



SECURITY STUDIES PROGRAM
STUDENT HANDBOOK
2006-2008

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.

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THE SECURITY STUDIES PROGRAM

CONTACT INFORMATION

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Washington, DC 20007

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

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

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

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

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

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

FACULTY

The Security Studies Program has a core faculty of ten full-time professors as well as over 60 adjunct faculty members. 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. Many of the program's instructors 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. The comprehensive list of SSP adjunct faculty is available at: <http://ssp.georgetown.edu/adjunct.html>.

The core faculty members have offices in the Mortara Building and serve as academic advisors for SSP students.

SSP Core Faculty

Kai-Henrik Barth

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

Dr. Barth is Director of Studies for the Security Studies Program as well as Visiting Assistant Professor and member of the core faculty. 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 current research focuses on the causes and consequences of nuclear proliferation, with a particular emphasis on Iran and South Africa. He is guest editor (with John Krige) of a special issue of the journal *Osiris* on "Science, Technology, and International Affairs: Historical Perspectives."

Office: 206, Mortara Building

E-mail: khb3@georgetown.edu

Daniel L. Byman

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

Dr. Byman is Director of the Center for Peace and Security Studies and the Security Studies Program as well as an Associate 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. Dr. Byman has served as a Professional Staff Member for both the National Commission on Terrorist Attacks Upon the United States (The 9/11 Commission) and 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: 208, Mortara Building

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James R. Clapper, Jr.

M.A. in Political Science, St. Mary's University

Honorary Doctorate in Strategic Intelligence, Joint Military Intelligence College

General Clapper is a Distinguished Professor of Intelligence and member of the core faculty in the Security Studies Program. He has worked for over four decades in various positions related to intelligence. Most recently, General Clapper served as Director of both the National Geospatial intelligence Agency (from 2001-2006) and the Defense Intelligence Agency from (1991-1995).

General Clapper also worked for six years in the private sector, where he was an executive in three professional service companies focusing on serving the intelligence community. General Clapper retired as a Lieutenant General in 1995, after a thirty-two year career in the United States Air Force. For his service, General Clapper received numerous military awards, including two Defense Distinguished Service Medals and the Air Force Distinguished Service Medal.

Office: 202, Mortara Building

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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: 210, Mortara Building

E-mail: 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.

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David M. Edelstein

Ph.D. in Political Science, University of Chicago

Dr. Edelstein is an Assistant Professor and member of the core faculty in the Security Studies Program 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.

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Bruce Hoffman

Ph.D. in International Relations, University of Oxford

Dr. Hoffman is a Professor and a member of the core faculty in the Security Studies Program and the Edmund A. Walsh School of Foreign Service. He formerly held the Corporate Chair in Counterterrorism and Counterinsurgency at the RAND Corporation and was also Director of RAND's Washington, D.C. Office. Dr. Hoffman is also a Senior Scholar at the Woodrow Wilson International Center for Scholars; a Senior Fellow at the Combating Terrorism Center, U.S. Military Academy; a Senior Fellow, National Security Studies Center, University of Haifa, Israel; and a Visiting Senior Fellow at the Institute of Defence and Strategic Studies, Nanyang Technological University, Singapore. He was Senior Adviser on Counterterrorism to the Office of National Security Affairs, Coalition Provisional Authority, Baghdad, Iraq during the spring of 2004 and the following year was a Senior Adviser on Counterinsurgency to the Office of Strategy, Plans, and Analysis at Multi-National Force Headquarters, Baghdad, Iraq. In November 1994, the Director of Central Intelligence awarded Dr. Hoffman the United States Intelligence Community Seal Medallion. A revised expanded edition of his book, *Inside Terrorism*, will be published by Columbia University Press in the U.S. and by S. Fischer Verlag in Germany during the first half of 2006. Dr. Hoffman is a frequent contributor to *The Atlantic Monthly*.

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E-Mail: brh6@georgetown.edu

Paul R. Pillar

Ph.D. in Politics, Princeton University

Dr. Pillar is a Visiting Professor and member of the core faculty of the Security Studies Program. The last position he held before leaving government was National Intelligence Officer for the Middle East and South Asia. Previously, he was a Federal Executive Fellow at the Brookings Institution. During a 28-year career in the U.S. intelligence community, he served in a variety of analytical and managerial positions, including as chief of analytical units in the CIA covering portions of the Near East, the Persian Gulf, and South Asia. Dr. Pillar also served in the National Intelligence Council as one of the original members of its Analytic Group. He has been an Executive Assistant to the CIA's Deputy Director for Intelligence and Executive Assistant to Director of Central Intelligence William Webster. He also headed the Assessments and Information Group of the DCI Counterterrorist Center and from 1997 to 1999 was deputy chief of the center. Dr. Pillar is a retired officer in the U.S. Army Reserve. He served on active duty in 1971-1973, including a tour in Vietnam. He is the author of *Negotiating Peace* and *Terrorism and U.S. Foreign Policy*.

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E-mail: prp8@georgetown.edu

Jennifer E. Sims

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

Dr. Sims is a Visiting Professor, member of the core faculty, and Director of Intelligence Studies for 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 *Transforming US Intelligence*, edited with Burton Gerber, and *Icarus Restrained: An Intellectual History of Nuclear Arms Control, 1945-1960*, as well as numerous book chapters and articles.

Office: 212, Mortara Building

E-mail: jes67@georgetown.edu

Elizabeth A. Stanley

Ph.D. in Government, Harvard University

Dr. Stanley is an Assistant Professor and member of the core faculty in the Security Studies Program. She previously served as Associate Director of the Security Studies Program and the Center for Peace and Security Studies. 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 is a member of the National Security Advisory Board of the Sandia National Laboratories and the U.S. Army Science Board. She has also served on the Executive Board of Women In International Security (WIIS), and she has been a Post-Doctoral Fellow at the John M. Olin Institute for Strategic Studies at Harvard University. Dr. Stanley'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 has co-edited a book with Risa Brooks, *Creating Military Power: The Causes and Consequences of Military Effectiveness*.

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E-mail: es63@georgetown.edu

For additional information on the SSP core faculty visit: <http://ssp.georgetown.edu/core.html>.

STAFF

Security Studies Program staff provide a variety of services for students and alumni of the program. Staff offices are located in the Mortara Building on the Lower Level.

Cathy Caridi, *CPASS Program Officer and Events Coordinator*

Ms. Caridi's duties consist of arranging events and assisting with fundraising efforts. She is also responsible for the CPASS website including all announcements and updates.

Besides her position in CPASS, Ms. Caridi is also currently teaching as adjunct faculty at a Northern Virginia University. She received her M.A. in Eurasian, Russian and East European Studies at Georgetown University in May 2006..

Office: Second Floor, Mortara Building

Contact: ccc26@georgetown.edu or 202-687-7981

Erin Curtis, *Center Administrator*

Ms. Curtis' 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. Curtis.

Ms. Curtis came to Georgetown from the United States Park Police in late 1999. She received her A.A. in Business Management in 1997 and is currently working towards her B.A. in Business Management at Georgetown University.

Office: LL-08, Mortara Building

Contact: err@georgetown.edu or 202-687-1624

Gore Mbaitoloum, *Admissions Assistant*

Mr. Mbaitoloum's duties include assisting Director Swanson with all aspects of the admission process. He meets with and answers questions from prospective students. Mr. Mbaitoloum also assists with SSP recruiting events and activities. He is responsible for the SSP website including all announcements and updates.

Mr. Mbaitoloum came to SSP from the Georgetown University Law Center. He received his B.A. in Diplomacy from Ecole Nationale d'Administration et de Magistrat.

Office: LL-04, Mortara Building

Contact: gm237@georgetown.edu or 202-687-0436

Kevin Minkoff, *Outreach, Career and Alumni Coordinator*

Mr. Minkoff's responsibilities include alumni relations and programs including the SSP Alumni Mentorship Program. He also works on internship and placement issues with SSP students. Students with questions about the mentoring program, alumni events and internships should speak with him.

Before coming to SSP, Mr. Minkoff worked as a middle-school social studies teacher in the Montgomery County (MD) public school system. He received his B.A. in Political Science from the University of Colorado, Boulder, and his M.A.T. from Trinity College in Washington.

Office: Second Floor, Mortara Building

Contact: kam245@georgetown.edu or 202-687-8590

Ellen McHugh, *Associate Director*

Ms. McHugh's duties consist of managing staff, helping coordinate adjunct faculty, and assisting the students in their academic program. Along with the Director, she oversees SSP resources and development efforts.

Ms. McHugh came to Georgetown from the Brookings Institution where she was the Assistant Director of Administration and Budget for the Saban Center for Middle East Policy. She received her B.A. in History from College of the Holy Cross and her M.A. in Security Studies from Georgetown University in 1998.

Office: LL-05, Mortara Building

Contact: mchughe@georgetown.edu or 202-687-3834

Cara Richards, *Coordinator of Academic Programs*

Ms. Richards' responsibilities include coordinating course scheduling and helping students with academic issues. She should be the first point of contact for questions related to course waivers, leaves of absence, graduation, and any other academic policies.

Ms. Richards originally came to SSP as an Admissions Assistant and has since moved to the position of Coordinator of Academic Programs. Prior to coming to Georgetown, she worked as a Research Assistant in the Office of Institutional Studies at Union College in Schenectady, New York. Ms. Richards received degrees in Political Science and Russian, Eastern European and Eurasian Studies from the University of Iowa in 2002 and her M.A. in Public Policy from SUNY, Albany in 2004. She is currently working towards her M.A. in Eurasian, Russian and East European Studies at Georgetown University.

Office: LL-02, Mortara Building

E-mail: clr32@georgetown.edu or 202-687-0363

Rachel Schaffer, *Information Officer*

Ms. Schaffer's duties include serving as the first point of contact for students, faculty, and visitors to SSP, CPASS and WIIS, 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, program forms and paperwork should speak with her.

Before joining the SSP staff, Ms. Schaffer completed an internship with the National Democratic Institute for International Affairs where she worked for the Central and East European team. She received her B.A. in Political Science from the University of North Carolina at Chapel Hill in 2005.

Office: LL-03, Mortara Building

Contact: ras87@georgetown.edu or 202-687-5679

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 of 1999, 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 and her M.A. in Liberal Studies from Georgetown University in 2005.

Office: LL-07, Mortara Building

Contact: ts3@georgetown.edu or 202-687-4903

ADMINISTRATIVE

NETIDS

Every Georgetown University student is assigned a University “NetId.” The NetId serves as the basis for the Georgetown e-mail address as well as the sign-in name for online services such as *Student Access+*. Net Ids and temporary NetId passwords have been mailed to all students who submitted their deposit. Please make sure to change your 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.

If you did not receive your letter, please contact the UIS Helpdesk to activate your NetId - <http://uis.georgetown.edu/student.html>.

E-MAIL

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

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

STUDENT ACCESS+

Once a student has a functioning NetId password you can access information in Student Access+ including registration information, billing information, and unofficial transcripts. Access+ is accessible via <http://www.georgetown.edu/access>.

GOCARDS

All students must have a University Id card, known as a GoCard. The GoCard office will be sending out postcards to every deposited student requesting a photo so that the card will be ready for pick up once students arrive on campus in August. If you do not receive a postcard, please see the GoCard website for instructions on how to request your GoCard at <http://gocard.georgetown.edu/newstudent.html>.

GoCards may be used to print and copy on campus, to enter the library, to purchase food and supplies on and at some off-campus venues, and to ride the free GUTS bus system.

BUSINESS CARDS

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

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

MAILBOXES

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

USE OF THE STUDENT LOUNGE

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

BLACKBOARD

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

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

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

GEORGETOWN UNIVERSITY TRANSPORTATION SHUTTLE

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

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

GUTS buses depart and arrive at the Leavey Center in the heart of Georgetown University's campus.

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

ON-CAMPUS PARKING

A limited number of spaces are available for commuter students at satellite lots in Rosslyn, VA. Assignment will be decided by lottery at the beginning of the fall semester. Students residing in the District of Columbia or in Virginia at zip codes 22201, 22203 (east of Glebe Road), 22207 (east of Glebe Road-Lorcum Lane-Military Road boundary), 22209, 22210, and 22216, are not eligible for a parking permit. Applications for the lottery may be obtained from OTM. The cost of this parking for the 2005-2006 year is \$601.01 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 Garage after 5:00 p.m. for a fee of \$2.00. Cars must be out of the lot by 6 a.m. the following morning.

COURSE OF STUDY

DEGREE PROGRAMS

The SSP sponsors or co-sponsors four degree programs:

- M.A. in Security Studies;
- 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. DEGREE

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

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

CONCENTRATIONS

During the first semester of the program, SSP students select one of the following academic concentrations: U.S. National Security Policy, International Security, or Technology and Security. Customized concentrations such as the study of intelligence are also possible.

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 the SSP Director.

REQUIREMENTS

At the beginning of their studies, students must complete a **Course of Study Plan**. A copy of this form may be found online at the SSP website or in the SSP office, which is located on the Lower Level of the Mortara Building.

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 SSP Associate Director for approval.

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 SSP Coordinator of Academic Programs before registering.

CORE COURSE REQUIREMENTS

Students are required to take two core courses:

- the SSP’s core course *Theory and Practice of Security* must be taken in the student’s **first semester** in the program.
- the core course in his or her area of concentration must be taken in the student’s **first or second** semester.

Students with exceptionally strong academic backgrounds may apply for a waiver from one or both core course requirements. Waiver request forms are available in the program office. Waivers must be approved by the Program's Director or Director of Studies. Waiver applications should be submitted to the SSP Coordinator of Academic Programs.

CONCENTRATION REQUIREMENTS

A total of **five courses** must be taken in the area of concentration including:

- the **core course** in the concentration;
- the research **seminar** in the concentration; and
- **any other three courses** in the concentration.

DISTRIBUTIONAL REQUIREMENTS

In addition, students must take at least one course in each of five substantive areas:

- U.S. National Security Policy;
- International Security;
- Technology and Security;
- Area Security Studies; and
- Economics and Security.

FREE ELECTIVES

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

RESEARCH SEMINAR

The research seminar is the capstone to the M.A. program. SSP students take the research seminar in their area of concentration. 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.

COMPREHENSIVE EXAMINATIONS

Students are required to pass a four-hour, written comprehensive examination to graduate from the program. The comprehensive exam is designed to test broad substantive knowledge of national and international security problems, as well as the analytic abilities of the students. These exams are designed to take into account different areas of concentration. Students take the comprehensive examination during their final semester in the program.

Students failing their initial comprehensive exam are required to retake the comprehensive exam in the subsequent semester of the regular academic year (i.e. fall or spring semester with summer being optional for those failing in the spring). To retake the comprehensive exam, students must register for continuous registration and pay the subsequent fee. The failure will be marked on the student's transcript. Upon passing the comprehensive exam during their second attempt, the failure will be replaced with a passing mark. If a student fails the comprehensive exam a second time, the student fails the Program. The Graduate School does not allow for a third attempt at the comprehensive exam.

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 Associate Director in advance of pre-registration. Waiver requests should be submitted to the SSP Coordinator of Academic Programs.

CONSORTIUM COURSES

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

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

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

The process of finding and registering for Consortium classes is student-directed. Detailed procedures are published in each semester's Schedule of Courses posted on the Registrar's website.

To transfer credits from a Consortium course, students must submit a **Student Petition for Change to Program** available online at the Graduate School web site at:

<http://www.georgetown.edu/grad/forms/student-petition.doc>. The form must be signed by the SSP Director of Studies and submitted to the Graduate School. An official transcript from the Consortium school must be attached to the form. The form should be submitted to the SSP Coordinator for Academic Programs.

The members of the Consortium are:

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

SUMMER COURSES

The SSP offers several summer courses each year. Students may enroll for no more than a total of six credits during the combined first and second sessions of any one summer term. Students who wish to take more than six credits in a year must seek approval from the SSP Director or Associate Director. **SSP students are allowed to take a maximum of 12 credits through the Consortium, Summer School, and study abroad combined.**

STUDY ABROAD

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

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

INDEPENDENT STUDY

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

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

Students who have registered for a reading or writing tutorial must submit a **Tutorial Registration** form to the SSP and Graduate School by the end of the Add/Drop period. Approvals must be obtained from the faculty sponsor, the Director of Studies, and the Graduate School.

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 approval from the SSP Director of Studies **before** accepting the internship.

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

AUDITING A FOREIGN LANGUAGE

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

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

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

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

CERTIFICATE PROGRAMS

Four certificate programs are available to graduate students in the School of Foreign Service. These include certificates in Arab Studies; Eurasian, Russian and East European 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 Director of Studies. Applications should be submitted to the SSP Coordinator of Academic Programs.**

For further information on certificate programs available to graduate students, please visit the SSP web site.

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; have not been used to satisfy another program's degree requirements; and, the courses in question are approved by the SSP Director or Director of Studies. Entering students must obtain approval for this transfer of credit in writing from the SSP Director or Director of Studies. Requests should be submitted to the SSP Coordinator of Academic Programs.

ACADEMIC RULES AND REGULATIONS

ACADEMIC INTEGRITY

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

Students should note that **ignorance of academic policies is not considered a defense** against substantiated charges of plagiarism or other academic dishonesty, including cheating and falsification of data. If a student is unclear about the standards and rules that apply to academic works he or she must seek consultation with a professor, faculty advisor, the Director or Director of Studies of the program before submitting papers or participating in examinations.

ACADEMIC ADVISING

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

Students should expect advisors to:

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

Students should not expect advisors to:

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

REGISTRATION PROCESS

Students begin the registration process by meeting with their faculty advisors to discuss their enrollment plans for the coming semester. Once they have been advised, students register via the Internet using Student Access+, accessible from the SSP web site. 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.

There are five stages at which students can change course registration. These are:

1 - Pre-registration – During Pre-Registration, students who are currently enrolled in the SSP enter their desired course schedule for the following semester. Students enter their preferred course choices and (optionally) alternative choices in rank order (i.e. the first course entered is the course wanted most). 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. Student schedules are then later posted to Student Access+ for their review.

Students are encouraged to pre-register for the following semester. **If a student chooses not to participate, the registration system will not be available for these students until Registration**, which occurs a day or two before the start of the next semester. Those on an approved Leave of Absence in a given semester are eligible to participate in Pre-Registration for the semester of their return. Instructions are sent via Georgetown email in the semester preceding the students return.

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

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

3 - 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. 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.

4 - Add/Drop begins the first day of classes and lasts for approximately ten days. 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.**

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 **Add/Drop** forms through the Graduate School and the Registrar. While students are encouraged to notify the instructional faculty or the sponsoring department or program when they stop attending a course, such notification alone is not considered an official withdrawal from a course. **Courses dropped during the Add/Drop period will not appear on a student's transcript; courses dropped thereafter will appear on the transcript with a "W" (Withdrawal).** Should a student voluntarily withdraw from courses, credit for tuition will be calculated according to the following percentages from the date the Graduate School receives notification in writing:

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

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

CORE WAIVER REQUESTS

Students with exceptionally strong academic backgrounds may apply for waivers from the SSP core course requirements. **Core Waiver Request** forms are available online on the SSP web site or in the SSP office. Waiver requests must be approved by the SSP Director or Director of Studies. Waiver applications should be submitted to the SSP Coordinator of Academic Programs.

COURSE SUBSTITUTION

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 Substitution Request** form along with a current syllabus for the course. Course Substitution Request forms are located on the SSP web site or in the SSP office. Substitution requests must be approved by the SSP Director or Director of Studies. Course Substitution Request forms should be submitted to the SSP Coordinator of Academic Programs.

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 Director of Studies immediately. Students with prior obligations that require three or more classes to be missed will be required to take a leave of absence for the semester during which the absences are expected.

LEAVE OF ABSENCE

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

A total of no more than four semesters of leave of absence are allowed in a student’s graduate career at Georgetown University. Up to two semesters of leave may be granted at any one time. The length of time that would otherwise be permitted to complete all requirements for a degree and to graduate generally will be extended by one semester for each semester of approved leave of absence. After two years, students must either return to active status in the program or withdraw. Students who withdraw are eligible to apply for reinstatement within two years; after that, they must formally reapply for admission if they wish to return to the SSP. Approved leave of absences for medical reasons and for military leave will not be counted against the four semester limit for leaves of absence.

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

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

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

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

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 the 60 day period.

AUDITING A COURSE

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

PASS/FAIL

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

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

GRADE CONTESTATION

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

- 1 - The student should first seek an acceptable resolution through a discussion with the instructor of the course. This must be initiated no later than thirty days after the start of the semester following the one in which the disputed grade was assigned.
- 2 - If a satisfactory resolution is not reached, the student should then discuss the matter with the Director of Studies 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 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.

DURATION OF STUDY

Students admitted to the SSP are allowed three years from matriculation to complete all requirements for the degree and to graduate. This date is posted in Student Access+ as the student's Expected Term of Graduation. This date does not indicate the student's personal intended date of graduation and cannot be changed at the request of the student.

APPLICATION FOR THE GRADUATE DEGREE

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

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

DIPLOMAS AND TRANSCRIPTS

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

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

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

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

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

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

COMMENCEMENT

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

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

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

OTHER UNIVERSITY POLICIES

NON-DISCRIMINATION POLICY

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

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

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

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

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

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

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

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

The general outline of the hearing will be as follows:

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

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

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

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

POLICY STATEMENT ON SEXUAL HARASSMENT

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

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

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

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

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

It is contrary to University policy for the University or any officer, administrator, dean, department chair, faculty member, or any other employee to base an adverse academic or employment-related action affecting a person on an unsubstantiated allegation or rumor of sexual harassment. The University recognizes that supervisors bear an important responsibility to deter sexual harassment, to investigate any such allegation that is brought to their attention and if warranted, to consult with the Office of Affirmative Action Programs about the situation. In addition, the Supervisor must report the matter to a higher authority responsible for ensuring a prompt review and taking strong remedial action.

The "Grievance Procedures to Investigate Allegations of Unlawful Discrimination," administered by the Affirmative Action Office, is a confidential process that is available to any member of the University community, who wishes to file a complaint of sexual harassment. The process is administered by trained counselors in the Office of Affirmative Action Programs. Students, faculty members, or non-teaching academic employees who believe that they have been sexually harassed and wish either additional information or assistance in filing a complaint can contact Rosemary Kilkenny, Esq., Special Assistant to the President for Affirmative Action Programs. Staff employees seeking information or assistance can contact Sara A. Amiryar, Associate Director or Michael W. Smith, Assistant Director. The Affirmative Action Programs Office is located at G-10 Darnall Hall. The telephone number is (202) 687-4798.

**SECURITY STUDIES PROGRAM
STUDENT HANDBOOK
2006 – 2007
UPDATED DECEMBER 2006**

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

APPENDICES