



SECURITY STUDIES PROGRAM  
**STUDENT HANDBOOK**  
**2004-2005**

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*, which can be viewed at: <http://grad.georgetown.edu/pages/bulletin.cfm>

**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.

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PART ONE: THE SECURITY STUDIES PROGRAM</b> | <b>3</b>  |
| ▪ CONTACT INFORMATION                         |           |
| ▪ PROGRAM HISTORY                             |           |
| ▪ FACULTY                                     |           |
| ▪ STAFF                                       |           |
| <b>PART TWO: COURSE OF STUDY</b>              | <b>9</b>  |
| ▪ DEGREE PROGRAMS                             |           |
| ▪ M.A. IN SECURITY STUDIES                    |           |
| ▪ CONSORTIUM COURSES                          |           |
| ▪ SUMMER COURSES                              |           |
| ▪ STUDY ABROAD                                |           |
| ▪ INDEPENDENT STUDIES                         |           |
| ▪ TWO-CREDIT COURSES                          |           |
| ▪ TUTORIAL INTERNSHIPS                        |           |
| ▪ CERTIFICATE PROGRAMS                        |           |
| ▪ APPLICATION OF PRE-MATRICULATION CREDITS    |           |
| <b>PART THREE: ACADEMIC PROCEDURES</b>        | <b>14</b> |
| ▪ ACADEMIC ADVISING                           |           |
| ▪ REGISTRATION PROCESS                        |           |
| ▪ CORE COURSE WAIVER REQUESTS                 |           |
| ▪ COURSE SUBSTITUTION REQUESTS                |           |
| ▪ LEAVE OF ABSENCE                            |           |
| ▪ INCOMPLETES                                 |           |
| ▪ TRANSFER OF CREDIT                          |           |
| ▪ GRADE CONTESTATION                          |           |
| ▪ APPLICATION FOR GRADUATE DEGREE             |           |
| <b>PART FOUR: ADMINISTRATIVE ISSUES</b>       | <b>18</b> |
| ▪ NET IDS                                     |           |
| ▪ E-MAIL                                      |           |
| ▪ <i>STUDENT ACCESS+</i>                      |           |
| ▪ GOCARDS                                     |           |
| ▪ MAIL FOLDERS                                |           |
| ▪ TECHNOLOGY ISSUES                           |           |

# PART ONE: THE SECURITY STUDIES PROGRAM

## CONTACT INFORMATION

Security Studies Program  
111 Intercultural Center  
Georgetown University  
37<sup>th</sup> and O Streets, NW  
Washington, DC 20057-1029

Main phone: 202-687-5679  
Main fax: 202-687-5175  
Email: [sspmail@georgetown.edu](mailto:sspmail@georgetown.edu)  
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.

Today, the program has approximately 1400 alumni, 250 current students, nine core faculty members, and more than 60 adjunct faculty members. Benefiting from new institutional relationships with 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.

## **FACULTY**

The Security Studies Program has a core faculty of nine full-time professors as well as a large group of adjunct faculty. The faculty reflects the breadth of the SSP curriculum. Instructors are drawn from the graduate faculty of Georgetown University, leading research institutions, congressional staff, executive branch agencies, private industry, and other academic institutions. Information on SSP faculty can be found at <http://ssp.georgetown.edu/faculty.html>.

Many of the program's **adjunct faculty** have held senior positions in the federal government; others play important roles in research organizations concerned with national and international security. These impressive professional credentials are combined with unsurpassed academic distinctions. For more information on adjunct faculty members, please see <http://ssp.georgetown.edu/adjunct.html>.

**Core faculty** members serve as academic advisors to Security Studies Program M.A. candidates. Our nine core faculty members have offices in the Intercultural Center and offer regular office hours to meet with students and advisees. They are:

### **Kai-Henrik Barth**

*Ph.D. in History of Science and Technology, University of Minnesota*

Dr. Barth is a Visiting Assistant Professor and member of the core faculty in the Security Studies Program. Dr. Barth holds undergraduate and graduate degrees in physics from the University of Münster and the University of Hamburg, Germany, respectively. He was a National Science Foundation post-doctoral fellow from 2000 to 2002. He has served as a lecturer in the Science, Technology, and International Affairs (STIA) program at Georgetown University's School of Foreign Service, and as an Analyst in Science and Technology Policy for the Congressional Research Service. Dr. Barth's research includes work on the role of scientists in nuclear arms control negotiations. He is guest editor (with John Krige) of a special issue of the journal *Osiris* on "Science, Technology, and International Affairs: Historical Perspectives."

**Office:** ICC 305N

**E-mail:** [khb3@georgetown.edu](mailto:khb3@georgetown.edu)

### **Michael E. Brown**

*Ph.D. in Government, Cornell University*

Dr. Brown is Director of the Security Studies Program and the Center for Peace and Security Studies at the Edmund A. Walsh School of Foreign Service, Georgetown University. He is also Co-Editor of the journal *International Security*. From 1994 to 1998, he was Associate Director of the International Security Program and Managing Editor of *International Security* at the Belfer Center for Science and International Affairs, John F. Kennedy School of Government, Harvard University. From 1988 to 1994, he was a member of the Directing Staff and Senior Fellow in U.S. Security Policy at the International Institute for Strategic Studies in London, where he also served (from 1991 to 1994) as Editor of *Survival*. Dr. Brown is the author of *Flying Blind: The Politics of the U.S. Strategic Bomber Program*, which won the Edgar Furniss National Security Book Award. He is the editor of *Ethnic Conflict and International Security*, *The International Dimensions of Internal Conflict*, and *Grave New World: Global Dangers in the 21st Century*. He is co-editor of *The Costs of Conflict*, *Government Policies and Ethnic Relations in Asia and the Pacific*, *Fighting Words: Language Policy and Ethnic Conflict in Asia*, and twelve *International Security* readers.

**Office:** ICC 111

**E-mail:** [brownme@georgetown.edu](mailto:brownme@georgetown.edu)

**Daniel L. Byman**

*Ph.D. in Political Science, Massachusetts Institute of Technology*

Dr. Byman is an Assistant Professor in the Security Studies Program and the Edmund A. Walsh School of Foreign Service. He is also a non-resident Senior Fellow at the Saban Center for Middle East Policy at the Brookings Institution. Before joining the Security Studies Program, Dr. Byman was a Professional Staff Member with the Joint 9/11 Inquiry Staff of the House and Senate Intelligence Committees. He has also worked as Research Director of the Center for Middle East Public Policy at the RAND Corporation and as an analyst of the Middle East for the U.S. government. Dr. Byman has written widely on a range of topics related to terrorism, international security, and the Middle East. He is the author of *Keeping the Peace: Lasting Solutions to Ethnic Conflict* and co-author of *The Dynamics of Coercion: American Foreign Policy and the Limits of Military Might*. Dr. Byman's latest book is *Deadly Connections: States that Sponsor Terrorism*.

**Office:** ICC 111

**E-mail:** [dlb32@georgetown.edu](mailto:dlb32@georgetown.edu)

**Donald C. F. Daniel**

*Ph.D. in Government, Georgetown University*

Dr. Daniel is a Visiting Professor and member of the core faculty in the Security Studies Program. His prior positions include Special Advisor to the Chairman of the National Intelligence Council, Milton E. Miles Professor of International Relations at the U.S. Naval War College, research associate at the International Institute for Strategic Studies, Ford Foundation research fellow at the Brookings Institution, and a fellow-in-residence of the Disarmament and Conflict Resolution Project at the UN Institute for Disarmament Research (Geneva). A recent book, *Coercive Inducement and the Containment of Crises* (co-authored with B.C. Hayes and Chantal de Jonge Oudraat), was a runner-up for the Grawemeyer Award for Ideas on Improving World Order. His latest book (co-edited with Jean Krasno and B.C. Hayes) is *Leveraging for Success in United Nations Peace Operations*.

**Office:** ICC 520C

**E-mail:** [dgd3@georgetown.edu](mailto:dgd3@georgetown.edu)

**Sunil Dasgupta**

*Ph.D. in Political Science, University of Illinois at Urbana-Champaign*

Dr. Dasgupta is a Visiting Assistant Professor and member of the core faculty in the Security Studies Program. Previously, he was a Research Associate in the Foreign Policy Program at the Brookings Institution where he researched comparative institutions and governance issues, including democratization, nationalism, state-building, civil-military relations, and security affairs. Formerly, he was the national security correspondent for India Today magazine in New Delhi and an economics reporter and editorial writer for Financial Express newspaper, also in New Delhi. Dr. Dasgupta has written extensively on South Asian politics and media. His dissertation addressed the rise of paramilitaries in developing societies.

**Office:** ICC 520G

**E-mail:** [sd232@georgetown.edu](mailto:sd232@georgetown.edu)

**David M. Edelstein**

*Ph.D. in Political Science, University of Chicago*

Dr. Edelstein is an Assistant Professor in the Security Studies Program of the Edmund A. Walsh School of Foreign Service and the Department of Government. He specializes in international security, international relations theory, and U.S. foreign policy. Prior to arriving at Georgetown, he was a pre-doctoral fellow at Stanford University's Center for International Security and Cooperation and a post-doctoral fellow at Harvard University's Belfer Center for Science and International Affairs. Currently, he is working on two research projects. The first is a comparative study of military occupations. An article based on this research, entitled "Occupational Hazards: Why Military Occupations Succeed or Fail," was published in the Summer 2004 issue of *International Security*. The second is an examination of the sources and effects of government beliefs about other states' future intentions.

**Office:** ICC 111

**E-mail:** [dme7@georgetown.edu](mailto:dme7@georgetown.edu)

**Natalie J. Goldring**

*Ph.D. in Political Science, Massachusetts Institute of Technology*

Dr. Goldring is Executive Director of the Security Studies Program and the Center for Peace and Security Studies at the Edmund A. Walsh School of Foreign Service, Georgetown University. She chairs the Board of Directors of the Bulletin of the Atomic Scientists, and is a consultant to the United Nations Department of Disarmament Affairs. She also serves on the boards of Women in International Security, the Institute for Defense and Disarmament Studies, and Student Pugwash, as well as the editorial board of the *Nonproliferation Review*. Before coming to Georgetown, Dr. Goldring was Executive Director of the Program on Global Security and Disarmament at the University of Maryland. Previously, she had worked with non-governmental organizations for more than fifteen years, most recently as Deputy Director of the British American Security Information Council (BASIC), where she was the founding director of BASIC's Project on Light Weapons. She has written extensively on a wide range of international security topics, including conventional and nuclear weapons, the international arms trade, non-proliferation, and small arms and light weapons.

**Office:** ICC 111

**E-mail:** [njg7@georgetown.edu](mailto:njg7@georgetown.edu)

**Jennifer E. Sims**

*Ph.D. in International Relations, Johns Hopkins School of Advanced International Studies*

Dr. Sims is a Visiting Professor and member of the core faculty of the Security Studies Program. She has served as Deputy Assistant Secretary of State for Intelligence Coordination and as the Department of State's first Coordinator for Intelligence Resources and Planning. Previously, she served as Senator John Danforth's defense and foreign policy advisor and his designee to the Senate Select Committee on Intelligence. She is the recipient of the National Intelligence Community's Distinguished Service Medal. Dr. Sims has taught at Johns Hopkins School of Advanced International Studies. Her publications include *Icarus Restrained: An Intellectual History of Nuclear Arms Control, 1945-1960*, as well as numerous book chapters and articles.

**Office:** ICC 111

**E-mail:** [jes67@georgetown.edu](mailto:jes67@georgetown.edu)

**Elizabeth A. Stanley-Mitchell**

*Ph.D. in Government, Harvard University*

Dr. Stanley-Mitchell is an Assistant Professor in the Security Studies Program of the Edmund A. Walsh School of Foreign Service. She previously served as Associate Director of the Security Studies Program and the Center for Peace and Security Studies. Recently, Dr. Stanley-Mitchell was a post-doctoral fellow at the John M. Olin Institute for Strategic Studies at Harvard. She has served in Bosnia, Germany, Macedonia, Italy, and Korea as a U.S. Army military intelligence officer, retiring with the rank of Captain. Dr. Stanley-Mitchell was the recipient of a National Science Foundation Graduate Research Fellowship. She is a member of the Executive Board of Women In International Security (WIIS) and a consultant to the U.S. Army Science Board. Dr. Stanley-Mitchell's publications include articles, book chapters, and monographs about U.S. military innovation, the impact of peace operations on military readiness and force structure, and Army professionalism. She is currently working on a book about domestic coalition shifts in interstate war termination.

**Office:** ICC 111

**E-mail:** [es63@georgetown.edu](mailto:es63@georgetown.edu)

**STAFF**

Security Studies Program staff provide a variety of services for students and alumni of the program. Staff offices are divided between 111 Intercultural Center and 3240 Prospect Street, NW. If you have an SSP question, please consult this guide so that you can contact the appropriate staff member.

**La Dale Felton, *Information Officer***

Ms. Felton's duties include serving as a first point of contact for students, faculty, and visitors to SSP and CPASS, database management, and publication of the weekly SSP newsletter, E-SSP. Students with questions about announcements in E-SSP, general program deadlines and schedules, or locating course syllabi or program forms and paperwork should speak with her.

Before joining the SSP staff, Ms. Felton worked at the J. Murrey Atkins Library and University Career Center at University of North Carolina at Charlotte. She received her B.A. in History from University of North Carolina at Charlotte in 2004.

**Office:** ICC 111

**Contact:** [laf34@georgetown.edu](mailto:laf34@georgetown.edu) or 202-687-5679

**Desi Burns Porter, *Outreach and Alumni Coordinator***

Ms. Burns Porter's duties include alumni relations and programs, including the SSP mentoring program. She also works on internship and placement issues with SSP students. Students with questions about the mentoring program, alumni events, and internships should speak with her.

Prior to coming to Georgetown, Ms. Burns Porter worked at Texas A&M University. She received her B.A. in Communications from Texas A&M University in 2001.

**Office:** 3240 Prospect Street, NW

**Contact:** [ddb32@georgetown.edu](mailto:ddb32@georgetown.edu) or 202-687-8590



**Erin Roussin**, *Office Manager and Budget Officer*

Ms. Roussin's duties include office management and budget management for SSP and CPASS. Students employed by the Security Studies Program as research assistants report their hours to Ms. Roussin and can direct any inquiries about their pay to her.

Ms. Roussin came to Georgetown from the United States Park Police in late 1999. She received her A.A. in Business Management in 1997.

**Office:** 3240 Prospect Street, NW

**Contact:** [err@georgetown.edu](mailto:err@georgetown.edu) or 202-687-1624

**Tiffany Swanson**, *Director of Admissions*

Ms. Swanson works with all SSP applicants from the time they first contact the program for information to their arrival on campus for orientation. Students should contact Ms. Swanson with updates about their experiences in the program and any suggestions they may have for recruitment initiatives for future classes.

Before coming to Georgetown in the Summer 2000, Ms. Swanson was the Outreach Specialist for the Fulbright Teacher Exchange Program, and the Admissions Manager for a nationwide English as a Second Language (ESL) company. She has also worked at the Department of State and the Center for Defense Information. Ms. Swanson received degrees in International Studies and Spanish from Bradley University in 1993.

**Office:** 3240 Prospect Street, NW

**Contact:** [ts3@georgetown.edu](mailto:ts3@georgetown.edu) or 202-687-5733

**Sara Yamaka**, *Coordinator of Academic Programs*

Ms. Yamaka's duties include coordinating course scheduling, student events, graduation, and other academic issues and programs. She should be the first point of contact for questions related to course waivers, leaves of absence, graduation, or program academic policies.

Prior to joining the SSP staff in January 2002, Ms. Yamaka worked on literacy programs at a DC-based nonprofit. She received her B.A. in Political Science and International/Intercultural Studies from Goucher College in 2000.

**Office:** ICC 111

**Contact:** [sey3@georgetown.edu](mailto:sey3@georgetown.edu) or 202-687-0436

**SSP staff members strive to be helpful and responsive, and students should feel comfortable approaching appropriate staff members with questions or suggestions.**

# PART TWO: COURSE OF STUDY

## DEGREE PROGRAMS

The SSP sponsors or co-sponsors four degree programs:

- M.A. in Security Studies;
- Joint M.A. in Security Studies and Ph.D. in Government;
- Joint Bachelor of Science in Foreign Service (B.S.F.S) and M.A. in Security Studies; 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. IN SECURITY STUDIES: OVERVIEW

The M.A. program is the largest component of the Security Studies Program. In order 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 **program course, core course, concentration, distributional, and elective** requirements; and
- 3 - Pass a **written comprehensive examination**.

## M.A. IN SECURITY STUDIES: CONCENTRATIONS

The Security Studies Program offers three standard concentrations: U.S. National Security Policy, International Security, and Technology and Security. For more information on the courses that fall under these classifications, see <http://ssp.georgetown.edu/courses.html>.

### ***U.S. NATIONAL SECURITY POLICY***

The concentration in U.S. National Security Policy provides students with the conceptual and substantive background one needs to analyze the issues associated with U.S. security and defense policies. The courses in this concentration are designed to examine historical and contemporary influences in U.S. policymaking - including strategy, politics, and force structure - and the role the United States plays in international security affairs.

### ***INTERNATIONAL SECURITY***

The concentration in International Security provides students with a substantive background in the full array of military and non-military factors that influence international security problems. The courses in this concentration are designed to illuminate the complex dynamics of security relationships around the world, and to expose the myriad sources of conflict and instability in the international system.

### ***TECHNOLOGY AND SECURITY***

The concentration in Technology and Security provides students with a conceptual framework for understanding and a strong, substantive background in the relationship between technology and security. The courses in this concentration are designed to shed light on how technology has contributed to stability and instability in the international system, and what the prospects are for the decades ahead.

Students who wish to design a **customized concentration** must receive approval **in advance** from either the Director or Executive Director of the SSP.

## **M.A. IN SECURITY STUDIES: REQUIREMENTS**

At the beginning of their studies, students must complete a **Course of Study Plan**. A copy of this form may be found in the ICC 111 office.

Students must update their Course of Study Plan throughout their time at the SSP. Only major changes to the course of study should be recorded; 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 Executive Director for approval.

### **Security Studies Program Course Requirement**

SSP students must take 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.” (This applies to INAF-546 and INAF-559, for example.) If a student has a question regarding the sponsorship of a course, he or she should ask the Academic Program Coordinator before registering.

### **Core Course Requirement (1 course)**

**Every student is required to take the core course, *Theory and Practice of Security* (SEST-500).** *Theory and Practice* must be taken in the student's first semester in the program. Students with exceptionally strong academic backgrounds can apply for a waiver from this core course requirement. Waiver request forms are available in the program office. Waivers must be approved by the program's Director or Executive Director. Waiver applications should be submitted to the SSP Academic Program Coordinator.

### **Concentration Requirements (5 courses)**

**1 - Every student must take the core course in his or her area of concentration (SEST-510, SEST-530, or SEST-550.)**

The core course in the concentration must be taken in the student's first or second semester. Students with exceptionally strong academic backgrounds can apply for a waiver from this core course requirement. Waiver request forms are available in the program office. Waivers must be approved by the program's Director or Executive Director. Waiver applications should be submitted to the SSP Academic Program Coordinator.

**2 – Every student must take three elective courses within his or her area of concentration.**

**3 – Every student must take the SSP Research Seminar in his or her area of concentration (SEST-710, SEST-730, or SEST-750).**

Research seminars are devoted to the production of a major research paper, usually 30-40 double-spaced pages in length. These papers must be based on original research in addition to utilizing secondary sources. Students are expected to make useful contributions to our understanding of the issue being examined. The research seminar requirement is in lieu of a thesis requirement, consistent with the professional orientation of the program.

Research seminars 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.

### **Distributional Requirements (4 courses)**

Every student must take four distributional courses. One course must be taken from each area *other* than his or her area of concentration. The distributional areas are: U.S. National Security Policy, International Security, Technology and Security, Area Security Studies, and Economics and Security. For example, a

student who is concentrating in U.S. National Security Policy must take one distributional course from International Security, Technology and Security, Area Security Studies, and Economics and Security.

### **Free Electives (2 courses)**

Every student has two free elective courses in any area of concentration that he or she chooses.

### **Comprehensive Examinations**

In order to graduate, every student must pass a four-hour, written comprehensive examination. Comprehensive examinations must be taken during the semester in which the student will graduate.

### **FULL-TIME/PART-TIME STATUS**

SSP students may enroll as either full-time or part-time students. Part-time students must take two three-credit courses per semester. Students wishing to take fewer than two three-credit courses in a given semester must request a waiver in writing from the SSP Director or Executive Director in advance of pre-registration. Waiver applications should be submitted to the SSP Academic Program Coordinator.

### **CONSORTIUM COURSES**

In addition to choosing from courses in the SSP, the School of Foreign Service, and the Graduate School of Arts and Sciences, SSP students may take courses through the Consortium of Universities of the Washington Metropolitan Area. The Consortium offers students an opportunity to take specialized courses that are not offered at Georgetown. Students are encouraged to take Consortium courses only as a last resort.

SSP students may take a maximum of two Consortium courses per year and a maximum of four Consortium courses total as part of the M.A. in Security Studies degree. **Furthermore, SSP students are allowed to take a maximum of four courses through the Consortium and Summer School combined (including study abroad).**

Security Studies Program students may take appropriate courses from Consortium schools on a *space available basis*. Students usually register through the Georgetown University Registrar's Office. They need to fill out the appropriate Georgetown Consortium form and be responsible for transferring credits to their Georgetown transcript. All courses taken through the Consortium **must be pre-approved by the SSP office**.

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 identify the courses, ensure that they are graduate-level, request approval from the SSP office, and register.

The other 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

- Trinity College
- University of the District of Columbia
- University of Maryland at College Park

## **SUMMER COURSES**

The SSP offers several summer courses each year. Students may take a maximum of two summer courses per year and a maximum of four summer courses total during their time at the SSP. Students who wish to take more than two summer courses in a year must seek approval from the SSP Director or Executive Director. **SSP students are allowed to take a maximum of four courses through the Consortium and Summer School combined (including study abroad).**

## **STUDY ABROAD**

Study abroad is available only during the summer term. Students who study abroad may transfer up to six graduate-level credits (two standard courses) toward the M.A. degree. To transfer credits, a grade of "B" or above must be received in the courses in question. Study abroad can only be taken after students spend at least one semester on-campus and take at least two courses in the M.A. program. **SSP students are allowed to take a maximum of four courses through the Consortium and Summer School combined (including study abroad).**

Each year, the Security Studies Program will prepare a list of "pre-approved" study-abroad courses. Students may select a course from this list, or they may request approval in advance and in writing from the program's Executive Director for another course overseas.

## **INDEPENDENT STUDY COURSES**

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.

In order to sign up for an independent study, students must **first** find a faculty member 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 Executive Director for approval. Students should be aware that as a general rule, the SSP will not approve tutorials that duplicate existing Georgetown classes.

## **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 supervisor for the tutorial and to work out the details of the tutorial with that supervisor 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.

## **TUTORIAL INTERNSHIPS**

Students may earn a one-degree credit on a pass/fail basis only 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 three months in duration for 12-15 hours per week. In order to receive credit, students must produce written material amounting to at least 10 pages as part of the internship. 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 approval from the SSP Executive Director **before** accepting the internship.

### **CERTIFICATE PROGRAMS**

Several certificate programs are available to graduate students in the School of Foreign Service. These include certificates in Arab Studies, International Business Diplomacy, and 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 or Executive Director. Applications should be submitted to the SSP Academic Program Coordinator.**

### **APPLICATION OF PRE-MATRICULATION CREDITS**

Students entering the SSP who have taken graduate-level courses at Georgetown University may transfer up to six credits toward the M.A., provided that grades of “B” or above were earned and provided that the courses in question are approved by the SSP Director or Executive Director. Entering students must obtain approval for this transfer of credit in writing from the Director or Executive Director. Applications should be submitted to the SSP Academic Program Coordinator.

# PART THREE: ACADEMIC PROCEDURES

## 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 some 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

Understanding the process for registering for courses is important because it can affect a student's ability to take the courses he or she wants or needs to complete his/her course of study. There are five stages at which students can change course registration. These are:

**1 - Pre-registration** – for current students only – is conducted online through *Student Access+*. Pre-registration for any given semester takes place toward the end of the preceding semester (for example, in April for the following Fall semester). During pre-registration, students input their first choices and (optionally) alternative choices for courses for the upcoming semester. After the pre-registration period closes, the University Registrar runs a series of computerized sweeps that allocate students to courses according to various criteria, including school, degree program, and seniority. Ultimately, ties in the ranking criteria are resolved by the use of a random number generator. The result is a generally fair process.

**2 - Pre-Registration Completion** occurs after the initial pre-registration process. Students are informed of the results of the registration process, and then have an opportunity to adjust their schedules based on the initial results. Even if a student is unable to get all the classes he or she needs initially, it is still possible to adjust the schedule during the completion phase. In addition, from the time of pre-registration completion until the end of the Add/Drop period the following semester, students can make changes to their courses through *Access+*. At this point in time, changes are “live,” meaning that they go into effect instantaneously and occur on a first come/first served basis. Because of the nature of this system, there is also a computerized wait list for courses. If a course is full, a student can place him/herself on the wait list. In order to be placed on the wait list, a student will need to *specifically request* to be placed on the wait list. It does not occur automatically if a student tries to sign up for a full course. Periodically, the University Registrar runs a wait-list clearance program that assigns people to newly opened class-slots on the basis of their position on the wait-list. 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 students fail to respond within the defined time period, they lose their space in the class. In short, students who place themselves on a wait-list should check their email daily to ensure that they take advantage of their position in the queue.

**3 - Registration** occurs in the days prior to the beginning of each semester (see the academic calendar for specific dates) and is primarily for new students. Registration is also “live” and students are placed in courses on a first-come, first-served basis. If a course is full, students can place themselves on the wait-list. In order to get on the wait list, a student must request to be placed on the wait list. It does not occur automatically if a student tries to sign up for a full course. Periodically, the University Registrar runs a wait-list clearance program that assigns people to newly opened class-slots on the basis of their position on the wait-list. 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 students fail to respond within the defined time period, they lose their space in the class. In short, students who place themselves on a wait-list should check their email daily to ensure that they take advantage of their position in the queue. The wait list period runs through the end of Add/Drop.

**4 - Add/Drop** occurs at the beginning of each semester and lasts for ten days. During this period students may drop courses without penalty or add courses that have openings, with the permission of the program office. Students may also place themselves on the wait list for courses during Add/Drop. After the end of Add/Drop, students can no longer add courses.

**5 - 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 Course Registration Change forms, (also known as Drop/Add 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:

| <b>Week of Semester</b> | <b>Percent of tuition charges refunded</b> |
|-------------------------|--|
| 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%   |

### **CORE WAIVER**

Students may request waivers from SSP core classes if they have already completed similar academic work. Core Waiver Request Forms are available in the SSP office. Waiver requests must be approved by the SSP Director or Executive Director. Waiver applications should be submitted to the SSP Academic Program Coordinator.

### **COURSE SUBSTITUTION**

The SSP office tries to group all courses offered on the Main Campus to indicate which SSP requirement they fulfill; however, in many cases, new courses are offered, or course titles change, and as a result these lists are never definitive. As a result, if a student finds a course offered by another department that he or she believes ought to be counted toward a specific requirement in the SSP program, the student may petition the SSP office for that change. Course Substitution Request Forms are available in the SSP office. Substitution requests must be approved by the SSP Director or Executive Director. Waiver applications should be submitted to the SSP Academic Program Coordinator.



## **LEAVE OF ABSENCE**

Students may request leaves of absence for professional or personal reasons. Leaves for up to one year are usually granted, and it is possible to request a second year of leave in special circumstances. However, after two years, students must either return to active status in the program or withdraw from the program. 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 program.

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.

Students requesting a leave of absence must submit a **Student Petition for Change to Program** to the SSP Director or Executive Director and then to the Graduate School of Arts and Sciences. Forms are available on the Graduate School of Arts and Sciences web site at [http://grad.georgetown.edu/pages/current\\_student\\_forms.cfm](http://grad.georgetown.edu/pages/current_student_forms.cfm) or in the ICC 111 office. Petitions should be submitted to the SSP Academic Program Coordinator.

## **INCOMPLETES**

Students may request an "I" (incomplete) grade from professors in order to have more time to complete course requirements. If the professor approves the request, the student has 60 days after the last day of class to complete all course requirements. **Incompletes beyond 60 days are not permitted, and failure to abide by these rules makes the incomplete permanent.** Professors are not required to grant requests for incompletes. Once the student completes all requirements for the course, the professor should submit a grade change on the appropriate form (obtainable from the SSP office).

## **TRANSFER OF CREDIT**

Students who wish to transfer credits from a Consortium course must fill out a **Student Petition for Change to Program**. The form must be signed by the SSP Executive Director and submitted to the Graduate School of Arts and Sciences (302 ICC). An official transcript from the Consortium school must be attached to the form.

The Student Petition for Change to Program may be picked up in the ICC 111 office or printed out from <http://www.georgetown.edu/grad/forms/student-petition.doc>.

## **GRADE CONTESTATION**

Students who believe they have not been graded fairly can appeal their grade. The appeal process consists of 3 steps:

- 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 Graduate Studies or Program Director 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 Graduate 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.

### **APPLICATION FOR THE GRADUATE DEGREE**

Graduating SSP students must submit an Application for the Graduate Degree to the Graduate School of Arts and Sciences (302 ICC). The Application must be submitted during a student's last semester in the program. Degrees cannot be conferred unless the Graduate School has received the Application.

The form is online at: [http://grad.georgetown.edu/pages/current\\_student\\_forms.cfm](http://grad.georgetown.edu/pages/current_student_forms.cfm)

## PART FOUR: ADMINISTRATIVE ISSUES

### 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 a sign-in name for online services such as *Student Access+*. Students can find their NetIds by entering their name in the Directory available at <http://www.georgetown.edu>.

In order to properly use the NetId students must have a NetId password. Passwords are assigned by University Information Services (UIS). If you do not know your NetId password or find that your password has expired, you should visit <http://netid.georgetown.edu/> for full instructions on how to receive a new password.

### E-MAIL

All students at Georgetown University receive an email account. Georgetown University email addresses consist of the Net Id + “@georgetown.edu.” Email can be accessed online at <http://imap.georgetown.edu>. Students will need a Net Id 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 imperative that students regularly check the Georgetown email account, or at least set these accounts to forward to another account that is both checked regularly and able to receive email from the University. **The Program cannot be responsible for problems that arise from failure to check email.**

### STUDENT ACCESS+

Students register for courses, view and pay bills, view unofficial transcripts, and more with *Student Access+*. In order to access the account, students must go to <http://www.georgetown.edu/access> and enter their Net Id and Net Id password.

### GOCARDS

All students must have a University Id card, known as a GoCard. GoCards can be obtained from the GoCard office in Darnall Hall, G-3. The office is open from 9am – 5pm, Monday - Friday. Students will need a GoCard in order to use the University Library and on-campus copy and print services.

### MAIL FOLDERS

All SSP students have a mail folder in the ICC 111 office. 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.

### TECHNOLOGY ISSUES

Computer and technology issues are handled through University Information Services. Students can contact them through <http://uis.georgetown.edu> or by calling the Student Help Desk at 202-687-4949.

**SECURITY STUDIES PROGRAM  
STUDENT HANDBOOK  
2004 – 2005  
UPDATED 11-17-04**

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