SUMMER SESSION 2017 POLICIES AND PROCEDURES

The Summer Session 2017 course schedule, course descriptions, and faculty bios are available in the online Curriculum Guide at http://www.law.georgetown.edu/curriculum/. To search the course schedule, click the “Schedules” tab.

ADMISSION & REGISTRATION

Georgetown Law Students:

Registration for Summer Session 2017 opens on April 5 at 9:00 a.m., and closes on May 24 at 3:00 p.m.

Georgetown Law Students may register for courses via MyAccess. Instructions on how to add, drop, and waitlist courses can be found on the Registrar’s website here.

You may cancel your registration without penalty if you decide not to attend, but you must either drop classes via MyAccess by 3:00 p.m. on May 24 or notify the Registrar in writing at lawreg@georgetown.edu by 3:00 p.m. on May 25. Note: A student will be permitted to drop a Summer course after the first class meeting, without a transcript notation, if a written request is submitted and received by the Registrar prior to the start of the second class meeting.

Students from Other Law Schools:

The Summer Session of Georgetown University Law Center is open to students in good standing from ABA-accredited law schools and to graduates of those schools. A “C+” or better academic average is required for non-Georgetown Law students. Applicants who are not native English speakers must submit a TOEFL score of 600 or above (250 on the computer-based TOEFL). Note: Enrollment is on a space-available basis with enrollment priority given to Georgetown Law degree candidates.

Additional information, including program requirements, application requirements, and application deadlines will be available on the Registrar’s website at http://www.law.georgetown.edu/campus-services/registrar/course-registration/Non-Degree-Programs.cfm.

Registration

Registration is on a first-come, first-served basis for most courses. For seminars and other courses with a smaller enrollment limit, enrollment is completed through the waitlist lottery. Please see below for a list of waitlist courses. Courses that close during the registration process will be treated as waitlist courses.

The following courses will be enrolled only via the waitlist:

- Leadership and Team Skills for Lawyers
- Managing National Security
- Mediation Seminar
- Negotiations Seminar (all sections)
- Presentation Skills for Lawyers Seminar
- Reproductive Justice Seminar
- Sentencing and Pre-Trial Detention: Law and Policy
Summer 2017 Waitlist Lottery Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 20</td>
<td>Thursday</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Students have until 3:00 p.m. on Monday, April 24 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Apr 24</td>
<td>Monday</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Students have until 3:00 p.m. on Tuesday, April 25 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Apr 25</td>
<td>Tuesday</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Students have until 3:00 p.m. on Wednesday, April 26 to claim winning waitlist seat</td>
</tr>
<tr>
<td>May 24</td>
<td>Wednesday</td>
<td>Summer Add/Drop Period ends at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Students have until 3:00 p.m. on Thursday, May 25 to claim winning waitlist seat</td>
</tr>
<tr>
<td>May 25</td>
<td>Thursday</td>
<td>Regular summer classes begin</td>
</tr>
</tbody>
</table>

* To be included in the first waitlist lottery held on Thursday, April 20 at 3:00 p.m., you must add yourself to the waitlist(s) in MyAccess by 3:00 p.m. on Thursday, April 20.

Barring any unforeseen circumstances, waitlist results will be available through MyAccess by 6:00 p.m. each evening. Winners will be notified via email and in MyAccess, under “My Waitlists”—the claim deadline will be indicated in each winning email notification.

**Enrollment Priority for Waitlisted Courses:**

Requests for waitlisted courses received by 3:00 p.m. on April 20 will be processed in the following order:

- For J.D. (LAWJ) courses: Georgetown Law J.D., Georgetown Law LL.M., Other J.D., Other LL.M., Georgetown Law Graduates, Other Graduates;
- For LL.M. (LAWG) courses: Georgetown Law LL.M., Georgetown Law J.D., Other LL.M., Other J.D., Georgetown Law Graduates, Other Graduates.

* Prospective October 2017 graduates will have enrollment priority over students graduating in later terms.

Requests received after 3:00 p.m. on April 20 will be processed in the following order:

- Date request was received. All requests received on the same date will be processed using the priority order listed above.
- Other courses that close during the registration process will be treated as waitlist courses.

**Note:** Students who remain on the waitlist after 3:00 p.m. on Wednesday, May 24 will be offered enrollment by email as spaces become available.

**PASS/FAIL**

A list of J.D. courses that are available to be taken on a pass/fail basis will be available online at the Office of the Registrar’s homepage (http://www.law.georgetown.edu/campus-services/registrar/course-registration/Registration-Information.cfm) before the start of the Summer Session. Please note that the pass/fail option is not available to graduate (LL.M.) students or for graduate level (LL.M.) courses. Students from other law schools must have permission from their Dean to take a course on a pass/fail basis.
REGISTRATION FOR SUMMER STREET LAW: COMMUNITY

Street Law: Community offers law student instructors the opportunity to teach courses in practical law to adults and youth in a variety of community settings: correctional facilities; treatment centers for alcohol, drug, or HIV problems; homeless shelters; halfway houses; juvenile detention facilities and other community settings. Through interactive, participatory methodology, Street Law: Community provides law students insights into correctional and community law related issues affecting the lay public.

The Street Law instructors, in pairs, teach two courses in the community, consisting of a weekly 90-minute class, at two separate sites, for six weeks of the eight-week summer session. Topics may include negotiation and dispute resolution, small claims court, public benefits, landlord/tenant, torts, family law, and various other topics of civil and criminal law. The course features an innovative series of criminal law lessons based on the podcast, “Serial,” and actual evidence from the case. The course concludes with a mock trial or mock hearing.

The program utilizes interactive, participatory, learner-centered methods that not only develop learners’ knowledge and skills in the subject areas but also develop critical thinking, reading, writing and listening skills, and basic advocacy skills.

The first class will be held on Thursday, May 25 from 6:30 p.m.–9:30 p.m., and will consist of an orientation on teaching methods. Additional orientation sessions will be held on two evenings or a weekend day that are convenient for participants. Regular seminar classes will be held from 6:30 p.m.–9:30 p.m. on Monday nights.

Students may not receive credit for both this practicum and the fall semester Street Law: Criminal Justice and Human Rights practicum. Students are eligible to participate in the spring Street Law: Mock Trial Advocacy practicum. The course is open to both J.D. and LL.M. students.

After registering via MyAccess, please email Street Law Teaching Fellow Gharrett Favinger at gf275@georgetown.edu to set up an information interview with Street Law staff.

A student who accepts a seat in Street Law: Community for Summer 2017 may not drop after April 28. If fewer than four students are enrolled on that date, the program will not be offered. Any student who is admitted after April 28 may not drop the program after formally accepting the seat.

REGISTRATION FOR J.D. EXTERNSHIPS

To register for a Summer Session externship, Georgetown Law J.D. students must apply through the J.D. Externship web page at www.law.georgetown.edu/go/jdexternships. Attendance at all class sessions is mandatory. Externs must work at least 18.5 or 27.5 hours per week for no fewer than six weeks to earn either two or three Pass/Fail credits, respectively. An additional graded credit is awarded for the required companion seminar. For more information on the J.D. Externship Program, please visit: www.law.georgetown.edu/go/jdexternships.

Full-time J.D. students will not be charged tuition for a Summer externship. Please note that full-time students who elect to transfer to the part-time division or transfer to another law school in the fall after their summer externship will have a retroactive charge for academic credits earned through the J.D. Externship Program posted to their student accounts.

First-year part-time J.D. students who are approved to transfer to the full-time J.D. program effective Fall 2017 may enroll in a Summer externship without additional tuition charges. The Summer externship credits count towards the summer credits covered by the Tuition Equalization Fee (see below).
TUITION AND FEES

The following tuition charges apply during Summer Session 2017:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.D. (Georgetown Law and Visiting JD Students)</td>
<td>$2,056.00/credit hour</td>
</tr>
<tr>
<td>LL.M. (graduate) and non-degree</td>
<td>$2,340.00/credit hour</td>
</tr>
</tbody>
</table>

Full-time LL.M. students enrolled in a one-year LL.M. Program who have paid for two consecutive semesters of full-time tuition but who have not completed their degree requirements may request permission from the Associate Dean for Graduate Programs to complete their degree requirements without payment of additional tuition. Even if permission is granted, students will be charged on a per-credit basis for credits in excess of the minimum number necessary to complete the degree.

**Tuition Equalization Fee** – Students who have been granted approval to transfer after their first year from the part-time J.D. program to the full time J.D. program will be assessed a Tuition Equalization Fee, the net result of which will be that at the end of three years, the student will have paid the same total tuition as other full-time students. The Tuition Equalization Fee amount will be based on the tuition paid at the time of the approval, and will entitle students to take a limited number of credits in any Georgetown Law summer program without paying additional tuition.

<table>
<thead>
<tr>
<th>First-Year Part-Time Credits Completed</th>
<th>Tuition Equalization Fee</th>
<th>Tuition-Free Summer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 credits</td>
<td>$18,512.00</td>
<td>12 credits</td>
</tr>
<tr>
<td>20 credits</td>
<td>$16,456.00</td>
<td>11 credits</td>
</tr>
<tr>
<td>22 credits</td>
<td>$12,344.00</td>
<td>9 credits</td>
</tr>
<tr>
<td>23 credits</td>
<td>$10,288.00</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

For additional information about transferring between the full- and part-time divisions, please review the Georgetown Law Student Handbook of Academic Policies.

**Summer Payment Plan** – The Summer Payment Plan allows students to pay their summer tuition in three installments, due May 20, June 20, and July 20, each of which is equivalent to one third of the balance. The minimum plan contract amount is $2,000 and there is a $50 application fee. Students may enroll online through Student Accounts Services on MyAccess from April 4, 2017 through May 19, 2017.

**Tuition Due Date** – Summer Session 2017 tuition and fees payments are due in full no later than Thursday, May 25. Student accounts with unpaid balances after May 25 will be assessed a Late Payment Fee of $60.00 and a Monthly Service Charge equal to 1.75% of the outstanding balance. The Monthly Service Charge will be assessed until all balances are paid in full. It is the student’s responsibility to obtain an updated bill online through MyAccess immediately after:

1) Enrolling in each term’s course(s)
2) Each time when adding or dropping course(s)
3) Just before classes begin
4) Right after the Add/Drop deadline

Any and all charges incurred after registration are due and payable at the time they are incurred.
TUITION REFUND POLICY

Students with federal financial aid should contact the Financial Aid Office to discuss the federally mandated refund process prior to finalizing their withdrawal. A student voluntarily withdrawing from the Summer Session after enrolling will receive a tuition refund calculated from the date the Office of the Registrar receives written notification of withdrawal. For purposes of tuition refund calculation, weeks will be computed from the official first day of class as shown on the Academic Calendar even if the student course(s) begin on a day other than the official first day of class. Exception: A student will be permitted to drop a Summer course after the first class meeting, without a transcript notation, if a student submits a written request to the Office of the Registrar prior to the second class meeting. In this instance, students who are charged tuition by the credit hour will receive a 100% refund for the course.

<table>
<thead>
<tr>
<th>Period</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of classes</td>
<td>100%</td>
</tr>
<tr>
<td>1st week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week</td>
<td>50%</td>
</tr>
<tr>
<td>3rd week</td>
<td>25%</td>
</tr>
<tr>
<td>Balance of the session</td>
<td>0%</td>
</tr>
</tbody>
</table>

Information about purchasing the private Tuition Insurance Plan is available at the Office of Student Accounts at (202) 662-9057 or http://www.collegerefund.com/apps/details1.asp?ID=1635&DIV=1. Payment is due before the student commences classes.

FINANCIAL AID

Georgetown Law Students:

If you need financial aid to cover your summer courses and eligible living expenses, please follow the steps online at http://www.law.georgetown.edu/admissions-financial-aid/office-of-financial-aid/. The application due date is April 15. This deadline has been established to ensure that summer funds will arrive on time.

Students From Other Law Schools:

If you need financial aid to cover your summer courses and eligible living expenses, please contact your home school’s Financial Aid Office. At your home school’s request, the Georgetown Law Financial Aid Office will complete a consortium agreement and return it to your home school’s Financial Aid Office to allow it to process your financial aid. Although processing procedures vary among schools, to avoid the assessment of late fees for unpaid summer tuition, we recommend following the April 15 due date to submit your summer loan forms to your homeschool.

HEALTH INSURANCE

Students interested in receiving information regarding Student Health Insurance should contact the Student Health Insurance Office at shi@georgetown.edu or (202) 687-4883.

IDENTIFICATION CARDS

The Georgetown GOCard is the official Georgetown University identification card and is required for entry to Georgetown Law facilities. The GOCard can also be used as a debit card in the cafeteria, bookstore and for photocopying and vending. Continuing students should retain their GOCards. New students registering for the Summer Session may acquire a GOCard on or after May 18, 2017 at the GOCard Office in McDonough Room 171, Monday–Friday, 9:00 a.m.–5:00 p.m.

You may submit a photograph of yourself to the GOCard office 2–3 business days prior to arriving on campus and your GOCard will be waiting for you when you arrive. You can send an email with your full name, NetID, and a color passport or wallet-size photo of yourself with a frontal view of your head and shoulders to the GOCard Office at lawgocard@georgetown.edu. The photo should be in a .jpeg or .bmp attachment. You can also have your photo taken by the GOCard Office staff.
If your GOCard is lost or stolen, please notify the GOCard Office to obtain a replacement card. Replacement cards are issued for a $25.00 fee. If you have any questions about obtaining or using your GOCard, please contact the GOCard Office at (202) 662-9915, or by email at lawgocard@georgetown.edu.

SUMMER HOUSING

For information on summer housing on the Law Center Campus in the Gewirz Student Center, please contact the Office of Residence Life at (202) 662-9290 or email at lawhousing@georgetown.edu. Please visit the following link at the Office of Residence Life’s homepage for information on the online application: http://www.law.georgetown.edu/campus-life/housing-residence-life/summer-housing/index.cfm.

ACADEMIC AND OTHER REGULATIONS

Except as expressly modified in these Summer Session 2017 Policies and Procedures, all academic and other regulations set forth in the current edition of the Georgetown Law Student Handbook of Academic Policies are applicable to the Summer Session. A copy of the Student Handbook may be obtained from the Office of the Registrar or online at http://www.law.georgetown.edu/campus-services/registrar/handbook/index.cfm.

For information and assistance call:
Office of the Registrar (202) 662-9220
Experiential Education (202) 662-9862
Office of J.D. Academic Services (202) 662-9041
Office of Graduate Programs (202) 662-9036

DISABILITY POLICY

Georgetown University Law Center remains committed to our longstanding policy of providing academic adjustments and auxiliary aids (“accommodations”) for students with disabilities. The faculty and staff work to provide the most appropriate accommodations for each individual student to ensure that all students have equal access to Law Center programs and activities.

The Law Center does not discriminate or deny access to an otherwise qualified student with a disability on the basis of disability.1 Students with disabilities may be eligible for accommodations and/or special services in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA), as amended (ADAAA). In accordance with those statutes and their implementing regulations, the Law Center does not provide accommodations to students who have not requested accommodations or who have not adequately documented their disabilities. The Law Center also is not obligated to make fundamental alterations to, lower, or waive programmatic, course or degree requirements considered to be an essential requirement of the program or instruction, or provide accommodations that would result in an undue financial or administrative burden or hardship on the University.

The Law Center recognizes that disability related information is sensitive and confidential and thus takes significant precautions to keep all such information secure. Documentation will be released only if the student provides written authorization to release such information or in the unlikely event that disclosure is compelled by legal process.

For detailed information about Georgetown University Law Center’s disability policy and procedures, please visit http://www.law.georgetown.edu/ca.m pus-life/disability-services/accommodations.cfm.

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1 A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified individual with a disability is someone who meets the academic and technical standards requisite to admission to or participation in an education program or activity.
NON-DISCRIMINATION POLICY

Georgetown Law is accredited by the American Bar Association and is a member of the Association of American Law Schools. (Council of the Section of Legal Education and Admissions to the Bar; 321 North Clark Street, Chicago, IL 60654-7598; Telephone number 312-988-6739).

Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran’s status or any other factor prohibited by law in its educational programs and activities.

Inquiries regarding Georgetown University’s non-discrimination policy may be addressed to:

Institutional Diversity, Equity & Affirmative Action
37th & O Streets, NW
Suite M-36, Darnall Hall
Georgetown University
Washington, DC 20057
idea@georgetown.edu
http://idea.georgetown.edu/policies

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