



GEORGETOWN
UNIVERSITY
SCHOOL OF CONTINUING STUDIES

Handbook of Guidelines & Requirements

MASTER OF ARTS
IN
LIBERAL STUDIES

LIBERAL STUDIES ADMINISTRATORS

Anthony J. Tambasco, Ph.D.
*Associate Dean and
Director, Graduate Liberal Studies Degree Program*

Anne Ridder, MALS
*Assistant Dean and
Associate Director, Graduate Liberal Studies Degree Program*

Jonathan Henry, B.S.
Academic Records Administrator

Heather Melman
Academic Records Assistant

LIBERAL STUDIES ADMINISTRATIVE OFFICE

LOCATION:

The Graduate Liberal Studies administrative office is located in the Intercultural Center (ICC), Suite 225. The office is open Monday through Friday, 9:00 AM - 5:00 PM. Additional hours are available by appointment. Check the Liberal Studies Website, *liberalstudies.georgetown.edu* and monitor your email for important messages regarding canceled classes, special events, or other University or Liberal Studies announcements for MALS students.

PHONE LISTINGS:

(202) 687-5706 Anne Ridder
(202) 687-0335 Heather Melman
(202) 687-5913 Jonathan Henry
(202) 687-7299 Liberal Studies Fax
E-mail: lsp@georgetown.edu
Website: <http://liberalstudies.georgetown.edu>

MASTER OF ARTS IN LIBERAL STUDIES

Handbook of Guidelines & Requirements

Table of Contents

Degree Program History	5
Curricular Fields	8
General Academic Information.....	13
Degree Requirements	14
Degree Completion Requirements	15
Thesis Proposal Workshop	16
Thesis Research/Thesis Writing Courses.....	17
Course Registration/Add-Drop Schedules	19
Transfer Credit Policies.....	22
Graduate Grading System)	23
General Grading Policies/Procedures	24
Absence Policy	26
Incomplete Grades Policy	26
Academic Actions: Probation	27
Academic Actions: Academic Dismissal	27
Probation/Dismissal Appeal, Readmission	28
University Policies	28
University Offices and Student Services	30
University Map.....	34

Georgetown University

GRADUATE LIBERAL STUDIES DEGREE PROGRAM

The Graduate Liberal Studies Degree Program at Georgetown University rests on the belief that human life and human action have meaning and that human beings, throughout their lives, must seek it out and live by its implications. Liberal Studies courses—which engage students in reading, reflection, writing, and discussion—are meant to bring them the range of knowledge and vision to lead wise and rewarding lives.

What can Aristotle and Plato tell you about “the good life”? What are the expectations of democratic government according to de Tocqueville, Locke, or Rawls? What does religion teach and how do Buddhism, Christianity, Islam, and Judaism differ or agree? What does art reveal about culture and vice versa? Why do Americans pursue war or peace at a given time? Do Shakespeare and Faulkner reveal similar and different human values? Do the Greek myths and Roman history still resonate?

Since 1974 the Liberal Studies Degree Program at Georgetown University, a Bachelor’s and Master’s degree program in interdisciplinary liberal arts, has offered courses with just such questions and interests in mind. With a part-time program providing courses in the evenings and on Saturdays, the schedule seeks to accommodate the demands on time experienced by working students. The Liberal Studies program reflects the intellectual curiosity, breadth of interest, and professional experience of these students. Fourteen Curricular Fields provide concentrations in broad areas of special interest. Instead of focusing on an academic discipline, the courses are designed to reflect the questions and interests these adult students carry in their lives and their occupations. The courses are about reading and reflection on great issues that have concerned, thrilled, and disturbed major thinkers and ordinary individuals in the past and in the present. At the core of these discussions are the values humans cherish and debate, values that are replete in the liberal arts. The Liberal Studies program graduate and undergraduate degrees (MALS and BALS) are academically structured, intellectually demanding, and personally enriching, carrying into the 21st century the Georgetown-Jesuit tradition of educating the whole person. In the Fall of 2005, the Doctor of Liberal Studies (D.L.S.) Degree was inaugurated and it and the Master of Arts in Liberal Studies degree comprise the Graduate Liberal Studies Program.

The Origins of Liberal Studies

The initial decision to inaugurate the Liberal Studies degree came from changes in higher education. Before the Civil War, college education was general education, liberal arts, ancient classics, rhetoric, some mathematics and philosophy, covering a number of present-day subjects. After the Civil War, using the German universities as models and seeking to become research institutions, graduate education became increasingly specialized, professionalized, organized into distinct and specified academic departments/disciplines and increasingly interested in science and technology. That trend continued and accelerated in the 20th century.

The appearance of Liberal Studies in 1953 Professor Charles Hands described as “not really an innovation at all; it is, rather, a return to the past, to the idea that the study of the liberal arts at the graduate level—a study that encourages an interdisciplinary approach aimed at showing the interconnectedness of all disciplines—is vital to the future and well-being of society.” It is this reassertion of the liberal arts tradition at the graduate level and in an interdisciplinary mode that Wesleyan University 1953 initiated and which became a major educational movement. This shift in emphasis from specialization, this return to an earlier tradition, broader, more inclusive, also creates the possibility for a creative and imaginative program design.

The Association of Graduate Liberal Studies Programs (AGLSP)

One hundred and thirty colleges and universities, large and small, public and private, have followed Wesleyan’s leadership, adopting the philosophy of Graduate Liberal Studies, and they offer graduate degrees primarily known as Masters of Arts in Liberal Studies (MALS), Master of Liberal Studies (MLS), and Master of Liberal Arts (MLA). Other degree designations are possible, such as Master of Humanities, as long as the program carrying the name clearly exemplifies the philosophy of Graduate Liberal Studies. There is an organization that embodies and fosters that philosophy. It is the Association of Graduate Liberal Studies Program (AGLSP). [To view the AGLSP website, go to <http://aglsp.org/>] Due to its origins, Liberal Studies began and has remained primarily a graduate program with a distinctive philosophy of education: graduate, interdisciplinary, liberal arts, organized for working adults. Liberal Studies Programs are administered through Graduate Schools, Schools of Arts and Sciences, and Schools of Continuing Education.

At Georgetown the course offerings are created by faculty members from history, literature, philosophy, theology, sociology, humanistic approaches to sciences, some aspects of business and ethics, art and culture, to name a few. Usually the courses reflect one faculty member's creation or synthesis; but at Georgetown, we also have some team teaching. The goal is the same: a broader organization of materials focused on a particular theme.

In the year 2000 Dr. William Maehl, former Vice-Provost of the University of Oklahoma and then President of the Fielding Institute, reviewed what he considered to be the "best" of adult credit programs and concluded that "GLS programs usually have these three characteristics in common: an interdisciplinary approach, core study designed specially for the program, and a capstone experience. They also often reflect the values or mission commitments of their host institutions, especially among private colleges." Those elements are clearly markers in every Liberal Studies degree program. At Georgetown, Human Values and the Humanities predominate, conforming to the University's mission and history.

The Origins of Georgetown's Liberal Studies Program

A small group of faculty and administrators led by representatives from Wesleyan, Dartmouth, and Hollins College in Virginia began meetings in 1973 to discuss the common interests in this exciting new kind of degree. Among the attendees was Joseph Pettit, D.B.A., then Georgetown's Dean of the School for Summer and Continuing Education. Dr. Pettit, encouraged by the contacts he had made with other interested university representatives, pursued creating a Liberal Studies degree program for Georgetown University where liberal arts and human values have, in the Jesuit tradition, always been a cardinal part of the University mission and curriculum. His efforts were successful when he won approval for this new degree, and courses began in the summer of 1974. By spring 1975, an association emerged from the members who had attended the early meetings. Georgetown was a charter member of the AGLSP.

The Liberal Studies Master's Program offers fourteen curricular fields of study: *American Studies, Catholic Studies, Classical Civilizations, Ethics and the Professions, Humanities, International Affairs, Islam and Muslim-Christian Relations, Literature and Society, Medieval and Early Modern European Studies, Religious Studies, Social/Public Policy, Theory and Practice of American Democracy, Visual Culture, and Individualized Study.*

Students admitted to the degree program enter with their field designated *Individualized Study*. They may choose or change their curricular field of study at any time during their degree program as long as there are enough remaining credits toward the total required for the degree to meet the particular requirements for their chosen field. Call, fax, or email your choice or change of curricular field to the LSP Office. The student's chosen curricular field will appear on the student's final transcript of record.

Liberal Studies courses are usually offered in each of the curricular fields each semester. The complete inventory of courses for each curricular field is subject to change. A course may be deleted or additional course(s) added. Changes are posted to the Website as they occur. With the approval of the Program Director, students may also enroll in other departmental courses at the University (no more than 2 courses, 6 credits) as available and suitable for their degree program. Be advised that Liberal Studies policies regarding absence, incomplete grades, add/drop, etc. apply to these courses as well.

Curricular Fields of Study

AMERICAN STUDIES

Three major dimensions of American culture are explored through *American Studies*: the historical origins and development of the nation; the political and philosophical ideas which brought about the United States *Constitution* and an evolving political system; and the religious beliefs, cultural traditions, and literary texts which, for more than three centuries, have shaped the nature and direction of American society and civilization. The goal is for students to develop a critical, balanced, and integrated view of American life and society, and in the process to answer the question posed by Hector St. John de Crèvecoeur in the eighteenth century, "What, then, is the American, this new man?"

Core Faculty Advisor: *Ronald M. Johnson, Ph.D.*, johnsorm@georgetown.edu

CATHOLIC STUDIES

Courses in *Catholic Studies* focus on both the theological and the cultural dimensions of Catholicism, showing the connections between Catholic faith and life. Students explore the theological development of Catholicism from the biblical world through major thinkers of the past to contemporary thought. They also examine the many ways in which Catholicism has shaped a view of God, world, and human experience as manifested in art, literature, ethics, and spirituality.

Core Faculty Advisor: *William J. O'Brien, Ph.D.*, obrien.b@verizon.net

CLASSICAL CIVILIZATIONS

Classical Civilizations explores many aspects of the ancient Mediterranean cultures of Greece and Rome which present a continuous, constantly developing tradition from the earliest surviving poetry (Homer, about 800 B.C.E.) to the rise of Medieval Europe some 1500 years later. Included are history, literature, art history and archaeology, philosophy, and myth. From this variety of disciplines the goal is a synthesis leading to a more comprehensive view of culture itself, and to an understanding of how ancient Greece and Rome have so profoundly influenced Western thought, art, and politics.

Core Faculty Advisor: *Charles McNelis, Ph.D.*, cam72@georgetown.edu

ETHICS AND THE PROFESSIONS

Students selecting courses in the field of *Ethics and the Professions* will grapple with a constellation of issues surrounding the conduct of professional workers in contemporary culture. Professional careers are prized and pursued within our social system, but the moral practices which guide the professions have come under increased scrutiny. These courses will examine normative ethical systems to assess the moral dilemmas faced by professional workers as they relate to their clients. The goal is to enrich the students' understanding of the moral complexity of professional life, and to assist them in arriving at a balanced, consistent, and defensible judgment of the ethical conduct expected of those in positions of authority.

Core Faculty Advisor: *Terrence P. Reynolds Ph.D.*, reynoldt@georgetown.edu

HUMANITIES

In *Humanities*, students have the opportunity to shape an integrated, interdisciplinary program of study in art, philosophy, theology, literature, and history. In the course of their studies they will come to appreciate the distinct ways in which each discipline seeks to know and reflect the world in which we live. At the same time they will examine and evaluate the enduring insights of these disciplines in an effort to answer for their own lives the abiding private and public questions no person should escape or avoid.

Core Faculty Advisor: *Francis J. Ambrosio, Ph.D.*, ambrosif@georgetown.edu

INTERNATIONAL AFFAIRS

International Affairs courses assist the student in forming a critical awareness of the complexity of issues in foreign policy and international affairs and an ethical framework for making informed decisions about these issues. Besides examining basic value conflicts in international relations such as questions about war and peace, human rights, nationalism and democracy, courses will be offered in international politics, business, economics; defense issues; the developing countries; and special geographic regions.

Core Faculty Advisor: *Joseph P. Smaldone, Ph.D.*, joesmaldone@comcast.net

ISLAM AND MUSLIM-CHRISTIAN RELATIONS

In the contemporary world both globalization and recognition of special ethnic and local identities create the risk of violent conflict as well as constructive cooperation among the peoples of the world. The great communities of religious believers, Muslims and Christians, have co-existed as individuals, groups, and civilizations for fourteen centuries, and the nature of their relations in the contemporary world plays an important part in determining whether humanity's future will involve a great clash of civilizations or a successful civilizational dialogue. Drawing on the faculty of the Prince Alwaleed Center for Muslim-Christian Understanding, the *Islam and Muslim-Christian Relations* curricular field provides students the opportunity to study the contemporary and historical conditions under which Muslims and Christians interact.

Core Faculty Advisor: *John O. Voll, Ph.D.*, vollj@georgetown.edu

LITERATURE AND SOCIETY

Literature and Society offers courses on traditional historical periods, major authors, and the genres of literature. Grounded in a careful reading of texts, the courses also offer students the opportunity to explore the relationship of literature to such disciplines as art, film, theatre, photography, theology, and cultural history. These courses give particular attention to the human values implicit in literature.

Core Faculty Advisor: *Abby A. Johnson, Ph.D.*, abbyron@cox.net

MEDIEVAL AND EARLY MODERN EUROPEAN STUDIES

This field offers an interdisciplinary approach to a distinctive period in European history. Courses may be drawn from the Liberal Studies degree curriculum; but many other courses are available from various departments in the University that are relevant to the study of *Medieval and Early Modern European Studies*. A careful selection of courses in this field will assist the student to understand the art, philosophy, government, history, theology, and literature of the period from roughly 1200 to 1600 A.D. and to explore how these interacted to create the culture of the Medieval Period.

Core Faculty Advisor: *Stefan Zimmers, Ph.D.*, zimmerss@georgetown.edu

RELIGIOUS STUDIES

Through a variety of courses in the field of *Religious Studies*, students are invited to deepen their understanding of religion by asking such questions as, Why have humans been so habitually religious? Is religious understanding compatible with reason and science? Can one retrieve anything of significance from ancient religious texts and traditions? What is the relationship between religion and culture? What is theology? What is the status of Christian, Jewish, Muslim, and other kinds of theology in a religiously plural world?

Core Faculty Advisor: *Frederick J. Ruf, Ph.D.*, rufb@georgetown.edu

SOCIAL/PUBLIC POLICY

Social/Public Policy courses analyze the political process; the role of government, private and public organizations/institutions in public

policy decisions; national problems such as crime, poverty, and social inequality; and issues such as the role of the media, the intelligence community, and the impact of war. Special attention is focused on scientific discoveries and technological innovations that dramatically affect every aspect of society's choices regarding science and technology including issues such as bioethics, computerization, privacy and genetic engineering.

Core Faculty Advisor: *Elizabeth M. Duke, Ph.D.*, rduke@starpower.net

THEORY AND PRACTICE OF AMERICAN DEMOCRACY

History, philosophy, and social science combine in this field of *Theory and Practice of American Democracy* to describe the origins and distinctive character of the American form of democracy; to analyze the political processes by which the consent of the governed is achieved; to confront issues which reflect the ever present struggle to make democracy work for all elements of the society; to consider the continuing influence of the *Constitution* on American society and movements for change or reinterpretation; and to review institutional or international influences on government such as the media and foreign relations.

Core Faculty Advisor: *Michael C. Wall, Ph.D.*, wallm@georgetown.edu

VISUAL CULTURE

The field of *Visual Culture* is premised upon a commitment to art as visual evidence critical to the study of cultural history and the formation of cultural values. Not simply aesthetic expressions, art is a shaper and a mirror of culture. Students are engaged in the study of the visual transmission of modes of social behavior, and of religious and political values. The interdisciplinary and cross-cultural nature of the Liberal Studies degree emphasizes the ways in which works of art shape and reflect changes in cultural attitudes toward religion, government, gender, and society while also recognizing the historicity of both specific works of art and artists.

Core Faculty Advisor: *Diane Apostolos-Cappadona, Ph.D.*, apostold@georgetown.edu

INDIVIDUALIZED STUDY

For those who wish to design their own field within the broad scope of courses in Liberal Studies rather than concentrating in one of the other fields, students may choose *Individualized Study*. With the advice and direction of the Curricular Field Faculty Advisor, students will select Liberal Studies *Core, Human Values* courses, elective courses, and determine a thesis topic to meet their special interests.

Core Faculty Advisor: *John Reuscher, Ph.D.*, reuschej@georgetown.edu

General Academic Information

Admissions

A student is officially admitted when a letter of acceptance has been received and registration has been completed. All new students must attend New Student Orientation and register *online* prior to the beginning of their first semester on the designated date for that term.

Part-time Student Status

Inasmuch as this program is designed for adult students with existing occupational and/or family responsibilities, the normal course of studies each semester, including the summer semester, is three to six credits, or one to two courses. Following the successful completion of the first semester and with special permission of the Associate Director of the Liberal Studies Degree Program, a student may take a larger course-load. Prospective students on J-1 or F-1 student visa status may not apply for admission to the part-time Graduate Liberal Studies Degree Program.

Academic Counseling

The Core Faculty is comprised of a faculty member from each of the curricular fields, who will be available as an advisor to students needing guidance in a curricular field. Students are also encouraged to request academic guidance and counseling as needed from the Director or Associate Director or other faculty members.

Leave of Absence

Students who must interrupt their studies temporarily should discuss their

status with the Associate Director. If two consecutive semesters pass in which a student does not register or notify the Director or Associate Director that he/she needs to take a semester off, the student may be withdrawn from the Program.

Withdrawal from the Program

Students who wish to withdraw from the Degree Program should do so in writing to the Associate Director so that it may be recorded on their permanent records.

SCS (MALS) Website

The Dean of the School of Continuing Studies in conjunction with the Director of the MALS Degree Program and the MALS Core Faculty reserves the right to make degree program policy changes and subsequently update or add these changes to the SCS (MALS) website. MALS students will be apprised of these changes through correspondence and the website so they must be attentive to both written and electronic

Degree Requirements

Degree candidates use *My Access* to view their academic record and to monitor the completion of specific degree requirements. Curricular field pamphlets provide up-to-date listings of courses that "count" in each field. The LSP Website lists by curricular field the courses offered each semester. Also the website includes the complete inventory of courses listed on the website for each curricular field. Please note course(s) may be deleted or additional course(s) may be added and the website will be updated to reflect these changes both to semester offerings as well as the full inventory of courses listed for each curricular field.

MASTER OF ARTS IN LIBERAL STUDIES (M.A.L.S.)

Master's degree candidates complete ten courses, a total of 30 credits **including** one *Core* course and one *Human Values* course or two *Core* courses, and a three-credit thesis. Students who choose one of the curricular fields of study must complete six courses in that field, in-

cluding their *Core* and *Human Values* courses and the three-credit thesis which reflects the field, plus three additional courses from that field or other curricular fields in Liberal Studies. Students who choose the field of *Individualized Study* select their courses from any of the Liberal Studies courses including their *Core* and *Human Values* courses and the three-credit thesis. No more than two courses (six credits) may be transferred to the Liberal Studies degree from another university upon the approval of the Director.

JOINT DEGREE IN MEDICINE AND LIBERAL STUDIES (M.D./M.A.L.S.)

Joint degree M.D./M.A.L.S. candidates complete ten courses, a total of **30 credits**, and choose *Ethics and the Professions* as their curricular field. Students must complete six courses in the field, including two *Core* courses, "The Ethics of Aristotle and Kant" and "Ethical Problems in Contemporary Society," and the three-credit thesis which reflects the field, plus three additional courses from that field or other curricular fields in Liberal Studies or other relevant Georgetown University departmental graduate courses which may be selected with the approval of the Director. Students currently registered in the School of Medicine at Georgetown University may transfer up to six credits from the School of Medicine with the approval of the Director of the Liberal Studies Degree Program. At the discretion of the School of Medicine, 3 credits (one Liberal Studies course) may be transferred as an elective toward the Medical Degree.

Degree Completion Requirements

No student may enroll in more than **27 credits** before registering for the *Thesis Proposal Workshop* which is taken and completed in or just after the final semester of courses prior to enrolling in the 3-credit *Thesis Research/Thesis Writing* courses and writing the three-credit thesis.

A minimum letter grade average of “**B**” or better, cumulative grade point average of **3.0** quality points, satisfactory completion of the *Thesis Proposal*

Workshop, **and** the completion of **27** credits are required for enrollment in the 3-credit *Thesis Research/Thesis Writing* courses, the final degree requirement.

Thesis Proposal Workshop

Near the conclusion of the degree, Master's candidates will prepare a thesis proposal and write a thesis. To accomplish this, they are required to complete a *Thesis Proposal Workshop* in the semester in which they plan to prepare and submit for approval a thesis proposal (the semester before the student enrolls in the *Thesis Research/Thesis Writing* courses). This is a non-credit, zero-tuition course. Please note: The *Thesis Proposal Workshop* taken in conjunction with a three-credit course constitutes half-time status.

The *Thesis Proposal Workshop* consists of four, two hour classes. Several sections of this course are offered on different evenings each semester. **Students must attend all four class meetings of the Workshop. There are no exceptions.** The result of this Workshop will be an approved thesis proposal. The student's Thesis Committee is made up of the thesis mentor chosen by the student, the student's *Thesis Proposal Workshop* professor, and the Liberal Studies Program Associate Director. Successful completion of the thesis proposal and its approval will result in a Pass ("S") grade for the Workshop. **Students who must Withdraw ("W") from the course or Fail ("U") the course, may only register for the course one more time.**

The *Thesis Proposal Workshop* is a time when students actively pursue the creation and organization of a thesis topic, with the approval of a mentor. Note: Students must contact the Associate Director if they wish to select a mentor who is not a Liberal Studies faculty member. During this Workshop they join with other students and the professor offering the Workshop to do the research necessary to create a statement of the nature, purpose, theme of the thesis; an outline of its parts; and a schedule of accomplishing these goals and completing the thesis.

Prior to registering for the Workshop students should begin planning for their thesis. It is important to remember that the thesis is a proposition, or an argument. The proposal must deal with a very focused subject and explore it fully. The proposal topic usually evolves from the student's coursework, an idea, or argument to be studied further.

Also, the choice of a mentor may come in one of two ways:

1. If the student has had a professor he/she would particularly like to work with, then the thesis topic must be a subject that is a part of that professor's special expertise. The student should contact the professor, discuss the topic and confirm the availability of the professor to serve as his/her mentor, as early as possible and prior to enrollment in the Workshop.
2. If the student has a topic that he/she really desires to explore and does not know who could be a mentor for that topic, then, in consultation with the Director/Associate Director of the Liberal Studies Degree Program or Program faculty, the student seeks out a professor who would be well versed in that subject. If none is available, including professors outside the Liberal Studies Degree Program, that would mean that the topic could not be pursued. The Liberal Studies Director in consultation with Liberal Studies faculty offers a thorough search on behalf of the student to find the appropriate mentor before indicating that the topic can not be used.

Discussion of the thesis topic early on before working out a thesis proposal is advisable. Faculty members may already have theses they are monitoring; thus they may have to turn down requests for mentoring as they can and should only mentor a few students each semester. The thesis topic must be related to the student's curricular field, and the student should contact the Core Faculty advisor for his/her curricular field to make sure that is the case. **The professor who teaches your Workshop may not also be chosen as your thesis mentor.**

Students are encouraged to contact the Director or Associate Director for additional advice and assistance. The thesis is an important culmination of the degree.

Thesis Research/Thesis Writing Courses

Following the approval of the thesis proposal, and upon successful completion of 9 courses, 27 credits, a student registers for the three-credit *Thesis Research/Thesis Writing* courses offered during the fall or spring semesters. Enrollment in these two courses constitutes half-time status. The *Thesis Writing* course is the final three-credit course for Master's candidates. Students must also register at the same time for

the *Thesis Research* course which is for 0 credits, \$0 tuition, and carries no grade. (There are no class sessions for either course.) The *Thesis Writing* course is for the actual production of the thesis and carries three credits with regular semester tuition charges and is assigned a letter grade by the student's mentor reflecting the work on the thesis. **The expected length of the thesis text is 80 pages.**

All theses not completed during the first term in which the student enrolls in the *Thesis Research and Thesis Writing* courses **MUST** be submitted and accepted by the established deadlines of the following semester (fall or spring, summer not included). The *thesis research* course is 0 credit and 0 tuition and paired with the *thesis writing* course establishes half time status for the semester

For additional details on the organization of a thesis proposal and the thesis, see the Liberal Studies website: <http://liberalstudies.georgetown.edu/MALS/resources>.

Thesis **final deadlines** are:

May 1 for students enrolled in *Thesis Writing/Research* in the Fall semester

Dec. 3 for students enrolled in *Thesis Writing/Research* in the Spring semester

Failure to complete the thesis by the final deadline results in the grade of "F" for the course and termination of degree candidacy. (If these dates fall on a weekend, the following Monday will be the deadline.)

MALS students receiving an "I" for the first semester of the thesis course must register for *Continuous Registration*, \$0 tuition, 0 credit for the second semester. (The summer term does not count.) Please note that this 0 credit enrollment status may have implications on student loan or visa status. This course keeps the student in the system for library and other purposes.

Degree Conferral Time-Line

All requirements for the degree must be completed in five consecutive years unless a special exception is sought and granted by the Director.

Application for Degree

Master's (MALS) degrees are posted in May, August, and December. MALS students follow the schedule and procedure for degree application and clearance provided by the Associate Director in conjunction with The Graduate School.

Thesis Completion *in Absentia*

In rare instances a student's degree completion is interrupted by a move from the area. Should this be anticipated, it is the student's responsibility to secure approval from the Associate Director and make arrangements for how the thesis can be completed, how to continue collaboration with the mentor, and how to arrange to return to campus in person to execute the final thesis completion, approval, and final online submission of the thesis to the Graduate School. If the student can not return to submit the thesis, he/she must appoint a "guardian" to handle the delivery and secure the final approval for the thesis on paper before its final online submission. This cannot be a faculty member.

Financial Clearance

MALS students must settle all financial obligations to the University, e.g. overdue tuition, library fines, late fees, so that their account balance is \$0 before submitting their thesis or completing their last course to be eligible to graduate, receive a diploma and final transcript. The financial clearance deadlines are Dec. 1st if completing the degree in December 3rd or May 1st if completing the degree in May.

Graduation Ceremonies

All graduate degrees are conferred and diplomas presented at Commencement Exercises scheduled in May. Students whose degrees were posted earlier are encouraged to participate in the formal graduation ceremony in May of each year.

Course Registration

Online Registration and Walk-in Registration

Registration instructions are made available to students on the Website at <http://liberalstudies.georgetown.edu> in April for the Summer and Fall terms and in November for the Spring term. New degree students

should follow these registration instructions. *Online* registration gives the student an opportunity to register through *My Access* using their Net ID assigned upon acceptance into the Program. Course syllabi and schedules listing classroom locations may be viewed on the Liberal Studies Website, liberalstudies.georgetown.edu/MALS/resource/schedule, prior to and during each semester. Students requesting permission to register for more than 2 courses, 6 credits or register in a course outside the Graduate Liberal Studies Program must email these requests to the Associate Director (riddera@georgetown.edu). Be advised that Liberal Studies policies regarding absence, incomplete grades, add/drop, etc., apply to these courses as well.

Financial Obligations

Full payment of tuition is due on or before the dates established by the Student Accounts office as noted on your bill and as published in the Liberal Studies registration instructions. A late fee and service charge are assessed for payment after these established dates. A student may establish a payment plan following a payment schedule set by Student Accounts. *Students with overdue accounts will have a financial block and may not register online until the block is lifted.* The unpaid balance of the fall term must be less than \$2000 to register *online* in late October to January for the spring term; the unpaid balance for the spring term must be less than \$100 to register *online* in April-May for summer or April-August for the fall term.

Online Course Registration Changes

A student may add or drop a course *online* prior to the 1st class meeting of a course. An “add” will be processed only if space is available, not exceeding the class limit of 20 students. Students may withdraw from a course after the Add/Drop period by calling 202-687-5913; 5706.

Attendance at the first class meeting of a course is critical. A student who misses the first class meeting is dropped from the course. No student may add into a course after it has started.

For serious reasons a student may withdraw from a course **before** the last class meeting. Courses dropped during the Add/Drop period will be deleted from the student's record with 100% tuition refund; thereafter, dropped courses are listed as “W” (withdrawn) on the record, and the tuition refund is prorated according to the date of the withdrawal. **Students should be**

attentive to the fact that dropping or withdrawing from a course may have implications on their loan or visa status and must keep the appropriate authorities informed.

Online Waitlist

A Waitlist System manages the wait list for closed courses each semester. Periodically, before classes begin, the Waitlist is sorted and *My Access* emails students if a space has opened in a closed class. Available spaces may open but will not be filled once a course begins. The *online* Waitlist is maintained according to the date you put yourself on the Waitlist as well as your progress in the degree program.

Add/Drop/Withdrawal/Refund Schedule

Fall and Spring Semesters:

1st or 2nd week of semester:	100% refund/delete
3rd or 4th week of semester:	80% refund/withdraw
5th or 6th week of semester:	70% refund/withdraw
7th or 8th week of semester:	50% refund/withdraw
9th week of semester:	40% refund/withdraw
10th-15th week of semester:	0 refund/withdraw

The first week of classes is considered to begin the day following Walk-In Registration.

Summer Semester:

Before second class:	100% refund/delete
Before third class:	75% refund/withdraw
Before fourth class:	50% refund/withdraw
After fourth class:	0% refund/withdraw

Change of Address

Address change/correction is a two-step procedure that must be made both *online* and by email by the student.

1. Enter the change *online* for the Student Record System/Registrar using *My Access* to continue to receive pertinent University mail, grade reports, bills, etc.
2. At the same time, enter the change via email to lsp@georgetown.edu for the Liberal Studies Address System in order to continue to receive program mailings, registration information, and phone calls.

Study/Tours

Students interested in participating in a Graduate Study/Tour abroad for credit must first discuss and get the approval to enroll from the Associate Director/Director. Only one 3 credit Graduate Study/Tour may be considered for approval toward the MALS degree.

Transfer of Credit

Transfer credit for academic work completed **prior** to beginning the MALS degree is evaluated during the admission process. Once admitted to a degree program at Georgetown University, it is expected that the student will take all the remaining courses for the degree at this University. Special exceptions to this policy require approval of the Associate Director/Director.

For graduate academic work completed at another accredited university prior to acceptance as a MALS degree candidate, the Associate Director/Director may approve a maximum of 6 transfer credits (two courses). The course(s) considered for transfer must be similar to Georgetown University MALS course offerings. **No course with a grade lower than “B” (3.0) will be considered for transfer credit.**

After the successful completion of the student's first semester as a degree candidate in the MALS Program, the transfer credits are reviewed and posted on the student's Georgetown record and contribute to the required number of credits necessary for degree completion. The grades, however, do not appear on the transcript and are not a part of the student's quality point GPA index beyond the 30 course credits required for graduation.

Graduate Grading System (MALS)

A minimum GPA of 3.0 is required of Master's candidates for graduation. *Students must maintain a 3.0 ("B") average with "F's" counted as 0.0 grade points and 0 credit when calculating the cum GPA. Students must have the required 3.0 GPA at the completion of 8 courses (24 credits attempted) prior to registration for the Thesis Proposal Workshop. Students may not register for additional credits beyond the 30 course credits required for graduation for the purpose of raising the GPA.*

Official Graduate Grading System

The current University grading system for graduate students is as follows:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C	2.00
F	0.00

W	Withdrawal
AU	Audit
I	Incomplete

S	Satisfactory ("B" or better in a pass/fail course)
U	Unsatisfactory (below a "B" in a pass/fail course)

General Grading Policies/Procedures

1. Grades are posted on *My Access* as the professors submit them and students may view them or their online transcript. **Graded papers** returned by professors for student “pick-up” are kept in the Graduate Liberal Studies Office, room 225 ICC, for two semesters. Some professors return papers in class or by mail.
2. **(NR)** is posted on a grade report when the grades for that course have not been submitted by the professor.

3. **Quality Grade Point Average (GPA)**

The GPA is calculated by dividing the total number of quality points earned at Georgetown University in the Liberal Studies Degree Program by the total number of academic credits attempted at Georgetown University in the Liberal Studies Degree Program. The cumulative GPA is posted on graduate (MALS) transcripts of record at Georgetown University beginning in the fall semester, 2010. (Transfer credit counts toward the total number of academic credits but grades from those courses are not transferred or included in the cumulative GPA.)

4. **Pass/Fail Option: S/U Grades**

A student may request to take a course on a pass/fail basis of grading under the following circumstances. Courses that have been designated by departments and programs to be taken **ONLY** on a pass/fail basis may be applied toward the MALS degree upon approval by the Associate Director. Liberal Studies courses may not be taken Pass/Fail with the exception of the *Thesis Proposal Workshop* which is designed and designated as a no credit, non-degree course.

The grades of Satisfactory or Unsatisfactory are awarded for pass/fail courses only. *Grades of “S” and “U” are not included in the calculation of a student’s GPA.* However, for the purpose of reviewing academic performance leading to academic dismissal, a “U” is treated the same as an “F.” (A “U” grade along with an “F” or “C” grade warrants academic dismissal.

5. **Religious Studies and Theology Honor Society**

Liberal Studies students who are pursuing the Catholic Studies,

Humanities, Religious Studies or Islam and Muslim/Christian Relations Curricular Fields are eligible for the annual spring selection and induction into Tau Alpha Kappa Honor Society, the national honor society for religious studies and theology. The eligibility requirements are listed below:

Completion of 5 courses (15 credits) in theology

3.5 or higher cum GPA in theology courses

3.0 or higher cum GPA in all courses completed

6. Honors (cum laude, etc.)

Honors are **not** earned or posted on graduate (MALS) transcripts or diplomas at Georgetown University.

7. Course Grade Change

When a professor believes a grade change for a course is justified, e.g., because of an error in recording, or following a student's inquiry, the professor will send a grade-change authorization form with a signed statement of the reason for such a change to the Associate Director for approval. It should be clearly understood that no additional work from an individual student can effect a grade change.

8. Course Grade Appeal

When a student appeals a grade received for a course, the following steps are to be taken:

- a. The student should first seek an acceptable resolution through a discussion with the professor. **This process must begin no later than 30 days after the beginning of the semester following that semester in which the contested grade was received.**
- b. If a satisfactory resolution is not reached, the student will then discuss the matter with the Director. **This process must begin no later than 60 days after the beginning of the semester following that semester in which the contested grade was received.**
- c. If a satisfactory resolution is still not reached, the student may take the case (in writing) to the Dean of the School. The Dean may choose to forward the grade appeal to the Standards Committee for its review and decision which will be forwarded to the Dean who will inform the student of the decision, which is final.

Academic Regulations

The policies noted below regarding class attendance/absence and incomplete grades apply to Liberal Studies students' enrollment in MALS courses as well as other University departmental courses.

Class Attendance/Absence

Because of the intense nature of the Master's degree program, absences are not expected except in extraordinary circumstances. In all instances, the student should contact the professor regarding any absence. Absence from the first class meeting and/or unexplained absence or two absences usually result in withdrawing the student from the course. Individual professors may request that a student be withdrawn from the course due to absence or may reflect a student's absence in the final course grade or by requiring additional course assignments before assigning the final grade.

Incomplete Grades

In some instances it may be necessary for a MALS student to request an Incomplete, "I," grade and an extension of time by the professor to complete the required coursework. Some professors do not allow In-completes. If they do, they may establish a date prior to the dates given here, and they may also assign a grade penalty or other penalty for late work. If the professor grants the student additional time to complete the coursework and the work is completed by the date established by the professor on or before the Incomplete Deadlines printed in the *Handbook*, the "I," is changed to the appropriate grade. This policy is applicable to all MALS courses as well as courses students may take outside the Program here at Georgetown or another university. It is the student's responsibility to inform the professor of the Liberal Studies Program's Incomplete Grading Policy for MALS students.

Deadlines for the submission of Incomplete work from each semester will be as follows for MALS students:

Jan. 15: for a course taken in the Fall term

June 15: for a course taken in the Spring term

Sept. 15: for a course taken in the Summer term

If these dates fall on a weekend, the following Monday will be the deadline. All assignments to be completed by those dates

must be delivered (hard copies, only) to the Associate Director, 225 ICC, no later than 4:00 PM on or before the date listed above. Submissions will be date stamped and sent to the appropriate professor. Submissions after the published deadline date and time will not be accepted and the grade of “I” will automatically change to the grade of “F.” (No electronic or faxed assignments will be accepted. Only an original hard copy of the assignment is acceptable.)

Following the deadline, the professor will review the work submitted and send a grade change report to the Associate Director within the next two weeks. The grade change is then forwarded to the Registrar for posting to the student’s record.

Academic Actions: Probation

MALS Degree Candidates

Since a 3.0 average is required for graduation, a “B-” or “C” will jeopardize candidacy. Upon receipt of a “B-” or “C,” the student is placed on probation. A student remains on academic probation until a minimal cumulative 3.0 GPA is achieved.

Academic Actions: Academic Dismissal

(Degree Candidacy Terminated)

Academic dismissal is determined on one of two grounds: academic integrity or academic ineligibility.

Academic Integrity

Students in the Graduate (MALS) Liberal Studies Degree Program are expected to maintain high standards of personal integrity in pursuit of their education. Academic dishonesty in any form is a serious offense.

Cases of accidental plagiarism are avoidable if students familiarize themselves with the rules regarding citing the work of others. All students should purchase and use *A Manual for Writers*, 7th edition, by Kate Turabian, revised by Wayne Booth, and consistently follow one of the two

acceptable methods of citation described in the manual for all written assignments for their courses. Also, students should refer to the pamphlet “Acknowledging the Work of Others” which is part of each new student’s Orientation packet.

MALS students are responsible for upholding the Georgetown University Honor System and adhering to the academic standards included in the Honor Code Pledge stated below:

In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Georgetown University Honor System: To be honest in any academic endeavor, and to conduct myself honorably, as a responsible member of the Georgetown community, as we live and work together.

Students found to have violated academic integrity will be subject to academic penalties adjudicated by the Dean of the School of Continuing Studies. These include but are not limited to failure of the course, suspension or dismissal from the University, and revocation of degrees already conferred.

Academic Ineligibility

Master’s Degree Candidates earning grades of two "C's" or lower are academically dismissed. All grades, including “F’s,” are calculated in determining the cumulative GPA. An “F” = 0. **At the completion of 8 courses (24 credits attempted), a student must have at least a cumulative 3.0 GPA. If the student’s GPA is below a 3.0, he/she is dismissed from the Program and further course registration or enrollment in the *Thesis Proposal Workshop* is canceled.**

Non-Academic Rule Infringement

The Honor Code Pledge requires honorable conduct of the student in regard to non-academic University rules determined by other university offices including but not limited to the Georgetown University Departments of Public Safety, Counseling and Psychiatric Services, Office of Student Affairs, and the Office of Student Conduct.

Dismissal Appeal

When degree candidacy has been terminated, the student shall have

the right of appeal to the Dean of the School, who will then refer the appeal to the Standards Committee of three faculty members. The appeal procedure is not to be used for the circumvention of standards requirements or Program policies (e.g. grade point average and thesis requirements), but is designed to deal with exceptional cases.

The student must present his or her grounds for appeal to the Dean, in writing, within 60 days of the date of the termination of degree candidacy letter. The Dean will forward the materials to the Standards Committee. The Standards Committee reserves the right to make its judgment based on the written materials alone. If the materials so warrant, a formal hearing may also be held. The decision of the committee will be forwarded to the Dean who will inform the student of the decision, which is final.

Readmission

A student who has been dismissed should not expect to be readmitted. In very rare cases, when in the judgment of the Dean of the School there is clear evidence of probable future academic success, a written application for readmission to the MALS Degree Program may be considered. This request for readmission must be submitted to the Dean six weeks before the date of intended registration, and the terms for re-application must be followed if re-admission is granted.

University Policies

Policies and Procedures

The Graduate Liberal Studies Degree Program subscribes in general to the policies and procedures of The Graduate School of Arts and Sciences in regard to academic dishonesty (as stated in the previous section), non-discrimination, sexual harassment, and disposition of academic records.

Educational Records Policy

Georgetown University accords to its students all rights under the

Family Educational Rights and Privacy Act of 1974. Contact the Director or Associate Director of the Liberal Studies Degree Program, (202) 687-5746/5706.

Directory Information Disclosure Policy

A Student Directory is published annually by the Office of the Registrar containing names of all Georgetown students.

The University may provide directory information at its discretion. This information includes the student's name, address, and telephone numbers, date and place of birth, field of study, dates of attendance, and expected date of graduation. Students may instruct the Registrar to withhold the release of directory information by completing an Information Disclosure Form and giving this written notice to the Office of the University Registrar by the second week of classes of the Fall semester.

Immunization Policy

The District of Columbia requires that all students who are under 26 years of age on the day of registration be immunized against Poliomyelitis, Measles, Mumps, Rubella (German Measles), Diphtheria, and Tetanus. Additionally, all students are screened for Tuberculosis by a risk assessment questionnaire, which is provided to all new students and must be submitted as indicated on the form. **This requirement is strictly enforced, and no one may be allowed to register or attend classes until compliance is completed.** The only exemptions are individuals with documented religious prohibitions to immunization or who have impaired immune functioning that would make immunization hazardous. The Health Service will assist you in filing the appropriate forms. The forms will be mailed to each new student upon acceptance. For students under 26 yrs. these forms should be filled out by your physician or local Health Department; family records are not accepted by the District of Columbia. For further information, call 202-687-4500.

Immigration Policy

Liberal Studies students who are non-U.S. citizens must complete and submit to the Office of International Programs an International Student Immigration Questionnaire prior to admission. **Prospective students on J-1 or F-1 student visa status may not apply for admission to the part-time Graduate Liberal Studies Degree Program.**

University Offices and Student Services

GO Cards - Student Identification Cards

It is necessary for all students to have photo student IDs (GO Card) for library use, access to some campus buildings and labs, and to use the University shuttle bus. GO Cards are issued by the GO Card Office located at the entrance of Darnall Hall. GO Card office hours are M-F, 9 AM-5 PM. *Call ahead to confirm the hours, (202) 687-2700.*

Liberal Studies Writing Center

The Writing Center with services designed for Liberal Studies students is located in Lauinger Library, 217A. It is intended to: 1) offer assistance and advice to those students who may be experiencing difficulty in meeting the academic writing requirements; 2) and/or to encourage and counsel students who are professional or avocational writers. Dr. Kathy Temple, Associate Professor of English and Liberal Studies faculty member, is the Writing Center Coordinator, assisted by graduate tutors trained by the English Department. For an appointment, call her at 202-687-6765 or email: templek@georgetown.edu or access writingcenter.georgetown.edu.

Academic Resource Center

A component of the Academic Resource Center is its Learning Services which offers assistance to all University students in many skill areas necessary for academic achievement, including reading comprehension, study and test taking strategies, notetaking and time management.

Services and referrals are also provided for students with learning or physical disabilities to determine, upon review of documentation provided by the student, reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and University policies. For further information call the Director, Dr. Jane Holahan, (202) 687-9530.

Registrar

All official student transcripts are stored at the Office of the Registrar. A student may request a copy of his/her transcript in person or by writing the Registrar, G-01, White-Gravenor, (202) 687-4020. A one-time transcript fee of \$12 is charged to each new student's ac-

count upon acceptance to the Liberal Studies Degree Program. New students receive a letter in their Admissions packet that informs them about *My Access*, a computer program that allows students to register online, view their student address, class schedule, grades, billing statement, and other personal data via the World Wide Web. Each student is assigned and must activate as directed a Net ID. Students are periodically emailed information by the Registrar on the use of *My Access* and its services.

Office of International Programs

The Office of International Programs is located at Suite 210, Car Barn, 3520 Prospect St., NW. Students holding or applying for F-1 or J-1 student status may not apply for this part-time program. For further information regarding the Immigration Policy, student/visa status, call 202-687-5867.

Student Accounts

Student billing and student accounts management are handled by Student Accounts, located on the ground floor of White-Gravenor, (202) 687-7100. Tuition adjustments are made by the Registrar, and Student Accounts processes the refunds. When a credit balance is due, it can be refunded only after it appears on the Student Account ledger. Application for a refund check must be made in writing to the Office of Student Accounts or the student may leave the refund as a credit balance in his/her student account.

Student Financial Services

Liberal Studies students may secure information on loans and other financial assistance by contacting the Financial Services office located in Room G-19, Healy Building, (202) 687-3478 or accessing Financial Services Information for Liberal Studies students on their Website, <http://finaid.georgetown.edu/scs>. Students are responsible for the implication dropping, withdrawing from, or failing a course may have on their loan status.

Bookstore

The University Bookstore is located on the main floor of the Leavey Center. The main line is (202) 687-7482. Its current hours are Monday-Friday, 9 AM - 7 PM; Saturday and Sunday, 11 AM - 5 PM. Always call and confirm the hours when planning to go to the Bookstore.

Lauinger Library

The main campus library is located on the corner of 37th and Prospect Street. Its regular hours of operation are M-Th, 8:30 AM - 12 midnight; Fri., 8:30 AM - 10:00 PM; Sat., 10:00 AM - 10:00 PM; Sun., 11:00 AM - 12 midnight. There are special summer hours. Call (202) 687-7500 to verify the daily schedule. You must have your GO Card bar-coded at the Library **BEFORE** you check out books or use its research services. Carry your GO Card with you when you go to the Library as you must show it to enter the Library as well.

Parking

The parking daily hourly rate (subject to change) is \$5.00/hour in the underground parking garage in the Southwest Quadrangle. The maximum daily rate is \$15. Enter for parking as directed from Canal Road. Parking in the Southwest Quadrangle is available for Liberal Studies students after 5:00 PM weekdays. Show your student GO Card and pay \$3.00. There is no parking charge in the lot on Saturday and Sunday.

Computer Usage Services

The University's Academic Computer Services operates computer laboratories for student use. Labs that are most convenient for Liberal Studies students to use are located in the Reiss Science Building in Room 238 and in the Intercultural Center, Room 218. In case of "over-flow" usage in these locations, students may be directed to labs that are set up in the LXR, Harbin, and Village C residence halls.

Veterans and Active Duty Military Personnel Services

Students who are eligible to receive veterans educational benefits through the Veterans Administration may contact the Veterans' Affairs Coordinator in the Registrar's Office, (202) 687-4020 for Veterans education benefits, enrollment certification/information, and information on the Yellow Ribbon Program.

Student Center and Dining Options

The Leavey Center provides students several places for dining: *Subway*, *Cosi*, *Starbucks*, and others, *The Faculty Club* (restaurant), *Vital Vittles* (mini-market), and several coffee bars. The Leavey Center also has open lobbies for study as well as a full service attached Aramark Hotel. (A mini-market, Hoya Snaxa, is located above the parking garage.)

The Epicurean buffet restaurant is on the ground floor of Darnall Hall, facing the hospital.

Yates Field House

A fully equipped recreational/exercise facility is located near the Observatory. Call (202) 687-2400 for information on fees and services.

Student Health Insurance

Graduate Liberal Studies students approved to enrolled in *nine credit hours* are automatically charged the required health insurance fee on their tuition bill. Eligible students must *accept* or *waive* this insurance. Students enrolled in *less than nine hours* are *not* eligible for Health Insurance. For information, call (202) 687-4883.

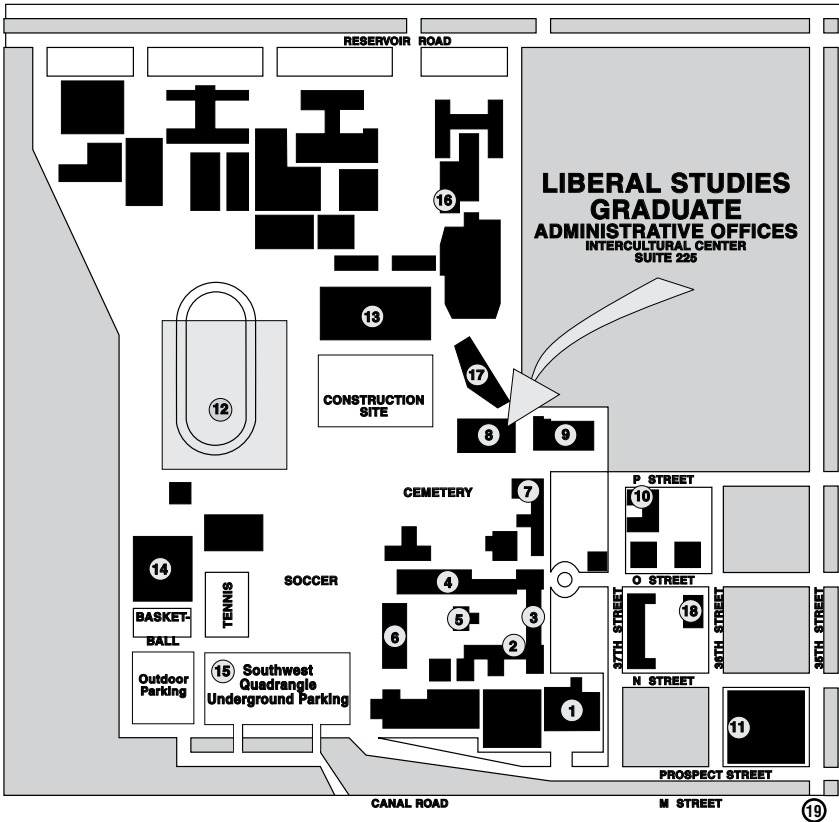
Georgetown University Transportation Shuttle

G.U.T.S. is a bus transportation service offered by Georgetown University. For routes, schedules, and fares, call (202) 687-4364 or visit the Website, <http://otm.georgetown.edu/guts>.

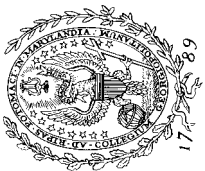
MBNA Career Education Center

The MBNA Career Center is located near the Book Store in the Leavey Center. Catalogs of job listings by states and regions are available in the Center's library. For further information and to obtain its hours of operation, call (202) 687-3493 or visit the Website, <http://careerweb.georgetown.edu>.

MAP OF GEORGETOWN UNIVERSITY CAMPUS



- | | |
|---|--|
| 1 Lauinger Library (LAU) | 11 Walsh Building (WAL) |
| 2 Maguire Hall (MAG) | 12 Yates Field House |
| 3 Healy Building (HEA),
Financial Aid | 13 Leavey Center/Bookstore/
Restaurants |
| 4 New North | 14 McDonough Arena |
| 5 Dahlgren Chapel | 15 Southwest Quadrangle
Underground Parking |
| 6 Village C, Security Office | 16 Darnall Hall
GO-Card Office
Epicurean Buffet Restaurant |
| 7 Copley Hall | 17 Reiss Science Building |
| 8 Intercultural Center: Liberal
Studies Graduate Administrative
Office, Suite 225 | 18 The Alumni House |
| 9 White-Gravenor (WGR), Registrar,
Student Accounts | 19 3307 M St. (2nd fl)
SCS Dean's Office |
| 10 Poulton Hall | |



GEORGETOWN UNIVERSITY

LIBERAL STUDIES MA.S DEGREE PROGRAM

SUITE 225, INTERCULTURAL CENTER
BOX 571011
WASHINGTON, DC 20057-1011