



SECURITY STUDIES PROGRAM
STUDENT HANDBOOK
2008-2009

EDMUND A. WALSH SCHOOL OF FOREIGN SERVICE
GEORGETOWN UNIVERSITY
WASHINGTON, DC

NOTE

Students in the Security Studies Program (SSP) must comply with two sets of academic rules and procedures. They can be found in the *Security Studies Program Student Handbook* and in the *Graduate School of Arts and Sciences Graduate Bulletin*.

Failure to read the rules and procedures set forth in these publications does not absolve students of their responsibilities.

If you have questions about any of these issues covered in this handbook, please contact the SSP at 202-687-5679.

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THE SECURITY STUDIES PROGRAM

CONTACT INFORMATION

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Web: <http://ssp.georgetown.edu>

PROGRAM HISTORY

The Security Studies Program was founded in the 1970s as a certificate program associated with the M.A. in Government. The majority of students in what was then called the “National Security Studies Program” were civilian and military officials working in the Department of Defense. Classes were offered through the auspices of the Pentagon Education Center and the program was housed administratively in the Graduate School of Arts and Sciences. In the beginning, founder Dr. Stephen Gibert conceived of the program as a “defense MBA” -- a concentrated, specialized course of study in defense analysis. In 1984, the program officially became the M.A. in National Security Studies.

Starting in the mid-1980s, classes offered at the Pentagon were gradually reduced in response to heightened security concerns. The program expanded its courses on the main campus until 1994, when all Pentagon courses were discontinued.

In 1995, the University approved a joint M.A./Ph.D. in which students receive an M.A. in Security Studies and a Ph.D. in Government. As part of the University’s overall reorganization, the program was incorporated into the School of Foreign Service. During this same period, the program expanded its student services, including job and internship tracking, alumni mentoring, research and writing workshops, and a variety of other initiatives designed to enhance the academic experience of students and their placement potential. A group of core faculty members was established to become the core of the teaching program.

In 2000, Dr. Michael E. Brown became director of the Security Studies Program (SSP). Under his direction, the SSP expanded the curriculum's scope to include three substantive concentrations for SSP M.A. candidates: U.S. National Security Policy, International Security, and Technology and Security.

In July 2005, leadership of the Security Studies Program passed to Dr. Daniel L. Byman. The program’s physical location changed as well, moving from the Intercultural Center to the Mortara Building at 36th and N Streets, N.W.

Today, the program has more than 1500 alumni, 280 current students, ten core faculty members, and 70 adjunct faculty members. Benefiting from new institutional relationships with the Center for Peace and Security Studies (CPASS) and Women In International Security (WIIS), the Security Studies Program participates in a wide variety of programs and activities that serve both SSP students and the broader University community.

ADMINISTRATIVE CONTACTS

Security Studies Program Mortara Building

Daniel L. Byman
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Director of Studies
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Outreach Coordinator
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Admissions Assistant
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Academic Counselor
(202) 687-0363

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Director of Admissions
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Associate Director, Academic and Student
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Office of the University Registrar White-Gravenor G-01

John Q. Pierce
University Registrar
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ADMINISTRATIVE

NETIDS

Every Georgetown University student is assigned a University “NetID.” The NetID serves as the basis for the Georgetown e-mail address as well as the sign-in name for online services such as *Student Access+*. Students are required to change their temporary password to a ‘strong’ password by going to <http://netid.georgetown.edu/>. A strong password consists of the following characteristics: be at least eight characters in length; contain at least one uppercase and one lowercase letter; contain at least one number; and, contain at least one punctuation or symbol character.

For more information on how to change your NetID password or other issues visit the UIS website at <http://uis.georgetown.edu/student.html>.

E-MAIL

All students at Georgetown University receive an email account. Georgetown University email addresses consist of the NetID + “@georgetown.edu.” Email can be accessed online at <http://imap.georgetown.edu>. Students will need a NetID password to access email. Students can also choose to route Georgetown account to another email address. For full instructions on e-mail options see <http://email.georgetown.edu/>.

This Georgetown email account is the key point of contact for all official University and program communications – including notifications about registration problems, class cancellations, scholarship opportunities, and so on. As a result, it is required that students regularly check the Georgetown email account, or at the very least set these accounts to forward to another account that is both checked regularly and able to receive email from the University. **The program is not responsible for problems that arise from failure to check email.**

STUDENT ACCESS+

Student Access+ services allow students to register for classes; view their schedule, grades, and unofficial transcripts; pay their bill; and waive student health insurance. Access+ is accessible via <http://www.georgetown.edu/access>.

GOCARDS

All students are required to have a University ID card known as a GoCard. GoCards may be used to print and copy on campus, to enter the library, to purchase food and supplies on campus and at some off campus venues, and to ride the free GUTS bus system.

For more information on the GoCard including how to apply visit: <http://gocard.georgetown.edu/>.

BUSINESS CARDS

All students may order business cards through Georgetown University. To do so, you must fill out a **Student Business Card Order** form located online under the SSP For Current Students web page. Please print and return this form and a check for \$25.00 (for 500 cards) made out to “Georgetown University” to the Center Administrator in the SSP office located in the Lower Level, Mortara Building.

Cards should arrive in four to five weeks. Students will be notified by e-mail when their business cards arrive. They are available for pick-up in the SSP office during regular business hours.

MAILBOXES

All students have a mailbox located in the Mortara Building on the Lower Level. Students are required to check their mail on a weekly basis. Important SSP communications as well as returned papers and exams are often placed into the mail folders. The program is not responsible for problems that arise from failure to check mailboxes.

USE OF THE STUDENT LOUNGE

Students should feel free to utilize the SSP student lounge located on the Lower Level of the Mortara Building. The student lounge will be open Monday through Thursday 9 am until 6:30 pm and on Fridays from 9 am until 5 pm during the regular academic year while classes are in session. The student lounge is meant for students to meet in small groups, to study or just to relax. There are two computers located in the student lounge along with a printer for students to use. Please be aware that the time limit for usage is 20 minutes and **printing is limited to five pages**. The Mortara Building does have wireless capabilities.

BLACKBOARD

Blackboard delivers a powerful, easy-to-use course management system that enables instructors to provide their students with course materials, communication tools, online assessments, and a dedicated academic resource center on the Web.

Blackboard offers a course site framework with sections for announcements, course information (syllabus, attendance policy, etc.), and course documents (handouts, assignments, etc.). **Instructors may or may not choose to utilize Blackboard.** Students may access Blackboard at: <https://campus.georgetown.edu/webapps/portal/frameset.jsp>.

For individual assistance with Blackboard, contact the Blackboard support team through the help request form (requires NetID login) or browse the Frequently Asked Questions (FAQs) at: <http://cndls.georgetown.edu/blackboard/student.html>.

GEORGETOWN UNIVERSITY TRANSPORTATION SHUTTLE

The Georgetown University Transportation Shuttle (GUTS) transports students, faculty, staff and visitors to and from the University campus and nearby Metrorail stations. GUTS operates five shuttle routes, connecting the campus to the Georgetown University Law Center on Capitol Hill, to University offices on Wisconsin Avenue, to Metro stations at Rosslyn (Virginia) and Dupont Circle (District of Columbia) and to stops in North Arlington, VA.

Faculty, staff and students with a valid GoCard can ride along any GUTS route at no charge. Buses with handicapped access are available on all GUTS routes. Contact OTM at 202-687-4372 for further assistance.

Buses operate between 5 a.m. and 12 a.m. Students may view specific schedules at: <http://otm.georgetown.edu/guts/index.cfm>.

ON-CAMPUS PARKING

A limited number of spaces are available for commuter students at satellite lots in Rosslyn, VA. Assignment will be decided by lottery at the beginning of the fall semester. Students residing in the District of Columbia or in Virginia at zip codes 22201, 22203 (east of Glebe Road), 22207 (east of Glebe Road-Lorcum Lane-Military Road boundary), 22209, 22210, and 22216, are not eligible for a parking permit. Applications for the lottery may be obtained from OTM. The cost of this parking for the 2007-2008 year is \$637.61 per semester.

All current University students (with valid ID), including evening and continuing education students, and students attending local colleges and universities that are members of the Consortium, may park in Southwest Quad Garage after 5:00 p.m. for a fee of \$2.00. Cars must be out of the lot by 6 a.m. the following morning.

COURSE OF STUDY

DEGREE PROGRAMS

The SSP 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; and
- Joint M.A. in Security Studies and Juris Doctor (J.D.) in Law.

Each of these degree programs has different requirements. Students are responsible for knowing the requirements of their specific degree program. Information on the Ph.D. in Government and the J.D. in Law should be requested from the Department of Government and the Law Center, respectively.

M.A. DEGREE

To complete the M.A. program, students must:

- 1 - Accumulate **36 graduate credits** (12 standard, 3-credit courses), with a cumulative grade-point average of at least 3.0 (a “B” average);
- 2 – Fulfill the **core course(s), concentration, and distributional requirements;** and
- 3 - Pass the **comprehensive examination.**

DURATION OF STUDY

Students admitted to the SSP are allowed three years from matriculation to complete all requirements for the degree and to graduate.

COURSE OF STUDY PLAN

At the beginning of their studies, students must complete a **Course of Study Plan**. A copy of this form may be found online at the SSP Current Student web page.

Students must update their Course of Study Plan only when major changes to their course of study occur; for example, a change of concentration or a change of the semester when the student intends to graduate. When submitting a new or updated Course of Study Plan, the student should first obtain an approval signature from his or her academic advisor and then submit the form to the SSP Associate Director for approval.

REQUIREMENTS FOR STUDENTS MATRICULATING FALL 2008 OR AFTER

In advance of matriculation to the program, SSP students must choose one of the following academic concentrations:

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

Students may also design customized concentrations, such as the study of homeland security. Students who wish to design a customized concentration must receive written approval in advance from the SSP Director.

For descriptions of the different concentrations offered please visit <http://cpass.georgetown.edu/ssp/current/requirements/41229.html>.

SPECIFIC COURSE REQUIREMENTS

To receive an M.A. in Security Studies students must complete:

- A minimum of six courses (18 credits) sponsored by the SSP (usually designated “SEST”) as a part of their course of study. Occasionally, an SSP course will be designated “INAF” (for example, INAF-546). Students with questions regarding the program designation of a course should consult with the SSP Academic Counselor before registering.
- Theory and Practice of Security (SEST-500) in the first semester of the program;
- Strategic Studies and Military Operations (SEST-501) in the first semester of the program;

Students with an exceptionally strong background may apply for a waiver from Strategic Studies and Military Operations (SEST-501). Waiver request forms are available online at the SSP Incoming Student web page. Waivers must be approved by the Program's Director of Studies. Waiver applications should be submitted to the SSP Academic Counselor.

- Analytical Methods (SEST-502) prior to enrolling in the Thesis Seminar;
- 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;
- The Thesis Seminar in the final semester of the program (summer graduates see exception below);

The Thesis Seminar is the capstone to the M.A. program. The Thesis Seminar is devoted to the production of a major research paper, usually 30-40 double-spaced pages in length. Students are expected to make useful contributions to our understanding of the issue they are researching.

The Thesis Seminar must be taken in the final semester (students graduating in the summer must take the seminar in the spring of their last year). Students may not substitute seminars offered by other programs for the SSP thesis seminar requirement.

- At least one course in each of three substantive areas:
 - Science and Technology;
 - Area Security Studies; and
 - Economics and Security.

- One SSP-approved free elective.

Please be aware that some courses may cross count allowing students to complete more than one free elective. Students with questions regarding the distributional allocation of a course should consult with the SSP Academic Counselor before registering.

- Passing of the Comprehensive Examination.

The Comprehensive Exam tests broad substantive knowledge of national and international security problems, along with the student's analytic abilities. The exam poses questions that address each of the three primary concentrations. Students take the Comprehensive Examination during their final semester in the program.

Students failing their initial Comprehensive Exam are required to retake the Comprehensive Exam in the subsequent semester of the regular academic year (i.e. fall or spring semester with summer being optional for those failing in the spring). To retake the Comprehensive Exam, students must register for continuous registration and pay the subsequent fee. The failure will be marked on the student's transcript. If a student who had previously failed the Comprehensive Exam receives a passing result on a second attempt (or rare third attempt) the failing result is removed and the passing result is posted to the graduate transcript. In extremely rare cases, a student may 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 with the Dean.

REQUIREMENTS FOR STUDENTS MATRICULATING SPRING 2008 OR BEFORE

In advance of matriculation to the program, SSP students must choose one of the following academic concentrations:

- U.S. National Security Policy;
- International Security; or
- Technology and Security

Students may also design customized concentrations, such as the study of intelligence. Students who wish to design a customized concentration must receive written approval in advance from the SSP Director.

For descriptions of the different concentrations offered please visit <http://cpass.georgetown.edu/ssp/current/concentrations/42631.html>.

SPECIFIC COURSE REQUIREMENTS

To receive an M.A. in Security Studies students must complete:

- A minimum of six courses (18 credits) sponsored by the SSP (usually designated “SEST”) as a part of their course of study. Occasionally, an SSP course will be designated “INAF” (for example, INAF-546). Students with questions regarding the program designation of a course should consult with the SSP Academic Counselor before registering.
- Theory and Practice of Security (SEST-500) 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 (either SEST-510, SEST-530, or SEST-550);
- Three additional courses in the chosen concentration;
- The Research Seminar in the chosen concentration (either SEST-710, SEST-730 or SEST-750);

The Research Seminar is the capstone to the M.A. program. The Research Seminar is devoted to the production of a major research paper, usually 30-40 double-spaced pages in length. Students are expected to make useful contributions to our understanding of the issue they are researching.

The Research Seminar must be taken in the final semester (students graduating in the summer must take the seminar in the spring of their last year.) Students may not substitute seminars offered by other programs for the SSP research seminar requirement.

- At least one course in each of four substantive areas that is NOT the students chosen concentration:
 - U.S. National Security Policy;
 - International Security;
 - Technology and Security;
 - Area Security Studies; and
 - Economics and Security.
- Two SSP-approved free electives;
- Passing of the Comprehensive Examination.

The Comprehensive Exam tests broad substantive knowledge of national and international security problems, along with the student’s analytic abilities. The exam poses questions that address each of the three primary concentrations. Students take the Comprehensive Examination during their final semester in the program.

Students failing their initial Comprehensive Exam are required to retake the Comprehensive Exam in the subsequent semester of the regular academic year (i.e. fall or spring semester with summer being optional for those failing in the spring). To retake the Comprehensive Exam, students must register for continuous registration and pay the subsequent fee. The failure will be marked on the student's transcript. If a student who had previously failed the Comprehensive Exam receives a passing result on a second attempt (or rare third attempt) the failing result is removed and the passing result is posted to the graduate transcript. In extremely rare cases, a student may 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 with the Dean.

FULL-TIME/PART-TIME STATUS

SSP students may enroll as either full-time (enrollment in nine credit hours or more) or part-time students (enrollment in six credit hours or less). SSP part-time students must take a minimum of two, three-credit courses per semester that may be used towards SSP degree requirements. Students wishing to take fewer than two, three-credit courses in a given semester must request a waiver in writing from the SSP Associate Director in advance of pre-registration. Waiver requests should be submitted to the SSP Academic Counselor.

Please note that the SSP does not permit students to enroll in courses that go beyond the 36-credit hour degree requirement except in the case of a student attempting to maintain half- or full-time status with Georgetown University. This exception is only granted in the student's last semester in the program and the course will be removed from the student's GPA.

CONSORTIUM COURSES

Students enrolled in the SSP may enroll in courses through the Consortium of Universities provided the courses do not duplicate existing Georgetown courses. The Consortium offers students an opportunity to take specialized courses that are not offered at Georgetown.

SSP students may take a maximum of six Consortium credits per year and a maximum of 12 Consortium credits total as part of the M.A. in Security Studies degree. **SSP students are allowed to take a maximum of 12 credits through the Consortium and study abroad combined.**

Students should note that some Consortium universities have "quarters" rather than semesters, and this affects registration deadlines and course credits. Some courses offered at the Joint Military Intelligence College and at the National Defense University require security clearances.

The process of finding and registering for Consortium classes is student-directed. Students must obtain a Consortium registration form at the Graduate School Dean's Office. Once registration begins, you will need approval from the SSP Director of Studies, the Graduate School of Arts and Sciences, and the visited university (program, department, or instructor) for the course. Provide visited university written permission to the Georgetown Consortium Coordinator with your request and Georgetown will forward the documentation to the school you wish to visit. If the requested course is not full, restricted, or excluded from Consortium you will be registered. A copy of the request will be available for you to pick-up at the Georgetown University Registrar's Office within two business days. The course will then be added to your schedule and you will be charged for the course accordingly.

The members of the Consortium are:

- American University
- The Catholic University of America
- Gallaudet University
- George Mason University
- The George Washington University
- Howard University
- Joint Military Intelligence College
- Marymount University
- National Defense University
- Southeastern University
- Trinity University
- University of the District of Columbia
- University of Maryland at College Park

SUMMER COURSES

The SSP offers several summer courses each year. Students may enroll for no more than a total of six credits during the combined first and second sessions of any one summer term. Students who wish to take more than six credits in a year must seek approval from the SSP Academic Counselor.

STUDY ABROAD

Each year, the Security Studies Program will post a list of Georgetown University sponsored "pre-approved" study-abroad courses on the SSP website. Students may select a course from this list, or they may request approval in advance and in writing from the Program's Director of Studies for another course overseas.

Study abroad is available only during the summer term. Students who study abroad may transfer up to six credits toward the M.A. degree. Only graduate-level courses for which the student received a grade "B" or better may be transferred into SSP. Study abroad can only be taken after a student spends at least one semester on-campus and takes at least two courses in the M.A. program. **SSP students are allowed to take a maximum of 12 credits through the Consortium and study abroad combined.**

INDEPENDENT STUDY

SSP students may supplement existing coursework with independent study courses. There are two types of independent studies or tutorials. *Reading tutorials* are designed to allow a student to explore a new area of literature in depth. Students usually read extensively within a coherent and carefully defined area of the field and produce a series of short papers or reviews of these readings. *Writing tutorials* are designed to allow student to work on a significant research project with faculty guidance. In these tutorials, students generally produce a significant (30-40 pages) research paper to satisfy the requirements of the course.

To enroll in an independent study, students must first find a faculty sponsor who is willing to lead the tutorial. This involves working with the student to produce the tutorial plan (i.e. define readings or research topics), meeting regularly with the student during the course of the tutorial, and grading all student work. Tutorial plans must then be submitted to the SSP Director of Studies for approval. Students should be aware that the SSP will not approve tutorials that duplicate existing Georgetown courses.

Students who have registered for a reading or writing tutorial must submit a **Tutorial Registration** form to the SSP and Graduate School by the end of the Add/Drop period in the semester in which they intend to enroll. Approvals must be obtained from the faculty sponsor, the Director of Studies and the Graduate School. The Tutorial Registration form should be submitted to the SSP Academic Counselor.

TWO-CREDIT COURSES

SSP students may apply **one** two-credit course (usually taken through the Law Center or the Consortium) to their SSP course of study. Two-credit courses must be supplemented with a one-credit SSP tutorial. It is the responsibility of the student to find a faculty sponsor for the tutorial and to work out the details of the tutorial with that sponsor before registering for the two-credit course. If a student cannot develop an adequate one-credit tutorial, he or she may not enroll in a two-credit course.

INTERNSHIPS

Students may earn a one-degree credit on a pass/fail basis for up to two off-campus internships: one during the school year, and one during the summer. An internship for credit must involve substantial research and writing responsibility in a clearly defined project or activity. The internship must be at least twelve 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 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. Tutorial internships qualify as “curricular practical training” for international students (contact the Office of International Programs for more details). Students wishing to receive credit for an internship must receive written approval from the SSP Director of Studies.

To enroll in an internship, students must first find a faculty sponsor who is willing to lead the internship. This involves working with the student to produce the internship plan (i.e. define the student's responsibilities and duties) and grading all student work. Students must submit an **Application for Internship Course Credit** approved by the student's faculty sponsor to the Director of Studies for approval. Students who have registered for an internship must also submit a **Tutorial Registration** form to the SSP and Graduate School by the end of the Add/Drop period in the semester in which they intend to enroll. Approvals must be obtained from the faculty sponsor, the Director of Studies and the Graduate School. The internship forms should be submitted to the SSP Academic Counselor.

AUDITING A FOREIGN LANGUAGE

Graduate School students who need to develop foreign language skills to pursue their research goals may enroll in Georgetown University language courses without charge. Students should enroll in the following manner:

- Register for the language course through Student Access+, for credit;
- During the Add/Drop period, file an Add/Drop form to switch the registration from a for-credit basis to an audit basis.

At the end of the Add/Drop period, the University Registrar will identify all Graduate School students who are enrolled in a language course on an audit basis, and will switch those students' registration *in the language courses only* to a form of non-charge enrollment. The tuition charges for the students' other course will be unchanged.

Language departments and/or individual instructors will specify the standards for attendance and academic progress that graduate student auditors are expected to meet. If the Graduate School is notified that a student has failed to meet those standards, the student will be withdrawn from the course and a “W” will be recorded on the student’s transcript.

CERTIFICATE PROGRAMS

The Edmund A. Walsh School of Foreign Service offers five certificate programs for SSP students:

- The Graduate Certificate in Asian Studies
- The Graduate Certificate of Arab Studies;
- Eurasian, Russian and East European Studies Graduate Certificate;
- International Business Diplomacy; and
- Certificate in Refugees and Humanitarian Emergencies.

SSP students should be aware that courses required under a certificate program might not be applicable to the SSP degree. In some instances it will be necessary for SSP students to take courses beyond the standard 36-credits in order to fulfill the requirements of a certificate program in addition to the requirements of the M.A. in Security Studies. **Students must request permission in advance to apply non-SSP courses that have not been pre-approved by the program to the SSP degree. Permission must come from the SSP Director of Studies. Applications should be submitted to the SSP Academic Counselor.**

For further information on certificate programs available to graduate students, please visit the SSP Current Student website.

APPLICATION OF PRE-MATRICULATION CREDITS

The SSP does not accept any courses, including SSP courses, taken prior to matriculation into the program.

ACADEMIC RULES AND REGULATIONS

ACADEMIC INTEGRITY

Academic integrity is an essential value of any intellectual community. Students in the Security Studies Program are expected to be fully aware of the University's policies and standards regarding academic integrity. Information relevant to SSP students can be found in section VII of the Graduate Bulletin (available online at http://grad.georgetown.edu/pages/reg_7.cfm). Academic penalties, including dismissal from the University and revocation of a granted degree, may be applied in case of violations.

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 works he or she must seek consultation with a professor, faculty advisor, the Director or Director of Studies of the program before submitting papers or participating in examinations.

Students should also note that the SSP does not permit students to use paper(s) written for one course's requirements to be used for another course's requirements.

ACADEMIC ADVISING

The Security Studies Program provides every student with a faculty advisor based on the student's declared concentration. The advisor's role is to help students develop an academically coherent course of study that meets their intellectual and professional needs.

Students should expect advisors to:

- Provide students with *academic* advice about courses and program of study;
- Provide students with basic career advice.

Students should not expect advisors to:

- Advise students on administrative procedures such as registration, graduation, or student accounts;
- Assess whether students are successfully fulfilling their program requirements;
- Get students jobs.

REGISTRATION PROCESS

All Graduate School students are required to register each fall and spring semester from matriculation to award of the degree.

Graduate students begin the registration process by meeting with their faculty advisors to discuss their enrollment plans for the coming semester. Once they have been advised, students register via the Internet using Student Access+ accessible from the SSP website. Online registration for graduate students is open during Pre-registration and again from the beginning of Regular Registration through the Add/Drop period; detailed instructions are sent via e-mail to all students before the start of each registration period by the Registrar's Office. Students need their Georgetown University NetID and password, both of which are supplied by the Office of the Registrar. Students who do not have a NetID and password, or who are unable to gain access to Student Access+, should contact either the UIS Helpdesk or the Office of the Registrar.

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

Pre-registration

During Pre-Registration, students who are currently enrolled in the SSP are encouraged to pre-register for the following semester according to the published schedule. Those on an approved Leave of Absence in a given semester are eligible to participate in Pre-registration for the semester of their return.

Pre-registration Completion

Pre-registration Completion occurs after the initial pre-registration process. Students' schedules are posted during this time in Student Access+ for their review. Students then have an opportunity to adjust their schedules based on the initial results. Changes students make to their schedules during Pre-registration Completion are "live," meaning that they go into effect instantaneously and occur on a first come, first serve basis.

At this time, students may also add themselves onto a specific course's wait-list if a desired course is full. To be placed on a wait-list, students will need to *specifically request* to be placed on the wait-list. It does not occur automatically if a student attempts to enroll in a full course.

Regular Registration

Regular Registration is a two-day (Fall Semester) or one-day (Spring Semester) period immediately preceding the first day of classes for the semester. Newly-enrolling students may register for their courses at this time, along with continuing students who did not pre-register. Regular registration is also "live" and students are placed in courses on a first-come, first-serve basis.

If a course is full, students may place themselves on the wait-list at this time. To be placed on a specific course's wait-list, a student must *specifically request* to be placed on the wait-list. It does not occur automatically if a student attempts to enroll in a full course. Periodically, the University Registrar runs a wait-list clearance program that assigns people randomly to newly opened class-slots. The Registrar sends out an email informing the wait-list "winners" of their opportunity to add the class. Students then have 24 hours to respond to the Registrar's email. If a student fails to respond within the defined 24-hour period, they lose their space in the class. The wait-list period runs through the end of Add/Drop period.

Add/Drop Period

The Add/Drop period generally begins the first day of classes and lasts for ten days; see the Academic Calendar published each semester in the Schedule of Classes for exact dates. During the Add/Drop period, students may make registration changes, including changes of grade status (i.e., letter-grade, pass/fail, or audit); make changes to courses already selected; add tutorials; or change the number of credits assigned to a variable-credit course. **Courses may not be added after the Add/Drop period.**

Withdrawal

Courses may be dropped 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 by processing official Add/Drop forms through the Graduate School and the Registrar. While students are encouraged to notify the instructional faculty or the sponsoring department or program when they stop attending a course, such notification alone is not considered an official withdrawal from a course.

Courses dropped during the Add/Drop period will not appear on a student's transcript; courses dropped thereafter will appear on the transcript with 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 receives notification in writing:

Week of Semester	Percent of tuition charges refunded
1st or 2nd week:	100%
3rd or 4th week:	80%
5th or 6th week:	70%
7th or 8th week:	50%
9th week:	40%
10th - 15th week:	0%

The first week of classes is considered to begin the day following Registration, regardless of which days of the week a particular class may meet.

COURSE APPROVAL

The SSP office compiles a list of pre-approved Georgetown courses each semester that are available for SSP students to enroll in. In many cases, new courses are offered or course titles change, as a result these lists are never definitive. 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 for the course. Course Approval Request forms are located on the SSP website. Substitution requests must be approved by the SSP Director of Studies. Course Approval Request forms should be submitted to the SSP Academic Counselor.

CLASS ATTENDANCE

Because of the rigorous nature of the Security Studies Program, absences are not expected 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 or who will be absent for two or more classes will be withdrawn from the course. Individual professors may request that a student be withdrawn from the course due to absence, may reflect a student's absence in the final course grade or may require additional course assignments before assigning the final grade.

Students who expect to miss more than two classes are required to notify the SSP Director of Studies 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.

LEAVE OF ABSENCE

Students who find it necessary to interrupt their studies may apply in writing to the SSP and the Graduate School for a personal Leave of Absence. A “personal leave of absence” is defined as any leave of absence other than one granted for medical reasons or for military service. Such requests should be submitted at least one week prior to Registration for the semester in which the leave is to be taken, and must be submitted no later than the last day of the Add/Drop period. A \$25 fee will be charged for each semester of approved leave of absence.

A total of no more than four semesters of leave of absence are allowed in a student’s graduate career at Georgetown University. 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. After two years, students must either return to active status in the program or withdraw. Students who withdraw are eligible to apply for reinstatement within two years; after that, they must formally reapply for admission if they wish to return to the SSP. Approved leave of absences for medical reasons and for military leave will not be counted against the four semester limit for leaves of absence.

A student who is called to active military duty will be permitted a military leave of absence. The student should report his or her obligation for military service in writing to the SSP Academic Counselor as soon as reasonably possible after the student receives his or her orders. If a new semester has begun, the Dean may authorize a 100 percent refund of tuition through the 50 percent refund period. The student’s courses will be marked with a “W” grade and a record will be made on the transcript to explain the withdrawal.

A graduate student may be granted a medical leave of absence in cases in which the student’s health is impeding normal academic progress. Medical leaves will be administered according to the Guidelines for Medical Leave of Absences, found in the Student Affairs Policies Handbook at <http://www.georgetown.edu/student-affairs/policies.html#MedicalLeaveofAbsence>.

Students returning on schedule from an approved leave of absence should notify the program and the Graduate School of Arts and Sciences of their return, but are not required to file any additional paperwork to resume their studies. The Graduate School will be in contact with registration instructions via Georgetown email in the semester preceding the students return. It is important for those students on leave to check their Georgetown accounts regularly.

Students requesting a leave of absence must submit a **Student Petition for Change to Program** to the SSP Director or Director of Studies and then to the Graduate School of Arts and Sciences. Student Petition forms are available on the Graduate School of Arts and Sciences web site at http://grad.georgetown.edu/pages/current_student_forms.cfm. Petitions should be submitted to the SSP Academic Counselor.

INCOMPLETES

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. In special circumstances an instructor may grant a student permission to delay submission of work to complete all course requirements. **Instructors are not bound to grant such requests.** When an instructor has granted permission, he or she will assign the student a grade of "Incomplete" ("I") for the course; this grade will appear on the student's transcript until a final grade is reported. The instructor will determine the timeframe for completion not to exceed one semester.

The student must submit the completed work to the instructor in a timely manner, sufficient to enable the instructor to review the work and to send a final grade to the Graduate School before the last day of classes of the following semester.

AUDITING A COURSE

Students wishing to audit a course must first obtain approval from the instructor of the course and for SSP courses, must also receive permission of the program. Students who have received permission from an instructor to audit a course should first register for the course on a letter-grade basis, then change to audit during the Add/Drop period. Changes of grade status (letter-grade or audit) are not allowed beyond the Add/Drop period. **Students who register for courses on an audit will be assessed tuition on the same per-credit basis as for letter-grade registrations.**

PASS/FAIL

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

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

GRADE CONTESTATION

Students who believe they have not been graded fairly may appeal their grade. When a student contests a grade received as part of the course work, the following steps are to be taken:

- 1 - The student should first seek an acceptable resolution through a discussion with the instructor of the course. This must be initiated no later than thirty days after the start of the semester following the one in which the disputed grade was assigned.
- 2 - If a satisfactory resolution is not reached, the student should then discuss the matter with the Director of Studies under whose aegis the course is offered. This must be initiated no later than sixty days after the start of the semester following the one in which the disputed grade was assigned.
- 3 - If a satisfactory resolution is still not reached, the material in question will be sent to a faculty committee established by the department or program in which the course is offered (either a standing committee or an ad hoc committee). This must be initiated no later than ninety days after the start of the semester following the one in which the disputed grade was assigned. That committee's decision (to raise, lower, or sustain the grade) shall be final.

In the case of a student pursuing an interdisciplinary graduate program who is enrolled in a departmental course that is part of the program's curriculum, the Directors of Studies for the program and the department will establish a mutually agreed upon faculty committee on an *ad hoc* basis.

Requests for a change of grade will not be approved if the new grade results from additional work performed after the initial grade had been assigned.

ACADEMIC PERFORMANCE STANDARDS

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

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

- An oral warning from the SSP;
- A written warning from the SSP;
- A written warning from the Graduate School; or
- A written termination of degree candidacy from the Graduate School.

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

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

APPLICATION FOR THE GRADUATE DEGREE

The Graduate School awards master's degrees at the end of each month, with the exception of June. Students applying for graduation for *July through January* must file an **Application for Graduate Degree** (located on the Graduate School web site) by the first working day of the month (with the exception of May) to meet all degree requirements.

Students who wish to apply to graduate in *February, March, April, or May*, must file an **Application for Graduate Degree no later than the last day of the Add/Drop period in January**. Those who do not do so will not have their names in the Commencement Program and their diplomas will not be available at the Commencement Ceremony in May. All degree requirements must be met by the last Friday preceding Commencement, including receipt by the University Registrar of spring semester grades and all examination ballots.

DIPLOMAS AND TRANSCRIPTS

Diplomas for January through May degrees will be available for distribution immediately following the Graduate School Commencement Ceremony in May, provided that the graduating student submitted the Application for Graduate Degree by the end of the Add/Drop period in January.

Diplomas for students who did not submit the Application for Graduate Degree in January will be available for pickup or mailing approximately four weeks into the summer term.

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

Diplomas for students who graduate in September, October, November and December are ordered at the end of December and should be available for pickup or mailing by the beginning of February.

An official copy of a student's final transcript, showing the award of the Graduate School degree, is normally distributed or mailed with the diploma. Additional copies of the final transcript can usually be obtained from the Registrar's Office within two weeks after the degree award date.

Please note that University policy does not permit the release of either diplomas or final transcripts to students with unpaid balances greater than \$100.

COMMENCEMENT

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

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

All participants are required to wear appropriate academic regalia (cap, gown, and hood). Information on ordering academic regalia will be available from the Graduate School early in the spring semester and will be posted on the Graduate School website at:
<http://grad.georgetown.edu/pages/commencement.cfm>.

OTHER UNIVERSITY POLICIES

NON-DISCRIMINATION POLICY

Georgetown University's commitment to diversity is fundamental to its educational mission. Georgetown University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, disability, or any other basis prohibited by law in the administration of its educational policies or in the provision of access to its programs, facilities, services, and activities.

Students who have concerns about treatment they have experienced are encouraged to discuss those concerns with a representative of the Office of Affirmative Action Programs (OAAP). Students wishing to pursue a formal complaint of discrimination in a non-academic matter may do so through the OAAP (<http://www.georgetown.edu/admin/aa/>) or the Office of Student Conduct (www.georgetown.edu/student-affairs/stconduc/).

If a student believes that there has been discrimination in such academic matters as coursework, grading, class participation, qualifying or comprehensive examinations, or the evaluation of theses, dissertations, or any other degree requirements, the matter should be presented to the SSP Director on an informal basis. If, after the preliminary investigation by the SSP Director, or through discussion with the student, the faculty member, and other relevant individuals, the complaint is resolved satisfactorily, no record of the complaint will be placed in the file of the student or the faculty member. If the complaint is not resolved, the student may submit a formal written complaint to the Dean of the Graduate School; a copy of this formal written complaint should also be sent for information purposes to the University's Special Assistant to the President for Affirmative Action Programs.

Upon receipt of the formal written complaint, the Dean of the Graduate School will establish a board of three faculty members to review the complaint. The review board will:

1. Hear and consider the student's complaint;
2. Accept and consider further evidence concerning the complaint;
3. Forward its decision in the case to the Dean of the Graduate School.

Every effort will be made to insure the student fundamental fairness in the complaint process. It should be emphasized, however, that the review board is an educational hearing board and not a court of law.

The student will be expected to attend the review board's hearing of the complaint. If because of extraordinary circumstances the student is unable to attend, he or she may submit a written summary of the case. When presenting the complaint to the review board, the student may bring individuals to assist in presenting the complaint. The student may be present for all stages of the review board's hearing except for the final deliberation by the board.

The review board shall have at the hearing all available information pertaining to the student's complaint and his/her academic record. The board will accept and review written statements submitted by the student and/or other relevant individuals. The board may also, at its discretion, entertain oral testimony from witnesses.

The general outline of the hearing will be as follows:

1. The board will review the complaint and academic record of the student;
2. The student will have the opportunity to present the case and any attending circumstances;
3. The board may request specific people to appear before it;
4. The board will deliberate and render its decision.

When the board has completed its review and has forwarded its decision to the Dean of the Graduate School, the Dean will notify the student in writing and will send copies of the board's decision to the Special Assistant to the President for Affirmative Action Programs and to the Affirmative Action Officer of the relevant campus.

If any party to the complaint wishes to appeal the review board's decision, a written appeal should be filed with the Dean of the Graduate School, with a copy sent to the University's Affirmative Action office. The written appeal should indicate the grounds for the appeal and any new evidence not submitted to the review board. The Dean will accept or reject the appeal, based on the grounds so stated, and will render a decision within 30 days.

Although the University encourages students to avail themselves of these internal mechanisms for discrimination complaints, all students have the right to contact external enforcement agencies such as the District of Columbia Human Rights Commission, the Equal Employment Opportunity Commission, the Office of Civil Rights of the Department of Education, and the Department of Labor. Reprisal or retaliation against an individual for making a complaint regarding discrimination, or for using or participating in internal or external processes, is prohibited.

POLICY STATEMENT ON SEXUAL HARASSMENT

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

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

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

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

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

It is contrary to University policy for the University or any officer, administrator, dean, department chair, faculty member, or any other employee to base an adverse academic or employment-related action affecting a person on an unsubstantiated allegation or rumor of sexual harassment. The University recognizes that supervisors bear an important responsibility to deter sexual harassment, to investigate any such allegation that is brought to their attention and if warranted, to consult with the Office of Affirmative Action Programs 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 Affirmative Action Office, is a confidential process that is available to any member of the University community, who wishes to file a complaint of sexual harassment. The process is administered by trained counselors in the Office of Affirmative Action Programs. Students, faculty members, or non-teaching academic employees who believe that they have been sexually harassed and wish either additional information or assistance in filing a complaint can contact Rosemary Kilkenny, Esq., Special Assistant to the President for Affirmative Action Programs. Staff employees seeking information or assistance can contact Sara A. Amiryar, Associate Director or Michael W. Smith, Assistant Director. The Affirmative Action Programs Office is located at G-10 Darnall Hall. The telephone number is (202) 687-4798.

**SECURITY STUDIES PROGRAM
STUDENT HANDBOOK
2008 – 2009
UPDATED MAY 2008**

**CENTER FOR PEACE AND SECURITY STUDIES
EDMUND A. WALSH SCHOOL OF FOREIGN SERVICE
GEORGETOWN UNIVERSITY
WASHINGTON, DC**