

The policies outlined below are specific to Georgetown Summer Medical Institute (hereafter GSMI); however all students are required to uphold to all standards and policies outlined in the [Georgetown University School of Medicine Handbook](#).

Auditing Classes

Auditors pay the standard per credit hour tuition rate. No refunds are available for missed classes or for dropping courses. If a student changes status from credit to audit, no tuition refunds will be granted for status change. *Once a student registers for audit it is not possible under any circumstances to record a letter grade for that course.*

Students who plan to have summer courses transferred to another school are advised not to audit unless approval is granted from that school.

Disciplinary Sanctions

During the GSMI sessions at Georgetown University, discipline will be handled by the Office of the Dean of the School of Medicine in accordance with the policies outlined in the Student Handbook.

Examinations

Final examinations will be administered during the last class for the session. Deferred final examinations for those with excused absences will be given as arranged. Requests for deferred examinations must be presented in writing and approved by the Course Director.

Grades

Grades are given only to students taking courses for credit. The grade, which is indicated on the student's transcript, is a combination of grades given for class work, tests, assigned papers or projects, laboratory performance and the final examination. The Georgetown Medical Summer Institute employs an Honors, High Pass, Pass, Marginal Pass and Fail grading system, as well as an A, A-, B+, B, B-, C, F grading system or Pass/Fail or Satisfactory/Unsatisfactory, depending on the course. Marginal Pass grades are internal grades and do not appear on external transcripts. Fail grades remain permanently on the transcript. Decisions on the expected grading scale should be arranged with the course coordinator.

Grade Appeals

When students think that a grade is not justified, the student should first discuss the grade with the Course Director on an informal basis. This discussion should take place as soon as possible after the end of the session in which the grade was given. If the matter is not satisfactorily resolved within 30 days, the student may make a formal written appeal to the Office of the Dean of the School of Medicine. The Dean of the Medical School will review the appeal, and if

necessary convene an ad hoc faculty committee. The committee's decision (to raise, lower, or sustain the grade) will be final.

Grade Changes

When a professor feels a grade change is justified (e.g., due to an error in recording), the professor will send an e-mail stating the reasons for such a change to the Medical School Registrar. Professors will not change final grades on the basis of additional work.

Grade Reports

Students may view their grades through *MyAccess* as soon as they have been posted. For information about *MyAccess*, please contact the Medical School Registrar's Office. Grades for courses will be mailed from the Medical School Registrar's Office approximately two weeks after the last day of the session. It is important to inform the Office of the Medical School Registrar of any changes of address so that reports may be properly addressed.

Graduate and Medical School Requirement for Summer Courses

Courses taken in the Summer Institute do not automatically apply towards a degree. It is the responsibility of the student to notify their institution, including Georgetown University and Georgetown University School of Medicine, of credit received while attending the GSMI Program.

Student Code of Professionalism

All students enrolled in any credit course in the Georgetown Medical Summer Institute are bound by the regulations outlined in the Georgetown University Medical School Code of Professionalism. For a complete description, consult the School of Medicine Student Handbook.

Incompletes

A grade of "I" may be submitted by the professor when a student has been granted extra time to complete the required course work. When the work is completed, the "I" is changed to the appropriate grade. When such extensions have been granted by the professor, all work must be completed and the grade change submitted to the Medical School Registrar by October 1 of the same year.

Applications for additional time beyond one semester may be submitted to the Office of the Dean of the School of Medicine and should include the justification for the request. Such a request will be considered only if received before October 1 of the year in which the course was given. It is expected that the number of such requests will be minimal; approval for such action will not be given routinely. Responsibility lies with the student to obtain a copy of the Medical School Dean's decision.

A student who does not complete work within the required deadline and who does not extend the

time period through the channels mentioned above will not receive a grade or credit for the course. The "I" ("Incomplete") will not change to an "F" but remains permanently as such on the transcript.

Medical Leave of Absence

A student can be granted a medical leave of absence from the University when the student's health is impeding normal academic progress. If possible, the student's health status will be evaluated by a physician on the Student Health staff who will assess the medical justification for the leave. If this is not possible, information about the student's health status may be provided by the student's treating health professional.

After considering the medical information, the Office of the Dean of the School of Medicine will decide whether to grant the leave of absence and will inform the Registrar. Denial of a request for a medical leave of absence may be appealed in writing to the Dean of the School of Medicine, whose decision will be final.

In special circumstances the University may mandate a leave of absence if the student's illness or behavior is life-threatening or so severely disruptive that it interferes with the academic pursuits and other activities of the academic community. The School of Medicine Student Handbook provides detailed information on involuntary medical leaves of absence.

Transcripts

Students may request official transcripts by logging into *MyAccess*. Transcripts will not be issued when unsatisfied financial obligations to the University exist. Official transcripts are available only once final grades are posted.

Withdrawal from a Course

A student who wishes to withdraw from a course should notify the Medical School Registrar's Office. *No refunds will be issued for withdrawal from a course after the first day of class, and no withdrawals from a course will be considered if the student has already taken the final exam.*

If a student does not complete a course for which s/he is registered and from which s/he has not officially withdrawn, a failure will be recorded for the course. A deletion of the course from the record will be made only if the student withdraws within the first three days of classes in a given session; thereafter dropped courses are indicated by a "W" grade.