GENERAL ADMINISTRATIVE POLICIES

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These general administrative policies apply to all Law Center students.

APPLICATION TO GRADUATE

Students anticipating graduation must submit to the Office of the Registrar a degree application, available at *http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/degree-applications-and-diplomas.cfm*. On the degree application, students provide information necessary to order diplomas and prepare the commencement book. Deadlines for timely submission of the degree application are as follows:

- *For February 2017 graduates:* October 7, 2016
- *For May 2017 graduates:* January 20, 2017
- *For October 2017 graduates:* April 7, 2017

Students are responsible for monitoring their progress to ensure they meet all degree requirements by their anticipated graduation date. J.D. students approved to visit away or study abroad in one or both of their final two semesters (see the *Juris Doctor Program* chapter of this *Handbook*) are cautioned that grades not received by the Law Center's grades deadline will affect graduation clearance and may affect bar registration.

Regardless of the completion of all academic requirements, a diploma will not be issued until the student has a clear student account balance. In addition, transcripts, diplomas, bar certification, and other certificates will not be released if there is an outstanding student account balance, if a student who has received financial aid has not fulfilled the federal requirement for a financial aid "exit interview," or if a student is the subject of a pending administrative or disciplinary action as described in the Student Disciplinary Code in the *Conduct Policies* chapter of this *Handbook*.

POLICY FOR AUDIO- OR VIDEO-RECORDING OF CLASSES

Students, faculty, staff, and visitors to the Law Center should not have an expectation of privacy in classrooms or any other public space at the Law Center. All classrooms, conference rooms, Hart Auditorium, and other public spaces at the Law Center may be programmed to be audio- or video-recorded at any time when classes or events are or may have been scheduled to occur. Accordingly, private conversations may be inadvertently recorded (and accessed) pursuant to this Policy, even when such conversations occur in an empty classroom or space.

A. Standards for Students

1. **Recording by Students:** Consistent with our mission of training lawyers who act with the highest standards of honesty, integrity, and trustworthiness, and with respect for the legitimate interests of others, students are not permitted to record a class themselves by any means without prior express authorization of the faculty member. Violation of this rule may be deemed a violation of the Student Disciplinary Code.
2. **Recording by the Law Center:** The Law Center will record classes and make those recordings available to students only under the following circumstances and only if permitted by the faculty member:
    a. **Recording by the Law Center for Individual Students:** All students are expected to attend class regularly and to miss class only in exceptional circumstances. Therefore, the Law Center will make class recordings available for individual students only for the reasons

set forth below and only with the approval of the appropriate Law Center administrator. Recording for individual students will be authorized only in the following situations:

(1) serious medical situation or family emergency;

(2) religious observance;

(3) to provide reasonable accommodation for a student with a disability, after consultation with the Office of Disability Services;*

(4) sanctioned participation in a Law Center approved moot court, mock trial, or ADR event held out of town;

(5) appearance in court in connection with a clinic in which the student is enrolled;

(6) rescheduled class (make-up or review session); or

(7) other comparably urgent reasons, and not including job interviews, vacation plans, minor illness, or work conflicts.

Students submit requests for the recording of classes through the online request form located at *http://apps.law.georgetown.edu/class-recordings/*. These requests are directed to the Office of J.D. Academic Services or Graduate Programs, as the case may be. Recording that is done pursuant to an approved request of an individual student will be made available only to that student in streaming format. Students who receive or are provided access to a Law Center recording of a class under this section are prohibited from downloading** the recording to a computer or other electronic device, or distributing the recording or any portion thereof to anyone.

b. **Recording by the Law Center for the Entire Class:** On occasion, the Law Center will record a class or classes and make the recording available to all students enrolled in that class. Such recording may be done at the request of an appropriate Law Center administrator on occasions when severe weather or similar conditions make it difficult for large numbers of students safely to come to the Law Center. Such recording may also be done at the request of the faculty. When classes are recorded under this provision, the recording will be made available to all students enrolled in the course in streaming format, but students are prohibited from downloading the recording to a computer or other electronic device, or distributing the recording or any portion thereof.

3. **Distribution of Recordings Made by Students—Permission, Downloading, and Distribution:** If a student receives permission from a member of the faculty to record a class using equipment not provided by the law school, downloading such a recording to a computer or other electronic device, distributing such a recording to any other person, or using the recording for any purpose other than the student's own education is not allowed without express permission of the relevant member of the faculty. Unauthorized

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* Notwithstanding the Standards for Faculty set forth in the next section, the Law Center will record even without faculty permission, with prior notice to the faculty member, where recording is required by law as a reasonable accommodation for those with disabilities. Due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either videotape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and "shredding" of any recordings containing privileged information.

** Throughout this policy, "downloading" means "receiving and saving" the recording instead of receiving the recording via streaming format for the purposes of listening or watching.

downloading or distribution of all or any portion of a permitted recording may be deemed a violation of the Student Disciplinary Code.

4. **Retention of Recordings Made by the Law Center:** The default rule is that class recordings made by the institution are only available to authorized students for 28 days after the date of the original recording, or until the end of the regular exam period, whichever is sooner. Recordings will be retained for longer periods:
   a. if a faculty member requests that a recording or recordings not be destroyed for some period of time; or
   b. if the original circumstance for recording the class continues to exist AND the student asks the appropriate administrator at least three days before the recording would normally be destroyed to retain the recording. Retention under this provision may be allowed for no more than 14 additional days.
5. **Recordings Authorized by a Member of the Faculty:** Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded either by students or by the Law Center, streamed to students, downloaded, or distributed. If a member of the faculty authorizes any such actions, she or he may impose restrictions on the classes to be recorded, the students given access to the recordings, the extent of downloading and distribution allowed, and the length of time the recordings will be retained. In the absence of any express limitation imposed by a member of the faculty, no recording of a class may ever be made available to any person not registered in the course.

   Caveats: Recording may be limited by available technology or demand, by equipment failure or human error; this policy is not a guarantee of successful recording. Recordings will be provided or made available under the circumstances, in the manner, and for the time period to be specified by the Law Center.

B. Standards for Faculty

1. **Default Rule for Recordings Made by the Law Center:** This policy limits unauthorized student recording, downloading, and distribution of class recordings. Under the policy, IST will record a class when authorized, and students will be provided with a recording of a class session(s) in streaming format only under certain limited circumstances. The policy is an "OPT-OUT" system for faculty. That is, classes are recorded by the Law Center and the recording is released to a student under limited approved circumstances unless the relevant member of the faculty affirmatively states that his/her classes may not be recorded. In the absence of a statement not permitting recording of classes, the default position is that classes will be recorded.*
2. **Online Implementation:** Unless a member of the faculty has requested that a class or a series of classes be recorded, the policy for institutional recording of classes at the request of a student will be implemented online. As noted above, students go online to request that a particular class be recorded. If permission is granted the student is notified and given authority to access a particular recording. Similarly every member of the faculty will be asked

* Notwithstanding the Standards for Faculty set forth in this section, the Law Center will record even without faculty permission, with prior notice to the faculty member, where recording is required by law as a reasonable accommodation for those with disabilities. Due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either videotape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and "shredding" of any recordings containing privileged information.

to fill out a recording preference form online each semester. The online faculty preference form will contain these options:

1. All the class meetings of your course(s) will be recorded, but the Law Center will only approve the release of a recording(s) to enrolled students meeting one of the limited circumstances set forth in the Policy for Audio- or Video-Recording of Classes (e.g., serious medical situation, religious observance, or family emergency).
2. All the class meetings of your course(s) will be recorded and your students will have access without needing to seek approval from the Law Center.
3. No class recordings will be made, except for those class meetings that conflict with a religious observance.
4. NO class recordings will be made for any reason. No recordings will be made for classes that conflict with a religious observance or for any of the other reasons for which students may request access under this policy.

3. **Recording at Request of or With the Permission of a Member of the Faculty:** Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded by either students or the Law Center, provided to students in streaming format, downloaded, or distributed in accordance with paragraph 5 of the student policy described above.

BAR ADMISSIONS, EXAMINATIONS, AND REVIEW

Each state has promulgated rules that govern eligibility to sit for the bar examination and to gain admission to the bar. Common requirements pertain to required courses, minimum course loads, program length, and similar matters. Some states require completion of courses which are not required by the Law Center. Some states also require completion of a number of hours of pro bono legal work. Most states require the successful completion of the Multi-State Professional Responsibility Examination (MPRE) prior to sitting for the bar examination. Additional information regarding the MPRE is available online at *http://www.ncbex.org/about-ncbe-exams/mpre/*.

It is the student's responsibility to become familiar with the rules and procedures, including the investigation of character, fitness, and other qualifications, and deadlines that pertain to the bar in the state in which he or she intends to practice. Early investigation of these matters is important. The Office of the Registrar has contact information and other relevant information for all state bars online, at *https://www.law.georgetown.edu/campus-services/registrar/bar-information/*. As a rule, questions should be resolved with appropriate authorities at the particular state bar admissions offices; the Law Center cannot advise as to the requirements and applicable deadlines of each state's bar and bar admissions criteria. Access to state bar admission offices may be found at *http://www.ncbex.org/*. The Law Center's Ethics Counsel will advise students on issues regarding disclosures on bar applications or other concerns about the admissions process.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

This law requires the University to prepare information on current campus law enforcement policies, crime prevention programs, and campus security statistics. The information is available upon request from the Director of Public Safety, Georgetown University Law Center, 600 New Jersey Avenue, NW, Room 101, Washington, DC 20001-2075, 202-662-9312. The latest edition of the Crime Awareness and Campus Security Report (which reports crime statistics for the three previous calendar years) is available for review electronically at *http://police.georgetown.edu/acr*.

DEFINITION OF CREDIT HOUR

Consistent with ABA Standard 310, the Law Center awards one "credit hour" for 55 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for 13 weeks, or at least the equivalent amount of work for academic activities including simulation, field placement, clinical, and other academic work leading to the award of credit hours. For purposes of this paragraph, the 13 weeks does not include the week(s) reserved for review and examinations. The Law Center awards credit hours for coursework that extends over any period of time (e.g., yearlong courses, Summer session courses) that meets the minimum total amount of classroom or direct faculty instruction and out-of-class student work described above in this paragraph. Depending on whether the course originates as a J.D.-level or graduate-level course, the Office of J.D. Academic Services or the Office of Graduate Programs, respectively, determines what constitutes a credit hour, consistent with this policy and ABA Standard 310.

DISABILITY SERVICES

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.

Process for Requesting Accommodation

To request a housing, co-curricular or academic accommodation due to a disability, students shall provide appropriate documentation to the Director of Disability Services in order to confirm the disability and substantiate the need for accommodation. In order to determine if an accommodation is appropriate, the Office of Disability Services will consider many factors including the nature of the disability, the student's academic history, the registration meeting with Disability Services, previous accommodations received, accommodations being requested,

[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.

the unique characteristics of each course or program, and any other documentation provided. Accommodation decisions cannot be made until, at a minimum, the student has provided written documentation and met with the Director of Disability Services.

Georgetown Law uses the following guidelines for documentation:

- Documentation Guidelines for Learning Disabilities and/or Attention Deficit Disorder
- Documentation Guidelines for Physical and/or Chronic Health Conditions
- Documentation Guidelines for Psychological Conditions

These guidelines can be found online at *http://www.law.georgetown.edu/campus-life/disability-services/accommodations.cfm* and are based on standards promulgated by the Educational Testing Service (ETS) and are intended to provide students an overview of the type of information needed in an evaluation. However, because each student and disability is unique, every request is addressed on a case-by-case basis.

The Office of Disability Services encourages students to register before the first day of classes. At a minimum, documentation must be provided to the Office of Disability Services at least ten business days before the requested accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences).

Documentation, along with any questions or concerns, shall be directed to:

Director of Disability Services
Georgetown University Law Center
600 New Jersey Avenue NW, McDonough Hall 210
Washington, DC 20001
Phone: 202-662-4042
Fax: 202-662-4067
Email: *disabilityservices@law.georgetown.edu*
Website: *http://www.law.georgetown.edu/campus-life/disability-services/index.cfm*

Where the documentation submitted is incomplete or inadequate, the Director of Disability Services may request additional information. Once documentation has been received and approved, the Director of Disability Services will contact the student for a meeting. During this meeting, appropriate accommodations will be discussed and approved. Following this meeting, the Director of Disability Services will email a confirmation letter to the student indicating the approved accommodations.

To ensure testing anonymity, all testing accommodations are implemented by the Director of Disability Services. Most classroom accommodations (for example, audio recordings and note-takers) are set up by the Director of Disability Services. If it's helpful to involve the faculty member in implementing an accommodation, the Director of Disability Services, in consultation with the student, may encourage the student to reach out to the faculty member directly, or will help facilitate a conversation between the faculty member and the student.

After initial registration with the office, the student may request new or modified accommodations. Most of the time, new documentation is not required; however, if the current documentation on file does not substantiate the need for the new or modified accommodation, updated documentation may be requested. New documentation and all requests to change accommodations must be provided to the Office of Disability Services at least ten business days before the requested accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences).

The accommodation process is an interactive and collaborative partnership between the Office of Disability Services and the student. If a student feels that one of his/her

accommodations is not working smoothly or is inadequate, the student is encouraged to contact the Director of Disability Services so that the situation can be remedied. This collaboration ensures that appropriate accommodations are being provided.

Appeals Process

A student who disagrees with or seeks clarification of any decision of the Director of Disability Services regarding accommodations may, within five business days of receiving written or oral notice of the decision, request an informal meeting with both the Director and the Dean of Students. That informal meeting will be scheduled as soon as possible and in most cases within ten business days of the student's request.

As soon as possible and preferably within five business days of the informal meeting, the Director will notify the student in writing of any changes to the decision.

If, thereafter, the student disagrees with the latest written decision of the Director, within five business days of receiving notice of the decision (s)he may appeal the decision in writing to the Law Center's Associate Dean for the relevant academic program. The written appeal to the Associate Dean should state in detail the basis for the appeal and include all relevant documentation in support of the appeal. The Director and Dean of Students also will provide to the Associate Dean any documentation or other information pertinent to the disputed decision. Additionally, upon request, the Director and Dean of Students will provide a written summary of communication with the student.

If the student is unable to provide a statement in writing due to his/her disability, the student should schedule a meeting with the Associate Dean by telephone or in person to request an accommodation to submit the appeal orally or in another agreed upon format.

The Associate Dean will review the appeal, supporting documentation, and latest decision of the Director, and then meet with the student. The Associate Dean also may review any additional information (s)he deems relevant to the appeal. The Associate Dean will then render a written decision to the student as soon as possible, preferably within ten business days of receiving the written appeal. The decision of the Associate Dean regarding accommodation is final.

IDEAA

While students are encouraged to resolve any disagreements as to appropriate accommodations either through informal communication with the Office of Disability Services or through the appeals process provided above, they are also welcome to bring grievances to Georgetown University's Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA"). IDEAA reviews alleged violations of the University's Non-Discrimination in Education Policy, including allegations of unlawful discrimination on the basis of disability. The University encourages any victim of unlawful discrimination and harassment to report the incident and seek redress through IDEAA's Grievance Procedures. A student need not have exhausted the Law Center's appeals process to report concerns to IDEAA. More information about IDEAA's grievance process can be found at: *http://ideaa.georgetown.edu/ADA/Discrimination Complaint/*.

The following person has been designated to coordinate Georgetown University's compliance with Section 504 of the Rehabilitation Act of 1973:

Rosemary E. Kilkenny
Vice President for Institutional Diversity and Equity
Georgetown University

M-36 Darnall Hall
37th & O Streets NW
Washington, DC 20057
Phone: 202-687-4798
Fax: 202-687-7778

EXAM RELIEF POLICIES

Exam Accommodations

Students seeking exam accommodations for a disability should review the *Disability Services* section, above, and contact the Office of Disability Services for more information. Students seeking other exam modifications, including exam deferrals for exam conflicts or reasons involving extraordinary cause, should review the *Exam Deferral Policy* section below, and contact the Office of the Registrar with any questions.

Exam Deferral Policy

The Law Center's rules for deferred examinations are as follows:

1. Requests to defer exams will be DENIED if for:
   a) Travel, vacation, or other personal plans; and
   b) Employment reasons for full-time J.D. students.

   Dates for all examinations are announced at the time the course schedule is released so that students may anticipate the dates of their exams and schedule personal, travel, and employment plans that do not interfere with these dates. DO NOT schedule any employment or personal travel plans during the examination period. LL.M. and part-time J.D. students may for unavoidable and extraordinary circumstances request to have an examination rescheduled for reasons of employment; documentation is required.
2. Examinations will be rescheduled for:
   a) Exam Conflicts:
      1) Any student who has two examinations which BEGIN within 25 hours. Examinations which BEGIN more than 25 hours apart (for example, at 9:00 a.m. on one day and 1:30 p.m. on the following calendar day) DO NOT constitute a conflict under this rule.
      2) Any student who has three examinations scheduled within four consecutive days, or four examinations scheduled within five consecutive days.
   b) Extraordinary Cause: Students may request an exam deferral for extraordinary cause. The following are reasons that will be considered in granting deferrals. The requirements of a full-time J.D. student's employment or future employment will not be regarded as an extraordinary cause (LL.M. and part-time J.D. students may for unavoidable and extraordinary circumstances request to have an examination rescheduled for reasons of current employment if supporting documentation is provided). Please also note that, absent exceptional circumstances, missed time during the semester will not be cause for an exam deferral.
      1) Physical or Mental Illness of Student. If you are seeking a deferred examination for medical reasons, written medical documentation from your doctor, Student Health, the Law Center Nurse Practitioner, or the emergency

room is required. All medical documentation should, absent approval from the Registrar for compelling circumstances, be provided by a clinician who has examined or treated you in person while you were experiencing the physical or mental illness. All such contemporaneous documentation must be submitted to the Office of the Registrar as soon as possible upon receipt and is subject to verification and approval. If you feel ill before beginning an exam, please contact the Office of the Registrar. If you become ill during an exam, you should immediately make the proctor, or in the case of a take-home examination the Office of the Registrar, aware of the situation and follow the instructions of the proctor or the Office of the Registrar. No post-examination relief will be granted;

2) Death or serious illness in immediate family;
3) Automobile accident, mugging, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam;
4) Subpoena requiring court appearance at the time of the exam or period immediately preceding the exam;
5) Childbirth during the exam period or immediately preceding the exam period (applies to either parent);
6) Religious holiday;
7) Military commitment. Written military orders are required; and
8) Extraordinary circumstances.

3. Permission to take a deferred examination must be sought and obtained prior to the original administration of the examination. The Office of the Registrar will automatically reschedule examinations for exam conflicts. If the Registrar does not permit a deferral, the student must take the examination as originally scheduled. Failure to take an examination or timely submit a take-home examination may result in the student receiving an AF for the course. The AF is reflected on the student's transcript and factored into the student's grade point average as an earned F. See Section 402 of the Student Disciplinary Code, as provided in the *Conduct Policies* chapter of this *Handbook*.
4. Requests for an exam deferral must be made in writing to the Office of the Registrar at *lawreg@law.georgetown.edu*.
5. Requests for exam deferral require satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval.
6. Once an exam is deferred, the student may elect to take the exam on the originally scheduled date or on the rescheduled date.
7. To protect your anonymity and remain in compliance with the Student Disciplinary Code, students may not indicate to the professor that an exam has been deferred, discuss any modification of the timing of an individual exam with the professor, or otherwise identify themselves in any way to the professor as the author of the exam until after grades are published. Students may not discuss the substance of the exam with the professor or with any other student from the time the exam is first administered until after grades are published.

8. Some guidelines the Office of the Registrar follows in rescheduling examinations include:
   a) No examination will be given earlier than its original date/time;
   b) An exam conflict does not permit the student to self-schedule examinations;
   c) The conflicting examination to be changed will be determined by the Office of the Registrar;
   d) In most cases, the conflicting examination which carries the lowest number of credits is changed;
   e) Students with self-scheduled take-home examinations are responsible for avoiding conflicts with in-class examinations; and
   f) Examinations rescheduled because of conflicts may be given at any date during the examination period or on the date listed for deferred examinations on the Academic Calendar. Please note that examinations will not be rescheduled for a date outside of the exam period, or a date not listed for deferred examinations.
9. If, after the Office of the Registrar has rescheduled an examination, there is a material change in a student's examination schedule (i.e., withdrawal from a course, substitution of a take-home examination for an in-class examination, etc.) which would eliminate the conflict, it is the student's responsibility under the Student Disciplinary Code, as outlined in the *Conduct Policies* chapter of this *Handbook,* to notify the Office of the Registrar of the change in order to determine whether he or she remains eligible for a rescheduled examination.

GOOD STANDING

Students who are eligible to continue the study of law (see the *Academic Attrition* section in the *Juris Doctor Program* chapter or the *Probation* section in the *Graduate Programs* chapter of this *Handbook*), who have no outstanding balance on their student account, and who are not subject to any ongoing student disciplinary action (see the Student Disciplinary Code in the *Conduct Policies* chapter of this *Handbook*) shall be in good standing.

HEALTH INSURANCE

Law Center students registered in a degree program for 8 or more credits per semester must have medical insurance coverage in effect for the entire academic year. Students must submit proof of private coverage or purchase insurance through the University. Plans are also available for spouse and family coverage. Health insurance rates are posted on the Student Accounts website, at *http://www.law.georgetown.edu/campus-services/student-accounts/*. The website is updated on July 1 for the upcoming academic year.

Georgetown students attending an off-campus program or visiting or pursuing a concurrent degree at another school or S.J.D. students not in residence must provide proof of private coverage or they will be covered by the Georgetown plan and the appropriate charge will be posted to their student account. Health insurance benefit information and acceptance/waiver instructions are on the Student Health Insurance website, at *http://studenthealth.georgetown.edu/insurance*.

HIGHER EDUCATION OPPORTUNITY ACT: CONSEQUENCES OF DRUG CONVICTION AND YOUR ABILITY TO RECEIVE FEDERAL FINANCIAL AID

Students who are convicted under any state or federal law for possessing or selling a controlled substance while they are receiving a federal grant, loan, or a work study award will not be eligible to receive the aid for the following time periods, starting from the date of conviction:

	Possession	Sale
1st offense	1 year	2 years
2nd offense	2 years	indefinite
3rd offense	indefinite	

Students may resume eligibility earlier if they complete a drug rehabilitation program that includes two unannounced drug tests and otherwise meets Department of Education requirements or if the conviction is reversed or set aside. 20 U.S.C. § 1091(r).

We encourage you to visit the website *http://studentaffairs.georgetown.edu/policies/alcohol-and-other-drugs* for more information regarding Georgetown University policies and applicable laws and penalties related to: the use, possession, and distribution of alcohol and other drugs; information about the risks and effects of drug and alcohol use and dependence; and resources to assist students who may be having a problem with alcohol or drugs.

I.D. CARDS

The GOCard is the official Georgetown University identification card. All students, faculty, staff, and affiliates of the University need to carry the GOCard for identification purposes. The GOCard is used to gain access to Law Center buildings and Library services and has a debit account. Funds can be deposited onto the card at the Online Card Office located at *https://onlinecardoffice.georgetown.edu/* or one of the Deposit Stations on campus. The GOCard may be used to pay for items or services including textbooks, event tickets, parking access, laundry, printing and copying, and vending machine items. The GOCard may also be used in the Law Center's food service facilities, as well as several local off-campus establishments.

Please retain your GOCard throughout your years at Georgetown. If your GOCard is lost or stolen, it should be deactivated as soon as possible. You can deactivate your GOCard online 24 hours a day at the GOCard website (*http://gocard.georgetown.edu/*), or you may report the lost or stolen card to the GOCard Law Satellite Office. To receive your replacement card, you will need to go to the GOCard Office and pay the $25 replacement fee using GOCard funds as your method of payment.

INCLEMENT WEATHER POLICY

The Law Center will make its own determination on closings, cancellations, and late openings due to inclement weather giving primary consideration to the safety of faculty, staff, students, and visitors. Criteria that may be considered in making such determinations include: condition of area roads and ability of faculty, staff, students, and visitors to get to campus; status and schedules of public transportation; and forecast of coming weather.

Notification

All efforts will be made to post the announcement regarding closing or delayed opening by 5:00 a.m. on the day of the closing or delayed opening. Announcements will be posted to the

Georgetown Law main website (*http://www.law.georgetown.edu/*) and recorded on the main switchboard number 202-662-9000 and the class cancellation line 202-662-9446. An announcement will also be sent by email and text message via Georgetown's Emergency Notification System (HOYAlert), and by email via the Law Center's email system.

Remote Teaching Option for Academic Continuity

When the Law Center announces a closure or delayed opening, faculty will have the option either to reschedule the class session or to conduct class remotely on the Zoom web conferencing platform. Zoom meetings allow you to host a class or seminar from any location equipped with a computer, tablet, or smartphone, along with an internet or cellular data connection. Remotely taught class sessions will occur during the regularly scheduled class period. Faculty will notify their students in advance of their plans.

Closing

When the Law Center is closed due to inclement weather, it is expected that only designated emergency employees will come to the Law Center to fulfill their responsibilities. Emergency employees must always report to work on time, regardless of weather conditions. Employees are designated as emergency employees because they are essential to the operation and maintenance of the Georgetown University Law Center when inclement weather conditions exist. All other members of the Law Center community—including students, staff, faculty, and visitors—are expected not to come to the Law Center, which will not be staffed to support anything other than essential life safety and snow/ice clearing functions.

When the Law Center announces a closure, classes will either implement the remote teaching option or be rescheduled. All activities and services other than classes (i.e., student organization meetings and events, CLE, and conferences), will be canceled. All administrative offices will be closed. The food services operation, fitness center, and Early Learning Center will be closed. The library will be presumptively closed. Because the library in some instances may not be closed, its operating status will be posted with the announcements.

Delayed Opening

When the Law Center announces a delayed opening, the Law Center will open, and personnel are expected to arrive by 11:00 a.m. In such instances, all classes with start times before 11:00 a.m. will either implement the remote teaching option or be rescheduled. Special events and programs scheduled to start before 11:00 a.m. will be canceled or delayed, as determined by each program. On dates when a delayed opening is announced, all designated emergency employees are expected to report to work on time but all other employees may use Liberal Leave, meaning that employees are expected to report by 11:00 a.m. or may choose not to report to work. Employees who do not report to work may use their accrued paid leave for the time. Employees who report to work by 11:00 a.m. will be paid for their normal workday. Employees must follow their department's normal call-in procedures to discuss the needs of their unit and individual circumstances requiring the use of Liberal Leave.

Early Closure/Evenings and Weekends

When the Law Center announces an early closure, or a closure on a Saturday or Sunday, affected classes will either implement the remote teaching option or be rescheduled. Special events or programs will be canceled or rescheduled. In such cases, an announcement, including the status of the library, will be posted to the Georgetown Law main website (*http://www.law.georgetown.edu/*) and recorded on the main switchboard number at 202-662-9000

and the class cancellation line at 202-662-9446. An announcement will also be sent by email and text message via Georgetown's Emergency Notification System (HOYAlert), and by email via the Law Center's email system. All efforts will be made to post the announcement regarding canceling Saturday and/or Sunday classes and events by 6:00 a.m. on the day of the closing.

STUDENT COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS FOR LEGAL EDUCATION

To comply with ABA Standard 510, regarding student complaints implicating compliance with the ABA Standards, the Law Center has adopted the following policy. A J.D. or LL.M. student at the Law Center who believes there exists a significant problem that directly implicates the Law Center's J.D. program of legal education and its compliance with the ABA Standards may submit a written complaint regarding that problem to the Associate Dean for the J.D. Program at *concerns@law.georgetown.edu*. The complaint must include the student's name and contact information and must identify the problem in sufficient detail to permit the Associate Dean or the Associate Dean's designee to investigate the matter, including the specific ABA Standard that is alleged to have been violated. The ABA Standards may be found at *http://www.americanbar.org/groups/legal_education/resources/standards.html*.

Within 30 calendar days of receipt of a written complaint, the Associate Dean or the Associate Dean's designee shall advise the student of any action the Law Center is taking to address the matter or any further investigation into the substance of the complaint that is determined to be necessary.

Within seven calendar days of being advised of any action the Law Center is taking to address the matter, a student may request a review of the decision by the Dean of the Law Center or the Dean's designee, whose decision shall be final.

The Law Center shall keep a record of all submissions and their resolutions for a period of eight years from the date of final resolution of the complaint.

Please note that in addition to the formal complaint process outlined above, students are always free to raise matters of individual concern with the Dean of Students or any advisor in the Office of J.D. Academic Services, the Office of Graduate Programs, or the Registrar. Matters involving solely individual concerns will, in most cases, be more appropriately resolved in a less formal way than the complaint process outlined above.

STUDENT RECORDS, ACADEMIC

In compliance with federal law, the Law Center has implemented policies and procedures designed to preserve the confidentiality of a student's academic records. Unless required by law to do so, the Law Center will not release a student's record except with the student's written permission.

STUDENT RECORDS, ACCESS

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records:

1. A student has the right to inspect and review his or her education records within 45 days of the day the Law Center receives a request for access. To do so, a student should submit to the Office of the Registrar a written request that identifies the record(s) he or

she wishes to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. A student has the right to request the amendment of the education records that the student believes are inaccurate. To do so, a student should submit to the Office of the Registrar a written request clearly identifying the part of the record he or she wants changed, and specify why it is inaccurate. If the Law Center decides not to amend the record as requested by the student, the Office of the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official can be a person in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Law Center has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as the Committee on Professional Responsibility, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Law Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

STUDENT RECORDS, DIRECTORY INFORMATION, AND CONFIDENTIALITY

Georgetown University Law Center considers the following information as "directory information," that is, information that can be made available to the general public: name; address; email address; telephone number; date and place of birth; photographs; parents' names; major field of study; full-time or part-time program; dates of attendance; expected graduation date; degrees and awards received; and previous educational institutions. No other items of student information will be released to any person or organizations outside of Georgetown University without the written consent of the student, except for certain categories of outside persons or organizations specifically exempted by federal law.

Under the provisions of FERPA, students have the right to instruct the University to withhold the "directory information" listed above. To do so, students need to fill out a "Request to Prevent Disclosure of Directory Information" form available at the Office of the Registrar within the first two weeks of the Fall semester in the first year of their matriculation to the Law Center.

Students should consider very carefully the consequences of a decision to withhold "directory information," which means that the Law Center will not release this information, unless excepted by law. The Law Center assumes no liability for honoring instructions that such information be withheld.

STUDENT WORKERS, CONFIDENTIALITY

Students who work at the Law Center may be asked to sign a confidentiality statement as a condition of their employment.

GEORGETOWN UNIVERSITY U.S. MILITARY SERVICE LEAVE AND RE-ENROLLMENT POLICY

Georgetown University recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This policy applies to all University schools and programs and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

I. Military Leave and Refund Procedures

A. DEFINITION

For purposes of this policy, a *"military service leave"* is a University approved withdrawal from a University course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

B. STUDENT RESPONSIBILITIES

A student who is called up for active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the University with advanced notice of such service and the intention to withdraw. As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean, as well as the Georgetown University Veterans Office, and present a copy of the military orders or other appropriate documentation. This advanced notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to the Georgetown University Veterans Office, 3520 Prospect St., NW, Room 224, Washington, DC 20007; by fax to (202) 687-2797; or by email to *veteransservices@georgetown.edu*.

C. UNIVERSITY PROCEDURES

Upon receiving notice of a student's intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Student Accounts. The Office of Student Financial Services will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a

100% refund of tuition and fees charged for the semester or academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred. If the University determines that it is appropriate to award credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which credit is awarded. No refund will be provided until the University receives a copy of the military orders necessitating the withdrawal.

II. Military Re-Enrollment Procedures

A. Definition

For purposes of this policy, a *"military re-enrollment"* is a University approved re-enrollment into a course or program after a military service leave.

B. Student Responsibilities

A student who has taken military service leave from the University or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation. To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student's withdrawal was related to service in the uniformed services and that the student is able to resume studies.[1] Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.[2] Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the University.

C. University Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the University, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.[3] However, if military or veterans' education benefits will cover the

[1] The University shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

[2] The appropriate point in a course or program for a student to resume studies, the timing of re-enrollment, and the determination of the "same course of study" will be determined by the University taking into account the unique characteristics and requirements of that course or program and the modes in which it is offered (e.g., non-degree vs. degree, evening vs. day program, special program vs. standard program). If the program in which the student was enrolled has been discontinued or is no longer offered, the University will enroll the student in the program that it determines to be most similar to that program or in a different program for which the student is qualified.

[3] The appropriate tuition and fee amounts will be reflected on the bill that the student receives.

difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

If a student is not academically prepared to resume a course of study in which he or she was previously enrolled or is unprepared to complete a program, the University will determine whether reasonable means are available to help the student become prepared. The University may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the University on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition his or her dean for consideration of military re-enrollment.[4] A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

GEORGETOWN UNIVERSITY WHISTLEBLOWER PROTECTION POLICY

Faculty, staff, and students are expected to report suspected violations of laws or regulations or of University policies or procedures to the appropriate University office. Reports should normally be made through the regular channels that the University defines for handling a particular type of matter, but in the event that an individual feels uncomfortable using such channels or they are otherwise inappropriate, the Georgetown University Compliance Helpline is available and provides the opportunity for anonymous reporting. Those who make good faith reports of suspected violations are protected from retaliation by the University's Whistleblower Protection Policy.

The Compliance Helpline is accessible by telephone at 888-239-9181 or online at *https://secure.ethicspoint.com/domain/media/en/gui/17731/index.html.*

Whistleblower Protection Policy

Georgetown University strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, staff and students to conduct their activities in accordance with University policies and applicable law. The University strongly encourages all faculty, administrators, staff and students to report suspected or actual wrongful conduct by Georgetown employees through channels that the University establishes for such reporting. No University faculty member, administrator, staff member or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. The University will take whatever action is necessary and appropriate to address a violation of this policy.

[4] This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

WRITING CENTER AND LEGAL ENGLISH STUDIES CENTER POLICIES

Writing Center Policies

Georgetown Law's Writing Center helps students transition to the legal discourse community and supports the Law Center's goal of developing strong legal writers across the curriculum. All Georgetown Law students are free to make appointments to discuss questions they have on a writing assignment in any class at Georgetown, a journal note, or a writing project in conjunction with an extracurricular activity. Students may not submit privileged, confidential, or work product material drafted in connection with a summer job, internship, or externship without first obtaining the express permission of their supervising attorney.

All students may sign up for one 45-minute conference each week. Students must sign up online at *https://georgetown.mywconline.net/* and provide the Senior Writing Fellow, who is a trained upperclass student, with an electronic copy of their documents at least 24 hours in advance. In addition, students making appointments must complete a short questionnaire identifying specific objectives of the conference. Senior Writing Fellows provide individualized feedback with a focus on helping students become better writers; Senior Writing Fellows do not provide written feedback, do not rewrite documents, and do not provide proofreading, citation, or editing services.

In addition to individual conferences, the Writing Center also publishes a number of handouts of various writing topics. These handouts are available for download from the Writing Center website, *http://www.law.georgetown.edu/academics/academic-programs/legal-writing-scholarship/writing-center/*, as well as in hard copy outside Room 540 McDonough.

The Center opens at the beginning of the school year and stays open throughout the academic year. The Center is not open during exams, school breaks, or the summer. For additional information about the Writing Center, please review the Writing Center website, *http://www.law.georgetown.edu/academics/academic-programs/legal-writing-scholarship/writing-center/*, visit the Legal Research and Writing Office in Room 540 McDonough, or email *writingcenter@law.georgetown.edu*.

The Center for Legal English Studies' Language Center Policies for Foreign-Trained LL.M. Students

The Center for Legal English Studies' Language Center at Georgetown Law offers LL.M. students opportunities to enhance their English speaking and writing skills through non-credit, short-term, limited enrollment conversation and writing workshops. Both the conversation and writing workshops are designed to foster a supportive, collegial, and rigorous environment for advanced English language learning and acquisition. In addition to introducing students to U.S. academic legal discourse, the writing workshop frames a process for conceptualizing and drafting a scholarly paper in English at a U.S. law school.

In the conversation workshops students increase their English fluency and enhance their conversation skills while discussing current topics. Students receive individual feedback on their speaking skills at the end of most sessions. Students may attend a conversation workshop in both Fall and Spring semesters.

A linguist and a lawyer conduct the writing workshops, guiding students in the writing of their scholarly papers. Students develop their chosen topics and are eligible to receive individual written feedback on their writing through consistent workshop attendance. Students should attend the writing workshop either during Fall or Spring semester while they are concurrently

writing a seminar paper. Students who attend the writing workshop during Fall semester may also receive feedback on their writing during Spring semester.

In addition, the Center for Legal English Studies offers other workshops throughout the academic year. Topics have ranged from Self-Editing and Revising a Draft to Preparing a Scholarly Paper for Publication.

To provide opportunities to enhance English fluency off campus, the Center for Legal English Studies' Language Center organizes visits to cultural landmarks in Washington, D.C., which have included attending live oral arguments at the Supreme Court of the United States, meeting researchers at the Law Library of Congress, and attending a Hoyas basketball game. These outings are available to all LL.M. students.

The Center for Legal English Studies is available to LL.M. students throughout the academic year, during the winter break in January, and in the summer. For detailed workshop descriptions and schedules, to sign up for a conversation group or writing workshop, or to receive notification of the visits to cultural landmarks, go to the Canvas page "Language Center 2016–2017." For additional information about the Center for Legal English Studies' Language Center, contact the Center for Legal English Studies' Language Center Faculty Director at *languagecenter@law.georgetown.edu*