A Guide for Academic Departments

This guide is not comprehensive. It is intended to be a quick look-up for the most common issues. For detailed information, please visit the Graduate School Bulletin

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Academic Affairs Overview

Who We Are:

The Graduate Academic Affairs area of the Graduate School maintains all student records, monitors students’ academic progress, supervises registration, and clears students for graduation. It maintains and enforces the academic regulations and procedures in the bulletin.

The partnership between individual academic programs and the Graduate School is an important one and by keeping the lines of communication open, we can better serve the students. If at any time you have questions or concerns, please do not hesitate to contact any of the Academic Affairs staff.

Academic Affairs Contacts

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Contact for:
Extensions, Leaves of Absence, Withdrawals, Grade changes, Registration Information, Reports, Terminations, Reinstatements, Commencement Questions, any general questions regarding the bulletin or academic policies

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Contact for:
Graduation Clearance, Transfer Credit/Advanced Standing, Thesis/Dissertation Review, Diplomas and Certificates, Credentials Audit

Students may reach us in the following ways:

1. By emailing gradstudentservices@georgetown.edu
2. Walk ins are always welcome! We are located in Car Barn 207
3. By calling our general number: 202-687-8918
4. By calling our direct numbers, listed above
Though specific responsibilities are listed above, feel free to contact any of the staff at any time.

Resources

1) The Graduate Bulletin
The guidelines and policies for Graduate Education are all extensively explained in the Graduate School Bulletin. We have not included a copy in this binder but it is always available online at http://grad.georgetown.edu/pages/bulletin.cfm If you have not taken the time to familiarize yourself with the bulletin, please do so.

2) grad.georgetown.edu
Though our website is currently undergoing renovations, there is still a great deal of information available. The new website will be up and running in October.

All graduate forms may be found on our website
Forms for Students
Located under Current Students and Forms
Includes:
Student Petition Form (see page 17 for sample)
Tutorial Registration Form (see page 10 for sample)
All Thesis/Dissertation Forms (excluding the Defense Form)

Forms for Administrators (students may not access these):
Located under Current Students and Forms. The link is on the left hand side titled, “Academic Forms (Staff/Faculty only)”
These forms require a NetId and password to access. This section of the website is limited to administrators. If you have difficulty accessing this portion of the website, please contact meb238@georgetown.edu

3) Graduate Student Life Guide
This guide is available on our website.
Located under Prospective Students
Academic Affairs Key Terms

**Registration Terms**

*Pre-Registration*
This is the first step in registration. Students request classes via MyAccess. Once the student submits, the requests are forwarded to the individual department administrator for approval. If the student needs to make changes to his/her pre-registration requests, the administrator may return it to the student and the student may resubmit. Once the administrator makes the final approval in MyAccess, the requests are forwarded to the registrar’s office for actual registration. It is important to remember that pre-registration is simply a way for students to request the courses they wish to take and for administrators to review those requests. A student is not officially registered for courses until the registrar’s office loads the courses into Banner, the student information system.

*Add/Drop*
Period at the beginning of each semester when students may add into courses or drop courses with no financial or academic penalty. Students who wish to drop a course after the end of this period may do so, but the course will remain on the transcript as a ‘W’ and only a percentage of the tuition will be refunded.

*Continuous Registration*
Type of registration used by students who have completed all coursework but have not yet completed all degree requirements. There are two sections. Please see page 13 of this document for more information.

*Thesis Research*
Type of registration used by students enrolled in a master’s thesis or doctoral program. There are three sections available. Please see page 12 of this document for more information.
**Systems Terms**

*Banner*

The official student information system. All student data (admissions, academic, biographical, financial) is stored here. Updates to student records happen in this system and are made only by the GSAS or the registrar’s office. You can however obtain a view-only account. Please see the registrar’s section for information on how to obtain an account.

*Cognos*

Reporting software used at Georgetown. This tool can be extremely beneficial in helping you track your students’ registration and academic progress. The data in cognos pulls directly from Banner, the official student information system. Please see the registrar’s section for information on how to obtain an account and training opportunities.

*DegreeWorks and MyDegree*

This is still very much a work in progress for the Graduate population at Georgetown. Eventually, students and administrators will be able to view the full snapshot of a student’s degree progress using this tool. Currently, we are working with the registrar’s office to find a way for completion of language proficiency, examinations, and theses/dissertations to be reflected in DegreeWorks. Please send any curriculum corrections or concerns to the Academic Affairs office. For information on how to obtain an account, see the registrar’s section.

*MyAccess*

Self Service portion of the student information system. In MyAccess you may view: pre-registration requests, student transcripts, individual student information by term and the degree audits. Please see the registrar’s section for information on how to obtain an account.

**Other Commonly Used Terms**

*Time-to-Degree*

Master’s students receive a maximum of three years to complete their degrees (some programs may adhere to a shorter timeline). PhD students receive a maximum of seven years to complete their degree (no more than five years from achievement of candidacy). If at the end of three/seven years a student has not completed his or her degree, they must apply for an extension of time. To apply for an extension of time, students must complete a student petition form and submit a letter of support from their thesis mentor.

*Student Petition Form (see page 17 for example)*

This is the most commonly used form for student requests. On this form students may:
Request transfer credit, advanced standing, extensions of time, master’s in passing/terminal master’s, and leaves of absence.

**Reinstatement**
Students who have voluntarily withdrawn or who have been withdrawn for failure to maintain registration may request reinstatement within a subsequent three-year period dating from the end of the semester in which the student was last registered. The request must be approved by both the department and the Graduate School. The fee for reinstatement is currently $1,375.

**Readmission**
Students who desire to resume their studies after having not been registered for more than three years must apply for readmission to the degree program as though they were newly entering students. If readmitted, the program is responsible for assessing which Georgetown courses (if any) may be counted toward the degree.

**Advanced Standing vs. Transfer Credit**
Advanced standing is awarded only to PhDs who have been awarded a relevant master’s degree by another institution. It may be applied toward the coursework required for a doctoral degree program. A maximum of 30 credits may be awarded. NOTE: Advanced Standing is ONLY awarded to PhD Candidates.

Transfer credit may be awarded to Master’s or PhD candidates. Transfer credit may be awarded based on specific, applicable courses taken at another accredited institution or at Georgetown, prior to admission to a Georgetown graduate degree program. For more extensive information and regulations, please review page 23 of the Graduate Bulletin.
Steps to Pre-Registration

Step 1
Student pre-registers for courses in MyAccess.

Step 2
Advisors/Administrators review selections in MyAccess and approve or return to student for revisions.

Step 3
Once student request has been approved, it is forwarded to the registrar’s office.

Step 4
Registrar’s office runs several ‘passes’ to ensure the best results. Error listings are sent to departments and corrections to course restrictions, student requests, and any other issues are made.

Step 5
Final pass runs and students are officially registered in Banner. Bills and time status may be assessed at this point.

Note: Requests may only be returned to students while pre-registration is still OPEN to students. Once it is closed, no requests may be returned as students no longer have access to make changes. Any changes after pre-registration closes should be sent directly to the registrar’s office.

Note: Students are NOT officially registered for courses until this step takes place. Students and administrators should review results after this step for accurate course registration.
Add/Drop

Add/drop is LIVE REGISTRATION. Any changes made are immediate. Registration can be done either online via MyAccess or by using a paper add/drop form (below).

Add/drop takes place the first two weeks of each semester. During this period students may:

- Change grade types (Audit or Pass/Fail)
- Drop courses with 100% tuition refund. Courses dropped during this period will be deleted from the academic transcript. Any courses dropped after this period will remain on the record as a W.
- The Waitlist runs daily during the add/drop period.

By the end of Add/Drop all schedules should be final.

Forms Used during Add/Drop

- Add/Drop Forms. Not available online. These forms may be found in the registrar’s office or the dean’s office
- Tutorial Forms. This form is available on the Graduate School website
- Consortium Forms. These forms may be found in the registrar’s office or the dean’s office
Registering for Thesis Research:

**DEPT-999-01**

- When registering for section 1 for the first time, students register themselves through pre-registration or add/drop
- Once a student has registered for section 1, he or she will be registered automatically for section 1 during each subsequent Fall or Spring semester by the Graduate School. See calendar for thesis research registration timeline
- Tuition Rate: $2,750
- Full Time Status

**DEPT-999-03**

- Used by students 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
- There is no tuition associated with this section
- A student who is enrolled solely in courses to develop language proficiency, for which he or she has received a Language Study Scholarship, may not enroll in this section. The student must enroll in section 1
- Full Time Status

**DEPT-999-05**

- Used by students who have completed their coursework, who are enrolled only in thesis research and who are the primary instructor of record for a course (Teaching Associates)
- Students in this section are registered by the Graduate School based on the budgets submitted by each department
- There is no tuition associated with this section
- Full Time Status

**DEPT-999-61**

- Summer section of thesis research
- Used only by students who wish to receive thesis direction during the summer term
- There is no tuition associated with this section
- Full Time Status
NOTE: Effective fall 2011, these are the only three sections of thesis research in existence. Non-Resident thesis research has officially been discontinued.

Continuous Registration

**DEPT-991/992-01**

- Used by students in non-thesis master’s programs who, without other registration are studying for comprehensive examinations, for language proficiency examinations, or who are working on their master’s research papers
- Rate: $1,375 (half the thesis research charge)
- Half-time enrollment status
- Time Limit: 2 semesters

**DEPT-991/992-02**

- Used by students who have completed all degree requirements but have not yet graduated.
- No tuition is charged for this section
- Less than half-time enrollment status
- Registration by Graduate School permission only

Notes about Continuous Registration:

- Students enrolled in coursework may *not* enroll in continuous registration.
- All enrollment in continuous registration requires permission from the department as well as the GSAS, therefore all registration in CR must be done via add/drop form.
Time Status

**Fall and Spring Semesters**

- Full Time: 9 Credits or more
- Three Quarter Time: 7-8 Credits
- Half Time: 5-6 Credits
- Less than Half Time: 4 Credits or less

**Summer Semester**

- Full Time: 4 Credits or more
- Half Time: 3 Credits
- Less than Half Time: 1-2 Credits

Time Status directly affects students receiving financial aid as well as international students. When students in either of those categories are making registration changes, extra steps are required to ensure compliance.

Financial Aid may not be disbursed if the total number of enrolled credits is less than 5 credits

International Students may not be enrolled in fewer than 9 credits, unless they have received authorization for a reduced course load. For more information, see page 11 of the OIP section.
**Ballots and Examination Report Forms**

<table>
<thead>
<tr>
<th>Form:</th>
<th>Available to Students?:</th>
<th>Where Programs/Students should deliver form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis or Dissertation Proposal Form</td>
<td>Yes</td>
<td>GSAS Academic Affairs (file during first semester of thesis research)</td>
</tr>
<tr>
<td>Doctoral Dissertation Reviewers Report</td>
<td>Yes</td>
<td>GSAS Academic Affairs (1 week prior to dissertation defense. Defense will not be scheduled without receipt of this form)</td>
</tr>
<tr>
<td>Master’s Thesis Cover Sheet</td>
<td>Yes</td>
<td>GSAS Academic Affairs (Thesis will not be reviewed until this is received)</td>
</tr>
<tr>
<td>Doctoral Dissertation Cover Sheet</td>
<td>Yes</td>
<td>GSAS Academic Affairs (Dissertation will not be reviewed until this is received)</td>
</tr>
<tr>
<td>ETD Release Form</td>
<td>Yes</td>
<td>GSAS Academic Affairs (Thesis/Dissertation will not be reviewed until this is received)</td>
</tr>
<tr>
<td>Examination Report Form (for Comprehensive/Qualifying Examinations)</td>
<td>No</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Language Proficiency Examination</td>
<td>No</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Thesis/Dissertation Defense Form</td>
<td>No</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>
Leaves of Absence

All leaves of absence are requested via the student petition form
International Students should be in contact with OIP immediately if requesting a leave of absence

Personal Leave of Absence
- Must be requested no later than the last day of Add/Drop (for full tuition refund)
- Four semester limit for personal leaves of absence
- Doctoral Candidates may NOT take a personal leave of absence, once candidacy has been achieved
- Degree requirements may not be completed during leaves of absence, however the leave will not alter deadlines relating to the completion of specific course requirements (i.e. Incompletes).

Medical Leave of Absence
- Documentation from physician required
- No limit to the number of semesters allowed for medical leaves of absence
  - For more detailed information regarding the process for a medical leave of absence, please see: [http://studentaffairs.georgetown.edu/policies.html#MedicalLeaveofAbsence](http://studentaffairs.georgetown.edu/policies.html#MedicalLeaveofAbsence)

Military Leave of Absence
- Documentation of military orders is required
- 100% refund may be authorized through the 50% refund period
- Grade of “W” will be assigned to all courses and notation on transcript will explain the withdrawal

Parental Leave of Absence
- Intended to enable Graduate Students to continue to make progress toward his or her degree following the birth and/or full time care of a new child
- Student must be the full-time caregiver or a newborn child or child five years old or younger, newly placed in the home
- Must submit written request no less than three months before the expected date of the start of leave
- Student may take up to six weeks of leave within the first six weeks immediately following the birth, adoption, or foster placement of child. The six weeks must be taken consecutively
- During leave, student may attend classes and work on course assignments to the extent possible. Program directors should advise professors in these courses to be flexible about attendance and assignment deadlines during period of leave. Incompletes will be granted upon the student’s request
Doctoral Graduate Assistants: Will continue to receive assistantship stipend during six weeks of parental leave and will be relieved of service requirement until leave has concluded

Terminations

Possible Causes for Termination:

- 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.
- Student has failed two courses
- Student is not making satisfactory progress toward a degree (examples: Inability to pass a comprehensive examination, failure to prepare or defend a thesis or dissertation satisfactorily, or violation of the time limits for completing the degree)

Withdrawing from Georgetown

Voluntary Withdrawal

- Graduate School must be notified in writing by the student requesting to withdraw
- Once we receive this request, student will be terminated immediately. If the semester has begun, student will be withdrawn from all courses and tuition refund will be calculated based on the published refund schedule
  - OIP and Financial Aid should be notified immediately, if applicable

Forced Withdrawal

- Students who have not enrolled in courses or on an approved leave of absence by the end of add/drop will be forced to withdrawal for failure to maintain registration

Reinstatement

- If within three years of withdrawing (either voluntary or forced) from Georgetown a student wishes to resume enrollment, he or she must notify the Graduate School in writing to request reinstatement. The student’s request must be approved by the student’s department and the Graduate School
• A reinstatement fee is assessed. The current fee is $1,375

Readmission

• If more than three years have passed since the last semester of registration, students must apply for readmission to the degree program as though they were newly entering students.
• Any acceptance of previous coursework would be determined by the department

Transfer Credit and Advanced Standing

• Number of Credits approved is a required piece of information on the student petition form. Forms without this information will not be accepted
• Only Graduate-level courses are permitted for transfer. Undergraduate course requests will be automatically denied
• Transcripts must be submitted to GSAS with petition. Please do not send separately
• Transcript must be official. Program administrators may open transcripts but students may not
• Grade of B or better is required for approval. Course must be letter-grade (no pass/fail courses allowed)
• For Advanced Standing: Transcript must reflect conferral of prior degree
Graduation

- Monthly Graduation Process
  - Monthly graduation
    - 1st day of the month: graduation applications due
    - 15th: GSAS clearance sheets distributed to depts.
    - 22nd: clearance sheets due back at GSAS
    - 1-15 of following month: prior month clearance review
    - 15th of following month: degrees → Registrar for posting
  - May graduation
    - Feb. 1 deadline for diplomas and commencement book
    - Can still apply using monthly graduation deadlines
    - May 1 deadline for completing all thesis stuff (submission, corrections, paperwork)
      - (April 27th = so we have time to review thesis)

- GSAS GRADUATION CLEARANCE PROCESS
  - We check: grades, GPA, credit hours, exams, current registration, dept. requirements
  - Departments should check for
    - All of the above. Please review transcripts!!!

- PROCESSES RELATED TO GRADUATION CLEARANCE
  - Blank grade reports (beginning of each term/semester)
  - Registration, GPA reports
  - Registrar grading deadlines
  - Ballot submission deadlines
  
  Keeping track of the above reports/requirements will make clearing students easy!
Policy Changes for the 2011-2012 Academic Year

- **Incomplete Course Grades**
  Under special circumstances an instructor may grant a student permission to delay submission of work up to one semester after the course ends by granting an “Incomplete (I).” If an “I” is assigned and is not 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. For specific dates of when pending Incompletes will be automatically converted, please see the academic calendar.

  *This policy will not be applied retroactively to Incomplete grades posted in earlier semesters.*

- **Continuous Registration**
  Starting in fall 2011, section one of continuous registration will now carry a charge of $1,375 (half of thesis research). Section two will still not carry a charge.

- **Non-Resident Thesis Research**
  Starting in fall 2011, non-resident thesis research has been canceled. All students who were previously registered in this section have been notified. The only available sections are 1, 3, and 5. Students who have completed all coursework and are currently continuing work on their theses or dissertations remotely must be registered for section one of thesis research and pay the associated tuition and charges.

- **Requests to Change Graduate Program**
  Though this request is rare, there is now a procedure on page 28 and 29 of the bulletin. The policy outlines when a request may be made via student petition form and when a student must go through admissions. Please take the time to review the new policy.