FULL-TIME PROGRAM 17

PART-TIME PROGRAM 18

ACADEMIC REQUIREMENTS AND POLICIES 18

Juris Doctor Degree Requirements 18

Required First-Year Program 20

Upperclass Legal Writing Requirement 20

Supervised Research 21

One Paper for Two Seminars 22

Professional Responsibility Requirement 23

Required Time in Residence 23

Transfer Between Full-Time and Part-Time Programs ... 25

Students on Non-Immigrant Visas 26

Academic Evaluation and Attrition Standards 26

Attendance, Examinations, and Written Work 32

Special Credit Policies 34

Auditing Courses 42

Certificate Programs 42

Student-Initiated Seminar 43

Restrictions on Student Employment 43

Externship Program 43

Clinic Enrollment Policies 44

Withdrawals and Leaves of Absence 47

Georgetown University Law Center ("Georgetown Law" or the "Law Center") offers both a full-time and a part-time program leading to the Juris Doctor (J.D.) degree. The same standards of performance are required of students in both programs. Only applicants who possess a baccalaureate degree from an accredited college or university are eligible for admission to Georgetown Law as candidates for the J.D. degree.

FULL-TIME PROGRAM

The program of instruction for the full-time program requires a minimum of six full-time semesters (three academic years) for completion of the degree requirements. Full-time students may not advance their date of graduation by attendance at Summer sessions. (See the *Required Time in Residence: Full-Time Program* section of this *Bulletin*.)

Students enrolled in the full-time program are expected to devote their time during the academic year substantially to the study of law. During the first year of academic studies, students in the full-time program are assigned to a section in which they take the required program of 31 academic credits. (See the *Required First-Year Program* section of this *Bulletin*.) During the second and third years, full-time students pursue an elective program of instruction while completing a required course in Professional Responsibility and the upperclass legal writing requirement.

A student in the full-time program may not enroll in fewer than 12 or more than 16 academic credits. With the permission of the Registrar or an Academic Advisor,* a student in the full-time program may be approved to enroll in 10 or 11 credits in one semester only (see the *Required Time in Residence* section of this *Bulletin*) and in 17 credits for any Fall or Spring semester. Students in the full-time program are expected to graduate at the end of three academic years, and may take no longer than five consecutive calendar years from the date of matriculation in law school to meet all J.D. degree requirements. If after five consecutive calendar years a student has not yet completed all academic requirements necessary to graduate, the student will be withdrawn from the Law Center with no possibility of readmission or graduation, unless excused by grant of a waiver. Students seeking a waiver of the five-year requirement must submit their written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. Unless a written waiver of the five-year rule is granted, the rule is strictly enforced.

PART-TIME PROGRAM

The part-time program is designed to allow a part-time student to complete the J.D. degree requirements in eight academic semesters (four academic years). Students may accelerate their program to seven semesters plus 8 or more credits over two or more Summer sessions. Students who matriculate in Fall 2011 or later and remain in the part-time program for their upperclass years may accelerate their program to seven semesters plus 10 to 12 credits over two or more Summer sessions. (See the *Required Time in Residence: Part-Time Program* section of this *Bulletin*.)

During the first year, students who matriculate in the part-time program in Fall 2011 or later take a required program of 20 academic credits in a section which meets during evening hours. (See the *Required First-Year Program* section of this *Bulletin*.) In their upperclass years, part-time students take their remaining first-year courses,** a course in Professional Responsibility, the upperclass legal writing requirement, as well as an elective program of study.

---

* See Appendix A for the names of the individuals serving as Academic Advisors in the J.D. Program.

** For part-time students who matriculate in Fall 2011 or later, the remaining first-year courses are Criminal Justice, Property, and a course designated as meeting the first-year elective requirement.

After the first year, a part-time student may not enroll in fewer than 8 or more than 11 academic credits except as provided in this paragraph. As described in the *Required Time in Residence: Part-Time Program* section of this *Bulletin*, part-time students who take Summer session courses and graduate in eight semesters may, with the permission of the Registrar or an Academic Advisor and in limited circumstances, enroll in fewer than 8 credits in their final semester. Part-time students may enroll in 12 academic credits under the following circumstances: (1) a student enrolls in a clinic that awards 12 credit hours in one semester; (2) a student registers for a seminar meeting the upperclass legal writing requirement and he or she has not previously fulfilled the legal writing requirement; (3) a student in one of his or her final two semesters (but not in both semesters) wishes to take 12 academic credits to complete the J.D. degree requirements; (4) a student is a law fellow in the Legal Research and Writing program; (5) a student in the Spring semester wishes to take a 1-credit course during Week One; (6) a part-time student enrolled in a clinic in his or her third or fourth year needs to take a course required or recommended for that clinic; or (7) a student is approved to study abroad (students may take up to 14 credits at a Georgetown Law-sponsored study abroad program. Part-time students who take 12 credits (or up to 14 credits if enrolled at a Georgetown Law-sponsored study abroad program) in a given semester will continue to be part-time students and will be charged tuition on a per-credit basis and allocated residency credit as a part-time student.

Students in the part-time program are expected to graduate within four academic years of matriculation and may take no longer than six consecutive calendar years from the date of matriculation in law school to meet all J.D. degree requirements. If after six consecutive calendar years a student has not completed all degree requirements necessary to graduate, the student will be withdrawn from the Law Center with no possibility of readmission or graduation, unless excused by grant of a waiver. Students seeking a waiver of the six-year requirement must submit a written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. Unless a written waiver is granted, the six-year rule is strictly enforced.

ACADEMIC REQUIREMENTS AND POLICIES

The Law Center reserves the right to change academic requirements and policies and the changes are reflected in the online version of this *Bulletin*, at *http://www.law.georgetown.edu/campus-services/registrar/bulletin/index.cfm*. The primary means by which the Law Center communicates with students, including notifying students of significant changes to the policies described in this *Bulletin*, is through the Law Center's e-mail system. Each student has a Law Center e-mail address and should check this e-mail address regularly.

Juris Doctor Degree Requirements

In order to earn a J.D. degree, a student must successfully complete the following academic requirements:

- *Students who matriculated at the Law Center in August 2008 or thereafter:* 85 credits;
- *Students who matriculated at the Law Center prior to August 2008:* the credit requirement effective at Georgetown Law at the time of matriculation;
- A minimum of 54 academic credits must be earned at the Law Center;*
- The required first-year program, described below;**†
- The upperclass legal writing requirement, described below;†

- A course in Professional Responsibility, described below;
- The Required Time in Residence requirement (or the "residency requirement"), described below; and
- A minimum cumulative grade point average of 2.00/4.00 in Law Center courses.

* The Law Center will accept for transfer a maximum of 31 semester hours of academic credit from an ABA-approved law school. Georgetown Law does not accept credit for externships, internships, or state-law courses taken at other ABA-approved law schools. The following credits do not count toward the 54 Georgetown Law credits required to graduate:

- Credits transferred from courses approved to be taken at other ABA-approved law schools.
- Credits earned in courses offered in the graduate program of the University or a graduate program at another institution.
- Credits earned at study abroad programs (either Georgetown Law-sponsored programs or non-Georgetown Law-sponsored programs) *other than* the Center for Transnational Legal Studies or the Georgetown Law London Summer Program which *do* count toward the 54 Georgetown Law credits required to graduate.

** Students who transfer to the Law Center from another law school are not required to take, nor are they admitted into, the first-year required courses Criminal Justice and Week One: Law in a Global Context. Transfer students interested in applying for certain clinics or courses that require Criminal Justice as a prerequisite must take the 2-credit Criminal Procedure course offered each academic year solely to transfer or visiting students. Transfer students are not required to take a course designated as meeting the first-year elective.

† Students must complete the required first-year program and upperclass legal writing requirement at the Law Center. (The upperclass legal writing requirement may also be completed while enrolled at the Center for Transnational Legal Studies provided the faculty approves any seminar that could fulfill this requirement in advance of the semester in which it is offered.)

Students may not extend their program beyond the semester in which they have completed all academic requirements for the J.D. degree. Once a student has completed all academic requirements for the J.D. degree (subject to the limitations set forth below), the student will graduate from the Law Center. Students enrolled in Law Center-sponsored joint degree programs (see the *Joint Degree Programs* chapter of this *Bulletin*) will graduate upon completion of the requirements of both programs, unless the student has withdrawn from the joint degree program, or unless otherwise specified by the particular joint degree program.

In addition to the academic requirements, a J.D. diploma will not be issued until a student's account balance has been paid in full. Transcripts, diplomas, bar certificates, and other educational certificates will not be released if there is an outstanding student account balance or a student who has received financial aid has not fulfilled the federal requirement for a financial aid "exit interview." The Law Center will not confer a J.D. degree on a student who is the subject of a pending administrative or disciplinary action, as described in the Student Disciplinary Code in the *Conduct Policies* chapter of this *Bulletin*.

Required First-Year Program

Students must successfully complete the required first-year program. There are two first-year curricula available to Georgetown Law students, curriculum "A" and curriculum "B." Both are designed to provide students with the foundation for upperclass studies by introducing the major areas of substantive law while developing the analytical, research, and writing skills required of all lawyers. One of the sections of full-time students is instructed under curriculum "B." Part-time students are instructed together in one section under curriculum "A." Part-time students take Criminal Justice, Property, and a course meeting their first-year elective requirement during their upperclass years.

CURRICULUM "A" COURSES

- Civil Procedure
- Constitutional Law I: The Federal System
- Contracts
- Criminal Justice
- Legal Research and Writing
- Property
- Torts
- Elective (courses that meet the elective requirement are announced in the Fall semester and are available on the Office of the Registrar website, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*)
- Week One: Law in a Global Context

CURRICULUM "B" COURSES

- Bargain, Exchange, and Liability
- Democracy and Coercion
- Government Processes
- Legal Justice Seminar
- Legal Practice: Writing and Analysis
- Legal Process and Society
- Property in Time
- Week One: Law in a Global Context

Upperclass Legal Writing Requirement

Students must complete the upperclass legal writing requirement as follows: (1) by successfully completing a seminar or clinic designated as meeting the upperclass legal writing requirement; or (2) by successfully completing a Supervised Research project that has been approved by the Associate Dean for the J.D. Program, described below.

The upperclass legal writing requirement is intended to provide students with the opportunity to refine research and writing skills learned in the first year, and to develop the skills necessary to undertake writing projects on their own following graduation from law school. Students choose topics, submit outlines, prepare and submit a first draft, and complete the final paper in consultation with faculty members in approved seminars, clinics, and Supervised Research projects.

In the course of completing the upperclass legal writing requirement, the student shows his or her mastery of the in-depth research undertaken and demonstrates how the student has organized, clarified, or advanced this body of knowledge in resolving the issues raised by the paper. Final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor. Final papers should be submitted

either through the Georgetown Law Online Paper/Exam Management System, at *http://apps.law.georgetown.edu/exams/*, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no amendments, revisions, or supplements will be permitted or accepted.

The technical requirements for the upperclass legal writing requirement include: (1) use of legal forms of citation (when appropriate); (2) submission of an outline and a first draft, in accordance with the professor's instructions and schedule; (3) submission of a revised final paper based on the professor's comments; and (4) submission of both the first draft and the final paper of at least 6,000 words (excluding footnotes), which is approximately 25 typewritten pages using customary margins and spacing. All work must be that of the student in consultation with the professor or must be cited for attribution to others. Students will receive a grade for both the course and the paper portions of the course. Both grades will be reflected on the student's transcript; however, only the course grade is calculated in the student's overall grade point average.

Faculty members retain full discretion to request that a student be withdrawn from a seminar designated as meeting the upperclass legal writing requirement if the professor determines that the student has not met the specified requirements.

Because a paper that meets the upperclass legal writing requirement should be a product of the student's own work in consultation with the supervising faculty member, students who are interested in using their final paper as a law journal note may do so only (1) after the paper has been submitted for grading and (2) to the extent the student has not received comments, edits, or other feedback on the paper from individuals other than their supervising faculty member (or in connection with classroom discussion as overseen by such faculty member) prior to the time it is submitted for grading.

Supervised Research

The faculty augments the Law Center's seminar offerings by providing a Supervised Research option, which students may undertake under the supervision of a faculty member for 2 credits. Supervised Research projects provide faculty guidance to students in areas where there is no curricular offering or where a student wishes to explore a subject in greater depth than would be possible in an existing course. Supervised Research projects must meet the requirements of the upperclass legal writing requirement (see the *Upperclass Legal Writing Requirement* section of this *Bulletin*), and the professor and student must establish a calendar of meetings that allows for the kind of interaction contemplated for writing seminars.

To be eligible to apply to undertake a Supervised Research project while enrolled at the Center for Transnational Legal Studies, the project must first be approved by Scott Foster, Assistant Dean and Executive Director for the Center for Transnational Legal Studies.

To apply for a Supervised Research project, a student must complete an application form and submit it to the Office of the Registrar by the deadline for the relevant semester. (See the Office of the Registrar's website for details, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*.) All requests to undertake a Supervised Research project must be approved by the Associate Dean for the J.D. Program. The Associate Dean for the J.D. Program will be receptive to proposals meeting the goals of Supervised Research projects and expects to approve most proposals for supervision by full-time faculty; however, approval is not automatic. Students should consider the following rules applicable to Supervised Research projects when submitting a proposal:

- The student must have at least a "C" (2.00/4.00) grade point average.
- Students must demonstrate that they have a well-developed topic suitable for a substantive scholarly paper satisfying the upperclass legal writing requirement.

Students must indicate the scheduled meeting dates with the professor, the due dates for submission of the outline, first draft, and final draft, and list the semester(s) in which the project is to be completed.

- Because the time demanded of the professor is substantial, it is expected that students ordinarily will seek sponsorship from full-time faculty. Where a student makes a good-faith effort to obtain sponsorship by a full-time faculty member and is unable to do so, sponsorship by an adjunct faculty member may be approved by the Associate Dean for the J.D. Program.
- A student ordinarily may not undertake a Supervised Research project more than once. Students proposing to take Supervised Research for a second time must disclose this on their application. Similarly, a Supervised Research project will not be approved when the proposal repeats work for which credit previously has been granted in another course or for which the student has been compensated during employment.
- Proposals may call for research to be completed in one semester or two; only 2 credits, however, will be awarded.

The final Supervised Research paper should be submitted either through the Georgetown Law Online Paper/Exam Management System, at *http://apps.law.georgetown.edu/exams/*, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. Credit for the upperclass legal writing requirement will be given for papers receiving a passing grade.

One Paper for Two Seminars

Students may submit one paper to satisfy the requirements in two Law Center seminars undertaken in the same semester by securing the written approval of both professors and the Registrar in advance of writing the paper. A student must submit a written request to the Office of the Registrar by the deadline for the relevant semester. (See the Registrar's website for details, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*.) The request should include both professors' approval of the proposed joint paper, the minimum number of words or pages of the proposed joint paper if greater than 12,000 words, and the page length requirement for each seminar. All requests must be approved by the Associate Dean for the J.D. Program and approval is not automatic. When permission is granted, the student will be required to write a paper of at least 12,000 words excluding footnotes (approximately 50 pages), and meet all other requirements of both seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. Each professor approving such a project will submit a final grade independently, indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical.

Students may not submit a single paper for a seminar and a Supervised Research project. Students also may not submit a single paper to satisfy the requirements of two Supervised Research projects. Students wishing to submit a single paper to satisfy the requirements of a Law Center seminar and a graduate course taken for credit on the Main Campus should contact an Academic Advisor in the Office of J.D. Academic Services at 202-662-9041 for more information. (See the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this *Bulletin* for more information on taking courses on the Main Campus.)

Professional Responsibility Requirement

Each student must successfully complete an upperclass course meeting the Professional Responsibility requirement. The following courses satisfy the Professional Responsibility requirement:

- American Legal Profession
- Comparative Professional Responsibility
- Legal Ethics in Corporate Practice
- Professional Responsibility
- Professional Responsibility and the Future of the Legal Profession
- Professional Responsibility in Law Firm and Corporate Practice
- Professional Responsibility: Ethics in Public Interest Practice
- Professional Responsibility: Lawyers' Ethics in an Adversary System (formerly Lawyers' Ethics)

J.D. students will not satisfy their Professional Responsibility requirement by completing Professional Responsibility courses offered in the Law Center Graduate Programs. Courses offered in 2012-2013 that satisfy the Professional Responsibility requirement are listed at the end of the Legal Profession/Professional Responsibility cluster description, at *http://www.law.georgetown.edu/curriculum/tab_clusters.cfm?Status=Cluster&Detail=25*.

Required Time in Residence *(Residency Requirement)*

In addition to all other degree requirements, students must complete the required time in residence. The required time in residence is a measure of the intensity and duration of study in law school, and is separate and apart from the requirement that students complete 85 academic credits (i.e., a student who completes 85 academic credits but has not yet met the residency requirement is not eligible to graduate).

FULL-TIME PROGRAM

A full-time student must complete six semesters in which he or she enrolls in a minimum of 12 academic credits, and passes at least 10 of these credits. After six full-time semesters, a student achieves the required time in residence needed to graduate. With the permission of the Registrar or an Academic Advisor, a full-time student may be approved to enroll in 10 or 11 credits in one semester only. Full-time students who receive permission to enroll in 10 or 11 credits must pass at least 10 credits in order to earn full residency for the semester. A full-time student who fails to pass at least 10 academic credits in a given semester will not have successfully completed that full-time semester and will need to attend a Summer session or a seventh semester in order to meet the residency requirement.

Full-time students may not advance the date of their graduation by taking classes during a Summer session.

A full-time student should consult with the Registrar or an Academic Advisor if he or she does not successfully pass a minimum of 10 academic credits during any semester.

PART-TIME PROGRAM

A part-time student can achieve the required time in residence in one of three ways:

1. Eight Semesters:

A part-time student can meet the residency requirement upon the completion of eight semesters in which he or she successfully passes a minimum of 8 academic credits. Subject

to the following, a part-time student who fails to pass at least 8 academic credits in a given semester will need to attend a Summer session or a ninth semester in order to meet the residency requirement. A part-time student who takes coursework in a Summer session but does not wish to accelerate his or her graduation date (as described in the sections below) may seek permission from the Registrar or an Academic Advisor to enroll in fewer than 8 credits in his or her final semester.

Note: A part-time student who matriculates in Fall 2011 or later and does not wish to attend Summer session(s) will be required to pass 10 to 11 credits each Fall and Spring semester to complete the 85 credits required to graduate.

2. Seven Semesters and at Least Two Summer Sessions:

A part-time student can meet the residency requirement upon the completion of seven part-time semesters in which he or she successfully passes a minimum of 8 academic credits and at least a total of 8 academic credits over two or more Summer sessions. A part-time student who matriculates in Fall 2011 or later and remains in the part-time program for his or her upperclass years must take 10 to 12 credits over two or more Summer sessions. A part-time student who fails to pass at least 8 academic credits in a given semester will need to attend an additional semester or Summer session in order to achieve the required time in residence.

A part-time student who wishes to graduate in seven semesters and two or more Summer sessions should consult with the Registrar or an Academic Advisor.

Note: A part-time student who matriculates in Fall 2011 or later and wishes to accelerate his or her graduation date pursuant to this section will be required to pass 10 to 11 credits each Fall and Spring semester to complete the 85 credits required to graduate.

3. Two Part-Time Semesters, Four Full-Time Semesters and a Summer Session:

A part-time student who has completed at least 8 academic credits per semester and who is approved to transfer from the part-time program to the full-time program after his or her first year at the Law Center can meet the residency requirement upon the completion of two part-time semesters, four full-time semesters, and at least 6 academic credits earned in one or more Summer sessions. A student who fails to complete 6 academic credits in one or more Summer sessions will need to attend one or more additional semesters or Summer sessions in order to meet the residency requirement. A part-time student who is approved to transfer from the part-time program to the full-time program at times other than the end of the first year should consult with the Registrar or an Academic Advisor about how to complete this requirement. (See the *Transfer Between Full-Time and Part-Time Programs* section of this *Bulletin* for more information on transferring between programs.)

TRANSFER STUDENTS FROM OTHER LAW SCHOOLS

Students who transfer from another law school after their first year must consult with an Academic Advisor or the Registrar to determine how they can fulfill their remaining Law Center residency requirement.

Transfer Between Full-Time and Part-Time Programs (Interdivisional Transfers)

In Fall 2010, the Faculty voted to restructure the first-year program. In order to better serve the students for whom the part-time program was designed and to remain true to the spirit in which the part-time program was established, beginning in the 2012-2013 academic year, students will be permitted to transfer from the part-time program to the full-time program only in cases of a demonstrated significant change in circumstances. This means that these students will not be able to transfer into the full-time program except where an extraordinary circumstance exists. *Note:* A change in a student's employment status will not, in most cases, be regarded as a demonstrated significant change in circumstances. The individual circumstances prompting the request to transfer will be considered on a case-by-case basis.

Students seeking to transfer between the part-time and full-time programs must submit a request in writing to the Registrar. For part-time students seeking to transfer to the full-time program, the request must include a statement of the student's demonstrated significant change in circumstances. Any student seeking to transfer must receive written approval from the Registrar. *Note:* Part-time students who are approved to transfer to the full-time program after the first semester of their second year will continue to pay tuition on a per-credit basis. A student who transfers from full-time to part-time status may be subject to a tuition equalization fee. (See the *Tuition & Fees* chapter of this *Bulletin*.)

Students must complete all courses in the required first-year program, including those normally taken in the second year by part-time students, in the program in which they began (for example, students who matriculated in Fall 2011 or later and transfer to the full-time program after their first year must take Criminal Justice and Property in the evening of their second year). To meet the residency requirement and graduate after two more years of law studies, students who transfer to the full-time program after their first year subsequently need to take four full-time semesters (in which they enroll in at least 12 academic credits and pass 10 of those credits) plus at least 6 credits over one or two Summer sessions. (See the *Required Time in Residence* section of this *Bulletin*.) Joint degree students who are part-time J.D. students transferring into the full-time program should contact an Academic Advisor in the Office of J.D. Academic Services or the Registrar to discuss how to complete their residency requirement.

Students who transfer to the full-time program upon completion of their first year must pay a tuition equalization fee. (See the *Tuition & Fees* chapter of this *Bulletin*.) Part-time students who matriculated in Fall 2011 or later and who transfer to the full-time program and pay the tuition equalization charge are entitled to take up to 11 credits in any Georgetown Law Summer program in D.C. and/or in London without paying additional tuition. *Note*: No more than 7 credits taken in a single Summer session may be counted toward the J.D. degree. Summer courses not taken at the Law Center or at the Georgetown Law London Summer Program are not covered by the tuition equalization fee.

Students with financial aid concerns should discuss the application procedures and award policies with the Office of Financial Aid to learn what funds might be available. Scholarship funding for upperclass aid applicants is extremely limited because awards are made on a three-year basis to entering students.

Once a student transfers between the full-time and part-time programs, the student may not transfer again absent compelling circumstances. Any student seeking to make a second (or additional) transfer between programs must seek and receive written approval from the Associate Dean for the J.D. Program.

A student may not transfer from the full-time program to the part-time program for either one of the student's final two semesters. Attendance at Summer sessions does not

constitute a basis for a transfer. In addition, a student may not transfer to the full-time program in a semester in which the student receives tuition benefits as an employee of Georgetown University, including the Law Center. Students who have questions concerning a transfer between programs should consult with an Academic Advisor or the Registrar to ascertain the required periods of attendance and the earliest date upon which graduation may occur as a result of a transfer.

Specific Requirements for Students on Non-Immigrant Visas

By provision of federal law, any school that enrolls foreign nationals is required to comply with strict reporting requirements. Before the start of each semester, all newly enrolled international students (including U.S. permanent residents) at the Law Center are required to provide documentation proving they are legally permitted to be in the country and attend school. Students in F-1 or J-1 status are additionally required to attend a Visa Information Session given by the Office of Graduate Programs during orientation. Visa and regulatory information is also available at the Graduate Programs website, at *http://www.law.georgetown.edu/intl/visa.html*.

Note: Foreign national students who fail to provide documentation of a valid non-immigrant status permitting study at a U.S. university prior to the start of classes will not be permitted to complete registration or attend classes. For further information, please contact the Office of Graduate Programs by calling Indira Marin Dingledine, Visa Coordinator, at 202-662-9319 and/or e-mail your immigration related questions to *img4@law.georgetown.edu*.

Note: Due to U.S. visa regulations, students in the F1 and J1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the Visa Advisor in the Office of Graduate Programs, as well as obtaining approval to withdraw from an Academic Advisor or the Registrar. (See the *Withdrawls and Leaves of Absence* section of this *Bulletin*.)

Academic Evaluation and Attrition Standards

ACADEMIC EVALUATION SYSTEM

The Law Center's faculty awards the grades of A+, A, A-, B+, B, B-, C+, C, C-, D and F. Some courses available to upperclass students are graded under the pass/fail option described below.

In the clinical programs, the graduate fellows also participate in the grading process.

Grading System

The following numerical equivalents are assigned to each letter grade:

A+	4.00	B+	3.33	C+	2.33	D	1.00
A	4.00	B	3.00	C	2.00	F	0
A-	3.67	B-	2.67	C-	1.67		

An A+ grade is assigned a 4.00 numerical equivalent, and is awarded in recognition of truly extraordinary academic performance. A student's cumulative grade point average is computed by multiplying the numerical equivalent of each letter grade by the credit value of the course, adding the results together, and then dividing the total by the total number of credits. In computing a student's grade point average, computations are carried to two decimal places. Each student's grade point average is computed at the end of each semester.

While the cumulative grade point average is based upon all of the student's Law Center

grades, the annual grade point average is based only upon a student's Law Center grades for one academic year. The academic year begins with the Summer term and ends with the following Spring semester. In calculating the student's cumulative grade point average, the Law Center will include the academic credits for any course the student has failed, even when the student has successfully retaken the course.

The grading processes for examination courses are anonymous and are designed to be as fair as possible. Faculty are asked to submit grades approximately four weeks after the end of an examination period. Students may access their grades through *MyAccess*. Grades will not be released for any student who has an outstanding student account balance. The Law Center will not release grades over the telephone, even to the student, out of concern for students' privacy.

Effective beginning in the 2012-2013 academic year, grades for courses taken at the Center for Transnational Legal Studies are listed on the Law Center transcript and are included in the computation of the student's Law Center cumulative grade point average.

Grades for courses taken at other law schools and in graduate programs at other universities are not listed on the Law Center transcript and are not included in the computation of the student's Law Center cumulative grade point average. Finally, grades for courses taken in the graduate or undergraduate programs on the Main Campus are listed on the Law Center transcript but are not included in the computation of the student's Law Center cumulative grade point average. (See the *Graduation Honors Policy for Transfer/Visitor Students* section of this *Bulletin.)*

Recommended Grading Curve

The following is the faculty-approved recommended curve for all first-year and upperlevel examination courses. The faculty also established a grade of A+ to be recorded on official law school transcripts in recognition of truly extraordinary academic performance in a law school class.

A	12%	} 31%
A-	19%	}
B+	28%	
B	31%*	
B-	}	
C+	}	
C	}	
C-	} 5-10%*	
D	}	
F	}	

Pass/Fail Option

To encourage students to be more adventurous in their curricular choices, the faculty adopted the following limited pass/fail option.

Eligible Students

Upperclass J.D. students are eligible to use the pass/fail option for upperclass electives at the Law Center and at the Center for Transnational Legal Studies, and for cross-listed

* Because the target percentage of grades of B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.

Law Center graduate courses that are available for pass/fail. The option is not available for courses in the required first-year program. (See the *Required First-Year Program* section of this *Bulletin*.) The pass/fail option is not available to LL.M. students. Students sign up for the pass/fail option online and receive instructions on how to do so from the Office of the Registrar.

Eligible Courses

The following courses are not eligible for the pass/fail option: (1) courses in the required first-year program, including the first-year elective, any course that meets the Professional Responsibility requirement, and upperclass legal writing requirement seminars and Supervised Research projects; (2) clinics, except for Street Law: Community; (3) Law Center graduate courses that are not cross-listed; and (4) courses for which the faculty member has elected not to make the pass/fail option available. Students pursuing a J.D./LL.M. joint degree may not take courses counting toward the LL.M. degree on a pass/fail basis.

The list of the courses not eligible for the pass/fail option for each semester is available on the Office of the Registrar's website, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*. All other courses may be available for the pass/fail option.

Other Restrictions

Students may take a maximum of 7 credits pass/fail. All mandatory pass/fail courses count against this 7-credit pass/fail limit, subject to the exceptions listed on the Office of the Registrar website, under the "J.D. Pass/Fail Option" link, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*.

Students may exercise the option to take an otherwise graded course on a pass/fail basis only once a semester. This limitation does not apply to mandatory pass/fail courses. For example, a student may, in a single semester, take one or more mandatory pass/fail course(s) as well as one course that is otherwise graded but which the student has elected to take on a pass/fail basis (provided that the student would not exceed his or her 7-credit pass/fail limit). Exceptions to and further explanations of these rules are located on the Office of the Registrar website, under the "J.D. Pass/Fail Option" link, at *http://www.law.georgetown.edu/campus-services/registrar/index.cfm*.

Grading

A student must decide whether to use the pass/fail option and designate to the Office of the Registrar the pass/fail course during the first two weeks of the relevant semester (first week of Summer session). By the end of the sixth week (second week of Summer session), the student must designate to the Office of the Registrar the grade the student hopes to receive in the course. This is referred to as the "target" grade.

If a student elects to take a course pass/fail but fails to designate a target grade by the deadline, the Office of the Registrar will assign to the student a target grade that is equal to or just above the student's current cumulative grade point average (GPA). For example, if a student has a GPA of 3.33/4.00, a target grade of B+ will be assigned; if a student has a GPA of 3.42/4.00, a target grade of A- will be assigned. No changes to the pass/fail designation or target grade will be permitted after their respective deadlines.

Faculty are not informed of who is taking their course on a pass/fail basis. If the student earns the target grade or above, the actual grade will appear on the student's transcript. If the student earns a grade below the target but at least a grade of C, a pass will appear on the transcript. If the student earns a grade of C- or lower, the actual grade will appear on the transcript. Whether a student receives a pass or the grade, the academic credits associated with the course will count against the 7-credit pass/fail limit. If a student

withdraws from a course taken on a pass/fail basis, the academic credits associated with the course will still count against the 7-credit pass/fail limit, unless the student receives an excused withdrawal from the course.

ACADEMIC HONORS

The Law Center does not rank its students. The faculty has, however, authorized three separate academic honors for students with distinguished academic records. For purposes of all subsections of this *Academic Honors* section, any credits required to be completed at the Law Center will include any credits earned at the Center for Transnational Legal Studies and London Summer Program.

Dean's List

J.D. students whose annual cumulative grade point averages place them in the top one-third of their class at the Law Center will have their transcripts marked "Dean's List" for the appropriate academic year. All candidates for the J.D. degree at the Law Center are eligible for the Dean's List provided they completed, during the academic year, at least 24 credits at the Law Center if enrolled in the full-time program, or 16 credits at the Law Center if enrolled in the part-time program. Students who transfer from one program to the other during an academic year must earn a minimum of 12 credits for the semester in which they are a full-time student, and a minimum of 8 credits for the semester in which they are a part-time student, to be eligible for Dean's List. Joint degree students, concurrent degree students, and students who study abroad during one semester of the academic year are eligible for Dean's List recognition, based solely on their J.D. courses, if they complete at least 16 graded J.D. credits during the academic year and maintain full-time status in their joint or concurrent degree program, if applicable. Students earning fewer than the minimum number of credits are not eligible for the Dean's List in an academic year. Courses taken at the Law Center in the preceding Summer session or in the Law Center's Graduate Programs are included in the calculation of the required minimum number of credits for Dean's List eligibility.

Dean's List eligibility is computed separately for first-year, upperclass, and graduating students. For the first-year class, the Dean's List is calculated separately for each of the six first-year sections. The Dean's List for first-year students consists of the students whose annual cumulative grade point averages place them in the top one-third of their particular first-year section after the Spring semester.

The upperclass Dean's List is calculated separately in two groups. The first group consists of students in their final year of law school; that is, third-year full-time students and fourth-year part-time students. The second group consists of all other upperclass students, that is, second-year full-time students and second- and third-year part-time students.

Diplomas With Honors

Students who meet the academic standards set by the faculty may be awarded the J.D. degree with honors and their diplomas will be marked *cum laude*, *magna cum laude*, or *summa cum laude*, as appropriate.

The degree *cum laude* is awarded to students whose cumulative grade point averages place them in the top one-third of those graduating, and the degree *magna cum laude*, to the top 10%.

The J.D. degree *summa cum laude* is the highest academic honor that the faculty can bestow upon a graduating student. There is no cumulative grade point average that automatically entitles a student to that honor. Instead, the J.D. degree *summa cum laude* is granted at the sole discretion of the faculty. To be eligible for consideration for the award

of *summa cum laude*, a graduate must have completed at least 71 credits at the Law Center and have a minimum cumulative grade point average of 3.70.

For the purpose of calculating students' eligibility for degrees with honors, students graduating after a Summer or Fall semester will be included with the class that graduated in the previous Spring semester.

Order of the Coif, Georgetown Chapter

The Order of the Coif was established in 1912 to recognize graduating students who achieved an exemplary cumulative grade point average. Graduating students whose cumulative grade point averages place them in the top 10% of the class are elected to membership in the Order, the national law school honor society for the encouragement of scholarship and advancement of ethical standards in the legal profession. To be eligible for consideration for Order of the Coif, a graduate must have completed at least 64 graded academic credits at the Law Center.

Graduation Honors Policy for Transfer/Visitor Students

Students who transfer to Georgetown Law after their first year of law school are only eligible for *cum laude* and *magna cum laude* graduation honors, which will be based solely on grades earned at the Law Center. (To be eligible for consideration for the award of *summa cum laude*, a graduate must have completed at least 71 credits at the Law Center; to be eligible for consideration for Order of the Coif, a graduate must have completed at least 64 graded academic credits at the Law Center.) Graduation honors for students who visit another institution will also be based solely on grades earned at the Law Center.

ACADEMIC ATTRITION

Unless excused by grant of a waiver, a full-time student must satisfy all graduation requirements within five consecutive calendar years from the date of matriculation; a part-time student must satisfy all graduation requirements within six consecutive calendar years from the date of matriculation. Students seeking a waiver of these rules must submit their written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. If the student fails to satisfy the graduation requirements within the appropriate time period, he or she will be withdrawn from the Law Center with no possibility of readmission or graduation.

First-Year Students

1. A student must successfully complete the required first-year program. (See the *Required First-Year Program* section of this *Bulletin*.) A student must retake any first-year required course (including the required first-year elective) in which he or she received a grade of F. In the case of a first-year elective, a student who fails the course may repeat that elective or substitute another course that meets the first-year elective requirement. Both the original grade of F and whatever grade the student receives upon retaking the course will appear on the student's transcript. The Registrar will include the grades and the academic credits for each time the student took the course in calculating the student's cumulative grade point average for purposes of honors, attrition, and graduation.
2. When a student has completed the first year with a cumulative grade point average of less than 1.67/4.00, the student must retake any course in which he or she received a grade of D or F. Both the D's and F's the student first received and the grade he or she receives in retaking the course will appear on the student's transcript, and the credits for both the first and retaken courses will be included in calculating the student's cumulative grade point average for purposes of honors, attrition, and graduation.

The student will receive credit only for the courses he or she successfully retakes. If, in retaking a course, a student receives a grade of D, the student has satisfied the requirement that he or she pass every required and first-year elective course.

3. A first-year student whose cumulative grade point average at the end of the first year is less than 1.67/4.00 but 1.33/4.00 or higher must take a leave of absence from the Law Center for the next academic year. In order to return, the student must submit a written petition to the Registrar no later than August 1 for the following Fall semester. The petition will be considered by the Associate Dean for the J.D. Program. The student will be allowed to return only if the Associate Dean finds that it is probable that the student will be able to attain a cumulative grade point average of 2.00/4.00 and satisfy all graduation requirements within the allotted time period.
4. A first-year student whose cumulative grade point average is less than 1.33/4.00 will be withdrawn for academic insufficiency, with the right to apply for readmission after one full year. Readmission is not guaranteed. To seek readmission after one academic year, the student must submit a written petition to the Registrar no later than August 1 for the following Fall semester. The petition will be considered by the Associate Dean for the J.D. Program. The student will be allowed to return only if the Associate Dean finds that it is probable that the student will be able to attain a cumulative grade point average of 2.00/4.00 and satisfy all graduation requirements within the allotted time period. Petitions by students who have been absent from the rolls for more than one academic year under the circumstances of this subsection will be governed by the *Provisions for Readmission of Withdrawn Students* section of this *Bulletin*.

Upperclass Students

A student no longer in his or her first academic year at the Law Center and any transfer student will be withdrawn from the Law Center for academic insufficiency if at the end of any academic year he or she has a cumulative grade point average of less than 1.67/4.00. For a transfer student, only Law Center grades will be counted. (See the *Provisions for Readmission of Withdrawn Students* section of this *Bulletin*.)

Counseling Requirement for Certain Students

A student who has a cumulative grade point average of less than 2.75/4.00 at the end of any semester is required to meet with the Director of Academic Enhancement Programs to discuss the requirements for graduation and ways for the student to improve his or her performance. Students with a cumulative average below a 2.90/4.00 are strongly encouraged to meet with the Director.

Summer Session Attendance

If a student is enrolled in a Law Center Summer session when a failure to maintain the required minimum cumulative grade point average is determined, that student may elect to continue in the Summer session, and the student's cumulative grade point average will be recalculated taking the Summer session grades into account. If such a student has secured approval to attend the Summer session at another law school, that school will be notified of the student's academic dismissal from the Law Center.

Provisions for Readmission of Withdrawn Students

Students withdrawn for academic insufficiency after their first year may reapply for admission after one full year. Readmission is not guaranteed. To seek readmission after one year, the student must submit a written petition to the Registrar no later than August 1 for the following Fall semester. The petition will be considered by the Associate Dean for the J.D. Program. The student will be allowed to return only if the Associate Dean finds that

it is probable that the student will be able to attain a cumulative grade point average of 2.00/4.00 and satisfy all graduation requirements within the allotted time period.

The provisions for readmission outlined in this section apply to upperclass students and to first-year students who, after failing to secure the required minimum cumulative grade point average of 1.67/4.00 at the end of any academic year, fail to re-enroll during the prescribed time period.

Attendance, Examinations, and Written Work

ATTENDANCE AND PARTICIPATION

The Law Center must be satisfied at all times of the serious purpose of each student. Any student will be withdrawn from a course if it is found that the student is not giving proper time and attention to his or her studies.

Regular and punctual attendance at all class sessions is required of each student. Student participation is expected in all courses. A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor's option, be withdrawn, excluded from attending subsequent course sessions, excluded from sitting for a final examination or submitting a final paper (with the same consequences as a voluntary failure to appear for a final examination or to submit a final paper), or receive a lowered grade in the course. Even if a student has passed all examinations, credit will not be awarded and no student will be advanced, nor will his or her degree be conferred, if attendance or participation is unsatisfactory.

A student who has not properly registered for a course may not take the final examination or receive any credit for participation in the course.

EXAMINATIONS

Written examinations are held at the end of the classwork in all courses unless otherwise indicated on the course schedule. Curricular offerings designated as "seminars" generally do not have examinations; instead, substantial written work is required. Clinical programs do not have written final examinations.

The Law Center requires students to take their examinations at the regularly scheduled time. Dates for all examinations are announced at the time the course schedule is released so that students may anticipate the date of their examinations and schedule personal and employment commitments so as not to interfere with the announced dates of their examinations. If, however, a student experiences a serious medical or personal situation that makes it impossible to take an examination on the scheduled date, it is the student's responsibility to determine, in consultation with the Registrar, whether he or she should request a deferred examination. If a student becomes ill during the examination or otherwise experiences a problem that prevents him or her from continuing with the examination, the student must immediately make the proctor, or in the case of a take-home examination the Registrar, aware of the situation and follow the instructions of the proctor or Registrar. No post-examination relief will be granted. Please read the *Exam Relief Policies* section in the *General Administrative Policies* chapter of this *Bulletin* carefully for all exam relief rules, including more information on instances where, due to "extraordinary cause," permission to take a deferred examination may be granted.

Any student who does not take an examination as originally scheduled, and who does not obtain permission from the Registrar prior to the start of an examination to defer that examination (consistent with the rules set forth in the *Exam Relief Policies* section of the *General Administrative Policies* chapter of this *Bulletin*) will be withdrawn from the course. The withdrawal will be reflected as a "W" on the student's transcript. A student who is in possession of an exam in a course but fails to timely submit the exam for grading

will receive a grade of F for that course. See Section 402 of the *Conduct Policies* chapter of this *Bulletin* for sanctions associated with late take-home examinations.

Once an examination is submitted for grading, no amendments, revisions, or supplements will be permitted or accepted.

No re-examination will be given in any course for the purpose of raising a grade obtained in a previous final examination in that course.

Students may review their graded exams and papers by completing the online form on the Office of the Registrar's website (*http://www.law.georgetown.edu/registrar/sservices/ExamReviewProcedures.htm*) during the exam review periods. The Library collects copies of past examinations administered at the Law Center. Students may use these prior examinations as study aids in preparing for examinations. In many cases, model or "best" answers to past examinations are also on file in the Library. For exams prior to 1998, hard copies are available through the reference desk. Exams administered from 1998 to the present are available online on the Library's website, at *http://apps.law.georgetown.edu/exam-archive/*.

WRITTEN WORK

Final papers in seminars and other courses are due on the date announced in the academic calendar. Subject to the maximum extensions published on the Office of the Registrar's website, a professor may advance or extend the due date of all papers for the seminar (except for those of graduating students). All final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor. Final papers should be submitted either through the Georgetown Law Online Paper/Exam Management System, at *http://apps.law.georgetown.edu/exams/*, or in hard copy to the Office of the Registrar. Once a final paper is submitted for grading, no amendments, revisions, or supplements will be permitted or accepted.

Due dates for papers are as firm as the dates of examinations. Individual extensions for up to the maximum allowable days set by the Registrar may be granted by the professor, provided the student submits an Individual Paper Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar and online at *http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/papers.cfm*, must be signed by the professor or the student must obtain written approval from the professor by e-mail and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Extension Form by the Associate Dean for the J.D. Program. If a student fails to submit a final paper by the due date (including any extension), the student will be withdrawn from the seminar. The withdrawal will be reflected as a "W" on the student's transcript.

Note to International Students: U.S. visa restrictions dictate that extending the paper due date beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. Any such paper extension must be approved in writing by the Visa Coordinator in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions, students must also obtain their agreement to any such extension.

REVIEW PROCESS FOR A PASSING GRADE

Students may review their graded exams and papers by completing the online form on the Office of the Registrar's website (*http://www.law.georgetown.edu/registrar/sservices/ExamReviewProcedures.htm*) during the exam review periods. Once a grade is reported to the Registrar, a faculty member may change a grade only upon written proof of demonstrable clerical error in the grading or grade reporting process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process.

REVIEW PROCESS FOR A FAILING GRADE

Any student who has received a failing grade on an examination or paper may, after first discussing the matter with the professor who reported the failing grade, request that the Registrar submit that examination or paper to another professor teaching in the subject for evaluation. Students receiving a failing grade in a clinic or practicum course may request a conference with the Associate or Assistant Dean for Clinical Programs to discuss the evaluation, once they have discussed their grade with the professor offering the clinic or practicum course. The other professor, or the Associate or Assistant Dean for Clinical Programs in the case of a clinical or practicum grade, serves merely in a consulting capacity. The final decision for the course grade rests with the professor conducting the course, but the course professor shall give due and appropriate consideration to the views of the consulting colleague. A request for such evaluation must be made by the student within 14 days after the grade is posted.

Special Credit Policies

CREDIT FOR COURSES IN THE LAW CENTER GRADUATE PROGRAMS

Upperclass students may take up to 6 credits of non-cross-listed courses (i.e., courses that have only a LAWG section and no LAWJ section) in the Graduate Programs of the Law Center without permission. Permission from an Academic Advisor in the Office of J.D. Academic Services is generally required, however, to take more than 6 credits of non-cross-listed Graduate Programs offerings. However, no such permission is required for students who have been admitted into a J.D./LL.M. joint degree program and wish to take more than 6 credits of non-cross-listed LL.M. courses within that specialized area of study. Grades for Law Center graduate courses and seminars are displayed on students' transcripts and computed into students' grade point averages.

CREDIT FOR COURSES IN THE UNDERGRADUATE OR GRADUATE SCHOOLS OF THE UNIVERSITY

Consistent with the rules and procedures stated below, J.D. students may take courses in the undergraduate or graduate schools of the University on a seat-available basis. Course descriptions may be found in the University course catalog via *MyAccess*. Students interested in seeking permission to enroll in a course on the Main Campus should schedule an appointment with an Academic Advisor in the Office of J.D. Academic Services by calling 202-662-9041 in addition to reviewing the information below.

Full-time students may take undergraduate and graduate courses during the Fall and Spring semesters without additional charge. Part-time students pay for all courses at the applicable Law Center credit hour rate. Full-time and part-time students taking courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

Undergraduate and Language Courses of the University

Upperclass students may take undergraduate and language courses on a space-available basis, however credits earned in such courses will not be counted toward the J.D. degree requirements. All undergraduate and language courses, credits, and grades will appear on the student's Law Center transcript, but the grades will not be calculated in the student's Law Center grade point average. Students may take undergraduate or language courses on a pass/fail basis only if they are mandatory pass/fail courses; in these instances, students are subject to Main Campus pass/fail policies.

Graduate-Level Courses of the University

Upperclass students may apply a maximum of 6 credits of graduate-level coursework in the University toward their J.D. degree requirements. (This is in addition to the 6 credits that may be applied from non-cross-listed courses taken in the Graduate Programs of the Law Center as described in the *Credit for Courses in the Law Center Graduate Programs* section of this *Bulletin*.) All graduate-level courses, credits, and grades will appear on the student's Law Center transcript, but the grades will not be calculated in the student's Law Center grade point average. Students who take graduate-level credits that count toward the J.D. degree may not exceed the applicable credit limit for a single semester. (See the *Full-Time Program* and *Part-Time Program* sections of this *Bulletin*.) Students may not take graduate-level courses on the Main Campus on a pass/fail basis and have the credits count toward their J.D. degree.

Enrollment Procedures

Students do not preregister for Main Campus courses during the Law Center's preregistration process and may not enroll themselves in Main Campus courses. Students seeking approval to take a Main Campus course in the undergraduate or graduate schools (except for Business School courses) should submit their request along with the professor's written permission (e-mail is sufficient) to the Office of J.D. Academic Services by August 24, 2012 for Fall 2012 courses and by January 4, 2013 for Spring 2013 courses. Students seeking approval to enroll in a Fall 2012 Business School course (Modules 1 and 2), should submit their request to the Office of J.D. Academic Services, by August 24, 2012 and by January 4, 2013 for a Spring 2013 Business School course (Modules 3 and 4). The Business School administration requests that law students not contact Business School faculty directly. The Office of J.D. Academic Services will work with the Business School administration, which will coordinate their professors' permission to enroll in their courses. All requests for undergraduate and graduate courses (including Business School courses) must include the course number, course name, number of credits, and a list of any prerequisite courses and how the student believes he or she meets those prerequisites. For all requests for courses outside of the Business School, students must also include the professor's e-mail permission to enroll. Upon approval by the Office of J.D. Academic Services, (and with the permission of the professor – except for the Business School), the Office of J.D. Academic Services will forward the student's request to the Law Center's Office of the Registrar. The Registrar's Office will forward the request at the beginning of the Main Campus add/drop period (or the add/drop period for the Business School module) to the appropriate academic department for approval to enroll the student in the course if there is a seat available. The Registrar's Office will then confirm for students their enrollment status.

The Law Center does not follow the same academic calendar as the Main Campus, and it is the student's responsibility to determine when a course on the Main Campus begins. The Business School operates on quarters, or modules, and has two modules per semester. Business School classes may follow a different schedule than other schools or departments

on the Main Campus.

It is the student's responsibility to make sure that final grades are submitted to the Law Center Registrar's Office by the Law Center grades deadline.

Note: Law students register for Main Campus courses on a seat-available basis. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses or to register for the Main Campus sections of cross-listed courses. Law Center students who wish to be enrolled in a Main Campus cross-listed course must follow the Law Center's add/drop/waitlist process. Law Center students who are enrolled in Main Campus courses are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus.

CREDIT FOR STUDY ABROAD PROGRAMS DURING THE ACADEMIC YEAR

Center for Transnational Legal Studies

Georgetown Law established the Center for Transnational Legal Studies (CTLS) in London beginning with the Fall 2008 semester. CTLS is a collaborative project that brings together students and faculty from law schools around the world to study complex transnational legal issues from different perspectives. Collaborating schools include institutions from Australia, Brazil, Canada, Chile, China, Colombia, Germany, Great Britain, India, Israel, Italy, Mexico, New Zealand, Portugal, Russia, Singapore, South Korea, Spain, and Switzerland. Upperclass Georgetown Law students may spend a semester with their counterparts from the other law schools in courses taught and co-taught by faculty from both the common law and civil law traditions. Enrollment in CTLS is open to J.D. students who have completed the required first-year program (other than the first-year elective for part-time students and interdivisional transfer students). All students who transfer into Georgetown Law from another law school must complete all first-year course requirements before being eligible to study at CTLS. Preference will be given to students entering their final two semesters in law school. More detailed information on eligibility and the application process is available through the Center's website at *http://ctls.georgetown.edu* or by contacting Scott Foster, Assistant Dean and Executive Director for the Center for Transnational Legal Studies, at *foster@law.georgetown.edu*.

Students may attend CTLS for only one semester and may only transfer in up to a total of 14 credits from CTLS toward their J.D. degree requirements. Students can do either a semester at CTLS or another Georgetown Law Semester Abroad Program, but not both. Students may do a summer study abroad program and CTLS, but may only transfer in a total of 14 credits, with the exception of the Georgetown Law Summer London Program. For example, if a student has already taken 4 credits at a non-Georgetown Law summer study abroad program, the student could only transfer in 10 credits from CTLS. Credits earned at CTLS will count toward the 54 Georgetown Law credits required to graduate. The grades earned at CTLS will appear on the Georgetown Law transcript and, beginning in the 2012-2013 academic year, will be included in the computation of the student's Law Center cumulative grade point average. If a CTLS course is offered on a mandatory pass/fail basis, the credits will not count against the 7-credit pass/fail limit. Part-time students enrolled at CTLS will be granted an exception to the 11-credit maximum credit load per semester, and will receive part-time residency for the semester.

Georgetown Law Semester Abroad Program

The Georgetown Law Semester Abroad Program arranges for students to study abroad for a semester at one of a number of outstanding law schools. These semester abroad programs are open to J.D. students who have completed their required first-year program (other than the first-year elective for part-time students and interdivisional transfer

students). Preference will be given to students entering their final two semesters of law school. Students participating in the semester abroad programs sponsored by Georgetown Law can receive up to 14 credits, subject to the limitations below. Part-time students will be granted an exception to the 11 credit maximum credit load per semester, and will receive part-time residency for the semester. For information on the policy governing academic and graduating honors for students who visit at other schools, see the *Graduation Honors Policy for Transfer/Visitor Students* section of this *Bulletin*.

For the Fall 2012 semester, the following foreign law schools are part of the Georgetown Law-sponsored Semester Abroad program:

- University of Amsterdam, Amsterdam Law School, the Netherlands
- Bucerius Law School, Hamburg, Germany
- ESADE Law School, Barcelona, Spain
- The Hebrew University of Jerusalem in Israel
- Keio University, Japan
- University of Leiden, Leiden, the Netherlands
- Melbourne Law School, Melbourne, Australia
- National Law School of India University in Bangalore (NLS)
- National University of Singapore School of Law (NUS), Singapore
- Torcuato di Tella University, Buenos Aires, Argentina
- Tsinghua University, Beijing, China
- Yonsei Law School, South Korea

Students can also apply for the year-long program in Paris at the Institut d'Études Politiques de Paris (Sciences Po). This program awards a Master in Economic Law degree with a Global Governance Studies specialization. Beginning in the 2012-2013 academic year, a maximum of 28 credits earned through this program will also transfer to the J.D. degree. The full-year Economic Law Program at Sciences Po in Paris is open only to J.D. students entering their final two semesters in law school. Please note that this and some other programs involve courses taught in a language other than English.

Except with respect to the full-year program at Science Po, students may only transfer up to a total of 14 credits from a Georgetown Law Semester Abroad program toward their J.D. degree requirements. Students may do a summer study abroad program and a semester abroad through a Georgetown Law-sponsored program, but may only transfer in a total of 14 credits with the exception of the Georgetown London Summer Program. For example, if a student has already taken 4 credits at a non-Georgetown Law summer study abroad program, the student could only transfer in 10 credits from any Georgetown Law-sponsored study abroad program.

The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs.

Credits earned at a Georgetown-sponsored program (with the exception of the CTLS and the London Summer Program) will not count toward the 54 Georgetown Law credits required to graduate. With the exception of CTLS and the London Summer Program, individual courses taken and the grades received at the foreign school will not appear on the Georgetown Law transcript and the grades will not be factored into the Georgetown Law GPA.

With the exception of CTLS, the Law Center will not accept credit for any course taken on a pass/fail basis if another evaluative grading basis is available. Credits earned in a course graded on a mandatory pass/fail basis will not count against the 7-credit pass/fail limit.

Most programs welcome students in the Fall semester, while a limited number accept students during the Spring semester. Students who study abroad during their final semester before finishing their J.D. program must assume the risk that scheduling conflicts or unforeseen administrative delays at the host school will prevent them from graduating on

time and/or being able to meet certain bar registration deadlines.

The Transnational Programs website provides important additional information about the Georgetown Law Semester Abroad Program, at *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/index.cfm*.

Special Note for Transfer Students: Because students who expect to earn a J.D. at the Law Center must complete 54 of their 85 credits at the Law Center (and CTLS and the London Summer Program, if applicable), transfer students considering a study abroad program should contact the Office of Transnational Programs.

CREDIT FOR STUDY OUTSIDE THE LAW CENTER

General Provisions

Credit for courses taken outside the Law Center's J.D. or Graduate Programs is given under the circumstances described below. Students should be aware of the following academic policies that apply to credit earned and transferred from another institution, including another ABA-approved law school.

- A minimum of 54 credits must be earned at the Law Center (and the Center for Transnational Legal Studies and London Summer Program, if applicable).
- A passing grade is required for transfer of any credits from another school toward the J.D. degree requirements at the Law Center.
- Courses may not be taken pass/fail at another ABA-approved law school unless the course is a mandatory pass/fail course. Mandatory pass/fail courses taken at another ABA-approved law school will count against the student's 7-credit pass/fail limit.
- All approved credits undertaken at another institution will be displayed on the student's Law Center transcript. Individual course titles and grades are not included in the student's Law Center transcript and the grades will not be factored into the student's Law Center cumulative grade point average.
- Under limited circumstances, credit for clinical programs taken at another ABA-approved law school will be accepted for transfer. Students contemplating taking a clinical course at another ABA-approved law school must consult the Associate or Assistant Dean for Clinical Programs before enrolling in the course.
- No credit is given for internships, externships, or state-law courses offered at other institutions.
- It is the student's responsibility to make sure the official transcript of grades and a degree application are submitted to the Office of the Registrar by the Law Center grades and degree application deadlines. Students who petition to visit at another institution during their final year of study are cautioned that grades not received by the Law Center's grades deadline will affect graduation clearance and may affect bar registration.
- Please refer to the *Academic Evaluation and Attrition Standards* section of this *Bulletin* for the rules that govern how courses taken at other schools affect academic evaluation and attrition and academic and graduation honors.

Taking Courses at Another Law School in Washington, D.C., While Enrolled at Georgetown Law

Students must receive permission from an Academic Advisor in the Office of J.D. Academic Services and must have a compelling reason to take a course at another law school in the Washington, D.C., area during a Fall or Spring semester in which the student is enrolled in courses at the Law Center. The Law Center will accept no more than 6 credits

in this situation and the courses must be approved prior to the student's enrollment at the other law school. The General Provisions described above also apply.

Visiting at Another Law School

In extraordinary circumstances, a student may be granted permission to attend another ABA-approved law school for one or two semesters in a student's final year of law school, while still earning the Georgetown Law degree. Before applying to another school, the student must obtain permission from an Academic Advisor in the Office of J.D. Academic Services and the Associate Dean of the J.D. Program. Permission to visit away is granted only to students showing compelling personal circumstances that require their relocation. In addition to the General Provisions described above, the following rules apply:

- The Law Center reserves the right to designate the schools to which a student may apply, to approve the student's selection of courses, and to limit the number of students to whom permission to visit is granted.
- Students must submit their request, in writing, to the Office of J.D. Academic Services by April 5, 2013.
- Students will not be permitted to visit at another school unless they are in good standing at Georgetown Law for the semester(s) for which they wish to visit away.
- Georgetown Law students who wish to visit at another school must have earned the minimum 2.00/4.00 grade point average required for graduation before permission to visit away will be given, since grades earned at other schools will not be calculated in a student's Law Center grade point average.
- Students requesting to visit away must complete a degree audit with an Academic Advisor in the Office of J.D. Academic Services to assure that they can meet all degree requirements (including earning 54 credits at the Law Center). Students must complete the upperclass legal writing requirement and the required first-year program (including the first-year elective) at the Law Center.
- Students visiting at another law school must carry private medical insurance, be covered by a student medical insurance policy at the visited school, or purchase medical insurance provided by Georgetown University.
- A student with an unpaid student account balance will not be approved to visit away until the student's account is paid in full.
- There is an administrative fee of $200.00 for each semester a student visits at another school.

For information on the policy governing academic and graduating honors for students who visit at other schools, see the *Graduation Honors Policy for Transfer/Visitor Students* section of this *Bulletin*.

Ad Hoc Study Abroad Programs During the Academic Year (Non-Georgetown Law)

While enrolled at the Law Center, students may earn a limited number of credits through non-Georgetown study abroad programs (ad hoc programs), with approval from Adam Kolker, Assistant Dean and Executive Director, Office of Transnational Programs. There are a limited number of U.S. law schools that sponsor ABA-approved study abroad programs during the Fall or Spring semesters. A list can be obtained from the ABA's website, at *http://www.abanet.org/legaled/studyabroad/abroad.html*. The Law Center also permits students to apply to study abroad for a semester by enrolling in foreign institutions directly. Approval for ad hoc study abroad is generally not given for programs in countries where the Law Center has already established a study abroad program. The application deadline for ad hoc study abroad is the same as for Georgetown-sponsored programs. In addition to the General Provisions described above, the following rules apply:

- Students are required to show that their proposed ad hoc program of study will substantially advance a previously demonstrated academic or professional interest in a manner that would not be possible by enrolling in a Georgetown-sponsored study abroad program. This is a higher standard than that applied to other study abroad applications.
- The Law Center will accept no more than 12 credits from non-Georgetown sponsored study abroad programs. Students may do a non-Georgetown summer study abroad program and a non-Georgetown semester abroad program but may only transfer in a total of 12 credits. For example, if a student takes 4 credits at a non-Georgetown summer study abroad program, the student may transfer in only 8 credits from any non-Georgetown sponsored semester abroad program.
- The Law Center reserves the right to designate the schools to which a student may apply and must approve the student's selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available. Credits earned in a course graded on a mandatory pass/fail basis will not count against the 7-credit pass/fail limit.
- The health insurance requirements that apply to students doing Georgetown-sponsored programs apply to students doing ad hoc programs as well. See the Study Abroad Insurance and MEDEX Emergency Service Provider section of the semester abroad website, at *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/index.cfm*.
- A student with an unpaid student account balance will not be approved to visit away until the student's account is paid in full.
- Students participating in an ad hoc semester abroad program will be charged an administrative fee of $500.00.

For information on the policy governing academic and graduating honors for students who visit at other schools, see the *Graduation Honors Policy for Transfer/Visitor Students* section of this *Bulletin*. Additional information regarding studying abroad at other law schools is available at *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/Ad_Hoc/index.cfm*.

CREDIT FOR SUMMER STUDY

Summer Session at the Law Center

Except as expressly modified in the Summer session registration materials available on the Office of the Registrar's website, all academic regulations applicable during the regular academic year are applicable during Summer sessions. Students in good standing at the Law Center may enroll in Summer session courses at the Law Center and earn credit toward their degree requirements. J.D. students in good standing at other ABA-accredited law schools may enroll as non-degree students in J.D. courses in the Summer session at Georgetown Law as space permits. The policies and procedures for J.D. students to apply for permission to enroll in Summer session courses are explained in the Summer session section of the Office of the Registrar's website, at *http://www.law.georgetown.edu/campus-services/registrar/course-registration/registration-information.cfm*.

The Law Center will accept up to 7 credits earned during each Summer session at the Law Center.

Full-time students may not advance the date of their graduation by attending Summer session courses.

Summer Study in the Undergraduate or Graduate Schools of the University

Upperclass students may take courses on the Main Campus during its Summer session on a seat-available basis, subject to the rules set forth in the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this *Bulletin*. Students seeking approval to take a Main Campus course should contact the Office of J.D. Academic Services at 202-662-9041 to inquire about the deadline for submitting their request.

Summer Session at the Georgetown Law London Program

Students can earn credits through the Law Center's summer program in London, England. Course demands are the same as for courses taught at the Law Center, and admission is competitive, with priority given to Georgetown Law students. Grades earned at the London Summer Program will appear on the Georgetown Law transcript and will be included in the computation of the student's Law Center cumulative grade point average. For further information, refer to *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm* or contact the Office of Transnational Programs, at 202-662-9860 or *OTP@law.georgetown.edu*.

Note: The London Summer Program has been suspended during the 2012 London Olympics and, as of this writing, discussions are underway regarding its possible resumption in 2013.

Summer Study in the United States (Non-Georgetown Law)

The Law Center will accept up to 7 academic credits at a Summer session of another ABA-approved law school in the United States, if the courses taken are approved in advance by an Academic Advisor in the Office of J.D. Academic Services. Students must have a compelling reason in order to attend a Summer session at another law school in the Washington, D.C., area. The General Provisions described in the *Credit for Study Outside the Law Center* section of this *Bulletin* also apply.

Summer Abroad Programs at Other Law Schools

The Law Center will accept up to 4 credits taken at a non-Georgetown Law summer abroad program with the permission of the Office of Transnational Programs. In addition to the General Provisions described in the *Credit for Study Outside the Law Center* section of this *Bulletin*, the following rules apply to non-Georgetown Law summer abroad programs:

- The Law Center will accept no more than a total of 12 credits from any combination of non-Georgetown Law sponsored study abroad programs. For example, if a student takes 4 credits at a non-Georgetown Law summer abroad program, the student could expect to transfer in only 8 credits from any non-Georgetown Law sponsored semester abroad program.
- Students may take up to 14 credits of study abroad credit when a Georgetown Law-sponsored program is involved. For example, a student may earn up to 4 credits in a non-Georgetown Law summer abroad program, and then participate in a Georgetown Law-sponsored semester abroad program and earn a maximum of 10 credits from that semester abroad experience.
- The Law Center reserves the right to designate the schools to which a student may apply and to approve the student's selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available. Credits earned in a course graded on a mandatory pass/fail basis will not count against the 7-credit pass/fail limit.

- The medical insurance requirements that apply to students doing Georgetown-sponsored programs apply to students doing non-Georgetown programs as well. See the Education Abroad Accident and Sickness Insurance and MEDEX Emergency Service Provider section of the semester abroad website, at *http://www.law.georgetown.edu/otp/semesterabroad.htm*.

For information on the policy governing academic and graduating honors for students who visit at other schools, see the *Graduation Honors Policy for Transfer/Visitor Students* section of this *Bulletin*. Application and other information regarding summer study abroad at other law schools is available at *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/Ad_Hoc/index.cfm*.

GRADUATE WORK COMPLETED PRIOR TO MATRICULATION

The Law Center will not grant credit for any coursework completed prior to a student's matriculation in a J.D. program at an ABA-approved law school. This includes law courses taken at law schools.

Auditing Courses

AT THE LAW CENTER

Enrolled J.D. students may not officially audit courses at the Law Center, however they may unofficially audit courses at the Law Center with the permission of the professor on a seat-available basis at no additional charge. Because of their unofficial status, auditors receive no transcript notation of their attendance in class and do not have access to any online materials that are restricted to enrolled students. Auditors also do not complete any course requirements, including exams and papers.

AT THE UNIVERSITY

Enrolled J.D. students may seek to enroll in a graduate-level or undergraduate-level course on the Main Campus on an audit basis by following the process for requesting permission to be enrolled in a course on Main Campus as is described in the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this *Bulletin*. Main Campus department policies regarding auditing will apply and may vary. Students who audit Main Campus courses may be required by the professor to complete the course requirements. Students receive an "AU" on their transcript for audited courses and pay tuition for audited credits.

Certificate Programs

J.D. students not enrolled in a J.D./LL.M. joint degree program may be awarded only one Certificate from among the Certificate programs available to them. Any student who has satisfied the requirements for more than one certificate will be asked to designate the Certificate he or she would like to receive. Description of these Certificate programs and their requirements are available at:

- Certificate in Refugees and Humanitarian Emergencies, *http://www12.georgetown.edu/sfs/isim/pages/Certificate.html*
- Certificate in Transnational Legal Studies, *http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/index.cfm*
- Certificate in World Trade Organization (WTO) Studies, *http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/certificate-programs/wto-studies/index.cfm*

Student-Initiated Seminar

Students who wish to study a subject not offered by the faculty may organize a student-initiated seminar. Students wishing to do so must secure a commitment from a full-time faculty member to supervise the seminar. Before the close of the preregistration period in the Spring prior to the academic year in which the student-initiated seminar is to take place, the organizing students must submit a course proposal to the Associate Dean for the J.D. Program including the title of the seminar, the name of the faculty member who has agreed to supervise the seminar, a syllabus, and a reading list. The Associate Dean will approve the application upon determination that the proposed seminar has substantial educational value and will be conducted with academic seriousness. Students who enroll and complete approved student-initiated seminars will earn 2 credits. These seminars are mandatory pass/fail and will count against a student's 7-credit pass/fail limit.

Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one and is designed to command substantially all of the student's time during the academic year. Devoting too much time to employment is a frequent cause of disappointing academic performance and, sometimes, of academic failure. For these reasons, professional organizations, including accrediting agencies, require that a student enrolling in the full-time program be in a position to devote substantially all of his or her working hours to the study of law.

All full-time students should carefully restrict their hours of employment and in no event may a student enrolled in more than 12 credit hours exceed 20 hours of employment per week during the academic year. A student enrolled in the full-time program who is contemplating substantial employment must request a transfer to the part-time program, which is structured to accommodate those who are employed full-time during their study at the Law Center. (See the *Transfer Between Full-Time and Part-Time Programs* section of this *Bulletin* for more information.)

Note: International students in the U.S. on student visas are very restricted with respect to on- and off-campus employment and must get prior written permission from the Visa Advisor. (See *http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/index.cfm* for more information.)

Externship Program

The Law Center provides J.D. students with the opportunity to receive 2 or 3 credits for participation in its externship program. Students may apply for permission to enroll in an externship in a Fall or Spring semester or Summer session. Application forms, procedures, and applicable deadlines are available on the J.D. externship website, at *http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/externships/index.cfm*. Students are graded on a mandatory pass/fail basis and the credits count against the 7-credit pass/fail limit. Students may apply for permission to enroll in an externship after completing the required first-year program (part-time and interdivisional transfer students may apply prior to completing Criminal Justice, Property, or their first-year elective).

Externships are permitted in government, judicial, public interest, and non-profit entities. Students may not combine for-credit and paid work at the externship nor may they work on pro bono matters at a for-profit entity. The work must be legal in nature, and an attorney must supervise the student extern. Students may not concurrently participate in any clinic other than Street Law and an externship. Students who take Street Law and do

an externship in the same semester are expected to prioritize their obligations to the clinic first and to manage their time in accordance with these priorities.

Although the Externship Director maintains a list of externship opportunities, students are responsible for securing their own placements. Students who are interested in participating in the externship program are encouraged to contact the Externship Director and the Office of Public Interest and Community Service for placement suggestions.

All externs are required to attend an orientation class. Students are required to devote a minimum of 10 hours per week for at least 11 weeks in the Fall or Spring semester to the externship for 2 credits, or 15 hours per week for at least 11 weeks for 3 credits. The Summer hour requirements are the same as for the Fall and Spring semester (a minimum of 110 hours for 2 credits or 165 hours for 3 credits), but may be fulfilled over a minimum of six weeks during the Law Center Summer session. Tuition for summer externships will be waived for full-time students as well as part-time students transferring into the full-time program before the first semester of their second year. All students taking an externship are required to submit 12 to 15 pages of reflective writing and attend classroom sessions as described on the externship website.

Students may be eligible to take a second externship. To be eligible for a second externship, the student must submit a memorandum to the Associate Dean of Clinical Programs, explaining: (1) what his or her learning objectives are, and how they differ from those for the first externship; and (2) why these learning objectives cannot be met by existing clinical or experiential learning course opportunities.

Clinic Enrollment Policies

GENERAL ELIGIBILITY

Georgetown Law's clinics are open to upperclass J.D. students. LL.M. students are not permitted to enroll in any clinic. Six clinical courses (the Center for Applied Legal Studies, Federal Legislation and Administrative, Harrison Institute for Public Law – Policy Clinic, Harrison Institute for Housing and Community Development, Institute for Public Representation, and International Women's Human Rights), are open to students (full-time and part-time) who will have completed a minimum of 28 academic credits before the beginning of the semester in which the students are enrolled in a clinic. The two Street Law clinics will also accept part-time students who have completed the required academic credits of their first year (24 credits for students who matriculated in Fall 2010 or a prior year and 20 credits for students who matriculated in Fall 2011 and later). Six clinical courses (The Community Justice Project, Criminal Defense and Prisoner Advocacy, Criminal Justice, Domestic Violence, Juvenile Justice, and Law Students in Court) are only open to students who have completed the courses and credits required by the D.C. Student Practice Rule. (See the *Tribunal Rules Governing Student Practice* section of this *Bulletin*.) The Appellate Litigation Clinic is only open to third-year full-time students and part-time students who will have completed the equivalent of four full-time semesters by the end of their Fall semester in the clinic.

PART-TIME STUDENT ENROLLMENT

Part-time students are welcome to apply for a clinic as long as they (1) otherwise meet the clinic requirements, (2) are not rendered ineligible for a particular clinic because they are employed by the federal or District of Columbia governments, and (3) do not have job responsibilities during the day that preclude the time commitment demanded by clinics and ethical client service. Summer clinics will give preference to part-time students assuming they meet other admission criteria. Second-year part-time students and interdivisional (part-

time to full-time) transfer students may not defer taking Criminal Justice and Property in their second year in order to participate in a clinic.

VISITING STUDENT ENROLLMENT

Visiting students are eligible to enroll in a clinic but will be admitted only after all interested Georgetown Law students have been accepted.

MINIMUM CUMULATIVE GRADE POINT AVERAGE AND ACADEMIC PERFORMANCE

Students seeking to enroll in a clinic during their second year in law school must have achieved at least a 2.00/4.00 cumulative grade point average at the end of their first year. Students who fail to complete any of their required first-year courses will not be permitted to enroll in a clinic in any year until they have retaken and successfully completed the course(s) they failed or from which they withdrew or were withdrawn. Part-time and interdivisional (part-time to full-time) transfer students are permitted to enroll in certain clinics prior to completing Criminal Justice and Property.

TRIBUNAL RULES GOVERNING STUDENT PRACTICE

Students seeking admission to clinics requiring practice in the courts or agencies of the District of Columbia (The Community Justice Project, Criminal Defense and Prisoner Advocacy, Criminal Justice, Domestic Violence, Juvenile Justice, and Law Students in Court) must be certified for practice under the D.C. Student Practice Rule. To be certifiable under this rule, a student must have successfully completed 41 academic credits, including Evidence, Civil Procedure and Criminal Procedure (both curriculums A and B satisfy the Civil Procedure and Criminal Procedure requirements), and receive a character clearance from the D.C. Bar Character Committee before the beginning of the semester in which the student is enrolled in a clinic. Students who have transferred or are visiting from another school should note that a Criminal Law course taken at the student's former school generally will not fulfill the Criminal Procedure prerequisite. As a result, students who have not taken Criminal Procedure at their former schools will need to complete Georgetown Law's Criminal Procedure course before being admitted to a clinic that practices before the courts or agencies of the District of Columbia.

Students with felony and some misdemeanor convictions or arrests (including juvenile cases or cases in which expungement has taken place), students with a history of dishonesty including plagiarism, students with a recent history of drug or alcohol abuse, and students with a history of serious financial irresponsibility might not be cleared by the D.C. Bar Character Committee in time to actually appear in court while a member of the clinic. The D.C. Bar Character Committee is also unwilling to admit students who have matters pending before the law school's Professional Responsibility Committee. Students who are unable to obtain a character clearance by the time clinic classes begin may be unable to maintain their enrollment in the clinic.

Students applying to clinics that practice in other jurisdictions, such as in federal court, may also need to comply with student practice rules. Most federal courts require certification by the Dean of a student's good character before the student is permitted to appear before the court. An adverse disciplinary ruling in law school or college, or a pending matter before Georgetown Law's Professional Responsibility Committee, could prevent a student from receiving the required certification.

Students with questions about the character clearance or Dean's certification should contact the Associate or Assistant Dean for Clinical Programs.

CONFLICT OF INTEREST

Because of the federal conflicts of interest statute (see 18 U.S.C. §§205-207), students with part-time or full-time jobs with the federal government may not be eligible to participate in the Appellate Litigation Clinic, the Center for Applied Legal Studies, the Criminal Defense and Prisoner Advocacy Clinic, the Criminal Justice Clinic, the Federal Legislation and Administrative Clinic, the Institute for Public Representation, or Law Students in Court. Students with part-time or full-time jobs with the District of Columbia or the U.S. Attorney's Office for the District of Columbia may not be eligible to participate in the, the Institute for Public Representation, the Juvenile Justice Clinic, or Law Students in Court. Students who are uncertain about the application of this rule to them should consult with the Associate or Assistant Dean for Clinical Programs.

LIMITS ON CLINICAL CREDITS

It is theoretically possible to take more than one client representation clinic, although limited clinical resources make this extremely unlikely. To ensure equitable access to clinics, preference will be given to students who have not previously taken a clinical course other than Street Law. As a result, students who enroll in a clinic other than Street Law probably will not be able to enroll in another clinic in a subsequent year. Participating in two clinics in the same year (not including summer) is prohibited.

The bar admission rules of certain states limit the number of clinical credits an applicant may apply toward their degree (e.g., New York does not permit an applicant to have more than 30 clinical and externship credit hours, including credit hours for field placements in practicum courses). Applicants should consult the jurisdiction in which they plan to take the bar to determine whether such a restriction applies. For assistance in obtaining information regarding the rules in a particular jurisdiction, students may contact Professor Michael Frisch, Ethics Counsel, at 202-662-9926 or *frischm@law.georgetown.edu*.

OVERLAP WITH SKILLS TRAINING COURSES

Students may not take Civil Litigation Practice, Patent Trial Practice, Trial Practice and Applied Evidence, Trial Practice: Working with Expert Witnesses, Trial Practice: Criminal Law and Advocacy, Trial Advocacy and Practice, or any section of Trial Practice during the same semester or a subsequent semester in which they enroll in the Center for Applied Legal Studies, The Community Justice Project, Criminal Defense and Prisoner Advocacy, Criminal Justice, Domestic Violence, Juvenile Justice, or Law Students in Court clinics.

LIMITATIONS ON CLINICS, EXTERNSHIPS, AND PRACTICUM COURSES

Due to competing time demands, a student may not undertake, in a single semester, more than one experiential learning opportunity for credit, defined to include externships, practicum courses, and clinics, except that a student may concurrently take the Street Law Clinic with either a practicum course or externship. Students who enroll in the Street Law Clinic and undertake an externship or enroll in a practicum course in the same semester are expected to prioritize their obligations to the clinic first and to manage their time in accordance with these priorities. Students should consult with the Assistant Dean for Clinical Programs for additional information.

DROPPING A CLINIC OR WITHDRAWAL FROM A CLINIC IN PROGRESS

The Law Center's policy regarding withdrawal from a clinic is very strict. Students may not use the add/drop period to withdraw from a Fall or full-year clinic. After a student has accepted an offer to be in a Fall or full-year clinic, that student must obtain permission from the clinic director and the Associate Dean for Clinical Education to withdraw.

Permission to withdraw is granted only where remaining enrolled in the clinic would cause significant hardship to the student.

Students may not use the add/drop period to withdraw from a Spring semester clinic. A student may withdraw his or her acceptance of a Spring semester clinic no later than November 2, 2012, by notifying the clinic director and the Assistant Dean for Clinical Programs in writing. After November 2, 2012, permission from the clinic director and the Associate Dean for Clinical Education is required to withdraw. Permission to withdraw is granted only where remaining enrolled in the clinic would cause significant hardship to the student.

In the absence of permission to withdraw, a student failing to participate in the clinic to which he or she was admitted will receive a grade of F for the appropriate number of credits. Strict enforcement of this policy is necessary to protect students who might otherwise be foreclosed from obtaining a clinic seat, clients who might not be adequately served, clinic morale, and the Law Center's relationships with other institutions.

In the absence of a showing of special hardship, students taking full-year clinics may not obtain any credit unless they remain in the clinic for the full academic year and complete all required work. If the clinic director and the Associate Dean for Clinical Education permit a student to withdraw from a clinic prior to completing the clinic requirements, the amount of credit received for work the student has actually completed will be determined by the professor responsible for assigning the student's grade. Credits for full-year clinics are allocated in accordance with a fixed formula set by the faculty on the basis of classroom seminars, skills training, and field work. No additional credits will be awarded regardless of the amount of time or effort involved in fulfilling clinic obligations.

CLINIC EXTENSION POLICY

Clinic students are generally expected to work for their clinic until the end of the examination period unless the clinic director has established a shorter period. In some cases, the needs of clinic clients will require that a student perform some tasks after the semester ends. In other cases, students may request an extension to complete a project. In either case, if a student's grade is to be delayed, an extension form must be filled out before the examination period begins and will be effective only upon review and signature of the Associate Dean for Clinical Education. If a tribunal or legislative body has continued a clinic case for hearing beyond the period of the student's clinic enrollment, the Associate Dean will generally grant an extension until the completion of the hearing. Except in unusual cases, an extension requested for any other reason will not be approved if it exceeds one month from the end of the examination period. If an extension is approved, grades will be submitted to the Registrar's office within three weeks after the extension expires.

Withdrawals and Leaves of Absence

WITHDRAWAL FROM INDIVIDUAL COURSES

Note: Withdrawal from individual courses may have implications for meeting the required time in residence. Students wishing to withdraw from an individual course should meet with an Academic Advisor or the Registrar to review any such implications. (See the *Required Time in Residence* section of this *Bulletin*.)

Note: Due to U.S. visa regulations, students in the F1 and J1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the Visa Advisor in the Office of Graduate Programs, as well as obtaining approval to withdraw from an Academic Advisor or the Registrar.

Withdrawing from Courses in the Required First-Year Program

A student may withdraw from a course in the required first-year program (see the *Required First-Year Program* section of this *Bulletin*), including those required courses taken during the upperclass years by part-time students, only with the permission of the Dean of Students.

Withdrawing from Courses in the Upperclass Program of Study

After the end of the add/drop period for the relevant semester, an upperclass student may withdraw from a course only after consultation with and approval by the Registrar or an Academic Advisor. Approval to withdraw from courses that have a substantial work component required throughout the semester (e.g., courses with mid-term examinations, seminars that meet the upperclass legal writing requirement) will be granted only in exceptional circumstances. To withdraw from any course for which the permission of the professor was required to enroll, a student must obtain the permission of that professor. A withdrawal is recorded on a student's transcript either as a "withdrawal" or an "excused withdrawal." Requests for withdrawal from a course made within the first four weeks of the semester will be deemed an excused withdrawal. After the fourth week of the semester, a withdrawal will be considered "excused" only under exceptional circumstances. Special rules regarding withdrawal from a clinic are set forth in the *Clinic Enrollment Policies* section of this *Bulletin*.

A student who withdraws from all but 2 credits in any given semester must seek permission from the Dean of Students to enroll in courses for the following semester. See the *Attendance, Examinations, and Written Work* section of this *Bulletin* for information on the consequences of failing to complete an examination as scheduled or failing to submit a final paper by the deadline.

LEAVES OF ABSENCE

Students in good standing who have completed at least one semester at the Law Center may take a leave of absence if they obtain permission in advance and in writing from the Dean of Students. Leaves of absence typically are granted for one academic semester, and rarely are granted for longer than two academic semesters. A leave of absence does not extend the time limits for completion of the J.D. degree, described in the *Full-Time* and *Part-Time* sections of this *Bulletin*. The Law Center will not accept credit for work completed at another law school during a leave of absence without the prior written approval of the Dean of Students and an Academic Advisor in the Office of J.D. Academic Services.

Students who wish to take leave from the Law Center after matriculating but before completing their first semester may request permission for a leave of absence from the Dean of Students. Such permission will be granted only in exceptional circumstances.

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule found in the *Tuition & Fees* chapter of this *Bulletin*. In rare circumstances, a student returning from an approved leave may receive an adjustment to the tuition charged up to the amount of tuition paid in the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Dean of Students.

WITHDRAWAL FROM THE LAW CENTER

Students may voluntarily withdraw from the Law Center (as opposed to taking a leave of absence) at any time. Students who wish to withdraw voluntarily from the Law Center should notify the Registrar in writing of their decision. Once withdrawn, a student is no longer matriculated at the Law Center. A student who has withdrawn and then wishes to return to the Law Center must apply for readmission through the regular admissions process.

Absent a waiver, students who have been absent from the Law Center longer than an approved leave of absence or who have interrupted their course of study without having received approval for a leave of absence in advance, will be involuntarily withdrawn and must reapply through the regular admissions process if they wish to seek readmission to the Law Center.