

McDonough School of Business

McDonough Leadership and Academic Approach

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Approach and Purpose

Georgetown University's McDonough School of Business was founded in 1957 by the Rev. Joseph Sebes, S.J., a professor in the School of Foreign Service, who believed that an understanding of commercial markets was essential to worldwide political stability. The school was named for alumnus Robert Emmett McDonough, a major benefactor.

The McDonough School of Business is a premier business school dedicated to helping students develop a global mindset, bring a values-based approach to business, and academic excellence across a host of business areas.

Faculty members foster an environment for learning by selecting techniques that challenge students to take an active role in the education process. Faculty are extremely engaged, bringing their research into the classroom and involving students in their scholarly pursuits, as well as exposing them to practical aspects of the business world.

The McDonough School of Business Undergraduate Programs combines core requirements in business and liberal arts to provide students with a strong foundation in critical thinking and reasoning. During the first and second years, students complete courses in subjects such as English, philosophy, theology, history and economics, while beginning their business coursework and taking courses in accounting, marketing, finance, business statistics, operations, and ethics. In their junior and senior years, students complete coursework in their major. McDonough also strongly supports students who would like to choose a minor in one of liberal arts disciplines in the College of Arts & Sciences, School of Health, and Walsh School of Foreign Service. This blend of wide-ranging liberal studies and business courses creates opportunities for students to pursue diverse areas of interest.

McDonough also offers a variety of graduate programs across a range of experience levels, including the MBA, Executive MBA, Executive Masters in Leadership, M.S. in Management, M.S. in Finance, M.S. in Global Finance, M.S. in Business Analytics, M.S. in Environment and Sustainability Management (with the Earth Commons), M.S. in Global Real Assets, and M.A. in International Business and Policy (with the School of Foreign Service).

Undergraduate and graduate business students benefit from a dedicated McDonough Career Center team who provide individualized coaching across programs. McDonough students successfully find internships and jobs throughout the nation's capital, the United States, and around the world. Additionally, each program's advising team helps students map their career aspirations to courses and co-curricular activities to help meet their personal and professional goals.

Programs

Undergraduate Programs List

- Entrepreneurship Minor (<http://coursecatalog.georgetown.edu/programs/entrepreneurship-minor/>)
- Global Real Assets Minor (<http://coursecatalog.georgetown.edu/programs/global-real-assets/>)
- Business & Global Affairs, BS (<http://coursecatalog.georgetown.edu/programs/business-global-affairs-bs/>)
- International Business, Language & Culture, BS (<http://coursecatalog.georgetown.edu/programs/international-business-language-culture-bs/>)
- Accounting, BSBA (<http://coursecatalog.georgetown.edu/programs/accounting-bsba/>)
- Finance, BSBA (<http://coursecatalog.georgetown.edu/programs/finance-bsba/>)
- International Business Regional Studies, BSBA (<http://coursecatalog.georgetown.edu/programs/international-business-regional-studies-bsba/>)
- International Political Economy & Business, BSBA (<http://coursecatalog.georgetown.edu/programs/international-political-economy-business-bsba/>)
- Management, BSBA (<http://coursecatalog.georgetown.edu/programs/management-bsba/>)
- Marketing, BSBA (<http://coursecatalog.georgetown.edu/programs/marketing-bsba/>)
- Operations & Analytics, BSBA (<http://coursecatalog.georgetown.edu/programs/operations-analytics-bsba/>)

Graduate Programs List

- Business Administration, MBA (<http://coursecatalog.georgetown.edu/programs/business-administration-mba/>)
- Business Analytics, MS (<http://coursecatalog.georgetown.edu/programs/business-analytics-ms/>)
- Environment & Sustainability Management, MS (<http://coursecatalog.georgetown.edu/programs/environment-sustainability-management-ms/>)
- Finance, MS (<http://coursecatalog.georgetown.edu/programs/finance-ms/>)

- Global Finance, MS (<http://coursecatalog.georgetown.edu/programs/global-finance-ms/>)
- Global Real Assets, MS (<http://coursecatalog.georgetown.edu/programs/global-real-assets-ms/>)
- International Business & Policy (Dubai), MA (<http://coursecatalog.georgetown.edu/programs/international-business-policy-dubai-ma/>)
- International Business & Policy, MA (<http://coursecatalog.georgetown.edu/programs/international-business-policy-ma/>)
- International Executive Business Administration (Dubai), EMBA (<http://coursecatalog.georgetown.edu/programs/international-executive-business-administration-dubai-emba/>)
- International Executive Business Administration, EMBA (<http://coursecatalog.georgetown.edu/programs/international-executive-business-administration-emba/>)
- Leadership (Greece), Executive Master's (<http://coursecatalog.georgetown.edu/programs/leadership-executive-masters-greece/>)
- Management, MS (<http://coursecatalog.georgetown.edu/programs/management-ms/>)

Joint Graduate Programs List

- Foreign Service, MS and Business Administration, MBA (Joint Program) (<http://coursecatalog.georgetown.edu/programs/foreign-service-business-administration-joint-program/>)
- Public Policy, MPP and Business Administration, MBA (Joint Program) (<http://coursecatalog.georgetown.edu/programs/public-policy-business-administration-joint-program/>)

Graduate Regulations

Graduate Regulations

The regulations in this section establish general academic requirements, policies, and procedures for graduate degree and certificate programs administered by the McDonough School of Business.

Students are also subject to the University's Graduate Academic Regulations and Procedures (<http://coursecatalog.georgetown.edu/academics/academic-regulations/graduate-regulations/>), which establish minimum requirements applicable to graduate programs across the University.

Each graduate program maintains program-specific requirements, policies, and procedures, which may be published on the program's Bulletin page, in its official program handbook, or in other official program materials. Individual programs may establish additional or more stringent requirements than those contained in the general McDonough graduate regulations.

When a program-specific regulation addresses the same subject as a general McDonough graduate regulation, the program-specific regulation governs unless the general regulation expressly establishes a School-wide minimum or requirement. Program-specific regulations may not waive or reduce a minimum requirement established by the University or the McDonough School of Business.

When a matter is not addressed by the applicable program regulations, the general McDonough School of Business graduate regulations apply. University-wide policies and requirements take precedence over both program-specific and School-wide regulations.

Students are responsible for understanding and complying with the requirements applicable to their individual program. Students should consult their program's Bulletin page and official program handbook and direct questions concerning the interpretation or application of a regulation to the appropriate program office.

Exceptions may be granted only by the individuals or bodies authorized under the applicable University, School, or program procedures.

Program-Specific Regulations and Handbooks

Individual programs may supplement these regulations and establish additional or more stringent academic requirements, standards, procedures, and deadlines, including requirements concerning grading, satisfactory academic progress, attendance, course sequencing, transfer credit, degree-completion limits, experiential requirements, leaves of absence, and dismissal. Except where these regulations expressly establish a School-wide minimum or requirement, program-specific regulations, including those published in official program handbooks, supersede the general McDonough graduate regulations when they address the same subject. If a student is uncertain about which regulation applies, the student should consult the appropriate program office.

Graduate Degree Programs

The McDonough School of Business offers graduate programs leading to Master of Business Administration, Master of Arts, and Master of Science degrees. Programs are offered in on-campus, online, and hybrid formats.

Specific degree requirements, curricula, academic standards, and program policies are provided on the respective program pages and in the official program handbooks.

- Master of Business Administration: full-time, part-time, and online
- Executive Master of Business Administration: Washington, D.C., and Dubai
- Master of Arts in International Business and Policy: Washington, D.C., and Dubai; jointly offered with the Walsh School of Foreign Service
- Master of Science in Business Analytics: full-time and online
- Master of Science in Environment and Sustainability Management
- Master of Science in Finance
- Master of Science in Global Finance
- Master of Science in Global Real Assets
- Master of Science in Management
- Executive Master's in Leadership: Athens, Greece

Global Business Experience

The Global Business Experience (GBE) is a signature component of McDonough graduate education and is required by many McDonough graduate programs. Through the GBE, students apply their academic learning to a business challenge involving an international organization or global market.

The format, credit requirements, and degree requirements associated with the GBE vary by program. Students should consult their program page and official program handbook for specific requirements.

Graduate Curriculum Oversight

The Graduate Curriculum and Standards Committee provides faculty oversight of the curricula and academic standards of McDonough graduate programs. The committee reviews proposals concerning graduate courses, curricula, degree requirements, and academic policies and makes recommendations through the applicable School and University approval processes.

Individual graduate programs are responsible for administering their approved curricula and establishing program-specific academic requirements consistent with School and University policies.

Registration and Enrollment

Graduate students must register for courses in accordance with the requirements of their degree program and the deadlines published by the University Registrar. Students must satisfy applicable registration requirements and resolve any University holds that prevent registration.

Program-specific registration requirements, course sequencing, enrollment limits, and approval procedures are described in the applicable program handbook.

Enrollment Status

Full-time and part-time enrollment requirements vary by program. Students should consult their program handbook before changing their course load because enrollment status may affect academic progress, tuition, financial aid, health insurance, and immigration status.

International students must also comply with the enrollment requirements established by the Office of Global Services.

Add, Drop, and Withdrawal

Students may add, drop, or withdraw from courses only within the applicable University and program deadlines. Students should consult their program office before changing their registration to understand the academic and financial consequences.

Withdrawal from an individual course does not constitute withdrawal from a degree program. Students seeking to withdraw from their program should follow the procedures established by their program office.

Courses Outside the Program

Enrollment in courses offered outside a student's program, including courses offered by another Georgetown school or through an approved consortium or exchange arrangement, may require advance program approval. Students should consult their program handbook to determine whether such courses may be applied toward their degree.

Grading

Graduate coursework is graded in accordance with the University's Graduate Academic Regulations and Procedures (<http://coursecatalog.georgetown.edu/academics/graduate-regulations/academic-regulations-procedures/>).

Individual programs may establish additional or more stringent grading requirements, including minimum grades in specified courses and restrictions on repeating courses. Students should consult their program handbook for applicable requirements.

Grade Appeals

Students may appeal a final course grade or other academic assessment in accordance with the procedures and deadlines established by their individual program. An appeal must identify the basis for contesting the grade or assessment and include any relevant supporting information.

Students should consult their program handbook or contact their program office for the applicable process, deadlines, and reviewing authorities. The outcome of the program's final review is final. Academic-integrity findings and academic suspension or dismissal decisions are governed by their respective appeal procedures.

Academic Standing and Enrollment Status

Academic Standing

To remain in good academic standing, all graduate students must maintain a cumulative grade-point average of at least 3.000 and make satisfactory progress toward completion of their degree.

Individual programs may establish additional or more stringent academic standards, including minimum grades in specified courses, course-completion requirements, attendance expectations, and other measures of academic performance. Students should consult their program handbook for applicable standards and procedures.

Satisfactory Progress

Satisfactory progress may include completing required courses within the prescribed sequence and timeframe, earning minimum grades in designated courses, meeting attendance or participation requirements, and satisfying other academic milestones established by the program.

A student who does not maintain satisfactory academic progress may be placed on probation, suspended, or dismissed from the program. Students should consult their program handbook for program-specific requirements and consequences.

Probation

A student who does not maintain satisfactory academic progress may be placed on academic probation. The program will notify the student of the conditions of probation and the requirements and timeframe for returning to good academic standing. Failure to satisfy these conditions may result in suspension or dismissal.

Suspension

Academic suspension is a temporary separation from the program. The grounds, duration, conditions, and procedures for returning from suspension are established by the individual program and described in its official handbook.

Dismissal

A student may be dismissed for failing to meet the academic standards or progression requirements of the program, including failure to satisfy the conditions of probation or suspension. Academic dismissal terminates the student's enrollment in the program.

Academic Appeals

A student may appeal an academic suspension or dismissal in accordance with the procedures and deadlines established by the individual program. Appeals must be submitted in writing and must identify the grounds for the appeal and include any relevant supporting information.

Students should consult their program handbook or contact the program office for applicable procedures, deadlines, and reviewing authorities. Grade appeals, academic-integrity matters, and non-academic conduct matters are governed by their respective policies and procedures.

Withdrawal, Leave of Absence, and Readmission

Withdrawal

A student who wishes to withdraw from a graduate program must notify the program office and complete the applicable University and program procedures. Ceasing attendance or enrollment does not constitute official withdrawal. The academic and financial consequences of withdrawal are determined by the effective date of the official withdrawal.

Leave of Absence

A student may request a leave of absence in accordance with the procedures established by the individual program. Approval is not automatic, and the program may establish conditions for the leave and the student's return.

Students considering a leave should consult their program office and other appropriate University offices regarding possible effects on financial aid, health insurance, employment, and immigration status.

Return from Leave

A student seeking to return from an approved leave of absence must satisfy the conditions of the leave and follow the procedures established by the program.

Readmission Following Withdrawal

A student who has withdrawn from a graduate program and later seeks to return must follow the applicable readmission procedures. Readmission is not automatic and may be subject to program approval, degree-completion time limits, curriculum changes, and other conditions established by the program.

Students should consult their program handbook for applicable deadlines, documentation requirements, and approval procedures.

Academic Integrity

All graduate students are expected to uphold the highest standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, plagiarism, fabrication, unauthorized collaboration, and unauthorized use of artificial intelligence or other resources.

Suspected violations must be reported and reviewed under the academic integrity procedures applicable to the student's program. Faculty members may not independently determine responsibility or impose an academic-integrity sanction outside the applicable review process.

Students should consult their program handbook for reporting procedures, adjudication processes, potential sanctions, and appeal rights. Academic-integrity requirements established by the University also apply.

Graduation and Commencement

Graduation Certification

Students must apply for graduation in accordance with University and program procedures and by the applicable deadlines. The program will certify that the student has completed all degree requirements and is eligible for degree conferral.

Students are responsible for confirming that all academic and administrative requirements have been satisfied. Individual programs may establish additional graduation requirements and certification procedures. Students should consult their program handbook and program office for details.

Commencement

Participation in commencement is ceremonial and does not constitute degree conferral. Eligibility to participate is determined by the University and the student's program.

Students who have not completed all degree requirements may participate only when permitted under the applicable University and program policies. Information concerning commencement registration, deadlines, academic regalia, and ceremony arrangements is communicated separately to eligible students.

Degree Conferral, Diplomas, and Transcripts

Degrees are conferred only after all requirements have been completed and officially certified. Diplomas and official transcripts are issued in accordance with the procedures of the University Registrar.

Graduate Honor Society

Beta Gamma Sigma

The McDonough School of Business maintains a chapter of Beta Gamma Sigma, the international business honor society serving institutions accredited by AACSB International. Beta Gamma Sigma recognizes academic achievement, leadership, and professional excellence in business education.

Eligible graduate students are invited to membership based on the criteria established by Beta Gamma Sigma and the McDonough chapter. Eligibility requirements and selection procedures may vary by degree program.

Undergraduate Regulations

Degree Requirements and Academic Policies

Degree Programs

Bachelor of Science in Business Administration

McDonough offers the Bachelor of Science in Business Administration (BSBA) degree with six areas of study. The baccalaureate program is accredited by the Association to Advance Collegiate Schools of Business (AACSB). In addition to completing courses in the business core, students must complete five to six courses in their chosen major; click on the links below for specific information on each major.

- Accounting
- Finance
- International Business
- Management
- Marketing
- Operations and Analytics

Bachelor of Science in Business and Global Affairs

In addition, the McDonough School of Business offers a Bachelor of Science in Business and Global Affairs. This is a joint program designed and delivered by McDonough and the School of Foreign Service (SFS). First-year students enrolled in McDonough are eligible to pursue this program. Students must take BGAF-1001: Global Markets and Politics in the Spring of their first year to be eligible to apply to the program.

Bachelor of Science in International Business, Language, and Culture

In addition, the McDonough School of Business offers a Bachelor of Science in International Business, Language, and Culture (IBLC). This is a joint program designed and delivered by McDonough and the Georgetown College of Arts & Sciences (CAS). Students in CAS and McDonough may apply to enter the IBLC program at the end of their first year.

Dimension	Majors	Minors	Fellowships
Curriculum Architecture	15–18 credits; required courses + electives; narrative + curricular map; may include gateways or capstones.	12 credits; at least one foundational course + coherent electives set; typically relies on existing courses	9 or more credits + experiential elements; may combine coursework, workshops, applied projects.
Transcript and Credential Status	Noted on Transcript	Noted on Transcript	Not Noted on Transcript
Access Process	Declaration or Application required**	Declaration or Application required*	Application required

*Note: The entrepreneurship and global real assets minors are only available to MSB students.

**Note: BSBGA and IBLC degree programs are by application in the second semester of the first-year.

Focus	Learning Goal	Learning Outcomes
Business Knowledge and Analytical Skills	Our graduates will have the knowledge and the analytical, management, and quantitative skills necessary to advance organizations and improve their performance.	Our students will master the key frameworks, models, and skills that reflect the body of knowledge in their major, and will apply discipline-based habits of analytical thinking to problems and opportunities. Our students will be skilled in the analysis of both qualitative information and quantitative data. They will be able to frame problems, apply appropriate analytical techniques, and draw valid conclusions and recommendations.
Ethical and Social Justice Perspective	Our graduates will develop an understanding of business that reflects the moral responsibility of management to all relevant stakeholders and the natural environment.	Our graduates will understand the cultural and ethical complexities of conducting business on a global scale and be able to suggest appropriate courses of action. Our students will understand how to integrate the Jesuit ideal of “service to others” in their leadership and business practices. Our students will understand the importance of and techniques for measuring the impact of firms on people and their natural environment.

Global Perspective	Our graduates will develop a global and multicultural perspective on the business enterprise and acquire the leadership skills necessary to be a successful leader in a global organization.	Our students will learn about the ways national culture, law, and other social structures affect organizations and the ways that organizations affect their host countries.
		Our students will develop the skills and perspective needed for effective leadership in a multicultural environment.
		Our students will learn to apply the analytical content of their major in an international setting.
Communication Skills	Our graduates will be able to communicate effectively in a variety of settings to advance organizational objectives and to meet challenges.	Our students will be able to synthesize and summarize information and to professionally communicate their analyses, arguments, and recommendations to a variety of audiences.
		Our students will be skilled in written, oral, and visual communication and will be able to effectively choose communication methods that are appropriate to the topic, objective, and setting.

Degree Requirements

Graduation and the awarding of a Bachelor's degree from the McDonough School of Business is dependent upon satisfactory completion of the following University and School requirements:

1. A minimum of 120 semester hours; 60 credits must be completed at Georgetown University with at least four semesters in residence excluding summer terms;
2. A final cumulative grade point average of 2.00 or higher;
3. Completion of the University Core (<http://coursecatalog.georgetown.edu/academics/undergraduate-regulations/georgetown-core-curriculum-requirements/>) requirements;
4. Completion of the Liberal Arts Core or BSBGA Core/IBLC Core requirements; (BSBGA core only applies to students pursuing Bachelor of Science in Business & Global Affairs degree and the IBLC Core only applies to students pursuing Bachelor of Science in International Business, Language and Culture degree.)
5. Completion of McDonough's Business Core requirements; (BSBA degree students only)
6. Selection and completion of a major and its listed requirements.

Additional requirements for specific majors can be found under the specific degree programs page.

The final transcript of graduates includes the listing of all majors and minors, as well as final GPA*. Once a degree is conferred, additional coursework taken as a special student at Georgetown or elsewhere may not be applied to an incomplete major or minor.

MSB Core Curriculum

The MSB required University Core, Liberal Arts, and BSBA Business Core requirements are as follows:

Specific MSB University Core Requirements

Code	Title	Credits
WRIT 1150	Writing and Culture	3-4
Integrative Writing		
BADM 1101	Freshman Seminar	3
	or BADM 2099 Intro to Research in Business	
	or BADM 4090 Global Business Experience	
	or BADM 4998 Senior Thesis I	
	or MARK 3229 Marketing Across Borders	
	or MGMT 3200 Communicating for Business Leadership	
	or MGMT 3205 The Culture Lab	
	or MGMT 3260 Leading People & Teams	
	or MGMT 3277 Imagination and Creativity	
	or STRT 3255 Moral Foundations of Market Society	
Humanities: Art, Literature, Music and Media		
	One course with the HALM attribute. This course must be taken at Georgetown.	3
Philosophy & Ethics		
STRT 2101	Ethical Values of Business	3
	One course with the 'Core: Philosophy/General' attribute ¹	3
Theology & Religious Studies		
THEO 1000	The Problem of God	3
	or THEO 1100 Intro to Biblical Literature	
	One class with the 'Core: Theology' attribute	3
Science for All		
	One course with the 'Core: Science for All' attribute taken at Georgetown. Courses taken for AP or IB credit do not count for this requirement.	3
Quantitative Reasoning & Data Literacy		
ACCT 2101	Mgmt Acct for Decision Making	3
Pathways to Social Justice		
CPSJ 1000	Race, Power, and Justice at GU	1
	or CPSJ 1001 Race, Power, and Justice at GU	
	or CPSJ 1002 Race, Power, and Justice at GU	
	or CPSJ 1003 Race, Power, and Justice at GU	
	Two courses with the 'Core: Pathways to Social Justice' attribute	6

¹ Please note that seniors are not permitted to take an intro-level philosophy or ethics course and McDonough students should not take PHIL-1100: Intro to Ethics. Students in the BSBGA major (<http://coursecatalog.georgetown.edu/programs/business-global-affairs->

bs/) can take PHIL-1900: Political & Social Thought as their general philosophy course.

Liberal Arts Core for BSBA Students

Code	Title	Credits
Economics		
ECON 1001	Econ Principles Micro ¹	3
ECON 1002	Econ Principles Macro ¹	3
Mathematics		
MATH 1350	Calculus I	4
History/Government		
HIST		6
GOVT ²		
INAF ³		
Liberal Arts Electives		21

Liberal arts electives may be selected from courses offered outside of the Business School in disciplines such as the humanities, social sciences, natural sciences, mathematics, languages, and the arts. ⁴

¹ McDonough students with a score of 4 on both Advanced Placement (AP) exams (Micro and Macro) are allowed to take ECON 1003 and one additional upper-level ECON course should be completed by the end of the second year.

For a score of 5 on the Microeconomics AP exam, the student will receive three credits for ECON-1001: Principles of Microeconomics. For a score of 5 on the Macroeconomics AP exam, the student will receive three credits for ECON-1002: Principles of Macroeconomics. Students with a score of 5 on both of the AP exams may proceed to upper-level courses and cannot take any of the principle courses (ECON-1001, 1002 and 1003). Students with a score of 5 on only one of the AP exams normally take the opposite principles course. If the student takes ECON-1003: Principles of Economics: Macro and Micro, they will forfeit the AP credit in economics.

² except GOVT 2201

³ Any classics or INAF course taken to fulfill this requirement must be approved by the Undergraduate Programs Office prior to registration for the course

⁴ Most courses offered outside of the Business School satisfy this requirement; however, UNXD courses do not count toward liberal arts elective credit. Students may apply a maximum of two ECON courses (6 credits) beyond the principles level toward the seven required liberal arts electives.

Business Core

Code	Title	Credits
ACCT 1101	Intro to Financial Accounting	3
ACCT 2101	Mgmt Acct for Decision Making	3
ACCT 1181	Business Law	3
	or STRT 2265 Business-Govt Relations	
	or BGAF 1001 Global Markets and Politics	
OPAN 1101	Computational Busn Model	1
OPAN 2101	Business Statistics ¹	3
MARK 1101	Principles of Marketing	3
MGMT 1101	Management & Org Behavior	3

STRT 2101	Ethical Values of Business	3
FINC 2101	Business Financial Management	3
OPAN 2201	Modeling Analytics	3
OPAN 3101	Operations Management	3
STRT 3101	Strategic Management	3

¹ Students with AP Stat credit or STAT coursework from prior schools will take OPAN 2102 instead.

Guide to Course Scheduling, Withdrawals and Part-Time Status

The normal course load in the McDonough School of Business is five three-credit courses per semester or 15 credits. Special permission is required to take fewer than 12 credits or more than 17.5 credits per semester; students should discuss program implications with their Advising Dean in the Undergraduate Programs Office.

To satisfy the eleven-course business core requirement, all students should complete Introduction to Financial Accounting, Computational Business Modeling, and Business Statistics in the first year. During the second and third years, all students must complete the following:

Management Accounting for Decision Making, Ethical Values of Business, Integrated Writing, Business Law or Business/Government Relations, Management and Organizational Behavior, Principles of Marketing, Modeling Analytics and Business Financial Management. During the third year, students should complete both Strategic Management and Operations Management. In addition to all core requirements, students must complete discipline-specific courses in at least one of the undergraduate business majors.

1.5 Credit Enrollment and Add/Drop Period

We recommend the following guidelines for students enrolling in 1.5-credit courses:

- Students should take the equivalent of five 3-credit courses or 15 credits, if they want to enroll in one 1.5-credit course. (This will allow them to remain as a full-time student if they drop or withdraw from a course.)
- Students should take the equivalent of four 3-credit courses or 12 credits, if they want to enroll in two 1.5-credit courses. (This will allow them to remain as a full-time student if they drop or withdraw from a course.)

The add/drop period for (modular classes) 1.5-credit courses is viewable on the Registrar's (<https://registrar.georgetown.edu/registration/refunds-and-tuition/>) website.

Withdrawals from a Course

To withdraw from a course, a student must submit an official request to the Undergraduate Programs Office through GU Experience (<https://guexperience.georgetown.edu/>). If a student does not complete a course for which the student is registered and from which the student has not officially withdrawn, a failure will be recorded for that course. For information on the withdrawal period for 1.5-credit courses, please refer to the Registrar's website (<https://registrar.georgetown.edu/>).

Courses dropped through this withdrawal period will be shown on a student's record with a 'W' grade.

Part-Time Status

Students are expected to maintain full-time status through the semester. No student at any time may withdraw from courses to the point of becoming a part-time student (i.e., registered for fewer than 12 credits) without the permission of the Undergraduate Programs Office. Students would need to petition the Academic Standards Committee in the Undergraduate Programs Office for approval.

Students seeking to enroll less than full-time (LTFT) due to a chronic medical condition must seek the endorsement of the Academic Resource Center and/or Student Health. Requests for LTFT accommodations will be reviewed on a semester-by-semester basis.

Please note that LTFT accommodations will not be approved in order to facilitate outside work or internship obligations under any circumstances. A student electing to engage in a full-time commitment outside of academic coursework (e.g., employment, internship, or fellowship opportunity) should request a leave of absence.

Seniors who have met all residency requirements may petition to be part-time in the final semester of their senior year.

Transfer Credit Policy

Transfer Admissions

External applicants for transfer admission must have completed one semester of at least 12 transferable credit hours prior to being accepted to McDonough. Internal candidates for transfer must have completed one year of study at Georgetown prior to being accepted to McDonough and should have achieved a minimum GPA of 3.0 on a 4.0 scale. Students currently enrolled in another school within the University who are interested in transferring should contact the Undergraduate Programs Office for more information on the internal transfer admissions process.

Validation of Business Courses

When an external transfer student requests transfer credit for a business course that has been taken at another institution, the student may be asked to validate the course by providing a comprehensive course syllabus including a class schedule of topics and content covered (Please note in some circumstances, assignments, course deliverables, etc. may be needed to assess the class). All validation processes are administered through the Undergraduate Programs Office and all course syllabus are reviewed by faculty in McDonough or the transfer student coordinators in the Undergraduate Programs Office.

With the exception of summer school courses listed in the usual departments of the five undergraduate schools on campus (CAS, SFS, MSB, SOH and BSN), McDonough students may not enroll in courses offered through the School of Continuing Studies for its various degrees, certificates and special programs.

Transfer Credit for College Courses Taken Prior to Matriculation

Incoming students who have taken a course(s) at another college or university (including community colleges) during high school may request Georgetown credit (at most 12 credits) provided all of the following guidelines are met:

- the course was taught at an accredited college or university, not at your high school;

- the course was taught by a regular member of the college or university faculty, not a high school instructor given associate status by the college or university;
- the course was open to regular college or university students and was not designed specifically for high school students;
- the course was recorded by the college or university on an official transcript, and would be credited toward that college or university's degree;
- the course did not count toward fulfillment of a high school graduation requirement;
- the course was taken during junior year in high school or later;
- a grade of "C" or above was earned;
- the course is not a foreign language (Georgetown only accepts pre-matriculation language credit through AP/IB exams paired with a NSO placement exam result and successful completion of a language course at Georgetown).

In addition to meeting all of these guidelines, a copy of the course syllabus (including class schedule) and an official transcript should be forwarded to the Undergraduate Programs Office (along with a letter from the student's high school guidance office verifying the above criteria were met), for review and determination of whether credit will be awarded.

Transfer Credit for Summer Courses Taken Away from Georgetown University

Students must submit requests for non-Georgetown summer school prior to enrollment in the summer course(s), ideally by the last day of classes in the Spring semester. Please note, the total number of credits taken away from Georgetown after matriculation cannot exceed 12 credit hours (generally four three-credit courses).

Though proposed courses do not need to be directly equivalent to existing Georgetown courses to be approved, we do limit our approvals to courses and areas of study contributing to the aims and spirit of a Georgetown liberal arts education. Courses offering non-academic training (paralegal studies, EMT, word processing, etc.) and that prepare students for college work (algebra, expository writing, grammar) are not transferred.

The McDonough School of Business adheres to certain eligibility and policies regarding study away from Georgetown University as outlined below:

- To be eligible to transfer, coursework must be taken at an accredited college, accepted toward an undergraduate bachelor's degree at that institution, and represented on that institution's official transcript.
- All courses must be taken for a grade, and a grade of C or better is required for transfer. Grades earned on courses taken during non-Georgetown summer school are not computed into the Georgetown University GPA and will not appear on the Georgetown University transcript.
- Students are allowed to take a maximum of FOUR (4) pre-approved in-person or online courses. Specific guidelines for online courses are listed below.
- In-person classroom courses, credits are evaluated using classroom hours and the session calendar. An in-person three-credit course must meet for a minimum of 36 hours over 3 weeks.

Sessions shorter than three weeks will not be approved. Four-credit courses will require additional classroom hours.

- The dates of the non-Georgetown course cannot overlap with days that Georgetown courses are in session (Fall or Spring semesters). Students cannot be enrolled in Fall or Spring semester Georgetown courses and non-Georgetown courses simultaneously.

Policy for Online Coursework

- Provide a current syllabus along with a class schedule (i.e. for the online version of the course in the term in which it will be taken, and prepared by the instructor of record);
- The course must meet for a minimum of 3 weeks, with fixed start and end dates. However, most online courses meet for longer than 3 weeks to meet the necessary contact hours;
- The structure of the online course should approximate at least 36 contact hours by alternate means;
- Self-paced courses or independent studies will not be approved (just online or any course);

Please note for all courses:

- All language credit at the learning level is subject to the results of a department-administered placement exam upon return.
- Students are allowed to take a maximum of FOUR (4) pre-approved university or community college courses outside of Georgetown.
- A maximum of FOUR (4) non-Georgetown summer courses may be transferred to the Georgetown transcript.
- External transfer students may not transfer more than 60 credits to the Georgetown degree (including advanced credits such as AB, IB, 13th year programs as well as study abroad credits).
- Courses at eligible institutions must meet the same and/or similar rigors as a course at Georgetown.
- Students are expected to fulfill all major and Business core requirements at Georgetown. If the student is seeking credit for a course to count towards a minor, the student will need to receive permission from the minor department.
- Students attending a university that meets on a quarter system are advised that generally a five-unit class normally equates to a three-credit course at Georgetown University.
- To receive appropriate credit, students must ask the host institution to send an official transcript to the Undergraduate Programs Office. Electronic transcripts can be sent to msbundergrad@georgetown.edu and paper transcripts can be mailed to the following address: McDonough School of Business, Rafik B. Hariri Building, Suite 120, 37th & O Street NW, Washington, DC 20057.

For Non-Georgetown International Summer Courses Study Abroad

Students who plan to complete courses at universities located outside the United States and aim to transfer the earned credit back to their Georgetown degree must submit an International Travel Authorization Application for review and approval by the International Safety Office. Please allow at least four weeks prior to departure for the safety and security review process to be completed. The International Travel

Authorization process can be found on the International Safety (<https://internationalsafety.georgetown.edu/policy-compliance/>) website.

Academic Advising and Policies

Academic Advising

The McDonough School of Business' advising system is designed to inform students of the many curricular options and programs available to them and to help them in making responsible choices that nurture their intellectual interests. All McDonough undergraduate advising takes place in the Undergraduate Programs Office in the Rafik B. Hariri Building, Suite 120. The students' advising dean provides specific information about the proper sequencing of courses required for their majors, discusses the students' proposed course selection for registration for each upcoming semester, and serves as a sounding board for exploring various academic options.

During their first year, students are required to schedule a meeting with their assigned advising dean to discuss their intellectual interests and academic goals. The purpose of the meeting is for the student and advising dean to get to know one another, to discuss how to use MyDegree, the degree audit advising tool, and for the student to learn how to navigate the curriculum as well as academic and campus resources available to them at the University.

Students who enter the McDonough School of Business typically declare their majors in spring of their sophomore year.

During the junior and senior years, students are advised about changes to their academic program, study abroad and transfer credit, tutorial courses, degree completion, commencement, and post-graduation plans.

The Undergraduate Programs Office is the central source of information for students regarding academic and administrative affairs. Students should check the McDonough Undergraduate Programs website (<http://msbundergrad.georgetown.edu/>) for announcements, information and forms. Students are responsible for checking their University email and their Canvas McDonough Class Page regularly for important academic information.

Students pursuing a Bachelor of Science in Business and Global Affairs should consult the BSBGA page of this bulletin for advising. Students pursuing the Bachelor of Science in International Business, Language, and Culture should consult the IBLC page of this bulletin for advising.

Documenting Major(s) and Minor(s)

All students must officially declare their major(s) prior to the end of the spring semester of sophomore year. Students are encouraged to declare potential minors at the same time for planning purposes. Students can declare majors or minors through our online forms which can be found on our Undergraduate Forms page (<https://msbundergrad.georgetown.edu/advising/forms/>) of the McDonough website.

Declaring a Major

The major areas enable students to achieve a command of one or two of the business disciplines. When students declare their major(s), they are encouraged to be in touch with faculty in their major discipline.

This mentor-student relationship is designed to enable students to benefit from faculty expertise in their chosen major. Students are

encouraged to seek faculty advice in addition to that provided by the Undergraduate Programs Office.

Students may declare a double major, but only a maximum of three credits can be double counted between the two majors.

In other words, students must take at least 27 credits total, to successfully complete the requirements of a double major. **Students may not pursue a triple major.** All students in McDonough are encouraged to discuss major and course selections with their advising dean, faculty advisors, and career education center advisors.

Students pursuing a Bachelor of Science in Business and Global Affairs and the Bachelor of Science in International Business, Language, and Culture are not permitted to double major with a major offered through a different degree program. Students should consult with their BSBGA or IBLC advising dean for more details.

Declaring a Minor

Students may elect to pursue a minor from among the many departments within the College of Arts & Sciences (https://college.georgetown.edu/about/#_ga=29670479916772625521681655561-6499572931663594270).

Many McDonough students select minors from among the liberal arts offerings. Students seeking a minor should consult with the appropriate department to obtain authorization (if required for certain application-based or special minors) and complete the Minor Declaration Form found on our Undergraduate Forms page (<https://msbundergrad.georgetown.edu/advising/forms/>) of the McDonough website. Please note that if a student is completing two minors in the College of Arts & Sciences, a single course may not be applied to both minors. No courses can double count between the two minors. Successful completion of the minor will be noted on the student's final transcript, together with the major(s). Please note, students may only pursue up to two minors.

Business students can pursue a limited number of certificates in the School of Foreign Service including the Minor in Science, Technology and International Affairs (STIA) (<https://stia.georgetown.edu/academics/minor/>), minors in the School of Health, and an Entrepreneurship and Global Real Assets minor in the McDonough School of Business. No more than three credits can double count towards a minor (e.g. Entrepreneurship/Global Real Assets) in the McDonough School of Business and a McDonough major(s).

Students pursuing a Bachelor of Science in Business and Global Affairs or the Bachelor of Science in International Business, Language, and Culture (IBLC) who are interested in pursuing a minor should consult with their BSBGA/IBLC advising dean for more details.

Credit for ROTC Courses

Business students who participate in the Reserve Officer Training Corps (ROTC) program may receive up to a maximum of 12 credits of Military Science courses applied to the Bachelor of Science in Business Administration. This policy is uniform with regard to Army Military Science offered on the main campus of Georgetown University, Naval Science offered at The George Washington University and Air Force at Howard University. Courses offered at three credits will be applied first, and courses offered at less than three credits may be allowed up to the limit of 12 credits total. All 12 credits may contribute to the 120 credits required for the degree.

Academic Regulations

The McDonough School of Business standards are set forth under University Academic Regulations.

Additionally, the McDonough School of Business regulations include the following:

- Students must complete a minimum of four semesters of University study, full-time and in residence at Georgetown University. A minimum of 60 credits must be completed in residence at Georgetown University.
- Credits earned through the Consortium do not count toward the 60 credit residency minimum.
- Students are required to complete at least half of the coursework for a major or minor in residence at Georgetown. Transfer credits in excess of half of a major or minor will be counted as free electives toward the degree. Additionally, some departments may set stricter limits on transfer credit and how it may be applied.
- No course can count for more than two requirements (courses cannot triple count for three different specific requirements, excluding liberal and free electives).
- Once matriculated, a student may transfer no more than four (4) non-Georgetown summer school courses to the Georgetown degree (max total of 12 credits). Prior approval for such courses must be obtained from the McDonough Undergraduate Programs Office. Students may not transfer coursework taken in a fall, winter or spring semester at another institution, other than coursework taken in an approved study abroad program.
- Semesters are defined as fall and spring semesters (not summer).
- Study abroad at GU-Qatar or Villa le Balze counts toward the residency requirement.
- Courses that fulfill requirements for Liberal Arts and University Core Curriculum, Business Core, Major, Minor, Certificate or Fellows programs must be taken for a letter grade.
- The Georgetown University Core Curriculum (<http://coursecatalog.georgetown.edu/academics/undergraduate-regulations/georgetown-core-curriculum-requirements/>) is the common experience across the University. These requirements are interpreted and carried out differently across the schools. Please note, that no University Core courses can count toward the MSB Liberal Arts Core requirements outside of the Pathway for Social Justice overlay course requirement.
- McDonough students are not eligible to audit courses.
- Undergraduate students are normally required to be full-time (12 to 17.5 credits). The standard credit cap is set by the University Registrar at 17.5, and students seeking to overload (i.e., 18-20 credits) must submit an overload request form through GU Experience for review and approval. Overloads resulting from e.g. intensive language courses or laboratory requirements are approved regularly. Ordinarily, however, students are limited to a maximum of five courses of three credits or more per semester; requests to take a sixth course of three credits or more will receive additional scrutiny, and when approved will be deferred until all students have had an opportunity to register for classes. First-year students are normally not permitted to exceed the 17.5 credit limit.
- Seniors who have met all residency requirements may petition to be part-time in the final semester of their senior year only.
- With the exception of summer school courses listed in the usual departments of the five undergraduate schools on campus (CAS, SFS, MSB, SOH and BSON), McDonough students may not enroll

in courses offered through the School of Continuing Studies for its various degrees, certificates, and special programs.

- Students may not take more than four courses in any one summer at Georgetown without approval from the Undergraduate Programs Office. Students are encouraged to take no more than two courses concurrently in the same summer session.
- Any student with more than one incomplete in a given term who is unable to complete his or her work by the first day of class of the next term may not begin new courses without formal review and consent of the Dean's Office, and may be directed to take a leave of absence.
- Students who have been placed on probation are normally ineligible to receive an incomplete grade.
- Students on leaves of absence should not expect to transfer credits for courses taken elsewhere during that time. In rare circumstances and with expressed written approval of the Dean's Office, students may be allowed to transfer a limited number of courses. In no instance will more than four courses be transferred to the Georgetown record, and these credits will count against the "summer school" limit noted above.
- Students who are suspended or granted a leave of absence are not active students, and are therefore not permitted to reside in University housing, participate in student activities, use University facilities or services, or be on campus except when expressly permitted by the Dean's Office. Students who do not adhere to this policy will be in violation of the Code of Student Conduct and may jeopardize their ability to be reinstated as an active student in the University.
- Students who elect to graduate early are not guaranteed required coursework.
- Students who have completed all degree requirements, are eligible to graduate, and have been cleared by the Undergraduate Programs Office will have their degree conferred in the final semester in which all obligations are met.
- Degrees are conferred three times a year: in May, August, and December.
- Commencement Exercises take place once a year, in May. Students graduating in August may participate in the May Commencement exercises preceding or following the conferral of the degree. Students graduating in December may participate in the following May Commencement exercises.
- Any exceptions to standard academic policy will be evaluated by the Academic Standards Committee.

Academic Integrity

See the description of the Georgetown University Undergraduate Honor System in the Academic Regulations section of this Bulletin.

Duplicate Submission of Papers

Any student who wishes to submit a paper, or substantially the same paper, in two (or more) classes must discuss that plan with the concerned faculty members and obtain written approval so that no questions of academic integrity might arise at a later time.

Academic Standards

At the conclusion of each semester (including summer), the Academic Standards Committee convenes to review the academic records of all undergraduates in the McDonough School of Business. The Academic Standards Committee is composed of professional staff

in the Undergraduate Programs Office and is chaired by the Director of Student Services. In instances where a student has demonstrated unsatisfactory academic performance, the committee may recommend one of three courses of action: probation, suspension, or dismissal. All decisions are communicated in writing to the student.

Probation

Students who fail a course or who earn a semester or cumulative GPA below 2.00 are automatically placed on probation. While on probation, students are expected to maintain a semester GPA of 2.00 as a full-time student in at least 12 credit hours. Students may also be placed on probation for failing to complete a full-time course load (minimum of 12 credits) in two or more semesters. Probationary status is conveyed to the student in writing, but it does not appear on the academic transcript.

Suspension

Students may be suspended for one or more semesters because of unsatisfactory academic performance. The length of the suspension is determined by the Academic Standards Committee. Students who are suspended may not transfer credits to Georgetown earned elsewhere during the suspension period. Students who are suspended are not active students, and are therefore not permitted to reside in University housing, participate in student activities, use University facilities or services, or be on campus except when expressly permitted by the Dean's Office. Students who do not adhere to this policy will be in violation of the Code of Student Conduct and may jeopardize their ability to be reinstated as an active student in the University. Academic suspensions are communicated in writing and noted on the transcript.

Dismissal

Students may be dismissed from the University because of unsatisfactory academic performance. In cases of dismissal, students are permanently separated from Georgetown. Dismissed students may not register for or attend classes, attempt to complete a Georgetown degree, live in a residence hall, or participate in any activities reserved for students in good standing at Georgetown. Academic dismissal is communicated in writing to the student and noted on the transcript.

Academic Appeals

Notification of Suspension or Dismissal

Students who are either dismissed or suspended may appeal the decision of the Academic Standards Committee to the Senior Associate Dean for the Undergraduate Programs, who will refer the student to the Board of Academic Appeals. Upon notice of suspension or dismissal, the student will be informed of the process for appeal and the deadline to request an appeal hearing in writing. In requesting the appeal, the student must explain in writing what the mitigating factors might be and may also present evidence to which the Academic Standards Committee may not have had access.

The student's request must be a written appeal clearly indicating the grounds for possible reconsideration and must be submitted within the specified time limit. All student appeals should be directed to the Senior Associate Dean for the Undergraduate Programs.

Composition of the Board of Academic Appeals

The Board of Academic Appeals shall be appointed by the Vice Deans and consists of three faculty members and the Senior Associate Dean for the Undergraduate Program, or his/her designee, who serves

as an ex officio member on the committee, to advise on policy and procedural questions that may come up.

No member of the faculty may sit on a board as a voting member if the member:

- has at any time taught the student who is appealing;
- has at any time acted as an advisor to or employer of the student; or
- was a member of the McDonough Academic Standards Committee which made the initial recommendation.

Purpose of the Appeal Board

The Board's purpose is threefold:

1. It considers the student's record in light of the initial decision and accepts any evidence of extenuating circumstances which would warrant the Board to recommend a change in the Academic Standards Committee decision.
2. It assures the student an opportunity to appear before an impartial Board composed of members of the faculty and academic administration.
3. The student may then present to the Board evidence which would indicate reasons for the Board to recommend to the Senior Associate Dean a potential change in the initial decision.

Student Participation and Representation

Prior to the hearing, a representative from the Undergraduate Programs Office will share information with the student and, may include information pertinent to the Academic Standards Committee's decision (e.g., student's appeal letter, any supporting documents they provided, written correspondence, admissions information, etc.).

The student may be present for the hearing either in-person or over zoom or if because of extraordinary circumstances the student is unable to be present, he or she may present a written summary of the grounds for the appeal. When presenting the appeal to the Board, the student may bring someone for the purpose of moral support. This person must remain silent through the board hearing. The Board will have access to the student's academic record and his or her written request for an appeal.

It should be emphasized that the Board of Academic Appeals is an educational hearing board and not a court of law, and an attorney may not appear on behalf of a student during the hearing or appeals process.

Role of Witnesses and Supporting Evidence

The Board has the right to call people other than the student to appear before it in the interest of illuminating the case and especially the claims made by the student about extenuating circumstances. If these people cannot appear, they may submit their views in writing. The Board will accept and review written statements submitted at the request of the student in support of the appeal, but it is up to the Board to decide whether it will invite "witnesses" such as parents, professors, and psychiatrists to participate in the hearing itself.

Deliberations and Decision-Making

The student may be present for all stages of the hearing except for the final deliberation by the Board. The Appeals Board deliberates in closed session. The Board may recommend upholding the Standards Committee's initial decision or it may recommend a mitigation of the

decision by one level, e.g., instead of dismissal, a suspension; instead of suspension, probation. The Appeals Board may not recommend a more severe judgment. The Board's decision is considered final and is not subject to further appeal. The final decision of the Appeals Board is communicated to the student in writing.

Procedures for the Appeals Hearing

- The Chair introduces all participants, including the appeals board members, the student, and any guests.
- The Chair outlines the procedures for the hearing.
- The Chair invites the representative from the Undergraduate Programs Office to present the rationale behind the Academic Standards Committee initial decision.
- The Chair asks the student to present their appeal, including any extenuating circumstances that may not have been considered by the Academic Standards Committee during their initial decision.
- The Chair and other faculty members on the appeal committee may ask questions to the student or Undergraduate Programs Office representative of the Academic Standards Committee.
- The Chair asks the student if they have any additional information or closing remarks to share before deliberation.
- The Chair asks the student, guests, and the representative of the Academic Standards Committee to leave while the appeals committee deliberates.
- Please note: While there is no time limit for the hearing, the Chair may expedite the process if no new information is being presented.

Communication of the Final Decision

The Appeals Committee makes a final decision and informs the Senior Associate Dean, who then communicates the decision to the student. The Senior Associate Dean will communicate the decision by email or phone with the decision and then a follow-up letter summarizing the decision will be sent to the student after the discussion.

Additional details about suspension or dismissal from the university can be found here.

Graduate and Professional Preparation

Although the majority of the McDonough School of Business graduates begin their professional careers immediately after graduation, a number of graduates elect further education, generally in law and, after some work experience, in business. McDonough graduates have been highly successful in gaining admission to many of the nation's top MBA and law programs. Georgetown makes every attempt, through its curriculum and advising system, to provide its students with the best possible preparation for further study.

Pre-Law Preparation

While there is no "pre-law concentration," the McDonough School of Business curriculum provides an excellent opportunity to develop the analytical, verbal, and writing skills necessary for success in the legal profession. In particular, Tax and Regulation and Business Law provide exposure to law and legal analysis. The student's elective courses also can be used to enroll in relevant courses in other schools of the University. For example, courses in English, government, ethics, and logic, among others, may be taken to round out a stimulating pre-law program.

Students contemplating such programs should consult closely with their advising dean in the Undergraduate Programs Office, with the

“pre-law” faculty advisor in McDonough, and with the “pre-law” advisor at the Cawley Career Education Center.

Students who have achieved high honors should consider applying to the Georgetown University Law Center through the Early Assurance Program. This program allows exceptionally well-qualified students to submit an application to the Law Center during their junior year. The LSAT is not required for application and admission, though students admitted through the Early Assurance Program will be required to submit LSAT scores prior to matriculation. Students not admitted under the Early Assurance Program may apply again through regular admission during the senior year. Interested students should contact the Law Center Office of Admissions for applications and details at the beginning of their junior year.

Pre-Health Preparation

Georgetown offers several programs that prepare students to enter the field of healthcare. The student must take the following prerequisite courses (a full year of each) to be eligible for the pre-health committees' recommendation:

- **Mathematics** (One semester of Calculus can be substituted with the appropriate level AP/IB score. One semester of statistics must be taken at Georgetown to meet pre-health committee requirements)
 - **One semester of Calculus** (MATH 1350 or beyond)
 - **One semester of Statistics** (OPAN 1101/OPAN 2101 {4cr} is equivalent to MATH 1040 {4cr} and will meet the pre-health statistics requirement; students with AP Statistics credit {2cr} should not take OPAN 1101/OPAN 2102 {2cr} and instead should forfeit their AP credit and take OPAN 1101/OPAN 2101 to ensure they have 4cr of statistics at Georgetown)
- **General Chemistry I & II (with lab)**
- **Organic Chemistry I & II (with lab)**
- **Principles of Physics I & II**
- **Foundations in Biology I or Human Biology I, and a second biology course with lab** (e.g., Foundations in Biology II, Human Biology II, Genetics, Biological Chemistry)
- Biological Chemistry is highly recommended as a student's second (or third) biology course, but it is not required

Catherine Vaz (cas98@georgetown.edu), in the McDonough School of Business, is the pre-health advisor for all McDonough undergraduates. Dr. Mary Beth Connell, in the College of Arts & Sciences, chairs the Georgetown Pre-Health Recommendation Committee. The committee also includes several deans and faculty from the CAS, SOH and the Medical School. Students preparing to enter medical or dental school request the committee's recommendation in the spring of the year that they wish to apply. More details about the Pre-Health structure, committee, and process can be found on the Pre-Health website (<https://premed.georgetown.edu/>).

Career Advising

The McDonough Career Center works in tandem with the Cawley Career Education Center to provide a continuum of professional and career advising throughout the student's undergraduate career. The McDonough Career Center works to enhance classroom learning with co-curricular and extracurricular career development activities to help students compete in a variety of industries. This includes programming such as one-on-one coaching, workshops, panels, career treks, and coaching for students pursuing internships and full-time employment.

The programming is within the context of Georgetown's commitment to educating and caring for the whole person – *cura personalis* – which encourages focus on each student's unique strengths. Students learn the tools, skills, and knowledge needed to effectively improve the management of organizations.

Assistant Dean Talia Schatz and Assistant Director Ariana Panbechi-Cole lead undergraduate programming for the McDonough Career Center.

Student Leadership

There are numerous professional student organizations within the McDonough School of Business that offer students the chance to network with peers and faculty, pursue leadership roles, add depth to their studies, and prepare for careers in business. Information can be found on the student organizations webpage (<https://msbundergrad.georgetown.edu/life-at-msb/>).

The McDonough Student Body Government (MSBG) for the McDonough School of Business represents the undergraduate student body to the administration and faculty. MSBG representatives may participate in select advisory or governance spaces, such as the Executive Council or the Undergraduate Curriculum and Standards Committee, subject to approval by the Undergraduate Programs Office.. MSBG's goals include:

1. providing input on co-curricular activities within the School
2. developing professional awareness through coordination and assistance to the McDonough School of Business Student Advisory Board (MSAB)
3. encouraging students and faculty to collaborate on conferences, seminars, and programs designed to challenge student thought
4. acting as a conduit for student feedback via surveys and town hall meetings

The McDonough School of Business Student Advisory Board (MSAB) (<https://drive.google.com/file/d/15wH6VO5xyBBc9NTC5Lcy89Y5asV4ulGc/view?usp=sharing>) is the student advisory board that oversees all access to benefits for business-affiliated student organizations at Georgetown University. MSAB is an entirely student-run, self-governing entity operating under policies and procedures (<https://docs.google.com/document/d/1621G-t65qgg0fuxFi8g6h5SwTYM4nHrng7SgHM8ECoQ/edit?usp=sharing>) of the McDonough School of Business Undergraduate Programs with the following vision, mission, and goals:

Vision

The board's vision is to support the McDonough School of Business in creating diverse, innovative, and inclusive environments for all students who seek to find professional development and belonging among their peers. By providing guidance and resources to clubs, the board aims to foster learning, career development, leadership, philanthropy, innovation, and camaraderie to positively impact the Georgetown community and greater world.

Mission

The board's mission is to ensure high quality and accessible opportunities for all Georgetown undergraduate students through oversight, training, funding, and guidance. The board supports business-affiliated student organizations that provide peer-to-peer interactions and pre-professional experiences for all University

undergraduate students. Concurrently, the board supports students to ensure their open access to impactful events and experiences.

Goals

- To support the growth, development, and collaboration between McDonough School of Business Access to Benefits organizations at Georgetown University
- To set, support, and promote the open-access policies of McDonough School of Business Access to Benefits organizations
- To support and improve the recruitment and application process for students
- To develop, update, and review standards and guidelines for McDonough School of Business Access to Benefits organizations
- To develop policies and procedures involving the funding of MSB Access to Benefits organizations
- To approve budgets and audit activities of McDonough School of Business Access to Benefits organizations
- To grant and terminate organizations' access to benefits based on the policies provided by this board, the McDonough School of Business, the University, and the legal system
- To review complaints in relation to McDonough School of Business Access to Benefits organizations and rectify or refer to the appropriate department for resolution
- To uphold and abide by all Federal, Local, University, and McDonough School of Business policies and procedures

Honor Societies

Alpha Sigma Nu is the national Jesuit honor society for men and women. Students nominated by the members of the society, approved by the Dean of their School and the President of the University, who have demonstrated outstanding qualities of scholarship, service, and loyalty to the University are elected to the society in junior and senior years.

The McDonough School of Business has a chapter of **Beta Gamma Sigma**, the major national scholastic honor society in the field of business administration that recognizes academic excellence in business studies. Eligibility for selection is restricted to the top 20% of the graduating class.

Students who meet the requirements for grade point average may be inducted into a number of special-interest honor societies, such as, **Alpha Omicron Mu** (Management Honor Society), **Alpha Mu Alpha** (National Marketing Honor Society), **Alpha Sigma Nu** (Jesuit Honor Society), and **Omega Rho** (Operations Research and Management Science Honor Society).

The McDonough School of Business also offers a minor in Entrepreneurship. Information on the minor can be found in the Special Programs section of the bulletin. The minor and other special programs allow students to expand their knowledge and explore various areas of business.

The mission of the McDonough School of Business is to educate students to be ethically responsible and effective global business leaders. Our goal is that students be able to improve the management of existing organizations and create new ones in order to responsibly help raise global standards of living. The learning goals focus on business knowledge; management, analytical, and communication skills; and unique Georgetown perspectives.

Undergraduate Special Programs

Special Programs

First Year Seminar: International Business, Public Policy, and Society

The First Year Seminar (FYS) is an exciting three credit course (BADM 1101) for first-year business students to explore the nature of scholarship, think about important ideas in business, and foster intellectual and personal growth while adapting to the rigor of college-level courses. The program offers small seminars (approximately 20 students) that create a supportive learning and service community. Throughout the program, students strengthen critical academic reading and writing skills necessary for success in college and explore intellectual links to a variety of business disciplines, including global public policy. FYS is open to McDonough's first year and sophomore external transfer students and fulfills the Integrated Writing requirement as part of the Business Core.

An integral aspect of the FYS course is the Social Impact Consulting Project, which challenges students – organized as teams – to develop strategic business solutions and recommendations for contemporary issues facing a nonprofit organization in Washington, D.C. Faculty and advanced undergraduates coach each team, and the finalists present their strategic recommendations to executives from the client organization.

During the semester, students in all FYS courses meet as a cohort, to hear lectures by external experts and members of faculty at Georgetown's McDonough School of Business, who will illustrate how scholarly research in different fields can inform important questions in international business, public policy, and society. At least one of these lectures will be delivered by the head of the client organization of the program's Social Impact Consulting Project.

Durban Sports Business Fellows Program

The Durban Sports Business Fellows Program is a selective, cohort-based program for undergraduate students in the McDonough School of Business who are interested in the global sports industry. The program is part of Georgetown McDonough's Durban Sports Business Program and is designed to prepare students to understand and lead in one of the world's most visible and fast-evolving industries. The program provides students with an opportunity to examine sports as a global business enterprise shaped by finance, strategy, marketing, analytics, technology, media, public policy, governance, and social impact. As the sports industry continues to expand and evolve, organizations need leaders who understand both the distinctive features of sports markets and the broader business disciplines that inform decision-making across industries.

The Durban Sports Business Fellows Program emphasizes a business-first foundation. Students build core competencies in areas such as finance, accounting, analytics, marketing, ethics, and strategy, all applied through the lens of sport. Through required coursework, approved electives, experiential learning, and co-curricular engagement, Fellows develop practical skills and professional connections relevant to careers in sports and related fields.

The Durban Sports Business Fellows Program is designed for and limited to enrolled undergraduate students in the McDonough

School of Business. First-year students and sophomores may apply. Applications open in March, with details provided to students through email and informational sessions. The program does not appear on a student's transcript, but students are encouraged to include the experience on their resume and LinkedIn profile.

In addition to the required coursework, Fellows are expected to participate in co-curricular opportunities connected to the Durban Sports Business Program. These may include speaker events, mentorship opportunities, career treks, site visits, alumni engagement, and other on-campus and off-campus experiences designed to deepen students' understanding of the sports business ecosystem.

Students who are interested in the program but are unsure how the courses will fit into their degree plan should consult their undergraduate advising dean. Students with additional questions about the program should contact the Sports Business Fellows Program at msb-sportsbusiness@georgetown.edu.

Course Requirements

Students in the program complete a nine-credit sequence of courses. The sequence includes one required three-credit course and six credits of approved electives. Courses must be taken for a letter grade.

Code	Title	Credits
Core Requirement		3
STRT 2220	The Business of Global Sports	
Elective Requirements		6
ACCT 3230	Performance Pay in Pro Sports	
FINC 3231	Finance & Decisions in Sports	
MARK 3233	Sports Mktg Strategy	
MGMT 3232		
OPAN 3242	Applied Data Viz for Sports	
STRT 3235	Business of Sports Ethics	
Total Credits		9

* The Durban Sports Business Fellows Program is in its first year, and requirements, course offerings, and course titles may continue to evolve. This list is subject to change and does not represent a guarantee that specific courses will be offered in specific academic terms or that students will receive entry to these courses. Students should communicate with their academic dean and consult MyDegree, which reflects the most updated curriculum requirements.

Georgetown Sustainable Business Fellows

Georgetown undergraduate students have a unique opportunity to join the Sustainable Business Fellows program. The purpose of the program is to equip students with knowledge and practical experience to lead and manage successful businesses with a deep understanding of the complex social, economic, and environmental challenges of the 21st century.

Companies competing in today's socio-economic context increasingly face new and urgent environmental and societal challenges and opportunities that materially affect their operations and business models. For companies to thrive in the current socio-economic context, executives are aware of the need to anticipate and respond to environmental and social sustainability concerns, while more proactive

leaders will incorporate sustainability approaches into their competitive strategies to create value.

Today, companies understand the need to incorporate sustainability approaches into all business activities and functions, including supply chains, product design and innovation, strategy, finance and investor relations, operations, and human resources. Accordingly, companies are developing integrated ESG approaches in response to changing consumer demand, shifting employee interests, increased volatility in supply chains, and greater exposure to public scrutiny in an age of greater transparency facilitated by digital networks and other factors.

Students who complete the Georgetown Sustainable Business Fellows program will be prepared to address these challenges and identify opportunities to create value by making their businesses and industries more sustainable.

The Sustainable Business Fellows Program is designed for and limited to enrolled undergraduate students at Georgetown University. Upperclassmen students apply in the fall of the academic year.

Course Requirements

Students in the program will take a nine-credit sequence of courses to build an understanding of challenges and opportunities related to sustainable business and how to address them. Please note that these courses must be taken for a letter grade.

Code	Title	Credits
Core Requirements		3
OPAN 3271	Environ Sustrn Ops & Bus Models	
Elective Requirements		
Select two of the following: ¹		6
ACCT 3103	Acct & Management Strategy	
ECON 2675	Environmental Economics	
	or ECON 4C Environmental Economics	
ENST 2290		
FINC 3263	Sustainable Investing	
GBUS 4444	Sustainable Investing	
OPAN 3280	Global Supply Chain Management	
STRT 3255	Moral Fndations of Market Soc	
STIA 3182		
STIA 4961	Sr. Sem: Climate Sci & Policy	
WGST 3350	Gender and Sustainability	
Total Credits		9

¹ This list of courses serves as a guide. It is subject to change and does not represent a guarantee that specific courses will be offered in specific academic terms or entry to these courses. It is suggested that you work with your program advisors to plan accordingly. Approved off-list electives (<https://docs.google.com/spreadsheets/d/1TeL--VoI5UPUCYBHJt-kRJ2-4MPpUfPOFp9oGY5W-Q/edit?usp=sharing>) are courses current students can register for to count towards the program. To inquire whether a course not listed on the pre-approved list can serve as an elective, students must submit a syllabus through the Off-List Elective Approval Form (<https://docs.google.com/forms/d/e/1FAIpQLSf7yx12->

vdrAZBeBjUd1tU0vISO2GgPAZlruijdJZpyHC87Vg/viewform?usp=dialog).

In addition to the required, fellows are expected to attend at least one Business of Sustainability Initiative (<https://businessofsustainability.georgetown.edu/events/>) event, held throughout the academic year. Once a fellow attends an event of their choice, they must submit a reflection of what they gained from attending. The reflection can be submitted through the Reflection Submission Form. (https://docs.google.com/forms/d/e/1FAIpQLScueTY2yzwx3f_tMx0at3K7-n3zSwm8qHpCJpqlzseA8-XmFQ/viewform)

Global Business Fellows Program

The Global Business Fellows (GBF) program integrates international business, geopolitics, and experiential, cohort-based learning for McDonough School of Business (MSB) and School of Foreign Service (SFS) juniors and seniors. Students apply to the program in Spring of their first year.

GBF is an immersive yet flexible academic program designed to develop three core competencies:

- Policy and Market Analysis – Assessing policy challenges and identifying opportunities in global markets
- Global Business Strategy – Applying economic and international relations frameworks to understand international trade and financial systems
- Industry and Policy Engagement – Consulting with business leaders, participating in international site visits, and working directly with global firms

Curriculum Requirements (13 Credits)

Fellows are required to complete 13 credits of coursework focused on global business, drawn from both MSB and SFS offerings.

Code	Title	Credits
Core Courses		10
BSFS 1000	Maps of the Modern World	
STRT 3260	International Business	
Select one SFS Global Business (GBUS) course		
BADM 4090	Global Business Experience (Spring only)	
Electives		3
Select one additional SFS Global Business (GBUS) course		
ECON 2543	International Trade ¹	
ECON 2544	International Finance ¹	
FINC 3105 & FINC 3250	Global Financial Institutions and International Finance	
MARK 3229	Marketing Across Borders	
MGMT 3205	The Culture Lab	
OPAN 3280	Global Supply Chain Management	
STRT 2265	Business-Govt Relations ²	
STRT 4270	Adv International Business	
Total Credits		13

¹ SFS students are not eligible to take this course as an elective

² Note: STRT 2265 may not double-count for both the MSB Business Core and the GBF elective requirement.

Global Programs

Study Abroad

McDonough School of Business offers numerous global opportunities to ensure student's global awareness and development, during their time at Georgetown University. All enrolled students are encouraged to participate in designated and approved programs abroad, organized through the McDonough School of Business and Georgetown University's Office of Global Education (OGE). Students may take advantage of studying abroad during the full academic year, each semester, and each summer. Student athletes and other students with restrictive schedules in the fall and spring semesters are encouraged to apply for one of the university's summer programs. Students wishing to take advantage of summer abroad opportunities can choose from a wide range of program options and destinations that fit their academic and professional goals. In addition to the many short-term programs offered through the Office of Global Education, McDonough students can also choose from two business-focused programs that are offered for 4 weeks. Past summer programs have included students studying abroad in Oxford and Barcelona.

Students requiring financial assistance should consult with their advisor in the Office of Student Financial Services. The Undergraduate Programs Office also offers need-based scholarships, for eligible students who are admitted to McDonough's summer abroad programs and those studying abroad through Georgetown based opportunities.

Descriptions of summer business programs are listed below. For other summer, full-year and semester-based programs, students may contact the Office of Global Education or visit: <http://studyabroad.georgetown.edu> (<http://studyabroad.georgetown.edu/>). Study abroad advice and academic planning are available in both the Office of Global Education and the McDonough Undergraduate Programs Office.

Summer Programs

Oxford Summer Program

Georgetown University's Summer Program in Business and Government Relations at Oxford University's Trinity College. Through this four-week program, participating students typically enroll in STRT 2265: Business and Government Relations, fulfilling a Business Core requirement for McDonough students and another three credits of coursework.

Barcelona Summer Program

The Escuela Superior de Administracion y Direccion de Empresas (ESADE) summer program offers Georgetown business students the rare opportunity to study managerial accounting and three other credits of business coursework at one of Europe's most prestigious business schools. This four-week program combines intensive classroom instruction with cultural activities and visits to key organizations that connect theoretical concepts with practical experiences. Students participating in this program take a core business course and another three credit business course.

Please note: All courses offered through McDonough's summer abroad programs are subject to change considering curricular updates and enrollment.

Global Business Experience

This program allows students to gain an international perspective, deepen understanding of global business affairs, and learn valuable consulting skills by enrolling in one of the various sections of the BADM 4090: Global Business Experience (GBE) courses. As part of their coursework, students work with a client organization abroad to provide feasible solutions to a challenge facing the organization. This three-credit course, offered in the spring semester, culminates in a major project for which students may travel to the client countries, for one week during spring break or after finals, to meet with the senior management and present their solutions. Please note: For safety, students MUST travel (arrive and depart) with the group. Students may NOT plan their own schedules to and from the destination.

The Global Business Experience is open to McDonough juniors and seniors. Global Business Fellows complete the BADM 4090 course as a capstone project during spring of their senior year and travel to the client's country as a cohort. Application for this program opens in October of each spring semester. Preference is given to students in the BSBA and BSIBLC degree programs. This course must be taken as a letter grade and is not eligible for pass/fail.

Past client partners have included those from Argentina, France, Ghana, India, Italy, Kenya, Spain and Sweden.

Special Degree Programs

Accelerated M.S. in Business Analytics and M.S. in Finance Degrees for the B.S. in Business Administration Program

The Accelerated Pathway allows McDonough School of Business students to earn both their undergraduate and Master of Science in Finance (<http://msf.georgetown.edu/>) (MSF) or Master of Science in Business Analytics (<https://msb.georgetown.edu/msba/>) (MSBA) degrees within one year of their undergraduate graduation.

Accelerated MSBA Pathway

Qualified Georgetown undergraduates can earn their bachelor's degree and a Master of Science in Business Analytics (MSBA) (<https://msb.georgetown.edu/msba/>) from the McDonough School of Business on an accelerated pathway, getting a head start on graduate study while still an undergraduate. Admitted in the spring of their junior year, students can take up to four MSBA courses (up to six credits) during their senior year. Students pay for these graduate credits at the undergraduate tuition rate. Those same six credits count toward both degrees and appear on both transcripts, reducing students' graduate course load and tuition. After graduating with their bachelor's degree, students continue with the rest of the MSBA, starting with the Opening Term in August. The lighter load earned in senior year gives them more room during the program to focus on internships, recruiting, and the capstone.

Up to six credits may count toward the undergraduate major electives, subject to approval by the department or area chair or their designee - any not approved toward the major count toward overall electives in the 120-credit undergraduate program. This pathway is open to McDonough undergraduates. Georgetown students who have not been admitted to the MSBA are not eligible to take graduate courses in the program unless those courses are explicitly tagged as open to multiple degree programs. Students with questions should contact msba@georgetown.edu.

Accelerated MSF Pathway

Qualified Georgetown University undergraduate students will now have the option to apply for an accelerated pathway to graduate within five years with degrees in BS or BA and Master of Science in Finance (MSF) (<https://msbonline.georgetown.edu/>) offered through the McDonough School of Business. The MSF program is a blended online program that starts in August and can be completed in 21 months under one of the Traditional Track options. The program has a week-long in-person Financial Markets Residency (FMR) course in October following the first course in the program (Financial Markets). There is also a required week-long international trip at the end of the Global Consulting Project (GCP) course. At the end of the spring semester of their senior year, students would complete their bachelor's degree with six MSF course credits jointly counting between their undergraduate degree and the MSF. After this semester, the Accelerated Pathway students will no longer be classified as undergraduate students, and if they have met all the normal requirements, they will receive their bachelor's degree as scheduled and participate in commencement with their undergraduate class.

Students complete the MSF after they graduate from their undergraduate program (i.e., by the following December or May as noted earlier). The blended online format permits students to take the program from virtually any location except for the in-person FMR and GCP course requirements. Therefore, students who wish to accept a job outside the DMV area following their undergraduate graduation may do so without interrupting the timing of their MSF degree completion.

While this Accelerated Pathway is open to all undergraduates at Georgetown University, it does not apply to non-Georgetown undergraduates. Georgetown students who have not been admitted to MSF or another MSB graduate program are not eligible to take graduate courses in that program unless the classes are explicitly tagged as open for multiple degree programs; spots in graduate courses are reserved solely for students admitted/enrolled in the programs.

Students with questions about the MSF program should contact msfonline@georgetown.edu.

Five-Year BSBA/MSFS Joint Degree program

The McDonough School of Business and the Graduate School of Georgetown University offer a five-year BSBA/MSFS (Bachelor of Science in Business Administration/Master of Science in Foreign Service) Program. Typically, third-year students in the McDonough School of Business who have maintained an honors academic average are eligible to apply to the Master of Science in Foreign Service. Successful applicants matriculate fully into the graduate program in the fourth year and receive the BSBA and MSFS degrees simultaneously upon completion of the fifth year of coursework (selected courses must satisfy the divisional and elective requirements of both programs). Admission to the BSBA/MSFS Program is competitive and students must satisfy all published application procedures for the Graduate School and MSFS except the Graduate Record Examination (GRE). Applicants must meet with an advising dean in the Undergraduate Programs Office and a MSFS Admissions staff member prior to submitting an application to determine suitability for the program. These meetings should occur no later than the first semester of the sophomore year.

To be competitive, BSBA students should have a 3.7 cumulative GPA, substantial study abroad experience, work and/or internship

experience connected to international affairs, and advanced proficiency in a foreign language.

Columbia Combined Plan Engineering Program

Georgetown University offers a 3-2 Combined Plan Program (CCP) experience in partnership with the Fu Foundation School of Engineering and Applied Science at Columbia University (<https://undergrad.admissions.columbia.edu/apply/combined-plan>). Columbia's program, the first dual-degree engineering program instituted in the United States, is designed to provide students with the opportunity to receive both a BSBA degree from McDonough and a B.S. degree from Columbia Engineering in five years.

Another available option is the 4-2 degree program. This option allows students to finish their BSBA degree requirements at McDonough and then attend Columbia to complete a BS degree in two years. Students follow the same course of study at Georgetown as those completing the 3-2 requirements and both degrees are conferred in the last semester that the student is enrolled at Columbia.

Engineering is not a major at Georgetown. McDonough students interested in the Columbia Combined Plan Program will need to fulfill all of the prerequisites for the Columbia program in addition to their Georgetown requirements and will declare and complete the requirements for their major(s) in the McDonough School of Business.

We encourage students interested in pursuing the Columbia 3-2 or 4-2 program to declare their intention to the dean's office as early as possible to facilitate advising and support of the application process. Students apply to the program by February of their junior or senior year.

Please note, students pursuing CCP are not guaranteed admission to the Columbia program. More information on CCP can be found at the CAS Combined Program website (<https://college.georgetown.edu/academics/majors-minors-and-certificates/science-engineering/>).

Undergraduate Research Opportunities

Students in the McDonough School of Business have multiple opportunities to engage in research with faculty, including a senior honors thesis, summer undergraduate research, mentored opportunities for research experience, and tutorials. McDonough students have access to additional research opportunities through the Georgetown University Center for Research and Fellowships (<https://crf.georgetown.edu/research/research-opportunities/>).

Mentored Opportunities for Research Experience (MORE)

Mentored Opportunities for Research Experience (MORE) (<https://msbundergrad.georgetown.edu/research/more/>) offers students the opportunity to have a semi-structured summer research experience supporting a faculty member's research. MORE fellows provide up to 170 hours of remote work assistance from May to August to support faculty research and, in return, are provided a \$3,000 research award. Through one-on-one collaboration with a faculty member on their research projects, students can delve deeply into the evolving nature of scholarly inquiry and acquire hands-on experience executing original research.

Upon completing their research fellowships, MORE fellows are required to present their findings in a forum open to the entire Georgetown community during the Undergraduate Research Symposium in October.

The McDonough Summer Undergraduate Research Fellowship (SURF)

Each summer, the McDonough Summer Undergraduate Research Fellowship (<https://msbundergrad.georgetown.edu/research/surf/>) (SURF) offers students the opportunity to conduct independent research under the guidance of a faculty mentor. Those selected are required to take Introduction to Research in Business (BADM 2099), a 3-credit MOD-B research course in the spring preceding their fellowship. Please note that BADM 2099 will meet the business core Integrated Writing Requirement. Fellows are awarded \$6,000 for their project, which is completed over the summer. Participating in the SURF Program is a unique way for students to conduct original, student-led research on a topic of their choosing. By working one-on-one with a faculty mentor, students learn how to use the research process to inform a real problem.

Upon completion of the research project, students present their findings in a poster session at the annual McDonough Undergraduate Research Symposium in October and receive a notation on their transcript to indicate their accomplishment.

Senior Honors Thesis Program

The Senior Honors Thesis program (<https://msbundergrad.georgetown.edu/research/senior-thesis/>) provides business students invaluable experience in conducting advanced original research on a topic related to their field of study in which they have a particular interest. Students apply to the program in the spring semester of their junior year and successful applicants take seminar courses during their senior year: BADM 4998: Senior Thesis I (3 credits) in the fall semester, and BADM 4999: Senior Thesis II (1.5 credits) in their spring semester. The seminars support a learning community of student-scholars as they work toward a spring deadline to submit their thesis to their faculty advisors.

Students work closely with faculty mentors throughout the process in framing research questions, managing different methodologies and communicating their findings in a substantial piece of writing. Seniors defend their thesis to a faculty committee in April, and upon successful completion of the Senior Honors Thesis program, students receive a notation on their transcript to reflect their accomplishment.

Please note that BADM 4998: Senior Thesis I will meet the business core Integrated Writing Requirement. In addition, students may be able to count 1.5 credits from the fall course (BADM 4998) and the 1.5 credits from the spring course (BADM 4999) for a total of 3 credits towards a major elective pending the following:

- The senior thesis faculty advisor is a faculty member with expertise in the area of the declared major AND the thesis research is directed towards studies in that major
- It is approved by the appropriate area coordinator for that major
- It is approved by the director of the Undergraduate Research Program

Students whose coursework is ultimately not approved for major elective credit in their major will still be able to count the 4.5 credits towards the 120 credits required for graduation (e.g., free elective credits).

Tutorials

Tutorials offer students the opportunity to study subjects not part of the regular curriculum. Tutorials should represent an intellectual

commitment and workload similar to that required of a normal course of equivalent credit. A tutorial must be centered on student learning and academic inquiry.

Tutorials will be offered only to sophomores, juniors or seniors in good academic standing. Students may take no more than one tutorial per semester, which may vary between one and four credits depending on the scope of the project. Tutorials must be approved by the McDonough Undergraduate Programs Office and may only count as free electives – not toward university, liberal arts, core, or major curriculum requirements.

Additionally, students may not repeat the same tutorial topic across multiple academic years. Each tutorial must represent a unique and distinct academic endeavor. If a tutorial is taken across two semesters (see below), this must be pre-approved and registered as one continuous project with separate deliverables each term.

To pursue a tutorial, eligible McDonough School of Business students must meet all of the following five conditions:

1. The subject of the tutorial is not available as a regular University course.
2. There is an intellectually compelling reason for studying this subject as part of the undergraduate degree.
3. A faculty member with the appropriate expertise is available and willing to offer the tutorial.
4. The Department chair and Associate Dean of the Undergraduate Programs, approve the request.
5. The appropriate paperwork is submitted to the Undergraduate Programs Office in a timely fashion (tutorial request forms are available on the Registrar's Office website).

Tutorials that are taken for elective credit may be taken for a quality grade or on a pass/fail basis. Credits for tutorials cost the same as regular course credits. All the academic regulations governing the regular curriculum are applicable to tutorials.

Tutorials come in two varieties, reading and research tutorials:

- Reading tutorials focus on mastering the scholarly literature on a particular subject. For example, a reading course on the origins of the banking crisis might focus on the major historiographical interpretations of the banking industry as well as on critiques of this literature. The backbone of any reading tutorial is a substantial reading list put together with the help of the supervising professor. The tutorial would meet weekly or biweekly and stress discussion of the readings for that period. A variety of written assignments could be an appropriate means of assessment, including, for example, bibliographical essays, critical reviews, or analyses of one or more problems raised by the literature.
- Research tutorials focus on the collection and analysis of primary materials. Students would develop research questions, and plan and conduct research to test these research questions. Students would also likely conduct extensive academic literature reviews. Students would present their research findings to faculty members to demonstrate knowledge and communication skills at the completion of the tutorial. Depending on the project, the length of final papers and presentation may vary. Research tutorials meet weekly or as the pace of the project demands. The final deliverable may vary in length according to the subject, but a 25-page minimum would be typical for a 3-credit research tutorial.

All work for a tutorial must be completed by the end of the semester. Incompletes are not routinely granted. If a project requires a longer timeline due to the scope or nature of the research, a 3-credit tutorial may be split across two semesters, with the student registering for 1.5 credits each term. In such cases, the student must produce distinct deliverables each semester, and the arrangement must be approved in advance.

Tutorials must be structured as academically rigorous learning experiences centered on student-led inquiry. They may not serve as substitutes for research assistantships. Students should not be tasked with clerical or administrative work, such as pulling articles, formatting citations, or compiling literature, unless these activities are explicitly tied to their own research goals and contribute meaningfully to their academic development.

Individualized Major

The academic goals and career objectives of most McDonough School of Business students can typically be met by pursuing one of the seven majors offered in the school, in which case pursuing an Individualized Major is not recommended. The purpose of the Individualized Major is to assist students who have a clear career or professional objective that falls outside of the seven standard majors to pursue a unique academic plan within the McDonough School of Business. **Please note, students must declare a primary major (one of the seven majors offered within McDonough) and if approved, the individualized major would become their secondary major.**

Individualized Major Application Process

1. Students should first explore all seven available majors in McDonough to be certain that their academic and career objectives cannot be achieved through one of those existing options.
2. If the student believes the Individualized Major option is a route they want to pursue, they should set up an appointment with their academic dean in McDonough in order to be sure they understand the application criteria and process.
3. Students should research the field of study that they intend to propose. This should include interviewing a professional in that field, obtaining curricular program information from other universities that offer a similar program, and speaking with McDonough faculty members about potential opportunities in that field. As students are conducting their research, they will need to find a McDonough faculty sponsor, and then should meet with their faculty sponsor to discuss their research and outline their proposal.
4. After the initial meeting with their faculty sponsor, students must create their Individualized Major proposal using the attached application and guidelines (<https://docs.google.com/document/d/10bCmWxwmbAOtCiqjaZY25a-8f8KIKMy/edit?usp=sharing&ouid=117698543935131632600&rtpof=true&sd=true>). Upon completion, their faculty sponsor must review and sign the proposal in order to be submitted for review by the Faculty Advisory Council.
5. The student should submit their completed application and supporting documentation to the Director of Advising in the Undergraduate Programs Office, who will then review the application in order to ensure that it is complete.
6. Completed applications will then be sent to the Faculty Advisory Council; the Council will use the student's specific academic and career goals and proposed coursework to determine the appropriateness of an Individualized Major in the chosen area.

The Council may approve the proposal in its entirety, request additional information, suggest modifications to the proposal, stipulate specific revisions, or reject the proposal altogether.

7. The Director of Advising in the Undergraduate Programs Office will communicate the decision of the Faculty Advisory Council to the student. The review process typically takes several weeks, so students should plan to submit no later than the suggested September deadline in junior year.

Individualized Major Criteria and Important Notes

- McDonough students must have a 3.0 or higher cumulative GPA in order to be eligible to submit an Individualized Major proposal.
- Proposals must be submitted before the end of a student's first semester of junior year. Students should aim to submit no later than September to allow for adequate time for review by the Faculty Advisory Council.
- Students must declare a primary major (one of the seven majors offered within McDonough) and if approved, the individualized major would become their secondary major.
- Please note that individualized majors that can be achieved through a combination of already existing majors and/or minors in or outside of McDonough will not be approved (i.e. Students may not pursue a coding or computer science-focused individualized major if they are eligible to pursue the COSC minor). In addition, individualized majors must be outside of the field of study of the student's primary major (i.e. a student may not pursue a 'Data Science' individualized major if their primary major is OPAN).
- As part of the application process, students must develop a study proposal for their Individualized Major that includes at least 6 three-credit courses (minimum of 18 credits total), at least 3 courses (9 credits) of which must be taught in McDonough. An Individualized Major proposal will not be approved if it includes more than three courses found in one of the existing McDonough majors. Students are encouraged to build flexibility into their plan of study to allow for both required foundational courses and elective course options (i.e. include language similar to '3 of the following 6 elective courses'). Please note that there can be no overlap in coursework between the primary major and the individualized major, only unique coursework.
- Students must find a full-time McDonough faculty member who is willing to serve as a faculty advisor for their Individualized Major.
- All aspects of the Individualized Major application must be completed prior to submission; incomplete applications will not be sent to the Faculty Advisory Council.
- Please note that Individualized Major proposals are approved on a case-by-case basis. Prior approval for a similar proposal in the past does not guarantee approval of a subsequent proposal.

Students applying for an Individualized Major must submit the following to the Director of Advising in order for their application to be considered:

1. Completed Application Cover Page
2. A Proposal document that includes all of the following components:
 - A statement outlining the rationale for wanting to pursue the Individualized Major, the academic value of the proposed major and why existing majors or combinations of majors/minors do not meet its objectives.
 - Background research of the field, including similar programs at other colleges/universities.

- Specific plans for how this Individualized Major will be applied to the student's plans after graduation.
- Proposed coursework (include course numbers, titles, and the course description)-includes at least 6 three-credit courses (minimum of 18 credits total), at least 3 courses (9 credits) of which must be taught in McDonough.
- Rationale for why the student is including each course in their proposal.

3. Resume

4. Timeline & Plan of Study (Outline the sequence/timing of when the student plans to take each course, keeping in mind prerequisites and courses taught in specific semesters)
5. Four-Year Academic Plan (Attach a completed graduation plan, incorporating completion of all degree requirements – primary major, Individualized Major, minor [if applicable], Liberal Arts Core, Business Core)

The Individualized Major application process typically takes 10-12 weeks from initial research to receiving the Faculty Advisory Council's final decision; therefore, it is recommended that students begin the process no later than spring semester of their sophomore year. Not all Individualized Major proposals are approved. Therefore, if a student chooses to take courses in the proposed field of study before receiving approval, the student runs the risk of taking a course that will not fulfill a degree requirement.

Internships in Business

Internships permit the student to select a specific area within the field of business to explore outside the classroom. The purpose of an internship is to provide the student with an understanding of how a business actually operates and how business principles are applied. Please note that the internship course enrollment can only happen in the semester of the internship experience. Students may apply for academic credit through one of the following:

- **MGMT 4950:** This course is available to current or rising juniors and seniors in the McDonough School of Business and is a three-credit seminar which must be taken for a letter grade. Students must be in good academic standing to take MGMT-4950 (minimum GPA of 3.0). To be considered for credit, all internships must be in the field of business and must provide a significant learning experience for the student. Further information and application forms are available online (https://mcdonough.sjc1.qualtrics.com/jfe/form/SV_0eOj4PnalkK34FL) from the Undergraduate Programs Office. Students may only enroll in this course once. This course can not count toward the Management major but can potentially count towards the International Political Economy and Business Major with prior approval from the IB Faculty advisor and the MGMT 4950 faculty. This course is not repeatable and can only be taken one time in a student's academic program. Please note that students may not enroll in this course and UNXD 4950 simultaneously.
- **MGMT 2925/MGMT 3925/MGMT 4925:** This course is offered only pass/fail and is worth one credit. It does not count towards any major but does count toward the 120 credits required for graduation. It is offered both semesters of the academic year and during the summer. Students must be in good academic standing to take MGMT 2925/MGMT 3925/MGMT 4925 (minimum GPA of 2.0), and the course is open to any current or rising sophomore, junior, or senior. Students may take these courses once each.

Registration deadlines for the internship class are outlined below:

- **For Fall:** Deadline is October 1st
- **For Spring:** Deadline is February 1st
- **For Summer:** Deadline is the last day to add a course in the Main Summer Second Session (<https://summersessions.georgetown.edu/schedule/academic-calendar/>)

Case Competitions

The Undergraduate Programs Office recruits, trains and sponsors elite teams of students to participate at various national and international business case competitions. The competitions present challenging business scenarios, requiring students to apply knowledge from all areas of business study and present innovative solutions. Students interested in representing Georgetown McDonough in the upcoming case competitions, please email the McDonough Undergraduate Programs Office (msbundergrad@georgetown.edu). The Undergraduate Programs Office also hosts the Annual McDonough Business Strategy Challenge (<https://mbsc.georgetown.edu/>) (MBSC) international case competition – a student-led non-profit, live case competition that takes place every winter at Georgetown University.

Community Service

In the Jesuit tradition of educating the whole person, the McDonough School of Business recognizes the impact that serving the community can have on a student's development. McDonough strongly encourages students to participate in community service activities, either on their own or through opportunities offered by the University. Students have the option of an additional credit for significant work in the community, if the work is closely tied to a course in which the student is currently enrolled.

Alumni Mentoring

There are many opportunities for McDonough students to connect with alumni who have made great strides within their professional fields. Alumni programming for McDonough undergraduates includes Host a Hoya, a one-day job shadow opportunity during school break in which students have networked with alumni across the world and across diverse industries. Alumni mentoring is also facilitated through Hoya Gateway, Georgetown's internal portal that connects students with alumni all over the globe and helps them set up meetings to cultivate connections across disciplines and industries. On Hoya Gateway (<https://hoyagateway.georgetown.edu/>) you can browse by area of expertise, help topics (like industry networking, case interview preparation, resume review and more). In addition, you can find alumni who were also international students or belonged to the same clubs you are affiliated with on campus. Our alumni also host students in connection with the McDonough Career Center for DC area "Fridays in the Field" and national "Treks" to their workplaces, introducing students to fellow Hoyas at their companies for informal networking.