



Security Studies Program  
**Student Handbook**  
**2009-2010**

Edmund A. Walsh School of Foreign Service  
Georgetown University  
Washington, DC

Dear Security Studies Program Students:

The following pages describe the policies and procedures of the Security Studies Program (SSP). We designed this handbook to help shape, enrich, and above all guide you during your time in the program. The handbook addresses specific degree requirements and the broader resources available to you during your time at SSP.

Students in the SSP must comply with two sets of academic rules and procedures. One set is found in this SSP-specific student handbook and will apply to you throughout your time in the program. The second set is found in the *Graduate School of Arts and Sciences Graduate Bulletin*. In addition students are responsible for following policies and procedures communicated to students throughout their time in the program. This communication usually comes through email from both the SSP and the Graduate School.

It is the student's responsibility to be knowledgeable about policies and procedures as communicated through the handbooks and updated emails. Faculty use these policies and procedures to guide their own course rules and final grades, and the school administration use them to assess criteria for granting degrees. Failure to read or know the rules and procedures set forth in these documents does not absolve students of their responsibilities to adhere to them.

Repeatedly the area of greatest student mishap regarding knowledge of policies and procedures is in their failure to read email communication from the program and/or the Graduate School. Students have missed critical deadlines for course registration, course requirement changes from professors, and even graduation dates because they did not read their emails. Please arrange to either frequently review your GU email account or redirect emails to that account for easiest access.

Your primary contact regarding policies and procedures is Melissa Kamin. Please direct any questions or concerns to her at [mak237@georgetown.edu](mailto:mak237@georgetown.edu).

Sincerely,

Daniel L. Byman

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## **The Security Studies Program**

### **Contact Information**

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### **Program History**

The Security Studies Program was founded in the 1970s as a certificate program associated with the M.A. in the Department of 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 36<sup>th</sup> and N Streets, N.W.

Today, the program has more than 2000 alumni, over 200 current students, ten core faculty members, and 76 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**  
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Intercultural Center 301

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**Office of the University Registrar**

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**John Q. Pierce**

University Registrar  
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# Course of Study

## Degree Programs

General Information on the joint programs can be found at on the SSP website.

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 should contact each specific program for degree requirements. Requirements for the Ph.D. in Government are available from the Department of Government. Requirements for the J.D. program are available at the Law Center. .

## M.A. Degree in Security Studies

### Degree Requirements

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

- 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 Grand Strategy 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 (SEST 700);
- The core course in the chosen area of concentration in the first or second semester of the program;
- Three additional courses in the chosen concentration (concentration electives);

The Thesis Seminar (SEST 700) in the **final** semester of the program (students graduating in the summer must take the seminar in the spring of their last year). The Thesis Seminar is the capstone to the M.A. program. Through it students produce 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.

Students may not substitute seminars offered by other programs for the SSP thesis seminar requirement.

- At least one course in each of these three subject 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” for multiple degree requirements 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.

- A minimum of six courses (18 credits) sponsored by the SSP (usually designated “SEST” prefix) as a part of a student’s Course of Study Plan. Occasionally, an SSP course will be designated “INAF” (for example, INAF-546) for internal bureaucratic reasons not related to the content of the course itself. Students with questions regarding the program designation of a course should consult with the SSP Academic Counselor before registering.
- 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 concentration areas. The SSP offers the Comprehensive Exam three times a year: fall, spring, and summer. Students *must* take the Comprehensive Examination during their final semester (or summer session) of coursework in the program. Students may only sit for the exam the first time after completing their required course work under extreme personal or professional circumstances and with permission from the Program.

Students failing their initial Comprehensive Exam are required to retake it 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). The Registrar will mark the failing grade 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.

Students retaking the Comprehensive Exam should work with the Academic Counselor to fulfill all the necessary administrative requirements. Students must register for continuous registration and pay the subsequent fee (approximately \$75).

If the student fails the comprehensive exam twice they may, in rare exceptions, request the program to petition the Graduate School to allow a third examination. If the program grants a third attempt for the student, the Director of Graduate studies will 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.

### **Concentrations**

In advance of matriculation to the program, SSP students must choose one of the following academic concentrations which are described in detail on the SSP website.

- Intelligence;
- International Security;
- 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.

### **Course of Study Plan**

Before the initial meeting with faculty advisors students must complete a *Course of Study Plan* form. A copy of this form may be found online at the “Current Student” web page (See: [http://cpass.georgetown.edu/documents/Fall2008MAWorksheet\\_1.pdf](http://cpass.georgetown.edu/documents/Fall2008MAWorksheet_1.pdf)). Students consult with their faculty advisor regarding their course selections. After receiving approval from the faculty advisor, students submit the form to the SSP Associate Director for approval.

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. Any changes must be approved by the students’ faculty advisor and then submitted to the SSP Associate Director for approval.

### **Consortium of Universities of the Metropolitan DC Area**

Georgetown University is a member of the “Consortium of Universities of the Metropolitan DC Area.” By facilitating student access to each institution's resources and facilities, the Consortium seeks to enhance the overall level and experience of graduate study in the Washington, DC metropolitan area. It offers students an opportunity to take specialized courses that are not offered at Georgetown.

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

Students enrolled in the SSP may enroll in courses through the Consortium of Universities provided the courses do not duplicate existing Georgetown courses.

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.**

Note: some Consortium member schools structure their academic years in “quarters” rather than semesters. This schedule directly affects registration deadlines and course credits in ways that may be different from Georgetown. In addition 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.

### **Summer Courses**

Georgetown University offers two accelerated 6-week summer sessions. The SSP offers several courses during the summer session. 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 over the summer must seek approval from the SSP Academic Counselor.

### **Independent Study/Tutorials**

In special cases, SSP students may supplement existing coursework with independent study courses. There are two types of independent studies or tutorials. In *reading tutorials*, 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 a tutorial, students must submit a preliminary tutorial plan to the Director of Graduate Studies for review. If approved by the Director of Graduate Studies, the program will choose a faculty sponsor with whom the student may work and further develop the tutorial plan (i.e. define readings or research topics). Note: there may be instances when there is no faculty member available to act as a sponsor to a tutorial.

Students should be aware that tutorials are approved only in unusual circumstances. 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 for approval. If approved students submit the form to the 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 a tutorial, students must submit a preliminary tutorial plan to the Director of Graduate Studies for review. If approved by the Director of Graduate Studies, the program will choose a faculty sponsor with whom the student may work and further develop an internship plan (i.e. define the students responsibilities and duties) and grading all student work. Note: there may be instances when there is no faculty member available to act as a sponsor to a tutorial.

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. If approved students submit the form to the 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.

### **Study Abroad Opportunities**

Each year, the Office of International Programs (OIP) offers 6 week study abroad programs with courses that students may apply toward their SSP degree requirements. Only OIP summer programs are available for SSP students.

Students may study abroad only after having spent at least one semester on-campus and haven successfully completed at least two courses in the M.A. program. Students may not enroll in Study Abroad courses during their final semester of the program.

Students who study abroad may transfer up to six credits toward the M.A. degree. However SSP students are allowed to take a maximum of 12 credits through study abroad and the Consortium combined. Only graduate-level courses for which the student received a grade “B” or better may be transferred into a student’s SSP academic record.

### ***Kings College Exchange Program***

The Security Studies Program and the Department of War Studies at King’s College have designed a one-to-one exchange program for students to learn about security issues in the context of another country’s educational system. In order to apply for the exchange program, students must complete an application for review and submit it to the Academic Counselor by the posted deadline listed on the SSP website. Selected SSP students must also be reviewed by King’s College before they can officially enter the exchange program. Up to five students may be selected to participate in the exchange.

The exchange between SSP students and King’s College students will only occur during the spring semester and will not exceed a one semester time limit. SSP students may not study at King’s College during their first or last semesters of the program due to required SSP coursework.

Once at Kings, SSP students must enroll in 3 **pre-approved** courses from the following programs:

- War Studies
- Conflict
- Security and Development
- Intelligence and International Security
- International Relations
- International Conflict Studies
- Science and Security

A list of pre-approved courses can be found on the SSP website. SSP students should not enroll in King's courses without prior approval from SSP. SSP reserves the right to alter how courses may be applied to the SSP degree depending on the course content each semester.

In order to transfer King's coursework back to Georgetown, SSP students must earn B or higher in all courses. Students are responsible for sending an official King's College transcript to the Registrar's Office at Georgetown in order for the King's courses to be added to the official student record.

SSP students selected to participate in the exchange program are responsible for paying full-time tuition at Georgetown during the spring semester in which they travel abroad. They are also responsible for obtaining a Student Visa for overseas travel, securing housing on their own in addition to all living, travel, and other personal expenses involved.

Because the exchange is new and still being developed, SSP may change the application guidelines, applicability of coursework, and overall policy regarding King's College before or after Spring 2010. Students should consult the SSP website for updated guidelines.

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

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.

If SSP students would like to complete a certificate in addition to their Master's Degree, they are encouraged to start their required coursework as soon as possible as not to extend their graduation date. Rare exceptions will be made for students to complete certificate coursework after they have finished their SSP Masters coursework. In order to extend graduation to complete a certificate program requires approval from the SSP Associate Director.

SSP students should be aware that courses required under a certificate program might not be applicable to the SSP degree. **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.

## **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](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 two tiers of academic advising for students. Students may meet with the Academic Counselor for questions concerning academic policies and procedures. Every student is also assigned to a faculty advisor based on the student's declared concentration. The faculty advisor's role is to help students develop an academically coherent course of study that meets their intellectual and professional needs.

Students should expect faculty advisors to:

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

Students should not expect faculty advisors to:

- Advise students on administrative procedures such as registration, graduation, or student accounts (please see the Academic Counselor);

- Assess whether students are successfully fulfilling their program requirements (please see the Academic Counselor);
- Assist students in obtaining jobs.

### **Full-Time/Part-Time Status**

SSP students may enroll in either full-time (nine credit hours or more) or part-time status (six credit hours). Students may change their enrolment status between semesters as best fits the students' professional and personal schedule. As a professional program, the SSP understands and encourages students to be employed or hold internships and as such may need to change between full time and part time status.

Students wishing to take fewer than two, three-credit courses (6 credit hours) in a given semester *must request a waiver* in writing from the SSP Associate Director in advance of pre-registration. Students should submit waiver requests to the SSP Academic Counselor. Students may only receive this waiver *one time* during their enrollment in the SSP.

Please note that the SSP does not permit students to enroll in SSP courses beyond the 36-credit hours required for the SSP degree 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 of the program and the course grade will not be included in the student's final SSP degree grade point average.

The Program will also make exceptions for students formally enrolled in certificate programs requiring courses beyond the SSP degree requirements.

### **Registration Process**

All Graduate School students are required to register each fall and spring semester from matriculation to award of the degree. It is the responsibility of the student to register on time and ensure that all holds are lifted prior to the beginning of registration.

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 MyAccess 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 MyAccess, should contact either the UIS Helpdesk or the Office of the Registrar.

### ***Pre-registration***

During Pre-Registration, students who are currently enrolled in the SSP are encouraged to pre-register for the upcoming 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 on MyAccess for their review during this time. 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 business 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.**

### ***Failure to Register***

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.

### ***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. International students should consult with the Office of International Programs before withdrawing from a course in order to comply with specific visa regulations.

**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:

| <i>Week of Semester</i>        | <i>Percent of tuition charges refunded</i> |
|--------------------------------|--|
| 1 <sup>st</sup> * 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 begins the day following Registration (see the Academic Calendar for specific dates), regardless of which day 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. Course approval requests must be approved by the SSP Director of Studies. Course Approval Request forms should be submitted to the SSP Academic Counselor.

### **Application of Pre-Matriculation Credits**

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

### **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.

Up to two semesters of leave may be granted at any one time. A total of no more than four semesters of leave of absence are allowed in a student’s graduate career at Georgetown University. 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 personal 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>.

### ***Applying for a Leave of Absence***

Students requesting a leave of absence (personal, medical, or military) must submit a **Student Petition for Change to Program** to the SSP Director or Director of Studies. Student Petition forms are available on the Graduate School of Arts and Sciences website at: [http://grad.georgetown.edu/pages/current\\_student\\_forms.cfm](http://grad.georgetown.edu/pages/current_student_forms.cfm). Petitions should be submitted to the SSP Academic Counselor.

International students requesting a leave of absence should consult with the Office of International Programs before submitting their paperwork to the Academic Counselor.

### ***Returning from a Leave of Absence***

Students returning on schedule from an approved leave of absence should notify the SSP Academic Counselor. The Academic Counselor will contact the Graduate School of Arts and Sciences to begin the reinstatement process. Once the student has been reinstated by the Graduate School, the SSP Academic Counselor will send the student an email indicating the student has been reinstated and is able to register. If a student's leave of absence has expired, they must return to SSP during the semester indicated or file an updated Petition to Change Program Form to extend the leave of absence if appropriate. It is important for those students on leave to check their Georgetown accounts regularly.

### ***Withdrawing from the University***

An honorable withdrawal will always be granted on request to any student who is not subject to disciplinary action. In the case of official withdrawal from the University during a semester, the student's transcript will reflect this action with a "W" after each course. **A student who wishes to withdraw formally from the University must notify the Graduate School in writing.** In addition, the student must notify Student Financial Services (in person, when possible) if he or she has received financial assistance from Georgetown University or from state-guaranteed or federally-insured loan lenders outside the University. Students who withdraw from the University must consult with a Student Accounts representative to be certain that financial records are in order. By act of registration, students accept financial responsibility for tuition and fees.

### ***Grading***

Grades for graduate coursework are recorded as follows:

| <b>Assigned Grade:</b> | <b>Grade Quality Points:</b> |
|------------------------|------------------------------|
| A                      | 4.000                        |
| A-                     | 3.670                        |
| B+                     | 3.330                        |
| B                      | 3.000                        |
| B-                     | 2.670                        |

|    |  |
|----|--|
| C  | 2.000  |
| F  | 0.000  |
| I  | Incomplete                                       |
| W  | Withdrawal                                       |
| S  | Satisfactory (Used only for pass/fail courses)   |
| U  | Unsatisfactory (Used only for pass/fail courses) |
| AU | Audit  |
| IP | In Progress                                      |
| NR | No Grade Reported                                |

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

### ***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.

### ***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.**

### ***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.**

### ***Auditing a Foreign Language***

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

- Please send the following information to the Coordinator of Curricular and Student Affairs:

Name  
Student ID# (9-digit)  
Concentration  
Faculty Advisor  
Matriculation Date  
Expected Graduation Date  
Requested Course  
Semester of Course

Please include the reason why you want to take the course mentioned above, and specifically state reasons that might relate to research goals or professional development.

All requests will be reviewed by SSP faculty, who will then submit requests to the Graduate School.

**Note:** Students are not allowed to audit language courses above the beginning and intermediate levels for free. Students must pay full tuition rates for those courses.

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.

The language auditing policy will be reviewed by the Graduate School after the Fall 2009 semester. It is the student’s responsibility to stay updated to any policy changes that may impact their course of language study.

### ***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**

All SSP students must maintain satisfactory academic progress to be eligible to continue enrollment in the SSP and to receive financial aid. To maintain eligibility students must:

- Maintain a cumulative QPI of 3.00;
- Complete all degree requirements within three years of matriculation; and
- Enroll in a minimum of two three-credit SSP sponsored courses per semester that fulfill SSP degree requirements.

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 (3.0). 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.

## **Graduation Policies and Procedures**

### ***Duration of Study***

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

### ***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 website) 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**

The following is a list of Georgetown University policies the SSP Program will highlight. This is NOT a comprehensive list of all of the Graduate School Policies. Please see the following website for a complete list: [http://grad.georgetown.edu/pages/reg\\_9.cfm](http://grad.georgetown.edu/pages/reg_9.cfm).

### **Request for Accommodation Based on a Disability**

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

Please see the following website for information on obtaining accommodations: <http://studentaffairs.georgetown.edu/policies.html#RequestforAccommodationBasedonaDisability>

## **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/](http://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. Procedures on filing a formal written complaint can be found in the *Graduate School of Arts and Sciences Graduate Bulletin*.

## **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.

### **Infringement of Non-Academic Rules**

All Graduate School students are expected to know and abide by the University regulations and procedures as outlined in the [Student Disciplinary Code](#). The Code is incorporated in the Student Handbook, available from the [Office of Student Affairs](#).

## **Administrative Tools**

### **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 MyAccess. 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.” This Georgetown email account is the key point of contact for all official University and program communications – including notifications about registration process, course updates including cancellations, financial aid and scholarship opportunities, and so on. As a result, students must **regularly check the Georgetown email account**, or direct that mail 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 check email, forward GU mail to a more active email account, or empty full mailboxes. Keeping an email address up to date is the student’s responsibility.**

Email can be accessed online at <https://gumail.georgetown.edu/>. Students will need a NetID password to access email. Students can also choose to route their Georgetown account to another email address. For full instructions on e-mail options see <http://email.georgetown.edu/>.

## **MyAccess**

MyAccess allow students to register for courses; view their schedule, grades, tuition invoices, and unofficial transcripts; and pay their bill. . MyAccess is accessible via <http://www.georgetown.edu/access>.

## **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>.

## **GoCards**

All students are required to have a University ID card known as a GoCard. Students use them to print and make copies on campus, to enter and loan books from the library, to purchase food and supplies on campus and at some off campus venues, and to ride the GUTS bus system for free. All students visit the GoCard office for their new cards.

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

### **Business Cards**

Students may order business cards through the SSP administration. To do so students fill out a *Student Business Card Order* form located on the SSP current student web section (See: <http://cpass.georgetown.edu/documents/Student%20Business%20Card%20Form.pdf>) . Please print, complete, 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 (9:00 am – 5:30 pm).

### **Student “Mailboxes”**

All students have a “mailbox” located in the Mortara Building on the Lower Level. They are folders in a file cabinet in the student lounge. Students should check their mail on a weekly basis. Professors often return papers and exams into the mail folders. The program is not responsible for problems that arise from failure to check mailboxes.

### **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 The Office of Transportation Management (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 Arlington, VA (Rosslyn). 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 \$3.00. Cars must be out of the lot by 6 a.m. the following morning.

Security Studies Program  
Student Handbook  
2009-2010  
Updated August 2009  
Center for Peace and Security Studies  
Edmund A. Walsh School of Foreign Service  
Georgetown University  
Washington, DC