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DEGREES AND CERTIFICATES OFFERED

The Law Center offers the following graduate degree programs:

- Doctor of Juridical Science (S.J.D.)
- Master of Laws in Advocacy (for students who complete a Clinical Teaching Fellowship)
- Master of Laws (Individualized/General Studies programs, DCALF Fellows)
- Master of Laws in Environmental and Energy Law
- Master of Laws in Global Health Law
- Master of Laws in Global Health Law and International Institutions (jointly offered with the Graduate Institute of International and Development Studies in Geneva, Switzerland)
- Master of Laws in International Business and Economic Law
- Master of Laws in International Legal Studies
- Master of Laws in National Security Law
- Master of Laws in Securities and Financial Regulation
- Executive Master of Laws in Securities and Financial Regulation
- Master of Laws in Taxation
- Executive Master of Laws in Taxation
- Master of Studies in Law
- Executive Master of Studies in Law

The Law Center offers the following J.D./LL.M. joint degree programs:

- J.D./LL.M. Joint Degree in Environmental and Energy Law
- J.D./LL.M. Joint Degree in Global Health Law
- J.D./LL.M. Joint Degree in International Business and Economic Law
- J.D./LL.M. Joint Degree in National Security Law
- J.D./LL.M. Joint Degree in Securities and Financial Regulation
- J.D./LL.M. Joint Degree in Taxation

The Law Center offers the following certificates to students enrolled in a Law Center LL.M. program:

- Certificate in Employee Benefits Law
- Certificate in Estate Planning
- Certificate in Food and Drug Law
- Certificate in International Arbitration and Dispute Resolution
- Certificate in International Human Rights Law
- Certificate in International Taxation
- Certificate in Refugees and Humanitarian Emergencies
- Certificate in State and Local Taxation
- Certificate in U.S. Health Law
- Certificate in World Trade Organization (WTO) Studies
- Two-Year LL.M. Program with a Certificate in Legal English

The certificates in Employee Benefits Law, Estate Planning, Food and Drug Law, International Taxation, State and Local Taxation, and U.S. Health Law are also open to students who were admitted solely to these certificate programs.
The S.J.D., the LL.M. in Advocacy, and any LL.M. programs where the participating student is an international student on a student visa require full-time enrollment. Otherwise, the graduate program of instruction is designed both for full-time and for part-time students.

**DOCTOR OF JURIDICAL SCIENCE (S.J.D.)**

The Doctor of Juridical Science (S.J.D.) is the highest degree offered by Georgetown University Law Center. It is primarily designed for foreign-trained law graduates who are interested in becoming law professors, scholars, jurists or public intellectuals, or in deepening their scholarship to continue in these fields.

**Admission**

Admission is based upon the applicant’s academic qualifications, scholarly potential, dissertation topic, high TOEFL score, and the availability of a full-time faculty member willing to supervise the applicant throughout the program. Application procedures are at [http://www.law.georgetown.edu/admissions-financial-aid/graduate-admissions/sjd-programs/index.cfm](http://www.law.georgetown.edu/admissions-financial-aid/graduate-admissions/sjd-programs/index.cfm).

**Degree Requirements**

To earn an S.J.D., a student must meet the following requirements:

- Two years in full-time residence
- Successful completion of required and elective courses
- Successful completion of a dissertation or, if approved, a series of substantial law review articles
- Successful oral defense of the dissertation or series of articles
- Submission of the dissertation in compliance with Graduate Program guidelines

Complete information about the S.J.D. degree requirements, including residency and coursework, the dissertation, annual review, the defense, and other requirements, is contained in the *S.J.D. Handbook*, which is updated every summer. See [https://www.law.georgetown.edu/academics/academic-programs/graduate-programs/sjd/SJD-Handbook.cfm](https://www.law.georgetown.edu/academics/academic-programs/graduate-programs/sjd/SJD-Handbook.cfm).

**Time for Completion**

S.J.D. students are expected to complete their degree within five years after commencing the program. Upon a showing of exceptional need, up to two additional years of study may be granted with the supervisor’s consent and approval by the Faculty Director of the S.J.D. Program. Approval will be granted only where the student has made significant progress and is close to completion.

**Tuition**

Tuition for the S.J.D. degree is charged at the full-time LL.M. rate for the first year and at a rate equivalent to 4 credits each semester for the second year. Beyond the first two years, students are charged a continuing registration fee equal to the rate for 1 credit per semester.
MASTER OF LAWS IN ADVOCACY

Degree Requirements

Requirements to complete the degree of Master of Laws in Advocacy:

- 24 months of residency during two consecutive academic years as a Clinical Teaching Fellow engaged in teaching and in the full-time supervision and instruction of J.D. students who are enrolled in a clinic.

- 24 credits awarded for satisfactory performance of some combination of the following, as determined by the student’s supervising faculty member: teaching, course development, practice of law, supervision of students, participation in clinic seminars, and completion of coursework. Grades are recorded pass/fail.

- For Clinical Teaching Fellows affiliated with the Center for Applied Legal Studies only: in addition to the requirements above, submission of a paper of publishable quality within five years of their date of matriculation.

All Fellows are eligible to receive an LL.M. degree in Advocacy with distinction. To achieve the with distinction designation, Fellows must (1) receive certification from the clinic director that they have performed outstanding work throughout their two years in residence and (2) be certified by a full-time Georgetown Law professor (either their clinic director or another member of the faculty who works in the area about which the fellow is writing and who agrees to serve as a designated faculty reviewer) that they have completed a paper of publishable quality meeting the technical requirements provided in the Clinical Programs Fellowship Handbook. If a Fellow enrolls in one or more of the Law Center’s graduate or J.D. courses that are not associated with the fellowship, receipt of a low grade in the course(s) may prevent the fellow from achieving the with distinction designation.

The academic policies pertaining to the Clinical Teaching Fellowships are further defined in the Clinical Programs Fellowship Handbook and that handbook supersedes the policies set forth in this Handbook in the event of any inconsistency.

MASTER OF LAWS DEGREE AND PROGRAM REQUIREMENTS
(For Programs Other Than Advocacy and DCALF Fellows)*

General Requirements for All LL.M. Students (Both U.S.- and Foreign-Educated Attorneys)

Candidates for all Master of Laws degrees (with the exception of the Master of Laws in Advocacy and DCALF Fellows) must:

- Complete the required number of credits for the degree, including any minimum number of hours in a specialization and/or required courses as described in the appropriate section below.

- Earn a minimum cumulative grade point average of at least 2.00/4.00.

- Complete all requirements for the degree within the prescribed period of study (see the Period of Study section of this chapter.) Full-time students are expected to complete the degree in one academic year, and part-time students may take up to three years.

* DCALF Fellows should refer to the Handbook for the D.C. Affordable Law Firm (DCALF) program, which supersedes the policies set forth in this Handbook in the event of any inconsistency.
Students are responsible for tracking their progress to ensure that they meet their degree requirements (including any needed specialization credits) by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, or by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu). (See the Office of the Registrar’s website, http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/Degree-Applications-and-Diplomas.cfm.)

Specific LL.M. Degree Requirements for U.S.-Educated J.D. Graduates

LL.M. (Individualized Program)

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits in a program of study approved by the Graduate Admissions Committee or the Individualized Program Academic Advisor. There is no limitation on the number of J.D. upperclass courses that may be included in the approved program, but approval does not guarantee entry into any particular course or seminar.

LL.M. in Environmental and Energy Law

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits, including 18 credits (“specialization credits”) in courses listed under Environmental and Energy Law in the Curriculum Guide.

- As part of the required 18 specialization credits, each student must successfully complete:
  - Environmental Law, if not completed in the prior law degree. Contact the Program Director for the Environmental and Energy Law LL.M. program to request a waiver if you have taken a prior course that you think would satisfy this requirement;
  - the Environmental Lawyering LL.M. seminar; and
  - an externship or practicum within the field, approved by the Program Director for the Environmental and Energy Law LL.M. program.

LL.M. in Global Health Law

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits, including 16 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.

- As part of the required 16 specialization credits, each student must successfully complete the 4-credit course Global Health Law. Externships do not qualify as Global Health Law specialization credits for purposes of this requirement.

LL.M. in Global Health Law and International Institutions

In addition to the general requirements, U.S.-educated students must complete:

- 12 credits completed at Georgetown Law, including 10 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
  - As part of the required 10 specialization credits at Georgetown Law, each student must successfully complete the 4-credit course Global Health Law.

- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown Law credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be
completed during a full-time Spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:

- Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
- Each student must complete either an approved internship or a dissertation.
- The internship must last for a minimum of four weeks (can be done between semesters, but preferably following Spring semester), must have a dimension linked to global health legal and/or policy questions, and must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the Director of the Global Health Law LL.M. Program at Georgetown Law and the LL.M. Program Manager at the Graduate Institute at least one month prior to the beginning of the internship. At the completion of the internship, students must submit a written report to the Director of the Global Health Law LL.M. Program at Georgetown Law and to the Director of the Joint LL.M. at the Graduate Institute of no more than 5,000 words developing themes and questions linked to global health law and/or policy addressed during the internship and be a factual account of the student’s experience. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits. Students are also required to submit a brief report by their internship supervisor evaluating their work.
- With the prior approval of both the Director of the Joint LL.M. at the Graduate Institute and the Director of the Global Health Law LL.M. Program at Georgetown Law, a student may choose to undertake a dissertation instead of the required internship. The dissertation must be between 14,000 and 15,000 words. A dissertation entitles the student to 15 ECTS credits.

- The academic policies of the Graduate Institute apply to credits completed at the Graduate Institute, including a dissertation, and are set forth in the Graduate Institute’s reglement for the degree program.

**LL.M. in International Business and Economic Law (IBEL)**

In addition to the general requirements, U.S.-educated students must complete:

- International Law I or a comparable course in public international law, either prior to or during the LL.M. program. These credits, if taken at Georgetown University during the LL.M. year, count toward elective but not specialization credits.
- 24 credits, including 16 credits (“specialization credits”) in courses listed in the IBEL course lists in the Curriculum Guide and approved by the student’s Academic Advisor. Externships do not qualify as IBEL specialization credits for purposes of this requirement.
- As part of the 16 specialization credits, the student must successfully complete:
  - Corporations, if they did not take a comparable course in their J.D. studies,
  - at least one course that focuses on international regulation (see IBEL List A in the Curriculum Guide),
  - at least one course that focuses on international business (see IBEL List B in the Curriculum Guide), and
◦ a sufficient number of additional courses from IBEL List A, List B, or List C to bring the total number of specialization credits to 16 credits.

**LL.M. in National Security Law**

In addition to the general requirements, U.S.-educated students must complete:

- International Law I or a comparable course in public international law, prior to or during the LL.M. program. These credits, if taken at Georgetown Law during the LL.M. year, count toward the 18 specialization credits.

- 24 credits, including 18 credits (“specialization credits”) in courses listed under National Security Law in the Curriculum Guide. Externships do not qualify as National Security Law specialization credits for purposes of this requirement.

- As part of the 18 specialization credits, students must successfully complete the Pro-Seminar in National Security Law in the first semester of their LL.M. program.

**LL.M. in Securities and Financial Regulation**

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits, including 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.

- Prior or concurrent completion of a basic course in Securities Regulation. *Note:* This course does not count toward the required 16 specialization credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 24 total credits required for the degree.

- Part-time students may request to take up to four credits of coursework online. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

**Executive LL.M. in Securities and Financial Regulation**

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits in a program of study approved by the student’s Academic Advisor, including a minimum of 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.

- Prior or concurrent completion of a basic course in Securities Regulation. *Note:* This course does not count toward the required 16 specialization credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 24 total credits required for the degree.

- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.
LL.M. in Taxation

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits, including 20 credits in courses listed under Taxation (“tax specialization credits”) in the Curriculum Guide. Externships do not qualify as tax specialization credits for purposes of this requirement. Note: Any student who has not taken Federal Income Taxation in his or her J.D. program may satisfy this prerequisite by taking the online course Foundations of Federal Income Taxation prior to matriculation and receiving a passing score on the final examination.

- Completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I or Corporate Income Taxation; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these three required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Master of Laws in Taxation Program; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school.

- Part-time students may request to take up to four credits of coursework online. Such requests should be made to the Director of the Graduate Tax Program and will be considered on a case-by-case basis.

Executive LL.M. in Taxation

In addition to the general requirements, U.S.-educated students must complete:

- 24 credits, including 20 credits in courses listed under Taxation (“tax specialization credits”) in the Curriculum Guide. Note: Any student who has not taken Federal Income Taxation in his or her J.D. program may satisfy this prerequisite by taking the online course Foundations of Federal Income Taxation prior to matriculation and receiving a passing score on the final examination. Externships do not qualify as tax specialization credits for purposes of this requirement.

- Completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these three required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Executive LL.M. in Taxation; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school.

- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.
Specific LL.M. Degree Requirements for Foreign-Educated Attorneys

Note About Practice-Oriented Track

Georgetown Law offers international students the option of either a traditional classroom-based track or a practice-oriented track for the following LL.M. degrees:

- General Studies
- Global Health Law
- International Business and Economic Law
- International Legal Studies
- National Security Law
- Securities and Financial Regulation
- Taxation

Students who choose the practice-oriented track of the above degree programs are required to complete at least one off-campus work experience as part of their degree requirement. These off-campus work experiences are offered as externships, practicum courses, or workshops. Note that the practice-oriented track is not an option for the LL.M. degrees in Environmental and Energy Law and in Global Health Law and International Institutions, as they already require externship components.

It will be necessary for all F-1 and J-1 international students on a practice-oriented track to have the proper employment authorization in advance of starting their externship, practicum, or workshop. International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such as a practicum, workshop or externship. To obtain authorization, students must follow the instructions at http://www.law.georgetown.edu/academics/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

LL.M. (General Studies)

In addition to the general requirements, foreign-educated students must complete:

- 20 credits from courses open to LL.M. students.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing.
- Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track, in this chapter.

LL.M. in Environmental and Energy Law

In addition to the general requirements, foreign-educated students must complete:

- 20 credits, including 14 credits ("specialization credits") in courses listed under Environmental and Energy Law in the Curriculum Guide
- As part of the required 14 specialization credits, each student must successfully complete:
  - Environmental Law, if not completed in the prior law degree. Contact the Director of the Environmental and Energy Law LL.M. to request a waiver if you have taken a prior course that you think will satisfy this requirement;
  - the Environmental Lawyering LL.M. seminar; and
○ an externship or practicum within the field, approved by the Director of the Environmental and Energy Law LL.M. program.

- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.

**LL.M. in Global Health Law**

In addition to the general requirements, foreign-educated students must complete:

- 20 credits, including 14 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
  ○ As part of the required 14 specialization credits, each student must successfully complete the 4-credit course Global Health Law. Externships do not qualify as Global Health Law specialization credits for purposes of this requirement.

- While not required, we strongly recommend enrolling in Advanced Scholarly Writing or U.S. Legal Research, Analysis and Writing. These courses count toward the 20 credit degree requirement but not the 14 specialization credits.

- Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

**LL.M. in Global Health Law and International Institutions**

In addition to the general requirements, foreign-educated students must complete:

- 12 credits to be completed at Georgetown Law, including 10 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
  ○ As part of the required 10 specialization credits at Georgetown Law, each student must successfully complete the 4-credit course Global Health Law.

- While not required, we strongly recommend enrolling in Advanced Scholarly Writing or U.S. Legal Research, Analysis and Writing. These courses count toward the 12 credit degree requirement but not the 10 specialization credits.

- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown Law credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be completed during a full-time Spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:
  ○ Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
  ○ Each student must complete either an approved internship or a dissertation.
  ○ The internship must last for a minimum of four weeks (can be done between semesters, but preferably following Spring semester), must have a dimension linked to global health legal and/or policy questions, and must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the Director of the Global Health Law LL.M. Program at Georgetown Law and the LL.M. Program Manager at the Graduate Institute at least one month prior to the beginning of the internship. At the completion of the
Internship, students must submit a written report to the Director of the Global Health Law LL.M. Program at Georgetown Law and to the Director of the Joint LL.M. at the Graduate Institute of no more than 5,000 words developing themes and questions linked to global health law and/or policy addressed during the internship and be a factual account of the student’s experience. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits. Students are also required to submit a brief report by their internship supervisor evaluating their work.

◦ With the prior approval of both the Director of the Joint LL.M. at the Graduate Institute and the Director of the Global Health Law LL.M. Program at Georgetown Law, a student may choose to undertake a dissertation instead of the required internship. The dissertation must be between 14,000 and 15,000 words. A dissertation entitles the student to 15 ECTS credits.

• The academic policies of the Graduate Institute apply to credits completed at the Graduate Institute, including a dissertation, and are set forth in the Graduate Institute’s reglement for the degree program.

LL.M. in International Business and Economic Law (IBEL)

In addition to the general requirements, foreign-educated students must complete:

• International Law I or a comparable course in public international law, prior to or during the LL.M. program. These credits, if taken at Georgetown University during the LL.M. year, count toward the 20 credit degree requirement but not the 14 specialization credits.

• 20 credits, including 14 credits (“specialization credits”) in courses listed in the IBEL Curriculum Guide. Externships do not qualify as IBEL specialization credits for purposes of this requirement.

• As part of the 14 specialization credits, student must successfully complete:
  ◦ Corporations (3 or 4 credits),
  ◦ at least one course that focuses on international regulation (see IBEL List A in the Curriculum Guide),
  ◦ at least one course that focuses on international business (see IBEL List B in the Curriculum Guide), and
  ◦ a sufficient number of additional courses from IBEL List A, List B, or List C to bring the total number of specialization credits to 14 credits.

• While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.

• Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

LL.M. in International Legal Studies

In addition to the general requirements, foreign-educated students must complete:

• 20 credits, including a minimum of 12 credits (“specialization credits”) in courses listed under International Legal Studies in the Curriculum Guide. Externships do not qualify as International Legal Studies specialization credits for purposes of this requirement.
While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 12 specialization credits.

Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

**LL.M. in National Security Law**

In addition to the general requirements, foreign-educated students must complete:

- International Law I, Foreign Relations Law, or a comparable course in public international law, prior to or during the LL.M. program. These credits, if taken at Georgetown University during the LL.M. year, count toward the 14 specialization credits.

- 20 credits, including a minimum of 14 credits (“specialization credits”) in courses listed under National Security Law in the Curriculum Guide. Externships do not qualify as National Security Law specialization credits for purposes of this requirement.

- As part of the 14 specialization credits, students must successfully complete the Pro-Seminar in National Security Law in the first semester of their LL.M. program.

- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.

- Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

**LL.M. in Securities and Financial Regulation**

In addition to the general requirements, foreign-educated students must complete:

- 20 credits, including a minimum of 14 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.

- As part of the required 14 specialization credits, completion of a basic course in Securities Regulation.

- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.

- Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

**Executive LL.M. in Securities and Financial Regulation**

In addition to the general requirements, foreign-educated students must complete:

- 24 credits, including a minimum of 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide.

- Prior or concurrent completion of a basic course in Securities Regulation. This course does not count toward the required 16 specialization credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 20 total credits.
required for the degree. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.

- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

**LL.M. in Taxation**

In addition to the general requirements, foreign-educated students must complete:

- 20 credits, including a minimum of 16 credits (“specialization credits”) in courses listed under Taxation in the Curriculum Guide. Externships and Graduate Independent Research papers do not qualify as tax specialization credits for purposes of this requirement.

- As part of the required 16 specialization credits, completion of the courses: (1) U.S. Income Tax: Policies and Practices; (2) Corporate Income Tax Law I or Corporate Taxation; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence.

- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. Students enrolling in U.S. Legal Research, Analysis and Writing should consult with the Academic Advisor to determine whether the course will count toward specialization or elective credits.

- Additional requirement for students on a practice-oriented track: see Note About Practice-Oriented Track in this chapter.

**Executive LL.M. in Taxation**

In addition to the general requirements, foreign-educated students must complete:

- 24 credits, including a minimum of 20 credits (“specialization credits”) in courses listed under Taxation in the Curriculum Guide.

- Prior to matriculation, the completion of a basic federal income tax course at a U.S. law school or completion of the online course Foundations of Federal Income Taxation with a passing score on the final examination.

- As part of the required 20 specialization credits, completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Executive LL.M. in Taxation; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school. Externships do not qualify as tax specialization credits for purposes of this requirement.

- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.
The Two-Year LL.M. Program with a Certificate in Legal English

A student enrolled in the Two-Year LL.M. Program is required to be a full-time student for two full academic years. The first year of the program is a structured program of required courses. Regular and punctual attendance at all classes and completion of all assignments are mandatory requirements. Students will be tested and evaluated at the end of each semester of the first year. Any student who misses classes or fails to complete assignments without an advance excused absence, or who does not demonstrate sufficient progress each semester may be dropped from the program during the first year.

For their work during the first year, students are awarded a Certificate in Legal English at graduation. During the second year of the program, students complete an LL.M. course of study. Students may enroll in Week One courses only in their second year. Students may do an externship during the summer between their two years, or during the second year of their program.

Students in the Two-Year LL.M. Program are eligible to receive any specialized degree and one additional certificate for which they satisfy the requirements. Students in the Two-Year LL.M. Program who wish to specialize during the second year in Environmental & Energy Law, Global Health Law, National Security, Securities and Financial Regulation, or Taxation should meet with the Academic Advisor for that program during the Spring of the first year of their program at the latest (but preferably earlier) to discuss their interest in pursuing the specialized degree, as additional review by the Admissions Committee may be required.

J.D./LL.M. Joint Degrees

Georgetown Law offers six J.D./LL.M. joint degree programs that enable Georgetown J.D. students to earn an LL.M. in one rather than two full-time semesters after completion of the J.D. degree. They are: (1) Environmental and Energy Law; (2) Global Health Law; (3) International Business and Economic Law; (4) National Security Law; (5) Securities and Financial Regulation; and (6) Taxation.

J.D./LL.M. Joint Degree in Environmental and Energy Law

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take environmental law courses that will count toward the J.D. degree and an LL.M. degree in Environmental and Energy Law. Students in this program are expected, while still J.D. students, to complete the 3-credit course, Environmental Law, and at least 6 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in Environmental and Energy Law (“Environmental and Energy Law specialization credits”). Regardless of the number of Environmental and Energy Law specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 9 must be Environmental and Energy Law specialization credits, including the Environmental Lawyering seminar and an externship or practicum course within the field, approved by the Program Director for the Environmental and Energy Law LL.M. degree. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 9 J.D. credits, including all Environmental and Energy Law specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their
studies on a pass/fail basis if the credits associated with those courses are to be counted as Environmental Law specialization credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in Environmental and Energy Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Environmental and Energy Law is open only to Georgetown Law students. Students visiting from other universities are not permitted to enroll in this program.

J.D./LL.M. Joint Degree in Global Health Law

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take global health law courses that will count both toward the J.D. degree and also toward an LL.M. degree in Global Health Law. Under this program, students count 12 credits completed during their J.D. studies toward the LL.M. degree. Of these 12 credits, at least 8 credits must be Global Health Law “specialization credits” listed in the Curriculum Guide. Following completion and conferral of the J.D. degree, students must complete an additional 12 credits of coursework, of which at least 8 must be Global Health Law “specialization credits.”

Upon acceptance into the J.D./LL.M. degree, students must complete:

- Global Health Law (4-credit option), which will count toward the “specialization credits” (Note: With the prior approval of the Program Director for the Global Health Law LL.M., students who completed the 3-credit option during their J.D. studies may be allowed to meet this requirement with a Graduate Independent Research course during their LL.M. semester); and

- A practicum listed under the Global Health Law “specialization” course list in the Curriculum Guide or an externship that must be approved by the Program Director for the Global Health Law LL.M. Note: While an externship is highly encouraged, externship credits do not count toward the “specialization credits”.

Georgetown Law students apply to the J.D./LL.M. joint degree in Global Health Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Global Health Law is open only to Georgetown Law students. Students may complete the additional credits on a full-time or part-time basis. J.D./LL.M. students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

J.D./LL.M. Joint Degree in International Business and Economic Law

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take international business and economic law courses that will count both toward the J.D. degree and also toward an LL.M. degree in International Business and Economic Law (IBEL). Students in this program are expected, while still J.D. students, to complete International Law I, Corporations, and at least 8 additional credits of courses listed in the Curriculum Guide as counting toward the LL.M. in International Business and Economic Law (“IBEL specialization credits”). Regardless of the number of IBEL specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be IBEL specialization credits. Students must take at least one IBEL List A course that focuses on international regulation, and at least one IBEL List B course that focuses on international business. Students may complete their additional LL.M. credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.
For students in this program, at least 12 J.D. credits, including all IBEL specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as IBEL specialization credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in IBEL during the Spring semester before the start of their final year and must have completed or be enrolled in Corporations at the time of their application. The J.D./LL.M. joint degree in IBEL is open only to Georgetown Law students. Students visiting from other universities are not permitted to enroll in this program.

**J.D./LL.M. Joint Degree in National Security Law**

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take national security law courses that will count both toward the J.D. degree and also toward an LL.M. degree in National Security Law. Students in this program are expected, while still J.D. students, to complete the 3-credit course International Law II and at least 6 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in National Security Law (“National Security Law specialization credits”). Regardless of the number of National Security Law specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 9 must be National Security Law specialization credits, including the Pro-Seminar in National Security Law. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all National Security Law specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as National Security Law specialization credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in National Security Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in National Security Law is open only to Georgetown Law students. Students visiting from other universities are not permitted to enroll in this program.

**J.D./LL.M. Joint Degree in Securities and Financial Regulation**

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take securities and financial regulation law courses that will count both toward the J.D. degree and also toward an LL.M. degree in Securities and Financial Regulation. Students in this program are expected, while still J.D. students, to complete Securities Regulation and at least 8 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in Securities and Financial Regulation (“specialization credits”). Regardless of the number of specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be specialization credits. Students may complete these additional
credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as specialization credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in Securities and Financial Regulation during the Spring semester before the start of their final year and must have completed or be enrolled in Corporations at the time of their application. The J.D./LL.M. joint degree in Securities and Financial Regulation is open only to Georgetown Law students. Students visiting from other universities are not permitted to enroll in this program.

**J.D./LL.M. Joint Degree in Taxation**

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take tax courses that will count both toward the J.D. degree and also toward an LL.M. degree in Taxation. Students in this program are expected, while still J.D. students, to complete Federal Income Taxation and at least 12 credits of courses listed in the Curriculum Guide as counting toward the LL.M. in Taxation (“tax specialization credits”). Regardless of the number of tax specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be tax specialization credits. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, all tax specialization credits taken during the J.D. phase of their studies will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as tax specialization credits. Federal Income Taxation, which is a prerequisite to matriculation in the LL.M. in Taxation program, may not be included among the 12 J.D. credits counted toward the LL.M. degree. Students must also take the following three courses required for the LL.M. in Taxation degree: (1) Income Tax Accounting; (2) Corporate Income Tax Law I or Corporate Taxation; and (3) Basic Principles of Finance or Demystifying Finance (the J.D. course).

Georgetown Law students apply to the J.D./LL.M. joint degree in the Spring semester before the start of their final year and must have completed or be enrolled in Federal Income Taxation at the time of their application. Students who are enrolled as J.D. students in other ABA-approved schools are eligible to participate in this program provided they spend the final year of their J.D. studies as a visiting student at Georgetown Law. These students must apply for the LL.M. at the same time as they apply to visit and must have completed a basic course in federal income tax by the time of their application.
Requirements for Two Separate LL.M. Degrees

Students who wish to complete a second LL.M. degree after completion of their first LL.M. degree may apply to do so. Current students should submit an updated application to the Associate Dean for Graduate Programs, who will consult with the Office of Admissions. No application fee is required for current students.

Transfer Between LL.M. Degree Programs

Students not already registered for the LL.M. degree in Environmental and Energy Law, Global Health Law, National Security Law, or Taxation who wish to change their degree to one of these degree concentrations must obtain approval from the Academic Advisor for that degree. Students wishing to transfer into one of these degree programs must consult with the Academic Advisor for the specialized degree program no later than the end of the Fall add/drop period. Students wishing to change their LL.M. degree to Master of Laws (Individualized/General Studies), International Business and Economic Law, International Legal Studies, or Securities and Financial Regulation do not need to consult with or obtain the approval of an Advisor and may indicate their preference on the LL.M. Degree Application, which they must then forward to the Office of the Registrar for processing, no later than the end of the Spring add/drop period.

MASTER OF STUDIES IN LAW (For Non-Lawyers)

Master of Studies in Law – Taxation

Requires, in addition to the general requirements:

- 24 credits in a program of study approved by the student’s Academic Advisor, including a minimum of 24 credits (“specialization credits”) in courses listed under Taxation in the Curriculum Guide.

- Prior to matriculation, the completion of a basic graduate-level federal income tax course or completion of the online course Foundations of Federal Income Taxation with a passing score on the final examination.

- As part of the required 24 specialization credits, completion of the courses: (1) Introduction to Federal Income Tax Research & Writing; (2) Income Tax Accounting; and (3) Corporate Income Tax Law I. Students who have taken prior graduate-level courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive these requirements will be considered only if: (1) the student petitions (by email or in writing) for the waiver during the first semester of enrollment in the MSL in Taxation; and (2) the student received a minimum grade of B in a course deemed comparable by the Director of the Graduate Tax Program.

CERTIFICATE PROGRAM REQUIREMENTS

Certificate programs offer students an opportunity to concentrate within one of the designated fields of study. The Law Center will not award more than one certificate at the time an LL.M. degree is conferred. Students who have satisfied the requirements for a certificate must designate the certificate that they would like to receive.

With Academic Advisor permission, students who anticipate receiving an LL.M. from Georgetown Law may apply to continue their studies by enrolling in the Certificate in Employee
Benefits Law, Estate Planning, Food and Drug Law, International Arbitration and Dispute Resolution, International Human Rights Law, International Taxation, State and Local Taxation, or U.S. Health Law as a post-LL.M. program. A student who has already received an LL.M. degree from Georgetown Law should submit a petition to pursue one of the above certificate programs as a separate, free-standing program to their Academic Advisor for approval.

If the student has completed any of the specialization credits during the LL.M. required for the certificate, the student may request permission to carry those credits into the new certificate program.

Students admitted solely for a certificate are not eligible for graduation with distinction or the Dean’s List.

**Certificate in Employee Benefits Law**

The Employee Benefits Law Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the certificate program. Successful completion of a basic course in federal individual income taxation is a prerequisite to commencing work on the Employee Benefits Law Certificate.

The following are requirements for the Employee Benefits Law Certificate:

- Candidates must successfully complete the following courses comprising 10 credits (“specialization credits”):
  - Employee Benefits: Qualified Retirement Plans (Fall, 2 credits);
  - Employee Benefits: Executive Compensation (Fall, 2 credits);
  - Employee Benefits: Health and Welfare Plans (Fall, 2 credits); and
  - Employee Benefits Practicum (Spring, 4 credits).

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, Employee Benefits Law Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the Employee Benefits Law Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

**Certificate in Estate Planning**

The Estate Planning Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program. Successful completion at the J.D. level of a basic course in federal individual income taxation and a course in Decedents’ Estates (or its equivalent) are prerequisites to commencing work on the Estate Planning Certificate.

The following are requirements for the Estate Planning Certificate:

- Candidates must successfully complete the following courses comprising 10 credits (“specialization credits”):
  - Income Taxation of Trusts, Estates, and Beneficiaries (Fall, 2 credits);
  - Estate and Gift Tax (Fall, 2 credits);
  - Special Topics in Transfer Tax (Fall, 2 credits); and
  - Advanced Private Wealth Planning (Spring, 4 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, all Estate Planning Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the Estate Planning Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

**Certificate in Food and Drug Law**

The Food and Drug Law Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program. For U.S.-trained students, successful completion of a basic course in Administrative Law is a prerequisite to commencing work on this Certificate. Foreign-trained students desiring to complete the Certificate must enroll in Administrative Law during the Fall semester.

The following are requirements for the Food and Drug Law Certificate:

- Candidates must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under the Certificate in Food and Drug Law in the Curriculum Guide.
- As part of the 10 specialization credits, students must successfully complete the course Law and Regulation of Drugs, Devices and Biologics (3 credits) and either Food Law (3 credits) or Food and Drug Law (3 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

**Certificate in International Arbitration and Dispute Resolution**

The International Arbitration and Dispute Resolution Certificate is available to students enrolled in a Law Center LL.M. program. The Law Center will not admit students solely for the International Arbitration and Dispute Resolution Certificate program.

Required for the International Arbitration and Dispute Resolution Certificate:

- Successful completion of International Law I (or its equivalent, Public International Law) either in prior law study in the U.S. or internationally, or during the first year at Georgetown Law. This course does not count toward the 10 specialization credits for the Certificate, but may count toward the overall LL.M. credit requirements.
- Students must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under the Certificate in International Arbitration and Dispute Resolution in the Curriculum Guide.
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

**Certificate in International Human Rights Law**

The International Human Rights Law Certificate is available to students enrolled in a Law Center LL.M. program. The Law Center will not admit students solely for the International Human Rights Law Certificate program.
The following are requirements for the International Human Rights Law Certificate:

- Candidates must successfully complete International Law I (or its equivalent, Public International Law) either in prior law study in the U.S. or internationally, or complete the course during the first year at Georgetown Law. This course does not count toward the 10 specialization credits for the Certificate, but may count toward the overall LL.M. credit requirements.

- Students must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under International Human Rights Law Certificate in the Curriculum Guide.

- As part of the required 10 specialization credits, each student must successfully complete the basic International Human Rights Law course.

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

**Certificate in International Taxation**

The International Taxation Certificate is available to students enrolled in the Law Center’s LL.M. in Taxation, Executive LL.M. in Taxation, or Master of Studies in Law in Taxation program and to students who are not so enrolled but who were admitted separately to the Certificate program. For U.S.-trained students, successful completion of a basic course in federal individual income taxation is a prerequisite to commencing work on this Certificate. Foreign-trained students desiring to complete the Certificate in conjunction with the LL.M. degree must enroll in U.S. Income Tax: Policies and Practices during the Fall semester. Foreign-trained students who wish to complete the Certificate on a stand-alone basis must complete Corporate Income Tax Law I either prior to matriculation or during the student’s first semester in residence (in addition to the 10 credits required to complete the Certificate).

The following are requirements for U.S.-trained students who wish to earn the International Taxation Certificate:

- Candidates must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under Certificate in International Taxation in the Curriculum Guide. As part of the required 10 specialization credits, candidates must successfully complete the following courses:
  - U.S. International Inbound Tax (Fall, 2 credits) and U.S. International Outbound Tax (Fall, 2 credits).
  - Tax Treaties (Fall or Spring, 2 credits).
  - A course dealing with transfer pricing. This requirement may be fulfilled by completing one or more of the following:
    1. Survey of Transfer Pricing (Fall, 2 credits); or
    2. Transfer Pricing: Selected Topics (Spring, 2 credits).

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

The following are requirements for foreign-trained students who wish to earn the International Taxation Certificate:

- Candidates must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under Certificate in International Taxation in the Curriculum Guide.
Guide. As part of the required 10 specialization credits, candidates must successfully complete the following courses:

- U.S. Taxation of International Transactions (Fall, 3 credits)
- Tax Treaties (Fall or Spring, 2 credits)
- A course dealing with transfer pricing. This requirement may be fulfilled by completing one or more of the following:
  1. Survey of Transfer Pricing (Fall, 2 credits); or
  2. Transfer Pricing: Selected Topics (Spring, 2 credits).

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, Executive LL.M. in Taxation or Master of Studies in Law in Taxation, all International Taxation Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for this Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

Certificate in Refugees and Humanitarian Emergencies

The Certificate in Refugees and Humanitarian Emergencies is available to students earning a J.D. or LL.M. at the Law Center. For information about Certificate requirements, please see http://isim.georgetown.edu/academics/refugees/.

Certificate in State and Local Taxation

The State and Local Taxation (SALT) Certificate is available to students enrolled in the Law Center’s LL.M. in Taxation, Executive LL.M. in Taxation, or Master of Studies in Law in Taxation program, and to students who are not so enrolled but who were admitted separately to the Certificate program. Successful completion of a basic course in federal individual income taxation is a prerequisite to commencing work on the SALT Certificate.

The following are requirements for the SALT Certificate:

- Candidates must successfully complete the following five courses comprising 10 credits (“specialization credits”):
  - State and Local Taxation: Income and Franchise Taxes (Fall, 2 credits);
  - State and Local Taxation: Other Business Taxes (Fall, 2 credits);
  - State and Local Taxation: Sales and Use Taxes (Fall, 2 credits);
  - Federal Limitations on State and Local Taxation (Spring, 2 or 3 credits); and
  - Special Topics in State and Local Taxation (Spring, 2 credits).

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, Executive LL.M. in Taxation, or Master of Studies in Law in Taxation, all SALT Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the SALT Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.
Certificate in U.S. Health Law

The U.S. Health Law Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program.

The following are requirements for the U.S. Health Law Certificate:

- Candidates must successfully complete a minimum of 12 credits (“specialization credits”) in courses listed under the Certificate in U.S. Health Law in the Curriculum Guide.

- As part of the 12 specialization credits, students must successfully complete the following courses:
  - Access to Health Care and Coverage: Law and Policy (3 credits);
  - Health Law and Regulation (3 credits); and
  - The Affordable Care Act: Law and Policy Governing Private Health Insurance (3 credits).

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

Certificate in World Trade Organization (WTO) Studies

Georgetown Law’s Institute of International Economic Law (IIEL) offers Georgetown students the opportunity to obtain a certificate evidencing special competence in World Trade Organization (WTO) studies in addition to their respective degrees. Students will not be admitted solely for the WTO Studies Certificate program. (The certificate is not a diploma and it does not change the title of the degree students are pursuing at Georgetown Law.)

The WTO Studies Certificate is available to students earning a J.D. or LL.M. at the Law Center. Students earning an S.J.D. at the Law Center, and students earning graduate degrees in other related subjects at Georgetown University who are eligible to enroll in courses at the Law Center, may obtain the WTO Studies Certificate by permission of the Institute. Students who wish to pursue the WTO Studies Certificate should complete and submit the WTO Certificate Notification Form (available on the IIEL’s website) as soon as possible. For LL.M. candidates, application not later than the first day of classes in the first semester of a student’s attendance at Georgetown Law is encouraged. For J.D. candidates, application not later than the first day of classes in their second year for full-time students and third year for part-time students is encouraged. Successful completion of a basic international law course, either at the Law Center or elsewhere, is a prerequisite for the WTO Studies Certificate; this qualifying course does not count toward the 12 credits required for the WTO Studies Certificate.

The requirements for the WTO Studies Certificate are:

- Successful completion of 12 credits of coursework on WTO-related subjects, selected from the list of WTO Certificate Courses. The latest list of qualifying courses is posted online on the IIEL’s website, at http://iiew.org/.

- Approval by IIEL of a research paper on a WTO law subject that you have written or will write in one of your WTO Certificate Courses.

- Participation in four activities outside the Law Center related to international trade during the student’s course of study (such as attending conferences, congressional, administrative or court hearings, or other similar events).
- Maintenance of an overall grade point average of “B” (3.00) or higher.
- Completion of all degree requirements

Note: Academic credit transferred from other institutions and/or graduate programs will not count toward the 12 credits required for the WTO Studies Certificate without written approval from IIEL.

Please contact Christine Washington, IIEL’s Director of Programs and External Affairs, with any questions at cqw@georgetown.edu.

ENROLLMENT AND CREDIT POLICIES

Conferral of the Degree

Once a student has completed the requirements for an LL.M. degree and any certificate the student is pursuing, the student’s final cumulative grade point average will be calculated and the degree and certificate conferred.

If a student who is pursuing a certificate has completed the requirements for an LL.M. degree but not the requirements for the certificate, then the student may petition to take the courses necessary to complete the certificate. The petition should be submitted to the student’s Academic Advisor for consideration. If the petition is approved, both the degree and the certificate will be conferred when the certificate requirements are completed.

Note: Students on F-1 or J-1 visas must complete their program by their program end date on the form DS-2019 or the Form I-20. They cannot extend their program in order to complete a certificate.

Period of Study

The LL.M. and certificate programs ordinarily must be completed within three years from the date of matriculation. Full-time students are expected to graduate within one year from the date of matriculation unless a waiver is granted. A student may petition in writing to extend the three-year time limit for up to two additional years. The petition should be submitted to the student’s Academic Advisor. Permission to extend the period of study will be granted where good cause is shown and where the student is making satisfactory progress.

Where credit has been granted for non-degree coursework completed at the Law Center prior to matriculation in the program, the maximum period of study allowed for part-time students will be reduced by one semester for every 4 credits granted. See the Advanced Standing sections of this chapter, below.

Note: The period of study for international students is limited by U.S. visa restrictions. Please see the section below on Specific Visa Reporting Requirements for International Students.

Full-Time and Part-Time Enrollment Defined

In the LL.M. program, full-time enrollment is 8 to 13 credits during the Fall and Spring semesters, and 4 or more credits during the Summer session. Part-time enrollment is 7 or fewer credits during the Fall and Spring semesters. By the end of the add/drop period, students must ensure that they are enrolled in the appropriate number of credits required to maintain their full-time or part-time status. Students enrolled in 0 credits at any point in a given semester must seek approval from the relevant Academic Advisor.
Note: Students who are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, http://studenthealth.georgetown.edu/insurance/, and email shi@georgetown.edu with any questions.

Transfer Between Full-Time and Part-Time Status

A student in an LL.M. degree program may apply to transfer from full-time to part-time status, or from part-time to full-time status, subject to visa requirements, by submitting a written request detailing the reasons for requesting the transfer to their Academic Advisor.

Note: A student who begins in part-time status and transfers to full-time status 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.

Limitations on Credits per Semester

Without the prior written approval of an Academic Advisor, full-time students may not enroll in more than 13 credits in the Fall or Spring semester, and part-time students may not enroll in more than 7 credits in the Fall or Spring semester. Students seeking approval to exceed the credit limit should submit a petition to their Academic Advisor. Please be advised that these requests require a demonstration of extraordinary circumstances. Full-time and part-time students may not enroll in more than 6 credits during the Summer session. Students may not enroll in more than 30 credits during the academic year. For the purposes of this credit limit, the academic year includes the 4 credits that foreign-trained LL.M. students may potentially earn during the Summer Experience program.

Credit for Courses in the Undergraduate or Graduate Schools of the University

Consistent with the rules and procedures stated below, LL.M. students may take courses in the undergraduate or graduate schools of the University on a seat-available basis.

LL.M. students may apply a maximum of 4 credits of graduate-level coursework in the University toward their LL.M. degree with permission from both the Academic Advisor in the Office of Graduate Programs and the professor teaching the graduate course. Students should submit their petition to their Academic Advisor. Any credits taken in the graduate school of the University are subtracted from the number of credits that can be taken at another institution (see the Credits Earned at Other Institutions section). Course descriptions may be found in the University course catalog via MyAccess. If a student withdraws from a graduate-level course counting toward his or her LL.M. degree requirements, the credit associated with the course will count against the 4-credit limit described above.

Undergraduate level courses cannot be applied toward an LL.M. degree or certificate. Language classes may be taken on a space-available basis, but they will not be credited toward the LL.M. degree or certificate.

Enrollment in Main Campus courses is limited to two courses or a maximum of 5 credits per semester, regardless of whether the credits are applied toward LL.M. degree requirements.

All courses, credits, and grades taken in the graduate schools will appear on the student’s Law Center transcript, but the grades will not be counted in the student’s Georgetown Law grade point average.

Courses, credits, and grades taken in undergraduate and language courses will not appear on the student’s Law Center transcript and will not be calculated in the student’s Law Center grade point average.
Georgetown Undergraduate or Graduate Course 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 graduate or undergraduate schools should email their request to the Office of Graduate Programs at lawgradprog@georgetown.edu no later than the following deadlines:

- For Fall 2017 courses (including Business School Modules 1 and 2*): August 18, 2017
- For Spring 2018 courses (including Business School Modules 3 and 4): January 5, 2018
- For Summer 2018 courses: May 16, 2018
  
  * Students interested in Module 1 and 2 courses will be considered on a rolling basis beginning in early Summer and are encouraged to submit their requests as early as possible.

All requests must include:

1. the course number;
2. the course name;
3. the number of credits;
4. a list of any prerequisite courses and how the student believes he or she meets those prerequisites; and
5. for all requests for courses outside of the Business School (MSB), the School of Public Policy (PPO), the Master of Science in Foreign Service (MSFS), and the Security Studies (SEST) programs, students must also include the professor’s email permission to enroll. The MSB, PPOL, MSFS, and SEST administrations request that law students not contact faculty directly. The Office of Graduate Programs will work with the relevant administration, which will coordinate their professors’ permission to enroll in their courses.

The student’s request will be forwarded to the Law Center’s Office of the Registrar after review and approval by the Office of Graduate Programs. The Office of the Registrar will forward the request to the appropriate academic department on Main Campus for approval to enroll the student in the course on a seat available basis. The Office of the Registrar 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.

Full-time students may take graduate courses and undergraduate language 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 or part-time students taking Summer Main Campus courses are billed at the applicable Main Campus tuition rate.

Law Center students are enrolled in Main Campus courses on a seat-available basis at the beginning of the Main Campus add/drop period. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses and are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus. Note: If the Main Campus course is cross-listed (i.e., has a Law Center section designated by LAWJ or LAWG), law students must enroll in the Law Center section of the course and follow the Law Center’s add/drop and waitlist policies.
Note: International students considering taking a U.S. bar exam should be aware that non-Law Center courses may not count toward the required number of law credits necessary to be eligible to take the bar exam. Please consult your Academic Advisor for more information.

Credit for Courses in Georgetown's London Summer Program

LL.M. students may take courses in the Georgetown Law London Summer Program. All courses taken in the London Summer Program will be included on the student’s transcript and all grades earned in these courses will be included in the student’s grade point average. A maximum of 6 credits will be counted toward an LL.M. degree. Full-time LL.M. students may not advance the date of their graduation by completing Summer session courses. For further information, refer to https://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm or contact the Office of Transnational Programs, at lawtransnational@georgetown.edu.

Credits Earned at Other Institutions

With the prior approval of the student’s Academic Advisor, and subject to the conditions listed below, a student may apply to the LL.M. degree a cumulative maximum of 4 credits earned at other institutions while enrolled as an LL.M. student at the Law Center. The student should apply through his or her Academic Advisor. In approving such a request, the Office of Graduate Programs will consider the institution at which the student proposes to take the course, the level of the proposed course, how the proposed course or courses fit into the student’s overall academic program, and whether a similar course is offered at the Law Center. The Law Center does not award LL.M. credit for courses taken at another institution before a student has matriculated at the Law Center.

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 grade point average.

Even if prior approval is obtained for taking a course at another school, students who do not receive a minimum grade of B- or its equivalent in the course will not be allowed to transfer the credits.

Credits earned at other institutions will count toward the specialization credit requirement for any degree or certificate program only with the prior approval of the student’s Academic Advisor.

No more than 4 credits taken outside of the Law Center will be applied to an LL.M. degree. Any credits taken at another institution are subtracted from the number of credits that can be taken in the graduate school of the University (see the Credit for Courses in the Undergraduate or Graduate Schools of the University section).

Advanced Standing for Graduate Credits Earned as a Non-Degree Student at Georgetown Law

LL.M. students may petition to apply up to 8 credits toward their LL.M. degree for coursework completed in a non-degree program at the Law Center, provided they received a C or better in the coursework, the coursework was completed within two academic years prior to matriculation in the LL.M. degree program, and the Office of Graduate Programs has reviewed and approved the transfer of these credits toward the degree. Courses and grades will be entered on the transcript, and the grades for those courses will be included in the computation of the LL.M. grade point average. For part-time students, the maximum period of study allowed for
completion of the degree will be reduced by one semester for every 4 credits of advanced standing applied under this rule.

**Advanced Standing for Credit Earned as a J.D. Student at Georgetown Law**

Students who received their J.D. degree from the Law Center within three academic years of matriculating in an LL.M. degree program may apply up to 6 credits earned while a J.D. student toward their LL.M. degree, provided those credits were in excess of the minimum number of credits required for the J.D. degree. Courses and grades involved will remain part of the J.D. record; advanced standing credit for specific courses will be applied to the LL.M. degree. The courses and grades will be entered on the transcript, but grades for those courses will not be included in the computation of the LL.M. grade point average. For part-time students, the maximum period of study allowed will be reduced by one semester if 4 or more credits are applied.

*Note:* This section does not apply to students who are admitted into a joint J.D./LL.M. program.

**Transfer of Credit to the J.D. Program**

A student who received an LL.M. degree from the Law Center may, upon admission to and matriculation in the Law Center’s J.D. program, transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements under the following conditions (see the *Juris Doctor Program* chapter of this *Handbook* for more information on the J.D. degree requirements):

- Only a foreign-educated attorney who received an LL.M. degree from the Law Center in Spring 2012 or later, and who has satisfied all of the requirements for and been accepted into the J.D. program, is eligible for advanced standing under this paragraph.
- The student must matriculate into the J.D. program within three academic years of earning the LL.M. degree from the Law Center.
- The transferred credits will apply toward the upperclass J.D. program of study.
- Only credits earned in cross-listed courses or non-cross-listed courses taken in the J.D. program (i.e., “LAWJ” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAWJ”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied that requirement (see the *Upperclass Legal Writing Requirement* section of the *Juris Doctor Program* chapter).
- Even if, as an LL.M. student, the student takes and passes the course “Professional Responsibility in the United States,” the student must still complete the professional responsibility requirement during the upperclass J.D. program of study (see the *Professional Responsibility Requirement* section of the *Juris Doctor Program* chapter).
- Courses and grades for the credits transferred will remain part of the LL.M. transcript; the grades for these courses will not be included in the computation of the J.D. grade point average.
- After meeting with an advisor in the Office of J.D. Academic Services, it is the responsibility of the student to email lawreg@georgetown.edu before the end of his or her first year as a J.D. student indicating the student’s intention to transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements.
• A student who satisfies the above requirements may earn the J.D. degree no earlier than five full-time semesters (two and a half academic years) from the date of matriculation into the J.D. program. Note: International students in F-1 or J-1 status should consult with an International Student Advisor at lawcentervisa@georgetown.edu if they have any questions regarding graduating off-cycle and their employment and visa status.

**LL.M. Externship Program**

The Law Center offers a “for-credit” externship program course for LL.M. students each semester. All current LL.M. students are eligible to participate once in the externship program, except for Council on State Taxation (COST) Scholars (who participate in a separate externship program at COST). U.S.-educated LL.M. students may register for an externship in either the Fall or Spring semester. Foreign-educated LL.M. students may register for an externship in the Spring semester and may enroll in the Fall semester only if they have been enrolled in an LL.M. program in the U.S. during the prior year.

Although the Office of Graduate Programs maintains a password-protected list of externship opportunities, available at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/externship-opportunities.cfm, students are responsible for securing their own placements. The work must be legal in nature and under the direct supervision of a lawyer. All placements must be in the greater Washington, D.C., area. To be eligible for credit, students may not receive pay or other compensation from the placement organization during the externship period, and students must not have prior work experience at the same placement organization. If the externship is at a for-profit entity, the student’s work product and time cannot be billed to a client.

LL.M. students who participate in the for-credit program will receive 2 credits, graded on a pass/fail basis. The LL.M. student must be registered for the 2 credits in order to participate in the program and these 2 credits will count toward the maximum of 13 credits (7 credits for part-time students) allowed per semester. Please note that the academic externship credits do not count toward the specialization credit requirements for either the LL.M. degrees or the certificate programs. LL.M. students may not drop an externship without permission from the LL.M. Externship Director.

LL.M. externs are required to attend an orientation class in the first week of the semester and at least one additional class or meeting during the semester. LL.M. students are then required to devote a minimum of 10 hours per week for at least 11 weeks to the externship. Students must keep a weekly diary that reflects the number of hours the student has worked and describes the nature of the work performed without disclosing any confidential information. This diary must be submitted on a weekly basis to the LL.M. Externship Director. Failure to submit weekly diaries will result in the student being withdrawn from the externship program. At the end of the semester, the student will be required to submit a five- to ten-page paper reflecting on the externship experience.

For more information, please visit http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.cfm.

Note: Continuing U.S. and foreign-educated students may register for an externship in the Summer session. Please contact the Office of Graduate Programs for further information.

Note: Although LL.M. students may receive credit only once for an externship during their LL.M. program, they are free to participate in other non-credit internships, subject to visa rules.

Note: International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such
as a practicum, workshop or externship. To obtain authorization, students must follow the instructions at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

**Practicum Course Enrollment**

LL.M. students may not enroll in more than one J.D. practicum course during their LL.M. program.

*Note:* International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such as a practicum, workshop, or externship. To obtain authorization, students must follow the instructions at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

**Week One Enrollment**

LL.M. and certificate students may take up to two Week One course per academic year, receiving a maximum of two credits.

**Graduate Independent Research**

Graduate law students may undertake a Graduate Independent Research (GIR) course during their degree program. The registration form, which includes instructions, is available from the website of the Office of Graduate Programs (http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/current-students/gir.cfm). The registration form must be submitted to the student’s Academic Advisor no later than the first day of class in the relevant semester.

GIR requests are reviewed by the Office of Graduate Programs and will not be granted automatically. Requests for a 3-credit GIR course must be approved by the Associate Dean for Graduate Programs.

Prior to submitting the request, students should identify a faculty advisor and develop a topic suitable for a substantial scholarly paper. In addition, the student should demonstrate the selected topic is not adequately addressed in an existing Law Center course or seminar. Students are limited to one GIR course during their degree program. Enrollment in a second GIR course may be requested by petitioning the Associate Dean for Graduate Programs.

Once a GIR request is approved, the student and faculty advisor must establish the paper deadline and a schedule of regular meetings. The student must submit an outline and a draft paper to the faculty advisor and the faculty advisor must provide substantive comments in return. Final papers must be submitted to the Office of the Registrar (see the link below), and a copy of the paper must be submitted to the faculty advisor, if so requested by the deadline set forth. To submit the paper to the Registrar, the student should go to the Georgetown Law Online Exam/Paper Management System, at http://apps.law.georgetown.edu/exams/.

The standard GIR course receives 2 graded credits and requires a paper of at least 6,000 words excluding footnotes (approximately 25 pages). A 2-credit GIR paper may exceed the minimum required text. Students seeking to produce a paper of publishable quality may request a 3-credit GIR course. The 3-credit course requires a paper of at least 10,000 words excluding footnotes (approximately 40 pages).
A 2-credit GIR course for which the student submits a paper of 40 or more pages will not be converted to a 3-credit GIR course.

*Note:* International students considering taking a U.S. bar exam should be aware that credits earned in a Graduate Independent Research course may not count toward the required number of law credits necessary to be eligible to take the New York bar exam. Please consult the Assistant Dean for Graduate Programs for more information.

**One Paper for Two Seminars**

A student may request permission to submit one paper intended to satisfy the requirements of two Law Center seminars undertaken in the same semester. The student should submit a written petition to his or her Academic Advisor that includes the course titles and professors’ names. In addition, it must include a pedagogical justification for the request.

Once permission is granted by the Academic Advisor and professors, a written request must be sent to the Office of the Registrar no later than the end of the fourth week of classes. The request must include the relevant approvals, the minimum number of words or pages of the proposed joint paper and the minimum number of words or pages for each seminar.

Upon the Registrar’s approval, 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 the relevant seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. The professor or professors for each course will submit a final grade independently, judging the paper as it pertains to his or her course. The final grades given for the two seminars need not be identical. Any extension to the paper deadline must receive prior approval by the professor or professors for each course.

Students may not submit a single paper for a seminar and a Graduate Independent Research course. Students also may not submit a single paper to satisfy the requirements of two Graduate Independent Research courses. Students are never permitted to submit a paper previously evaluated in connection with a Law Center course in order to meet the requirements of a course in which they are currently enrolled.

**Duplication of Courses**

Graduate Programs discourages students from repeating courses for which they have previously received credit in a degree program at another institution, but recognizes that there may be circumstances where such repetition is appropriate. Hence, students are not required to seek permission to take a course that may duplicate previous work. However, students may not receive credit for courses taken previously at Georgetown.

**Enrollment for Bar Purposes**

The Law Center’s LL.M. Program is not designed as a state bar exam preparation program. Accordingly, enrollment in the LL.M. Program does not guarantee that the student will be enrolled in any course, graduate or J.D., that bar authorities may require as a condition of eligibility to sit for a bar examination. Students should consult the information provided by bar authorities to learn the requirements established by specific states.
ATTENDANCE AND EVALUATION POLICIES

Attendance and Participation

The Law Center must be satisfied at all times with the serious purpose of each student. Regular and punctual attendance, and participation in all class sessions is expected and required of each student. A student who, though registered for a course, has not regularly attended, participated, or otherwise met class requirements may be subject to any of the following, at the professor's discretion:

- The student may be withdrawn from the course.
- The student may be excluded from attending class sessions.
- The student may be excluded from sitting for a final examination or submitting a final paper (with the same consequences as a failure to appear for a final examination or submit a final paper).
- The student may receive a lowered or failing grade in the course.

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

Deadlines and Deferred Examinations

Written examinations are held at the end of the classwork in all courses unless otherwise indicated in the Curriculum Guide. Students should be aware that examinations for mini-courses and other classes that conclude before the end of the semester may take place earlier than the exam period set forth in the Academic Calendar. Curricular offerings designated as “seminars” generally do not have examinations; instead, substantial written work is required.

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 and it becomes 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, during an examination, a student becomes ill 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.

Students should read the Exam Relief Policies section in the General Administrative Policies chapter of this Handbook carefully for all exam relief rules, including more information on the automatic rescheduling of certain exams and instances where, due to “extraordinary cause,” permission to take a deferred examination may be granted.

Late and Missed Examinations

Any student who does not take an examination as originally scheduled, and who does not obtain permission from the Office of 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 Handbook) will be subject to the sanctions set forth in
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Section 402(b) of the Student Disciplinary Code, provided in the Conduct Policies chapter of this Handbook. See Section 402(a) for sanctions associated with late take-home examinations.

Please note that failure to take an examination or timely submit a take-home examination may result in the student receiving an AF for the course. An AF is reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

See Section 402(c) of the Student Disciplinary Code for the treatment of examinations submitted in error.

Other Examination Policies

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.

All course examinations are graded anonymously. To protect student anonymity and remain in compliance with the Student Disciplinary Code, students may not indicate to the professor that an examination has been deferred, discuss any modification of the timing of an individual examination with the professor, or otherwise identify themselves in any way to the professor as the author of the examination until after grades are published. Students may not discuss the substance of the examination with the professor or with any other student from the time the examination is first administered until after grades are published.

Students may review their graded examinations and papers by completing the online form on the Office of the Registrar’s website (http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Review.cfm) 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.

Written Work

Submission of Final Papers

Final papers must be submitted to the Office of the Registrar, and a copy of the paper must also be submitted to the professor if so requested, by the deadline announced by the professor. Final papers must be submitted through the Georgetown Law Online Exam/Paper Management System, at http://apps.law.georgetown.edu/exams/. See Section 402(c) of the Student Disciplinary Code, provided in the Conduct Policies chapter of this Handbook, for the treatment of papers submitted in error.

Deadlines and Professor-Approved Extensions

Final papers are due by the deadline announced in the Academic Calendar unless a different deadline is announced by the professor. A professor may advance or extend the due date and time (the “deadline”) of all papers for the course (except for those of graduating students) up to the maximum extension published on the Office of the Registrar’s website (the “maximum professor-approved extension deadline”). Deadlines for papers are as firm as the dates of examinations.

Individual extensions for up to the maximum professor-approved extension deadline 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 email and must include all of the information requested on the form. The professor will determine what
penalty, if any, applies to papers submitted after the deadline. Students who submit a final paper after the maximum professor-approved extension deadline will receive an AF for the seminar unless approval for a further extension is obtained from the Associate Dean of Graduate Programs (see the Extension for Extenuating Circumstances section). An AF is reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

Note for students in the F-1 and J-1 student status: U.S. visa restrictions dictate that extending the paper deadline 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 an International Student Advisor 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.

Extension for Extenuating Circumstances (as Approved by the Associate Dean)

Any request for an extension beyond the maximum professor-approved extension deadline is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for Graduate Programs and only for extenuating circumstances. In no instance will an extension be granted beyond April 15 for papers due the preceding Fall semester, August 15 for papers due the preceding Spring semester, or October 15 for papers due the preceding Summer session.

If a student fails to submit a final paper by the deadline set by the Associate Dean, the student will receive an AF for the seminar. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

Grading

Final grades are given on a letter system: A+, A, A-, B+, B, B-, C+, C, C-, D and F. A few courses are graded on an honors/pass/fail basis; others are graded pass/fail. Grades of AP and AF are entered administratively, as described below.

The following numerical equivalents are assigned to each letter grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

An A+ grade is awarded (although not regularly) in recognition of truly extraordinary academic performance in a Law Center class. Even the best paper or examination in a course may not receive an A+.

A P grade is not factored into the student’s grade point average.

An AF (Administrative Fail) indicates a failing grade entered in administratively and not by a course professor. The AF is given where the student failed to take the course examination or complete other course requirements. It is factored into a student’s grade point average as an F. An AP (Administrative Pass) is also entered administratively and indicates that the student passed the course but did not stop writing before the time allowed for the examination expired. An AP is not factored into the student’s grade point average but allows the student to earn the allotted credits. Students receive an AF and AP in the instances set forth in the Examinations and Written Work sections of this chapter and in the Student Disciplinary Code, Section 402 (Administrative Sanctions) provided in the Conduct Policies chapter of this Handbook. If a student
repeats a failed course, both grades will be entered on the student’s transcript and will be included for the purpose of determining the grade point average of the student. Any student accumulating three failures will be dismissed for defective scholarship.

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 session and ends with the following Spring semester. In calculating the student’s grade point average, the Law Center will include the credits for any course in which the student received an F or AF, even when the student has successfully retaken the course.

**Recommended Grading Curve**

The following is the faculty-approved recommended curve for all 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12%</td>
</tr>
<tr>
<td>A-</td>
<td>19%</td>
</tr>
<tr>
<td>B+</td>
<td>28%</td>
</tr>
<tr>
<td>B</td>
<td>31%*</td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>5–10%*</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Faulty teaching non-exam courses use the historical grade distribution (subject to change year to year) as guidance, and grades that are significantly above or below the historical distribution must be discussed with the Associate Dean. The most recent grade distribution for such classes can be found at: https://www.law.georgetown.edu/campus-services/registrar/upload/Recommended-Curve_Historical-Grade-Distribution.pdf. Because of the nature of seminars and other non-exam courses, grades in these courses tend to be higher, though they vary based on the nature of the course and instruction.

**Pass/Fail Option Not Available**

The option to elect that a course be graded on a pass/fail basis (available to students in the J.D. program) is not available to LL.M. students. However, there are a number of mandatory pass/fail courses that students may take or be required to take. Specifically, the Externship Program and certain other courses (including Week One courses and some courses open exclusively to foreign-trained lawyers) are graded on a mandatory pass/fail basis. There is no limit to the number of mandatory pass/fail courses LL.M. students may take during their course.

* 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.
of study. The grading policy for S.J.D. courses varies from course to course. Students are advised to consult the S.J.D. Handbook for complete information.

**Review Process for a Failing Grade**

Any student who has received a failing grade on an examination or paper may request that the Registrar submit that examination or paper for review by another professor teaching in the subject. Courses with Special Requirements are not eligible for this failing grade review process.

No change will be made to the failing grade absent this review. The reviewing professor serves 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 reviewing colleague. A request for such evaluation must be made by the student within 14 days after the grade is posted. Only grades of F qualify for this review process.

**Grade Change Policy**

Once grades are reported to the Registrar, a faculty member may change submitted grades only upon written proof of demonstrable mechanical error made in computing the component parts of the examination into the final grade or in transcribing the grade in the grade reporting process, or if a substantive error is discovered in the exam or exam administration 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.

Once the Office of the Registrar is notified by the professor(s) of a grading or examination error and confirms that correct grade for the examination can be determined, it will communicate the outcome and options to the student, specifically: (1) if the correct grade (i.e., the grade actually earned by the student) is higher than the erroneous grade, the correct grade will be automatically posted on the student’s transcript; or (2) if the correct grade is lower than the erroneous grade, the student will have a choice between three possible options: the lower grade, a P grade, or a “CR” notation posted on the transcript. A CR is an Administrative Credit given in contexts of administration errors or irregularities and is not factored into the student’s grade point average.

If the identified error or irregularity made it impossible to determine the correct grade, the Office of the Registrar will notify the student that the “CR” notation will be posted on the student’s transcript.

Misuse of this policy will be referred to the Ethics Counsel. Students may not discuss the substance of the examination with the professor or with any other student from the time the examination is first administered until after grades are published. Doing so constitutes a violation of the Student Disciplinary Code and will subject the student to sanctions set forth more fully in the Code. Any question concerning an examination prior to the posting of the grade must be directed to the Office of the Registrar.

**Probation**

LL.M. students who fail to achieve a 2.00/4.00 cumulative grade point average at the end of any semester will be placed on academic probation. If the student’s cumulative grade point average remains below 2.00/4.00 after the next semester in residence (after at least 4 credits of coursework), he or she may be placed on an involuntary leave of absence or dismissed for failure to make satisfactory progress toward the LL.M. degree. See the Involuntary Leave of Absence and Administrative Withdrawal from the Law Center section of this chapter.
Academic Honors

The Law Center does not provide ranking information with respect to its students’ academic performance, whether in an S.J.D., LLM., or J.D. degree program. The faculty has, however, authorized the following academic honors for students with distinguished academic records.

Students who receive two grades of AP, AF, or a combination of both on their transcripts will not be eligible for graduation honors (i.e., graduating with distinction or with honors, Dean’s List, the Thomas Bradbury Chetwood, S.J. prize, or the Dorothy M. Mayer Award).

Graduating With Distinction

To graduate with distinction, an LL.M. student must attain a minimum cumulative grade point average that places the student in the top one-third of the entire graduating LL.M. class. Grades from any other law school will be excluded from the computation of this average. Distinction will be granted only where a student has completed a minimum of 20 credits in an LL.M. degree program at the Law Center.

LL.M. students in the Global Health Law and International Institutions program are not eligible to graduate with distinction but are eligible to graduate with honors. To graduate with honors, an LL.M. student in the Global Health Law and International Institutions program must attain a minimum cumulative grade point average of 3.50 at the Law Center and a minimum cumulative grade point average of 5.0 at the Graduate Institute for International and Development Studies.

For the purpose of calculating students’ eligibility for degrees with distinction, students graduating in October and February will be included with the class that graduated the previous May.

Dean’s List

LL.M. students who graduate in the top one-third of the graduating students in their specific LL.M. degree program will be designated as Dean’s List graduates for that specific LL.M. degree program. The Dean’s List designation will be granted for the following LL.M. degree programs: Environmental and Energy Law; Master of Laws (Individualized and General Studies); International Business and Economic Law; International Legal Studies; Global Health Law; National Security Law; Securities and Financial Regulation; and Taxation. Also included are the Executive LL.M. degree programs: Securities and Financial Regulation; and Taxation.

Grades from any other law school will be excluded from the computation of this average. The Dean’s List designation will be granted only where a student has completed a minimum of 20 credits in an LL.M. degree program at the Law Center.

Note: The difference between graduation with distinction and the Dean’s List is that graduation with distinction is calculated based upon the entire graduating LL.M. class and printed on the diploma and the student’s transcript, whereas the Dean’s List is calculated based upon the graduating class within each respective LL.M. degree program and printed on the student’s transcript only.

For the purpose of calculating students’ eligibility for the Dean’s List, students graduating in October and February will be included with the class that graduated the previous May.

The Thomas Bradbury Chetwood, S.J., Prizes

Founded by the Law Center Class of 1928, these prizes are given in honor of Reverend Thomas B. Chetwood, S.J., a former Regent of the Law Center. Plaques are awarded to the students who both graduate with distinction and have the most outstanding academic achievement...
for that academic year in the following LL.M. degree programs: Environmental and Energy Law; International Business and Economic Law; International Legal Studies; Global Health Law; National Security Law; Securities and Financial Regulation; and Taxation. At the discretion of the Associate Dean for Graduate Programs, a prize may be awarded for the most outstanding work in an approved Individualized Master of Laws program and for an international student in a General Studies Master of Laws program.

For the purpose of calculating students’ eligibility for the Thomas Bradbury Chetwood prize, students graduating in October and February will be included with the class that graduates the subsequent May.

**The Dorothy M. Mayer Award**

The Law Center designates a member of each year’s LL.M. graduating class as the winner of the Dorothy M. Mayer Award. The award is given to a foreign-trained graduate in honor of former Assistant Dean for Graduate Programs, Dorothy M. Mayer.

The winner will be selected on the basis of academic achievement and the potential for contribution to the legal profession and to the individual’s community. The winner will be selected by the Associate Dean and the Assistant Dean for International Students in the Office of Graduate Programs. The winner shall be notified after Commencement and shall receive a plaque memorializing the award.

For purposes of calculating eligibility for the Mayer award, students graduating in October and February will be included with the class that graduates the subsequent May.

### OTHER PROVISIONS

**Specific Visa Reporting Requirements for International Students**

International students in F-1 or J-1 status are required to report their initial arrival to their International Student Advisor and complete a document check-in process. Students should follow the instructions emailed by their International Student Advisor to complete this process. They are also required attend an F-1 or J-1 Orientation session given by the Graduate Programs Office during orientation. Visa and regulatory information is also available at the Graduate Programs website, at [www.law.georgetown.edu/go/visa](http://www.law.georgetown.edu/go/visa).

Due to U.S. visa regulations, students in F-1 and J-1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from an International Student Advisor at lawentervisa@georgetown.edu, as well as obtaining the necessary approvals as described in the *Withdrawals and Leaves of Absence* section of this chapter.

All students in F-1 or J-1 student visa status, including U.S.-educated LL.M. students, must be authorized for Curricular Practical Training before participating in any course that has an outside work component, such as an externship, practicum, or workshop. For further information, please contact an International Student Advisor at lawentervisa@georgetown.edu.

**Tuition**

See the *Tuition and Fees* chapter of this *Handbook*.

*Note:* Full-time LL.M. students (excluding students in the Two-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 Office of 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.

Note: Students enrolled in an Executive LL.M. program are subject to the financial requirements, deadlines and penalties set forth in the Tuition and Fees chapter of this Handbook.

Auditing Courses

At the Law Center

Enrolled degree students may not officially audit courses at the Law Center; however, they may unofficially audit upperclass J.D. and LL.M. courses with the express permission of the professor(s) on a seat-available basis at no additional charge. Due to their unofficial status, auditors are subject to the following restrictions:

- Participation in course requirements (including examinations and papers) is not permitted
- Access to online materials will not be granted (access is granted to enrolled students only)
- Attendance will not be recorded on the auditing student’s transcript

Non-degree students desiring to audit a course at the Law Center may be enrolled on a seat-available basis and must pay the usual per-credit fee. The course and audit grade (AU) will appear on their transcripts.

At the University

Enrolled graduate 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 described in the Credit for Courses in the Undergraduate or Graduate Schools of the University section of this chapter. 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 Main Campus courses.

Full-time students may audit courses on the Main Campus during the Fall and Spring semesters without additional charge. Part-time students pay for any audited courses at the applicable Law Center credit hour rate. Full-time and part-time students auditing courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one designed to command most of the student’s time during the academic year. Experience indicates that a student cannot successfully carry a full-time course load if substantially employed in an outside job. Devoting too much time to employment is a frequent cause of disappointing academic performance and sometimes of academic failure. For these reasons, the Law Center strongly recommends that students enrolling in the full-time program be in a position to devote substantially all of their working hours to the study of law.

Note: International students in F-1 or J-1 student visa status are very restricted with respect to on- and off-campus employment, and must have work authorization in place before beginning off-campus employment. Students must contact their International Student Advisor at lawcentervisa@georgetown.edu for such authorization. All students on a practice-oriented LL.M. degree track must have the proper employment authorization in advance of starting their externship, practicum, or workshop.
Post-Graduation Employment

The Office of Graduate Programs has its own Graduate Career and Professional Development staff to assist students in identifying potential employment opportunities and to help them maximize their chances of success in securing employment. However, it is ultimately the responsibility of each student to obtain post-graduation employment. The Law Center cannot guarantee that every graduate will receive a job offer.

WITHDRAWALS AND LEAVES OF ABSENCE

Students whose U.S. military obligations require them to withdraw from a course or program of study should refer to the Georgetown University U.S. Military Service Leave and Re-Enrollment Policy in the General Administrative Policies chapter of this Handbook.

Voluntary Withdrawal from Individual Courses

Except as otherwise provided for professor permission courses, practicum courses, or externships, a graduate student may withdraw from a semester or yearlong course up to and including the last day of classes for the semester, as published in the Academic Calendar, or the day of the last scheduled class for mini or bookend courses. After the add/drop period, students must obtain approval from their Academic Advisor prior to withdrawing from a course (see next paragraph). The Academic Advisor will advise the student of the consequences before authorizing a withdrawal. Withdrawals are recorded on the student’s transcript as “withdrawal” or “W.”

Students who wish to withdraw from a course after the add/drop period has passed must complete a “Course Withdrawal Request Form” (available on the Registrar’s website, at http://www.law.georgetown.edu/campus-services/Registrar/), have it signed by their Academic Advisor, and submit it to the Office of the Registrar by the deadline to withdraw from the course, as described in the paragraph above. In addition, because of U.S. visa regulations, all F-1 and J-1 international students who wish to withdraw from a course must first obtain written approval from an International Student Advisor at lawentervisa@georgetown.edu.

To withdraw from professor permission courses or courses in which the professor requires professor permission to withdraw (as noted in the course description found in the Curriculum Guide), students must also obtain written permission from that professor.

To withdraw from a practicum course, students must obtain permission from the faculty member and the Assistant Dean for Experiential Education. The Assistant Dean will grant such withdrawal requests only when remaining enrolled in the practicum would cause significant hardship for the student.

To withdraw from LL.M. externships, students must contact the LL.M. Externship Director. The Externship Director will grant such withdrawal requests only when remaining enrolled would cause hardship for the student.

Note that if a student does not obtain permission to withdraw from a course pursuant to the rules above, the student is expected to complete all course requirements. See the Attendance and Evaluation Policies section of this chapter for the consequences of failing to complete an examination as scheduled or failing to submit a final paper by the deadline (including any extension). Such failures may result in the student receiving an AF for the course. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

If a student properly withdraws from a course or from the Law Center under the preceding rules, refunds of tuition will be calculated, from the date the Office of the Registrar receives
written notification, according to the *Tuition Refund Schedule* listed in the *Tuition and Fees* chapter of this *Handbook*.

*Note:* Students who, due to withdrawals, are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, [http://studenthealth.georgetown.edu/insurance/](http://studenthealth.georgetown.edu/insurance/), and email shi@georgetown.edu with any questions.

*Note:* Due to U.S. visa regulations, students in F-1 or J-1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from an International Student Advisor at lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals described above.

**Voluntary Leave of Absence**

J.L.M. students who intend not to enroll in classes during a given Fall or Spring semester, or a full academic year, should seek a voluntary leave of absence prior to the end of the add/drop period for the relevant semester. To seek voluntary leave, students must be in good standing at the Law Center, both academically and financially. Generally, voluntary leaves of absence are granted for one semester, but may be granted for up to one academic year. In extraordinary circumstances, a student may request leave for more than one year by submitting a written petition to the Associate Dean of Graduate Programs.

Under extraordinary circumstances, students may request a voluntary leave of absence after the last day of a given semester’s add/drop period. If a student enrolls in classes and fails to properly seek a voluntary leave of absence, the student may be subject to the financial and academic penalties set forth in the section titled *Voluntary Withdrawal from Individual Courses* unless a student seeks a waiver due to a medical or personal emergency.

To initiate a request for a voluntary leave of absence, a student must submit the Leave of Absence Request Form found at [https://apps.law.georgetown.edu/forms/?formid=1164](https://apps.law.georgetown.edu/forms/?formid=1164). Absent extraordinary circumstances, the form must be submitted no later than the last day of the add/drop period in the semester in which the leave is to begin.

The requesting student must demonstrate when and how the degree can be completed within the allowed period of study, counting the time on leave. (See the *Period of Study* section of this chapter.)

The Law Center will not accept credit for work completed at another institution during a leave of absence without the prior written approval of the Office of Graduate Programs.

**Involuntary Leave of Absence and Administrative Withdrawal**

Students may be put on an involuntary leave of absence or administratively (involuntarily) withdrawn for one or more of the following reasons:

1. Failure to successfully complete at least one credit in two or more consecutive semesters without an approved leave of absence.

2. The student has earned a cumulative grade point average of less than 2.00/4.00.

3. The student has been absent from the Law Center longer than an approved leave of absence or failed to maintain matriculation by interrupting their course of study without having received approval for a leave of absence in advance.

Students who are administratively withdrawn must reapply through the regular admissions process if they wish to seek readmission to the Law Center.
See the Appeals Process section of this chapter for the appeals procedures for students who are placed on an involuntary leave of absence or are administratively withdrawn. See also the Probation section of this chapter of the Handbook.

Returning From a Leave of Absence

Students expecting to return from either a voluntary or involuntary leave of absence must email their Academic Advisor and the Office of the Registrar (lawreg@georgetown.edu) no later than August 1 (if returning in the Fall), December 1 (if returning in the Spring) or April 1 (if returning in the Summer).

The Office of the Registrar will review with the student their new graduation date (reflecting the time taken off during the leave of absence) and make referrals to other administrative offices as necessary (i.e., Financial Aid, Student Health, Student Accounts, or Academic Services).

Tuition Implications

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan—a tuition insurance plan provided by an external insurer (A.W.G. Dewar, Inc.). (See the Tuition and Fees chapter of this Handbook for a description of both.)

In rare circumstances, a student who is not fully covered under the Tuition Refund Schedule or Tuition Refund Plan, and who returns from an approved leave may receive from Georgetown University a non-refundable tuition adjustment for the tuition paid during the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Associate Dean of Graduate Programs.

Appeals Process

As soon as practicable after grades are due each semester, the Registrar shall notify a student in writing that the student failed to meet the minimum standard of academic performance (see the Probation section of this chapter). The Office of Graduate Programs may then place the student on an involuntary leave of absence or involuntarily withdraw the student from the Law Center.

The student may submit to the Associate Dean of Graduate Programs a written petition within 14 business days after receiving written notice of involuntary leave or an administrative withdrawal, seeking reconsideration. All appeals must include documentation to substantiate the circumstances described. As part of the appeal, the Associate Dean for Graduate Programs shall review whether the student has provided sufficient documentation to overcome the presumption that the student should not continue in the relevant degree program.

The decision of the Associate Dean for Graduate Programs on a petition for reinstatement is final and not appealable.

Voluntary Withdrawal from the Law Center

Students may voluntarily withdraw from the Law Center at any time. Students who wish to withdraw on a voluntary basis should first consult with their Academic Advisor, then notify the Registrar in writing of their decision and the reason for withdrawing. 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.

Note: Due to U.S. visa regulations, students in F-1 or J-1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from an
International Student Advisor at lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals described above.

**NON-DEGREE ENROLLMENT**

Attorneys who wish to take courses in a particular field may apply for admission as non-degree students through the Office of the Registrar. To be considered for acceptance into this program, students must hold a J.D. or LL.M. degree from an ABA-approved law school with at least a C+ cumulative grade point average or an LL.M. from Georgetown Law. Students who do not have a degree from a U.S. law school but who have a law degree from outside the U.S. will be considered for admission on a case-by-case basis. Students accepted into the non-degree program are not candidates for a graduate degree.

Non-degree students may enroll in a total of no more than four graduate courses or a maximum of 8 credits, and may take no more than two courses (a maximum of 4 credits) per semester. Non-degree students must satisfy the same academic requirements and abide by the same Law Center rules and policies as candidates for graduate degrees.

Non-degree students cannot enroll in J.D. first-year, clinical, externship, or practicum courses, nor can they enroll in a Supervised Research or Graduate Independent Research course.

Non-degree students are charged a non-refundable application fee of $100 which is due by the application deadline (See the Office of the Registrar’s website for details and deadlines, at http://www.law.georgetown.edu/campus-services/registrar/course-registration/Non-Degree-Programs.cfm). Tuition is charged on a per-credit basis and must be paid in full no later than Friday, August 25 for the Fall 2017 semester and Friday, January 9 for the Spring 2018 semester. Tuition not paid by the deadline will result in the cancellation of the student’s registration. Tuition refunds will be calculated from the date the Office of the Registrar receives written notification of a student’s withdrawal from a course or courses. No exceptions to this policy will be approved.

Students in the Law Center’s non-degree program who subsequently apply for and are accepted into an LL.M. degree program may apply up to 8 credits toward their degree for coursework in the non-degree program, provided they received a C or better, the coursework was completed within two academic years prior to matriculation in the degree program, and the Office of Graduate Programs has reviewed and approved the transfer of these credits toward the degree. Courses and grades will be entered on the transcript, and the grades for those courses will be included in the computation of the grade point average for the degree.

For part-time LL.M. students, the maximum period of study allowed for completion of the LL.M. degree will be reduced by one semester for every 4 credits of non-degree coursework applied under this rule.

*Note:* Enrollment is on a space-available basis with enrollment priority given to degree candidates.