grade “B” or better may transfer into a student’s SSP academic record.

**University of St Andrews Exchange Program**

The SSP is proud to offer an exchange program with the The Handa Centre for the Study of Terrorism and Political Violence at the University of St Andrews in Scotland. Up to five students may be selected to attend St Andrews on a full-time basis during the spring 2019 semester while a corresponding number of St Andrews students will study at the SSP. The exchange is governed by many strict academic regulations. Please contact Annie Kraft at ajk141@georgetown.edu for additional information.

**Edmund A. Walsh School of Foreign Service Graduate Certificates**

The Edmund A. Walsh of School of Foreign Service offers nine graduate certificate programs.

- Asian Studies
- Arab Studies
- Africa Studies
- Certificate in Diplomatic Studies
- Eurasian, Russian and East European Studies
- Global Human Development
- International Business Diplomacy
- Latin American Studies
- Refugees and Humanitarian Emergencies
Students wishing to complete a certificate in addition to the SSP degree are encouraged to apply for the certificate early in their academic career. During the student’s first semester, they should find time to meet with the academic advisor for the certificate program and their SSP academic advisor. Certificate requirements must fit in with a student’s SSP twelve-course requirement. In very rare circumstances will exceptions be made for a student to complete certificate requirements after he or she has finished the SSP coursework, and this exception must be approved by both the Associate Director and the Graduate School of Arts and Sciences.

SSP students should be aware that courses required by a certificate program might not be applicable to the SSP degree. Students must request permission in advance to register for courses that have not been pre-approved by the program to the SSP degree. Permission must come from the Director of Graduate Studies. The Course Approval Form should be submitted to the student’s academic advisor.

**Consortium of Universities of the Washington Metropolitan Area**

Georgetown University is a member of the Consortium of Universities of the Washington Metropolitan Area. The Consortium enables student access to local college and university resources and facilities and seeks to enhance the overall level and experience of graduate study in the Washington, D.C. region. Most importantly, the Consortium offers students the opportunity to take specialized courses not offered at their home institutions.

SSP students can coordinate registration through the Consortium at the following schools:

- 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
- Trinity Washington University
- University of the District of Columbia
- University of Maryland

Please note the National Intelligence University (NIU) and National Defense University (NDU) listed on the Consortium’s website are not currently participating as full members. Thus, SSP students are not able to register for courses at these institutions. SSP students who take a consortium course will not have that course included in their Georgetown GPA.

The process of finding and registering for Consortium classes is student-directed. SSP students must obtain a Consortium Registration Form (in hard copy format) from their SSP academic advisor. Once the registration period begins, students need course approval from the SSP Director of Graduate Studies. The Director of Graduate Studies, the student’s academic advisor, the Graduate School of Arts and
Sciences, and the visited University (program, department and/or instructor) must also sign the Consortium form in order to be considered for enrollment in the course.

The Consortium form will be delivered to the Graduate School of Arts and Sciences and will then be handed off to the Consortium Coordinator in the Georgetown Registrar’s Office. Georgetown will forward the documentation to the school the student wishes to visit. If the requested course is not excluded, full, or restricted from the Consortium, the student will be registered. Detailed instructions are available from the Office of the Registrar website.

Students will normally be registered about one week before the course begins. In some cases, however, the student does not register until the first day of classes. The course will then be added to the student’s schedule in MyAccess and the student will be charged tuition accordingly.

Please note some Consortium member schools structure their academic years in quarters rather than semesters. This schedule directly affects registration deadlines and course credits in ways that may be different from Georgetown.

SSP students may enroll for courses through the Consortium subject to the following limitations:

- Students may not enroll through the Consortium for courses that are available at Georgetown University.
- Consortium courses must be taken for a grade (i.e., no auditing).
- Students may not enroll for Consortium courses during the Pre-Registration period. They may do so only during Regular Registration or during the Add/Drop period at the beginning of the semester.
- Tuition for courses registered through the Consortium will be billed at Georgetown University rates and paid to Georgetown University.
- 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 and those grades will not be used in the determination of the student's Georgetown grade point average (GPA).
- Consortium enrollments may not account for more than 25% of the credits required for the degree. SSP students may take a maximum of six Consortium credits per year and a maximum of nine Consortium credits total as part of the M.A. in Security Studies degree.
- Students enrolled via the Consortium will be responsible for abiding by all regulations of the other institution regarding attendance, enrollment, and withdrawal.
- Students are not allowed to enroll in study abroad programs through the Consortium.

For additional guidance, please contact your SSP academic advisor.
Scholarships and Awards

SSP Merit Scholarship Awards
The SSP offers merit-based tuition scholarships to continuing students. Awards are highly competitive and based on a student’s academic achievements. These scholarships are based on the availability of funds and therefore may vary by semester. The merit award may provide a maximum tuition benefit of 50% to any student not already receiving a merit scholarship.

Students who have completed at least 18 credits and have a cumulative GPA of 3.85 or higher will automatically be reviewed for an additional merit award.

Fall term grades will be reviewed the second week of January to be considered for the spring semester, and spring term grades will be reviewed each June to be considered for the fall semester. This timing allows for all grades to post and for funding balances to be calculated.

Students who already receive scholarship awards will be included in the review process and are allowed to receive up to an additional 50% tuition increase. For example, if a student currently receives a 50% award from the SSP, it is possible he or she could receive an additional one-time award of 50%. The total amount of SSP merit-based aid would thus equal 100% for that particular semester. Merit awards cannot exceed 100% of the tuition due.

Language Study Scholarships
On the recommendation of the Director of Graduate Studies, the Graduate School of Arts and Sciences will provide tuition scholarships to graduate students enrolled in main campus programs to fund enrollment in one approved language course per semester during the fall and spring semester. Language study scholarships are subject to the following:

- Only courses at the 350 level or below during the Fall or Spring semesters are available for language scholarships.
- The language course must be taken for a letter grade. Grades from language courses will not be used in the determination of the student's Georgetown grade point average.
- The student must complete the course and earn 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. The student will also forfeit eligibility for any future language study scholarship support.
- All awards are subject to review by the Associate Dean of the Graduate School, and in some cases, additional information (such as letters of recommendation) may be required.
- Awards will be posted directly to the students’ accounts and it is the student’s responsibility to ensure that language scholarship funds have posted correctly. If the Graduate School does not approve a student’s scholarship request, the student is responsible for paying tuition or withdrawing from the course during the Add/Drop period.
- Students are responsible for all language lab and textbook fees.
For additional guidance, please contact the SSP Assistant Director of Academic Affairs.

**SSP Director’s Citizenship Awards**
This award recognizes a student for his or her service to the SSP and the larger Georgetown University community. This award is contingent on the availability of funds and may result in up to a 50% tuition award for one semester.

To apply, students with strong cumulative GPA, may submit an essay of 300 to 500 words outlining their contribution to the SSP, their fellow students, and the University as a whole. Deadlines are set at 5:00 p.m. on June 15 for fall semester consideration and 5:00 p.m. on December 15 for spring semester consideration. Application materials are to be submitted directly to the Associate Director.

**School of Foreign Service Summer Grants**
The SFS Dean’s Office provides funds to support summer study. Please note that while grants are funded by the Dean’s Office, the SSP administers the application, award, and disbursement processes.

This grant may be applied towards summer study abroad, language immersion, and internships both overseas and in the U.S. The purpose of the grant is to support students’ work or research in the field. It can also be used to support an unpaid or low paying internship in New York City, Washington, D.C., or other cities with a high cost of living.

The process for requesting and approving summer grants begins in the spring semester. Students seeking a summer grant must be continuing students enrolled for classes in the fall semester. Additional information and application instructions will be provided as soon as funds are allocated by the Dean’s Office. Grants may not be applied to Georgetown tuition for summer school nor can it be used for academic programs other than language immersion.

The grant takes the form of a set stipend. Please note there are tax implications for both international and U.S. students. To apply students must submit:

- The official grant application
- A one page proposal detailing how the student intends to use the grant to support his or her SSP education as well as its value to future professional development
- An official price quote for one round trip economy or coach class air ticket from an airline or a travel service

Should your application be approved, the Center Administrator will coordinate grant administration. Students receiving a summer grant will be required to submit a blog post and pictures to document their experience. This documentation may be used for SSP promotional purposes with the student’s permission.
Academic Rules and Regulations

Academic Integrity

Academic integrity is an essential value of any intellectual community. Students in the SSP are expected to be fully aware of University policies and standards regarding academic integrity. Information relevant to SSP students can be found in section VI of the Graduate School of Arts and Sciences Graduate Bulletin.

Students should note that ignorance of academic policies is not considered a defense against substantiated charges of plagiarism or other academic dishonesty, including cheating and falsification of data. If a student is unclear about the standards and rules that apply to academic work he or she must consult with a professor, faculty advisor, the Director or Director of Graduate Studies of the program before submitting papers or participating in examinations.

Students should also note that the SSP does not permit students to submit paper(s) written for one course to be used to meet any requirement for another course.

The Graduate School of Arts and Sciences and the SSP reserve the right to use all legal means, including submitting student work to electronic search engines such as Turnitin.com and SafeAssign, to investigate allegations of academic misconduct. 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.

Academic Performance Standards

SSP students must maintain satisfactory academic progress to be eligible to continue enrollment in the program and to receive financial aid.

Students must:

- Maintain a cumulative GPA of 3.00
- Complete all degree requirements within three academic years (six semesters) of matriculation
- Enroll in a minimum of two three-credit SSP sponsored courses per semester that fulfill SSP degree requirements

The SSP monitors student academic records as a matter of course.

Academic Difficulty

Students are responsible for identifying and taking steps to resolve any academic difficulty that they may be experiencing. 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 from their academic advisor, the Director of Graduate Studies, the Associate Director, or the Director.

If a student is in academic difficulty, and depending upon the severity of the situation, the student may receive:

- An oral warning from the SSP
- A written warning from the SSP
- A written warning from the Graduate School of Arts and Sciences
- 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 (of either "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 GPA to reach the minimum level required for graduation in his or her degree program. In accordance with the Graduate School Bulletin, 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 degree candidacy can also be terminated based on unsatisfactory progress as defined by the SSP, including failure to pass a comprehensive examination, violation of time limits for completing degrees, or other factors as set forth in the Graduate School Bulletin. All termination actions on these and other possible grounds will be determined by the Graduate School of Arts and Sciences in consultation with the SSP.

**Full-Time and Part-Time Status**

SSP students may enroll in either full-time (nine credit hours) or part-time status (six credit hours). Students may change their enrollment status between semesters. As a professional program, the SSP understands and encourages students may be employed or hold internships and therefore allows students to change between full-time and part-time enrollment.

Students wishing to take fewer than two, three-credit courses (six credit hours) in a given semester must request a waiver in writing to their academic advisor for the Associate Director’s approval prior to the Pre-Registration period. Students may only receive this waiver once during their enrollment in the SSP. If granted, a student will enroll in only three credits during the semester, which is considered less than part-time.

There are financial implications for students for being less than half-time, and it is the student’s responsibility to understand the financial impact of less than half-time status, such as becoming ineligible for federal financial aid and changing the student loan repayment timeline.
**Class Attendance**

Absences are not permitted except in extraordinary circumstances such as illness or family emergencies. The student should notify the professor as soon as possible before his or her absence for approval. Students who do not attend the first class meeting may be withdrawn from the course. Students who expect to be absent for three or more classes in a regular term semester must withdraw from the course. Individual professors may request that a student be withdrawn from the course due to absence, consider attendance when calculating the final grade, or require additional course assignments prior to assigning the overall mark.

Students who anticipate missing more than two classes are required to notify their academic advisor immediately. Students with prior obligations that require three or more classes to be missed will be required to take a leave of absence for the semester during which the absences are expected. For the summer sessions, students are permitted one absence. If a student misses more than one class, they will be withdrawn from the course.

**Tuition and Fees**

Graduate students 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.

It is the student’s responsibility to work with the Office of Student Financial Services as needed. Each student’s loan situation is unique, and SSP administrators will not provide advice on such matters. Students must understand the number of credit hours in which he or she must be enrolled to meet loan requirements.

**Academic Policies and Procedures**

**Academic Advising**

SSP students are expected to meet with the Director of Academic Affairs or the Assistant Director of Academic Affairs for questions concerning course work and academic policies and procedures. Each student is also paired with a SSP core faculty member based on the student’s declared concentration and academic interests. The core faculty member’s role is to support students as they progress through the program and develop their intellectual and professional needs.

**Registration**

All students are required to register each fall and spring semester from matriculation to conferral of the degree. It is the student’s responsibility to register on time and to ensure that all holds are lifted prior to the beginning of registration.
Due to the popularity of a course subject and/or professor, not all students will receive seats in all of the courses for which they would like to enroll. Given the breadth and depth of the SSP courses, however, students have ample opportunity to find substitutions. As with every process, patience, understanding, and flexibility are necessary. Students may consult with the Director of Academic Affairs or the Coordinator of Academic Affairs and External Education before the registration process begins. Students will register online using MyAccess.

Detailed instructions about preregistration are sent via e-mail from the Registrar to all students before the start of each registration period. Students need their Georgetown University NetID and password to register through MyAccess. Students having trouble accessing MyAccess should contact the UIS Helpdesk or the Registrar.

For SSP students, registration has three distinct periods:

**Preregistration**
During Preregistration, currently enrolled students are permitted to pre-register for the upcoming semester according to the published schedule. Students on an approved leave of absence are eligible to pre-register for the semester of their planned return provided they have contacted the Director of Academic Affairs to be reinstated for the upcoming term.

**Registration Completion**
Registration Completion occurs after the initial pre-registration process. Students’ schedules are posted on MyAccess for review and courses can be added and dropped during this time as well. Schedule changes are made “live” and occur on a first-come, first-served basis. Any changes made are thus effective immediately.

During Registration Completion, students may add themselves to a specific course waitlist if a desired course is full. Please note, however, students must deliberately add themselves to a course waitlist. This does not happen automatically if a student attempts to enroll in a full course. Additional instructions are available below.

**Add/Drop**
The Add/Drop period generally begins the first day of classes and lasts for approximately ten days; see the Academic Calendar published each semester for exact dates. During Add/Drop, students may make registration changes, make changes to courses already selected, add tutorials, or change the number of credits assigned to a variable-credit course. Courses may not be added or dropped after the Add/Drop period is closed.

**Waitlists**
If a course is full, students may add themselves to the waitlist. To be placed on a course waitlist students are advised to follow the instructions outlined in MyAccess. It does not occur automatically if a student attempts to enroll in a full course.
The Registrar’s Office governs waitlist administration. The Registrar will run a waitlist clearance program that makes random assignments to newly opened class slots. The Registrar will then send an email informing the waitlist “winners” of their opportunity to add the class.

Students have 24 hours to respond to the Registrar’s email. If a student fails to respond within the defined 24-hour period, the seat is assigned to another student. The waitlist period runs through the end of Add/Drop. Please note SSP administrators do not control the waitlist, nor can they offer insight into waitlist status. All questions regarding waitlist instructions or placement should be directed to the Registrar.

**Additional Actions**

**Registration Holds**
A registration hold may be placed on a student’s account for a variety of reasons. Common causes include failure to supply immunization documentation, outstanding balances with the Office of Student Accounts, incomplete forms with the Office of Student Financial Services, or incomplete academic records with the Graduate School of Arts and Sciences. If a registration hold has been placed on a student’s record, the student must contact the appropriate office to clear the hold before she or he 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.

**Failure to Register**
Students who fail to register by the end of the Regular Registration period will be considered withdrawn and must contact the Graduate School of Arts and Sciences for special permission to enroll; those who are permitted to enroll late will be assessed a late registration fee. Students are personally responsible for ensuring their registration is accurate and complete. Students who have registered assume the responsibility for financial charges for the entire semester.

**Course Approval**
The SSP compiles a list of pre-approved Georgetown courses each semester available to SSP students. If a student finds a course offered by another department that he or she believes should be counted toward a specific SSP requirement, the student may petition the SSP for consideration. To request consideration, students must submit a *Course Approval Request Form* along with a current syllabus prior to registering for the course. Forms are to be submitted to the Director of Graduate Studies, with a copy to their academic advisor, for approval.

**Withdrawing from a Course**
Graduate students may withdraw from up to, but not including, the last week of classes. After the Add/Drop period, withdrawal from one or more courses may be accomplished only with the approval of the Director of Academic Affairs using an official *Add/Drop Form*. The approved form will then be processed by the Graduate School of Arts and Sciences and the Registrar’s Office. 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. International students should consult with the Office of Global Services before withdrawing from a course to ensure compliance with applicable visa regulations. **Courses dropped during the Add/Drop period will not**
appear on a student's transcript; courses dropped at any point thereafter will be designated as a "W" (Withdrawal).

Should a student voluntarily withdraw from courses, credit for tuition will be calculated according to the following percentages from the date the Graduate School of Arts and Sciences receives written notification. No credit is given for additional fees, regardless of the date of withdrawal. Students who receive funding from SSP are required to notify both the SSP Center Administrator and their academic advisor before withdrawing from a course.

<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>
<tr>
<td>7th or 8th week:</td>
<td>50%</td>
</tr>
<tr>
<td>9th week:</td>
<td>40%</td>
</tr>
<tr>
<td>10th - 15th week:</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Grading**

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>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>NR</td>
<td>No Grade Reported</td>
</tr>
</tbody>
</table>

Courses used to fulfill SSP degree requirements must be taken for a grade unless an exception has been made or if the course is only offered on a pass/fail basis.

**Grading Policies**

Grades will be assigned according to the following grading scale:
A 100-94  
A- 93-90  
B+ 89-87  
B 86-84  
B- 83-80  
C 79-70

All late assignments will be penalized two-thirds of a letter grade (i.e., from an A to a B+) for each day or fraction of a day late. No student can pass a course without completing all of the assignments. Students are responsible for retaining a copy of their papers until they have received a grade.

SSP does not award graduation honors based on GPA. A student who earns “Distinction” on their Comprehensive Examination will have that indicated on their transcript.

Pass/Fail
SSP does not currently offer courses with a pass/fail option.

Incompletes
Students are expected to complete all coursework by the end of the semester. In special circumstances, the Director and the Associate Director may allow a professor to submit a grade of Incomplete, in which the student can delay submission of work up to one semester after the course ends. Instructors are not permitted to grant such requests without prior departmental approval nor are they bound to grant an entire semester to complete such work. The Incomplete will remain on the student’s official transcript until a final grade is reported by the instructor.

Students granted an Incomplete must submit the completed work to the instructor in a timely manner so the instructor can review the work and send the final grade to the Graduate School of Arts and Sciences. Final grades must be submitted before the last day of classes in the fall or spring semester following the semester in which the incomplete grade was assigned. If an Incomplete is assigned by an instructor and not subsequently changed to a final grade by the instructor as specified above, the Incomplete will be converted to an “F.”

Grade Appeal
There are no grade appeals for a final course grade. Grade appeals are used to contest a graded coursework or a graded component of the course. The following steps are to be taken to commence the appeal process.

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 SSP’s Director of Graduate Studies. 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 SSP’s Director of Graduate Studies (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. The committee's decision to raise, lower, or sustain the grade is final.

SSP students enrolled in courses offered by other departments are subject to the offering department’s appeal procedures. Per the Graduate School Bulletin, change of grade requests will not be approved if the new grade results from additional work performed after the initial grade had been assigned.

**Course Evaluations**
The Registrar’s Office will email students at the end of each semester to solicit feedback on the courses and instructors in which they were enrolled.

SSP students are strongly encouraged to provide as much feedback on the evaluation form as possible. While students are asked to complete their evaluation before their final grades are issued, faculty are not given their results until several weeks after the semester has concluded. Therefore, students should not be concerned their comments will affect their grade. Also, please note that he written comments students provide to the Registrar’s course evaluations are not sent to SSP administrators. Therefore, it is important that the comments and the numeric scores, which are provided to the program administrators, complement each other.

SSP administration will also email students to solicit feedback on select courses and instructors during the course of the semester. This separate evaluation process is often the only opportunity for the program administrators to learn about the students’ experience in the classroom early in the semester. Students are encouraged to speak to their academic advisor, the Associate Director, or the Director if there are classroom issues that may need to be addressed before the formal, end of semester evaluation process occurs.

**Graduation**

**Application for the Graduate Degree**
Starting with the 2018-2019 academic year, the Graduate School of Arts and Sciences will award degrees at the end of each semester: May, August, and December. Detailed instructions for applying to graduate are available via MyAccess.

Students applying for graduation in either **August or December** must submit their degree application by 5:00 pm the first working day of the month. If a student does not meet this deadline, their degree conferral will occur in the next semester.
Students who wish to graduate in May, must file an *Application for Graduate Degree Form* in MyAccess no later than February 1, which is the deadline set forth by the Graduate School. Students failing to meet the February 1 deadline will not have their names in the official commencement program nor will their diplomas be available at the commencement ceremony in May.

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.

All students must be familiar with the appropriate degree requirements and relevant policies of the University and the Graduate School of Arts and Sciences. Failure to do so may result in a delay in graduation.

**Diplomas and Transcripts**

Diplomas for degrees conferred in May will be available for distribution at the commencement ceremony in May, provided the graduating student submitted the *Application for Graduate Degree Form* by the Graduate School’s February 1.

- Students who did not submit the *Application for Graduate Degree Form* by February 1 may pick up or have their diplomas mailed by July.
- Diplomas for students graduating in and August will be available for pickup or mailing by the late October.
- Diplomas for students who graduate in December will be available for pickup or mailing by late February.

Official copies of a student's final transcript showing conferral of the degree may be ordered via MyAccess or directly from the Registrar’s Office. University policy prohibits the release of either diplomas or final transcripts to students with outstanding balances of $100 or more.

**Annual Commencement Ceremony**

The School for Foreign Service Commencement Ceremony is a festive event held in May during which earned and honorary degrees are awarded and degree candidates are hooded. Participation in the Commencement Ceremony is open to those who have been awarded graduate degrees between August and May of the current academic year and to prospective August graduates for the next academic year. All participants are required to wear appropriate academic regalia consisting of a cap, gown, and hood. Information on ordering academic regalia will be available early in the spring semester and will be posted on the Graduate School website.

**Leaves of Absence**

Students are permitted four semesters of leave of absence during graduate study. 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. 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 a leave of absence, nor can a student graduate during a leave of absence. Please note, however, that a leave 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 a grade of incomplete was received.

There are four types of accommodation available:

**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.

Students submit the preliminary request in writing to the Director of Academic Affairs for approval by the Director of Studies. The petition is then forwarded to the Graduate School of Arts and Sciences.

Requests must be submitted no later than the last day of the Add/Drop period. When approved and listed on a student’s 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 Office of Global Services before requesting a leave of absence in order to ensure compliance with appropriate visa regulations.

**Military Leave of Absence**
Students called to active military duty will be permitted a military leave of absence. 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. The student should report his/her obligation for military service in writing to the Dean of the Graduate School of Arts and Sciences as soon as reasonably possible after the student receives his or her orders.

If the course is underway, the student’s courses will be marked with a "W" grade and a record will be made on the transcript to explain the withdrawal. Approved periods of military leave of absence will extend the time permitted to complete degree requirements and to graduate.

**Medical Leave of Absence**
The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In these situations, students are able to request a medical leave of absence, which permits students to take a break from University life and studies to receive treatment and eventually return. Students interested requesting a medical leave should contact the Director of Academic Affairs.

Approved periods of medical leave will extend the time permitted to complete degree requirements and to graduate.
**Parental Leave of Absence**

The Graduate School of Arts and Sciences supports students who give birth and/or are responsible for the full-time care of a new child while in school. 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. Parental leave does not 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. Additional information on parental leave policy is outlined in the *Graduate School of Arts and Sciences Bulletin*.

**Applying for a Leave of Absence**

Students requesting any type of leave of absence must submit a *Student Petition for Change to Program Form* to their academic advisor for approval by the Director of Graduate Studies.

**Returning from a Leave of Absence**

Students returning as scheduled from an approved leave of absence should notify their SSP academic advisor and the Assistant Director for Academic Affairs at the Graduate School. The Graduate School is responsible for initiating the reinstatement process.

Once the student has been reinstated, the Graduate School will email the student confirming the reinstatement and that the student is able to register. If a student’s leave of absence has expired, they must return to SSP during the semester indicated or file an updated *Student Petition to Change Program Form* to extend the leave of absence.

If the student is on a personal leave of absence, he or she must ensure that not all four semesters of leave have been previously used. It is important for those students on leave to check their Georgetown email account regularly and/or forward their GU email to a preferred account.

**Withdrawing from the University**

A student who wishes to withdraw formally from a Graduate School of Arts and Sciences degree program must notify the Graduate School in writing.

A percentage credit toward tuition due for the dropped course or courses will be calculated from the date the Graduate School receives the request to withdraw and according to the published refund schedule.

By act of registration, students accept financial responsibility for tuition and fees for the entire semester regardless of attendance in class and regardless of method of payment. The term “registration” includes Pre-Registration, Registration, and all courses added after the student's initial enrollment.

As such, students intending to withdraw must also notify the Office of Student Financial Services if financial assistance has been received from Georgetown University or a state-guaranteed or federally
insured lender. 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 the Office of Student Accounts to ensure their financial records are in order.

Finally, students subject to disciplinary action may request to be withdrawn from a course or from a degree program. Such requests will not exempt students from appropriate disciplinary procedures however.

University Policies

The following is a sample of Georgetown University policies. This is not a comprehensive list of all of the Graduate School policies. Please see the Graduate School of Arts and Sciences Bulletin for a comprehensive overview.

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, 37th and O Street NW, Suite M36, Darnall Hall, Georgetown University, 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 IDEAA.

Sexual Harassment Policy

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

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
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual.
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. Trained counselors in the Office of Affirmative Action Programs administer the process.

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.

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.

**Request for Accommodation Based on a Disability**

Georgetown University does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. In
addition, the University need not modify course or degree requirements considered an essential requirement of the program of instruction.

**University Email Policy**

Students are expected to read, and, when appropriate or required, respond in a timely fashion to emails sent from University office and personnel.

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 email address.

Students wishing to use another address are responsible for setting and maintaining appropriate forwarding rules to ensure University mail is received.

**Infringement of Non-Academic Rules**

All graduate students are expected to know and abide by University regulations and procedures as outlined in the Code of Student Conduct. The code is incorporated in the *Graduate School of Arts and Sciences Bulletin*.

**Administrative Tools**

SSP students are expected to be familiar with and utilize the resources listed below.

**Georgetown Email**

All students at Georgetown University receive an email account. Georgetown University email addresses consist of the NetID + “@georgetown.edu.” The University uses this account for all official communications—including notifications about registration, course updates (including cancellations), financial aid and scholarship opportunities, and so on. Students must regularly check their Georgetown account, or adjust the account’s settings to a forward University mail to an account that is able to receive University mail and checked regularly.

*SSP is not responsible for issues arising from failure to check email, problems forwarding GU mail to another email account, full inboxes, or other types of returned message errors. It is the student’s responsibility to maintain his or her University account.*

**Blackboard/Canvas**

Blackboard and Canvas are easy-to-use online course management systems that enable instructors to provide their students with course materials, communication tools, online assessments, and a dedicated academic resource center. Both online programs offer various sections for announcements, course information such as syllabi and attendance policies, and course documents such as class assignments and supplemental readings. For individual assistance with Blackboard or Canvas, please visit the UIS support page for each platform.
**SSP Brief**
The Program emails SSP Weekly Brief, our electronic newsletter. The SSP Brief contains important information on academics and events, as well as internship and job opportunities. Please email items for submission to the Assistant Director of Program and Support Services and Communications.

**MyAccess**
MyAccess allows students to perform a number of important functions, including course registration and bill payment. Students may also view unofficial transcripts and their course schedules.

**NetIDs**
Every Georgetown University student is assigned a “NetID.” The NetID serves as the basis for the student’s official Georgetown e-mail address as well as the sign-in name for various online services.

Students must change their randomly assigned temporary password to a strong password soon after the NetID is issued.

**GoCards**
GoCard is Georgetown University’s official student identification card. All students are required to have a GoCard. GoCard allows students to perform various functions on campus as well as to access University facilities, such as the Mortara Building where SSP is located, Lauinger Library, and Yates Field House, as well as other buildings on campus. GoCard also permits students to use the Georgetown University Transportation System (GUTS) bus.

**Student Mailboxes**
All students have a “mailbox” located in a file cabinet in the SSP Student Lounge. Students should check their mail on a weekly basis as instructors often return exams and papers via student mailboxes. SSP is not responsible for problems arising from failure to check mailboxes.

**Google Calendar**
The SSP uses Google Calendar to log events, deadlines and items of interest for the Program, Center for Security Studies (CSS), and SFS. In addition, students are encouraged to add this Google Calendar to their electronic portfolio. Below are instructions.

1. Log into Georgetown GoogleApps.
2. Click on the "Calendar" tab at the top.
3. Under "Other Calendars" on the left hand side of the screen, type "Security.Studies Program" and select the sspmail@georgetown.edu calendar.