



## **Program Policies**

### **Executive Certificate in Financial Planning**

The following document presents program policies for students enrolled in the Georgetown University Executive Certificate in Financial Planning program. These program policies apply to all courses started during or after Fall 2010.

#### ***Attendance***

Attendance is mandatory. Your instructor will take attendance during each class. We understand that you may occasionally miss class due to emergencies or prior engagements. If this occurs, please contact the program manager and instructor immediately. All coursework must be completed to earn a passing grade.

#### ***Program Completion***

You are strongly encouraged to complete the six required courses in sequence over the 9-month period. The curriculum is designed to lead to the best learning outcomes when completed in sequence over the 9-month period. You have a maximum of 18-months to complete the six required courses. Exceptions may be made under extenuating circumstances and must be approved by the appropriate academic official.

#### ***Course Completion***

Students must complete a course within 60 days of the final day of the course. All materials must be presented to the instructor prior to the 60<sup>th</sup> day. Failure to complete assignments within this period will result in an "F" being assigned unless you receive written permission from the instructor to extend the 60-day maximum limit.

#### ***Grade Requirement for Passing Courses***

You must earn a grade of "C" or better to pass a course. There are no exceptions to the grade requirement.

#### ***Retaking Courses With a Non-Passing Grade***

You may re-take a course one time only, at no cost, if you fail to receive a sufficient grade to pass the course on the first attempt. Additional attempts beyond the opportunity to re-take the course one time at no cost require full tuition payment. Please note that if you re-take a course, both grades for the course will appear on your official transcript.

#### ***Withdrawals & Refunds***

The withdrawal policy is posted to [ccpe.georgetown.edu](http://ccpe.georgetown.edu). Click on the *Resources and Policies* tab to review the policies and procedures to withdraw from a course and receive a refund. We strongly encourage you to review the withdrawal and refund policies carefully.

#### ***Questions or Concerns***

If at any time during the program you have a question, please contact Thomas Shubbuck, the program coordinator, at 202.687.6312 or at [ccpefinancialplanning@georgetown.edu](mailto:ccpefinancialplanning@georgetown.edu).