



Certificate in Financial Planning Program Policies

The following document presents program policies for students enrolled in the Georgetown University Certificate in Financial Planning program. These program policies apply to all courses started during or after Fall 2010.

Attendance

Class attendance is mandatory. Your instructor will take attendance during each class. We understand that you may occasionally miss class due to emergencies or prior engagements. If this occurs, please contact the program manager and instructor immediately. All coursework must be completed to earn a passing grade.

Program Completion

You are strongly encouraged to complete the six required courses in sequence over the 9-month period. The curriculum is designed to lead to the best learning outcomes when completed in sequence over the 9-month period. You have a maximum of 18 months to complete the six required courses. Exceptions may be made under extenuating circumstances and must be approved by the appropriate academic official.

Course Completion

Students must complete a course within 60 days of the final day of the course. All materials must be presented to the instructor prior to the 60th day. Failure to complete assignments within this period will result in an "F" grade.

Students may be assigned a provisional grade of "I" (incomplete) with the permission of the course instructor. All incomplete coursework must be finished within six months of the last day of that course. All required makeup course sessions must be attended in the semester immediately following the semester in which the student registered for the course.

After six months or one semester, whichever time period is longer, the provisional grade of "I" will become the grade of record. In order to successfully complete the course, the student will be required to re-register for the course and complete payment at the then prevailing tuition rate.

All grade change requests must be submitted by the instructor of record within nine months of the completion of the course. All requests must be submitted directly to the Assistant Dean for Academic Affairs & Compliance for approval.

Grade Requirement for Passing Courses

You must earn a grade of "C" or better to pass a course. There are no exceptions to the grade requirement.

Withdrawals & Refunds

The withdrawal policy is posted to ccpe.georgetown.edu. Click on the *Resources and Policies* tab to review the policies and procedures to withdraw from a course and receive a refund. We strongly encourage you to review the withdrawal and refund policies carefully.

Questions or Concerns

If at any time during the program you have a question, please contact the program coordinator at (202)687-7000 or ccpefinancialplanning@georgetown.edu.