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DEGREES AND CERTIFICATES OFFERED

The Law Center offers, in addition to the Juris Doctor degree, 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 program/general studies)
- Master of Laws in Environmental 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
- Master of Laws in Taxation
- Executive Master of Laws in Taxation

The Law Center also 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

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 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.
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

Residency

A student must be in residence for two years and complete a full-time (8 credits per semester) course of study, research, and writing under the supervision of a full-time member of the faculty. Students must limit employment (on or off campus) to a maximum of 20 hours per week, regardless of whether a student’s visa or legal residence status would permit more hours of employment. In special circumstances, usually involving the nature of the research required for the dissertation, students may complete the dissertation away from the Washington, D.C., area if given permission by their faculty supervisor and the Director of the S.J.D. Program.

After two years, students are not required to be full-time students unless they are residing in the U.S. on a student visa, although they are advised to devote as much time as possible to their writing. Students are also not required to remain in residency after two years but are encouraged to remain because it is highly conducive to completion.

Coursework

Throughout their time in residency, all students are enrolled in a weekly S.J.D. Seminar and weekly S.J.D. Colloquium. In addition to this core curriculum, first-year S.J.D. students are required to take a 3-credit scholarly paper seminar, a course on presentation skills, and two supervised reading courses. Continuing S.J.D. students are automatically enrolled in two independent reading courses. All S.J.D. students are invited to participate in the Fellows Collaborative. In addition, S.J.D. students may enroll in electives on a limited basis. All elective coursework decisions are made in consultation with the student’s supervisor.

Dissertation

Writing a dissertation is the primary task for S.J.D. students. They do so under the direct supervision of a full-time member of the law school’s faculty. Through the dissertation, students are expected to make an original and substantial contribution to legal scholarship by raising, expanding upon, or answering an important question and exercising independent critical ability in making the argument. Ordinarily, the dissertation is a single book-length monograph, but with the faculty supervisor’s recommendation and the approval of the Director of the S.J.D. Program, it may be a series of related articles suitable for law journal publication.

In addition to the supervisor, S.J.D. students complete their dissertation with the direction of two additional faculty members who constitute a student’s dissertation committee. One committee member must be a full-time member of the law school’s faculty. The other may be a professor from another field and/or from outside the law school if approved by the Director of the S.J.D. Program. Supervisors and committee members are not required to hold a doctorate degree.

Annual Review

At the end of each academic year, supervisors and students meet to review the past year and plan the next. Students whose work has been unsatisfactory in any respect are informed by their
supervisors and told what needs to be done to improve performance. Following the annual review, students write a report summarizing the meeting, including areas of success, areas needing attention, strategies for addressing weaknesses and their timeline for the coming year. Their supervisors review the report and, once approved, sign, date, and send copies to the students and the Director of the S.J.D. Program. Students not making appropriate progress may be terminated from the program.

DEFENSE

S.J.D. students defend their dissertations before a panel that consists of the three members of the dissertation committee and the Director of the S.J.D. Program. The defense will be scheduled when the supervisor notifies the Director of the S.J.D. Program that the dissertation committee has determined that the student is ready to defend.

TIME FOR COMPLETION

S.J.D. students are expected to complete their degree within five years after commencing the program. Up to two additional years of study may be granted with the supervisor's consent and approval by the 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.

MASTER OF LAWS IN ADVOCACY

Degree Requirements

To complete the degree of Master of Laws in Advocacy, students must meet the following requirements:

- 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 academic 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)

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) must:

- Complete the required number of academic 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.

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

LL.M. (INDIVIDUALIZED PROGRAM)

Requires, in addition to the general requirements:

- 24 academic 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 LAW

Requires, in addition to the general requirements:

- 24 academic credits, including 18 academic credits (“specialization credits”) in courses listed under Environmental Law in the course schedule.
- 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 Director of the Environmental 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 Law LL.M. program.
**LL.M. in Global Health Law**

Requires, in addition to the general requirements:

- 24 academic credits, including 16 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- As part of the required 16 specialization credits, each student must successfully complete the 4-credit course Global Health Law.

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

Requires, in addition to the general requirements:

- 12 academic credits completed at Georgetown Law, including 10 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- 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 academic 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, 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 Committee 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 Program at Georgetown Law of no more than 10,000 words developing some of the themes and questions addressed during the internship. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits.
  - With the prior approval of both the Head of the International Law Unit at the Graduate Institute and the Director of the Global Health Law Program at Georgetown Law, a student may undertake a dissertation instead of the required internship. 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)**

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at Georgetown University during the LL.M. year, count toward elective but not specialization credits.
- 24 academic credits, including 16 academic credits (“specialization credits”) in courses listed in the IBEL Course Guide and approved by the student’s Academic Advisor in the Office of Graduate Programs.

- As part of the 16 specialization credits, the student must successfully complete:
  - at least one course that focuses on international regulation (see List A in the IBEL Course Guide),
  - at least one course that focuses on international business (see List B in the IBEL Course Guide), and
  - Corporations, if they did not take a comparable course in their J.D. studies.

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

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law.

- 24 academic credits, including 18 academic credits (“specialization credits”) in courses listed under National Security Law in the course schedule;

- As part of the 18 specialization credits, students must successfully complete:
  - The Proseminar in National Security Law, and
  - at least one 3-credit paper course in a national security law topic, approved by the Program Director of the National Security Law Program.

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

Requires, in addition to the general requirements:

- 24 academic credits, including 16 academic credits in courses listed under Securities and Financial Regulation in the course schedule.

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

**LL.M. in Taxation**

Requires, in addition to the general requirements:

- 24 academic credits, including 20 academic credits in courses listed under Taxation (“tax specialization credits”) in the course schedule. Externships do not qualify as tax specialization credits for purposes of this requirement. **Note:** Any student who has not taken Taxation I 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; and (2) Corporate Income Tax Law I or Taxation II. 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 either of these required courses will be considered only if: (1) the student (by email or in writing) petitions 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.

**EXECUTIVE LL.M. IN TAXATION**

Requires, in addition to the general requirements:

- 24 academic credits, including 20 academic credits in courses listed under Taxation in the course schedule. *Note:* Any student who has not taken Taxation I 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; and (2) Corporate Income Tax Law I. 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 either of these required courses will be considered only if: (1) the student (by email or in writing) petitions 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.

**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

Note that the practice-oriented track is not available for the LL.M. degrees in International Environmental Law or Global Health Law and International Institutions. Students who choose the practice-oriented track 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.

All international students on student visas must discuss their enrollment in these courses with the International Student Advisor. It will be necessary for all 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. Students must contact the International Student Advisor at visd@law.georgetown.edu to obtain authorization. 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)

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by the student’s Academic Advisor in the Office of Graduate Programs.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing.
- Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

LL.M. IN ENVIRONMENTAL LAW

Requires, in addition to the general requirements:

- 20 academic credits, including 14 academic credits (“specialization credits”) in courses listed under Environmental Law in the course schedule
- 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 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 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

Requires, in addition to the general requirements:

- 20 academic credits, including 14 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- As part of the required 14 specialization credits, each student must successfully complete the 4-credit course Global Health Law.
- 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.
- Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.
LL.M. IN GLOBAL HEALTH LAW AND INTERNATIONAL INSTITUTIONS

Requires, in addition to the general requirements:

- 12 academic credits completed at Georgetown Law, including 10 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- 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 U.S. Legal Research, Analysis and Writing. This course counts 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 academic 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, 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 Committee 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 Global Health Law Program Director at Georgetown Law of no more than 10,000 words developing some of the themes and questions addressed during the internship. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits.
  - With the prior approval of both the Head of the International Law Unit at the Graduate Institute and the Director of the Global Health Law Program at Georgetown Law, a student may undertake a dissertation instead of the required internship. 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)

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at Georgetown University during the LL.M. year, count toward elective but not specialization credits.
- 20 academic credits, including 14 academic credits (“specialization credits”) in courses listed in the IBEL Course Guide and approved by the student’s Academic Advisor in the Office of Graduate Programs.
As part of the 14 specialization credits, student must successfully complete:
  - at least one course that focuses on international regulation (see List A in the IBEL Course Guide; these are courses in which the regulatory regime transcends national law and includes elements of international law),
  - at least one course that focuses on international business (see List B in the IBEL Course Guide; these are courses that address business issues that cross borders), and
  - Corporations (3 or 4 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.

Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

**LL.M. IN INTERNATIONAL LEGAL STUDIES**

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by the student’s Academic Advisor in the Office of Graduate Programs, including a minimum of 12 academic credits in courses listed under International and Comparative Law in the course schedule.

- 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.

- Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

**LL.M. IN NATIONAL SECURITY LAW**

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. If taken at Georgetown University during the LL.M. year, it will count toward the specialization credits.

- 20 academic credits, including a minimum of 14 academic credits (“specialization credits”) in courses listed under National Security Law in the course schedule and approved by the student’s Academic Advisor in the Office of Graduate Programs.

- As part of the 14 specialization credits, students must successfully complete:
  - The Proseminar in National Security Law, and
  - at least one 3-credit paper course approved by the Program Director of the National Security Law 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.
• Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

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

Requires, in addition to the general requirements:

• 20 academic credits in a program of study approved by the student’s Academic Advisor in the Office of Graduate Programs, including a minimum of 14 academic credits in courses listed under Securities and Financial Regulation in the course schedule.

• 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.

• Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

**LL.M. in Taxation**

Requires, in addition to the general requirements:

• 20 academic credits in a program of study approved by the student’s Academic Advisor in the Office of Graduate Programs, including a minimum of 16 academic credits in courses listed under Taxation in the course schedule. 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; and (2) Corporate Income Tax Law I or Taxation II.

• 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.

• Practice-oriented track additional requirement: A minimum of 1 credit of off-campus work experience earned through an externship, practicum course, or workshop. Note: Students must contact the International Student Advisor at visa@law.georgetown.edu to discuss visa work authorization for this off-campus work experience.

**Executive LL.M. in Taxation**

Requires, in addition to the general requirements:

• 24 academic credits in a program of study approved by the student’s Academic Advisor in the Office of Graduate Programs, including a minimum of 20 academic credits in courses listed under Taxation in the course schedule.

• Prior to matriculation, the completion of a basic course in U.S. federal income taxation 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; and (2) Corporate Income Tax Law I. 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 either of these required courses will be considered only if: (1) the student (by email or in writing) petitions 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.

**J.D./LL.M. Joint Degrees**

Georgetown Law offers five 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: Environmental Law, International Business and Economic Law; National Security Law; Securities and Financial Regulation; and Taxation.

**J.D./LL.M. Joint Degree in Environmental 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 both toward the J.D. degree and also toward an LL.M. degree in Environmental 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 course schedule as counting toward the LL.M. in Environmental Law (“qualifying Environmental Law credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in Environmental Law. Regardless of the number of qualifying Environmental Law 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 qualifying Environmental Law credits, including the Environmental Lawyering seminar and an externship or practicum within the field, approved by the Director of the Environmental Law LL.M. 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 qualifying Environmental Law 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 qualifying Environmental Law credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in Environmental Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Environmental 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 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 course schedule as counting toward the LL.M. in International Business and Economic Law (“qualifying
IBEL credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in IBEL. Regardless of the number of qualifying IBEL 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 qualifying IBEL credits, including at least one List A course that focuses on international regulation, and at least one List B course that focuses on international business. 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 qualifying IBEL 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 qualifying IBEL 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 a 3-credit course in International Law and at least 6 additional credits in courses listed in the course schedule as counting toward the LL.M. in National Security Law (“qualifying National Security Law credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in National Security Law. Regardless of the number of qualifying National Security Law 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 qualifying National Security Law credits, including the Proseminar in National Security Law and a 3-credit paper seminar course in a national security law topic approved by the Program Director of the National Security Law LL.M. 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 qualifying National Security Law 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 qualifying National Security Law 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 course schedule as counting toward the LL.M. in Securities and Financial Regulation (“qualifying securities credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in Securities and Financial Regulation. Regardless of the number of qualifying securities 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 qualifying securities 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 qualifying securities 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 qualifying securities 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 Taxation I and at least 12 credits of courses listed in the course schedule as counting toward the LL.M. in Taxation (“qualifying tax credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in Taxation. Regardless of the number of qualifying tax 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 qualifying tax 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 qualifying tax 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 qualifying tax credits. Taxation I, which is a prerequisite to matriculation in the LL.M. in Taxation degree, may not be included among the 12 J.D. credits counted toward the LL.M. degree. Students must also take the following two courses required for the LL.M. in Taxation degree: (1) Income Tax Accounting; and (2) Corporate Income Tax Law I or Taxation II.
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 Taxation I 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.

**The Two-Year LL.M. Program and 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 will be dropped from the program during the first year.

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 in the Two-Year Program are eligible to receive any specialized degree or certificate for which they satisfy the requirements. For their work during the first year, students are awarded a Certificate in Legal English at graduation.

**Requirements for Two Separate LL.M. Degrees**

Students who wish to complete two separate LL.M. degrees 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 in an LL.M. degree program may apply to transfer to a different program by emailing a written request to their Academic Advisor explaining the academic reasons for requesting the transfer.

*Note:* Students not already registered for the LL.M. degree in Environmental Law, Global Health Law, National Security, Securities and Financial Regulation, 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 change their LL.M. to one of these degree concentrations must submit their request to the appropriate Academic Advisor in Graduate Programs by the following deadlines: March 28, 2014 for October 2014 graduates; October 10, 2014 for February 2015 graduates; February 13, 2015 for May 2015 graduates. Students wishing to change their LL.M. degree to General, Individualized, International Business and Economic Law, or International Legal Studies may indicate their preference on the LL.M. Degree Application for review by the Registrar’s Office. The Registrar’s Office will send a notification confirming or denying all requests for degree changes.
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 any Certificate must designate the Certificate that they would like to receive.

With Academic Advisor permission, students who have received or are about to receive 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. 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.

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 a minimum of 10 academic credits in courses listed under Employee Benefits Law Certificate in the course schedule (“specialization credits”). Among these 10 specialization credits, candidates must successfully complete the following courses:
  - Retirement Plan Qualification Requirements (Fall, 2 credits);
  - ERISA: The Fiduciary Provisions (Fall, 2 credits);
  - A course covering health and welfare plans (e.g., Health and Welfare Plans: Tax and ERISA Aspects (Spring, 2 credits)); and
  - A course on Executive Compensation. This requirement may be fulfilled by completing one or more of the following:
    1. Executive Compensation: Equity and Cash-Based Incentives (Fall, 2 credits);
    2. Employee Benefits and Executive Pay: Securities, Tax and Corporate Governance (Spring, 2 credits);
    3. Taxation of Fringe Benefits (Spring, 2 credits);
    4. Taxation of Nonqualified Deferred Compensation (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, Employee Benefits Law Certificate courses will be counted toward the required academic 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.

Note: Students admitted for the Employee Benefits Law Certificate only are not eligible for graduation with distinction or the Dean’s List.
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 academic credits:
  1) Income Taxation of Trusts, Estates, and Beneficiaries (Fall, 2 credits);
  2) Estate and Gift Tax (Fall, 2 credits);
  3) Special Topics in Transfer Tax (Fall, 2 credits); and
  4) 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 academic 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.

Note: Students admitted for the Estate Planning Certificate only are not eligible for graduation with distinction or the Dean’s List.

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

- Candidates must successfully complete a minimum of 10 credits in courses listed under the Certificate in Food and Drug Law in the course schedule.
- 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.

Note: 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. Students admitted for the Certificate in Food and Drug Law only are not eligible for graduation with distinction or the Dean’s List.

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.
The following are requirements for the International Arbitration and Dispute Resolution Certificate:

- Candidates must successfully complete a basic course in 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. These credits are counted as electives toward the LL.M.

- Students must successfully complete a minimum of 10 academic credits in courses listed under the Certificate in International Arbitration and Dispute Resolution in the course schedule.

- As part of the required 10 specialization credits, each student must successfully complete at least two courses from “List A: International Arbitration courses,” at least one course from “List B: Dispute Resolution courses,” at least one course from “List C: Related courses,” and the rest of the credits from courses in Lists A, B or C. These lists are available at [http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/certificate-programs/arbitration-dispute-resolution/requirements.cfm](http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/certificate-programs/arbitration-dispute-resolution/requirements.cfm).

- 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 a basic course in International Law I (or its equivalent) in a J.D. program (or an equivalent course in their home country, in the case of foreign-educated LL.M. students) or during the first year at the Law Center. This course does not count toward the 10 specialization credits for the program.

- Students must successfully complete a minimum of 10 academic credits in courses listed under International Human Rights Law Certificate in the course schedule.

- 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 a Law Center LL.M. 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 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 a course in U.S. corporate or partnership taxation prior to matriculation into the Certificate program. The following are requirements for 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 course schedule. Among these 10 specialization credits, candidates must successfully complete the following courses:

- U.S. Taxation of Domestic Persons with Activities Outside the United States (Fall, 2 credits) and U.S. Taxation of Foreign Persons in the United States (Fall or Spring, 2 credits). Full-time students must complete both of these required courses during the Fall semester.
- A course dealing with tax treaties. This requirement may be fulfilled by completing one or more of the following:
  1. Tax Treaties: A Practical Approach to Interpretation and Application (Fall, 1 credit);
  2. Tax Treaties (Spring, 1 credit); or
  3. Tax Treaties (Spring, 2 credits).
- A course dealing with transfer pricing. This requirement may be fulfilled by completing one or more of the following:
  1. Introduction to Transfer Pricing (Fall, 2 credits); or
  2. Transfer Pricing: Selected Problems (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, all International Taxation Certificate courses will be counted toward the required academic 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.

Note: Students admitted for the International Tax Certificate only are not eligible for graduation with distinction or the Dean’s List.

**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/](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 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 course in U.S. constitutional law and a basic course in federal individual income taxation are prerequisites 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 academic credits:
  1. State and Local Taxation: Income and Franchise Taxes (Fall, 2 credits);
  2. State and Local Taxation: Other Business Taxes (Fall, 2 credits);
  3. State and Local Taxation: Sales and Use Taxes (Fall, 2 credits);
  4. Federal Limitations on State and Local Taxation (Spring, 2 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, all SALT Certificate courses will be counted toward the required academic 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.

Note: Students admitted for the SALT Certificate only are not eligible for graduation with distinction or the Dean’s List.

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 in courses listed under the Certificate in U.S. Health Law in the course schedule.

- 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)
  - Affordable Care Act Implementation (3 credits)

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

Note: Students admitted for the U.S. Health Law Certificate only are not eligible for graduation with distinction or the Dean’s List.

Certificate in World Trade Organization (WTO) Studies

The World Trade Organization (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 only by permission of the Institute of International Economic Law.) Students will not be admitted solely for the WTO Studies Certificate program. Successful completion of a basic international law course, either at the Law Center or elsewhere, is a prerequisite for the WTO Studies Certificate, and this qualifying course does not count toward the 12 credits required for the WTO Studies Certificate. The following are requirements for the WTO Studies Certificate:

- Students who wish to pursue the WTO Studies Certificate must notify the Law Center’s Institute of International Economic Law (IIEL) by the end of the second week of classes in the first semester of graduate studies, or, for J.D. students, by the end of the second week of classes in the first semester of their second year.

- Candidates must successfully complete 12 academic credits of coursework on WTO-related subjects, selected from specific courses listed as eligible for the WTO Studies Certificate and posted on the IIEL website, at http://www.law.georgetown.edu/academics/centers-institutes/iiel/WTO-Studies-Certificate.cfm.

- Students must maintain an overall grade point average of B or higher.
- Students must complete a research paper on a WTO law subject approved by the IIEL.
- Students must participate in four extracurricular activities related to international trade during their course of study (such as attending a conference, a congressional, administrative or court hearing, or a similar event).

*Note:* Academic credit transferred from other institutions and/or graduate programs will not count toward the WTO Studies Certificate.

### ENROLLMENT AND CREDIT POLICIES

#### Period of Study

The LL.M. and Certificate programs ordinarily must be completed within three years from the date of matriculation; however, 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 in writing to the student’s Academic Advisor, and will be considered by the Assistant and Associate Deans for Graduate Programs. 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 academic 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.

#### 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.

#### Duplication of Courses

Graduate Programs discourages students from repeating courses for which they have previously received credit in another 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.

#### Conferral of the Degree

Once a student has completed the requirements for an LL.M. degree and any Certificate that 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 by the Assistant or Associate Deans of Graduate Programs. In this situation, both the degree and the Certificate will be conferred when the Certificate requirements are completed.
With the permission of the Assistant Dean or Associate Dean for Graduate Programs or the Director of the Graduate Tax Program, a student who has received an LL.M. from Georgetown Law may enroll in the Employee Benefits Law, Estate Planning, International Human Rights Law, International Taxation, or State and Local Taxation Certificate program as a separate, free-standing program. The student should submit a petition to their Academic Advisor for consideration by the Assistant or Associate Dean for Graduate Programs. If the student has completed some of the specialization credits for the Certificate during the LL.M., the student may request permission to carry those credits into the Certificate program.

**Full-Time and Part-Time Enrollment Defined**

In the LL.M. program, full-time enrollment is 8 to 13 academic credits during the Fall and Spring semesters, and 4 or more academic credits during the Summer session. Part-time enrollment is 7 or fewer academic 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 academic credits required to maintain their full-time or part-time status. For example, if a part-time student registers for 8 academic credits, he or she will automatically be charged full-time tuition despite his or her designation as a part-time student.

*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/](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 Academic Credits Per Semester**

Without the prior written approval of the Assistant or Associate Dean for Graduate Programs, full-time students may not enroll in more than 13 academic credits in the Fall or Spring semester, and part-time students may not enroll in more than 7 academic credits in the Fall or Spring semester. Students seeking approval should submit a petition to their Academic Advisor for consideration by the Assistant or Associate Dean for Graduate Programs. Full- and part-time students may not enroll in more than 5 academic credits during the Summer session. Students may not enroll in more than 28 credits during the academic year. For the purposes of this credit limit, the academic year includes the Professional Responsibility Law in the U.S. course held August 4-22, 2014.

**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 academic credits of graduate-level coursework in the University toward their LL.M. degree with permission from both the Assistant or Associate Dean for Graduate Programs and the professor teaching the graduate course. Students should submit their petition to their Academic Advisor for consideration by the Assistant or Associate.
Dean for Graduate Programs. 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, below). 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.

A student may not enroll in more than two Main Campus courses or a maximum of 5 credits (whichever is more) regardless of whether the credits are applied toward the LL.M. degree requirements.

**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 (except for Business School courses) should email their request along with the professor’s permission to the Office of Graduate Programs at gradprog@law.georgetown.edu no later than August 22, 2014 for Fall 2014 courses and January 2, 2015 for Spring 2015 courses.

Students seeking approval to enroll in a Fall 2014 Business School course (Modules 1 and 2), should email their request to the Office of Graduate Programs at gradprog@law.georgetown.edu no later than August 22, 2014 and no later than January 2, 2015 for a Spring 2014 Business School course (Modules 3 and 4). Students interested in Module 1 and 2 courses will be considered on a rolling basis beginning in May and are encouraged to submit their requests as early as possible. The Business School administration requests that law students not contact Business School faculty directly.

Students interested in attending Summer session courses at the Main Campus should contact the Office of Graduate Programs at gradprog@law.georgetown.edu for the applicable deadline to submit the request. The Business School administration will coordinate their professors’ permission to enroll in their courses.

All requests must include the course number, course name, number of credits, and a list of any prerequisite courses and how the student believes he or she meets those prerequisites. For all requests for courses outside of the Business School the student must also include the professor’s email permission to enroll within the email. Upon approval, the Office of Graduate Programs will forward the student’s request to the Law Center’s Office of the Registrar. The Registrar’s Office will forward the request to the appropriate academic department for approval to enroll the student in the course on a seat available basis. The Registrar’s Office will then confirm for students their enrollment status.

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

All courses, credits, and grades taken in the undergraduate or 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. It is the student’s responsibility to make sure that final grades are submitted to the Registrar by the Law Center’s grades deadline.
Full-time students may take graduate courses and undergraduate language courses during the Fall and Spring semesters without additional charge and are limited to enrollment in a maximum of two courses, or 5 credits, per semester. 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 students register for Main Campus courses on a seat-available basis. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses or to register for the Main Campus sections of cross-listed courses. Law Center students who wish to be enrolled in a Main Campus cross-listed course must follow the Law Center’s add/drop and waitlist policies. Law Center students who are enrolled in Main Campus non-cross-listed courses are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus.

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. Due to the compressed nature of that program, a maximum of 4 credits will be counted toward an LL.M. degree. For further information, refer to http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm or contact the Office of Transnational Programs, at transnational@law.georgetown.edu.

Credits Earned at Other Institutions

With the prior approval of the Assistant or Associate Dean for Graduate Programs, and subject to the conditions listed below, a student may apply to the LL.M. degree a cumulative maximum of 4 academic credits earned at other institutions while an LL.M. student at the Law Center. The student should apply through his or her Academic Advisor who will consider the application with the Assistant or Associate Dean. In approving such a request, the Dean 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 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 academic credits.

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

LL.M. students are limited to 4 total credits toward their degree taken outside of the Law Center. 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, above).
Advanced Standing for Graduate Credits Earned as a Non-Degree Student at Georgetown Law

Students in an LL.M. degree program may apply up to 8 academic credits toward their degree for coursework completed in a non-degree program at the Law Center, provided they earn a C or better in the coursework and the coursework is completed within two academic years prior to matriculation in the LL.M. degree program. 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 academic credits of advanced standing applied.

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 academic 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., “LAW]” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAW]”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied such 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@law.georgetown.edu before the end of their 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.

Graduate Independent Research

Graduate students may undertake a Graduate Independent Research course during their degree program. To undertake a Graduate Independent Research course, a student must first identify a faculty member with relevant expertise who is willing to supervise the course. After agreeing upon a topic, the student and the faculty supervisor both sign the registration form 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 is due no later than the first day of class of each semester.

The standard Graduate Independent Research course receives 2 credits and requires a paper of at least 6,000 words of text excluding footnotes (about 25 pages). Many Graduate Independent Research papers are longer than this minimum. Students seeking to do a major paper of publishable quality may request a 3-credit Graduate Independent Research course. The 3-credit Graduate Independent Research course requires a paper of at least 10,000 words of text excluding footnotes (about 40 pages). Students must produce a complete first draft, receive comments from their professor, and revise the paper in light of those comments.

Requests to do a 2-credit Graduate Independent Research course must be approved by the student’s Academic Advisor prior to the first day of classes and approval is not automatic. Requests to do a 3-credit Graduate Independent Research course must be approved by both the student’s Academic Advisor and the Associate Dean for Graduate Programs prior to the registration deadline. A 2-credit Graduate Independent Research course for which the student submits a paper of 40 or more pages will not be converted to a 3-credit Graduate Independent Research course.

Students must demonstrate that they have a well-developed topic suitable for a substantial scholarly paper. In addition, Graduate Independent Research courses will usually be approved only if the topic of the course is not adequately addressed in a course or seminar offered at the Law Center. Ordinarily, students are limited to one Graduate Independent Research course during their degree program, but a second course may be approved by the Associate Dean for Graduate Programs.

The student and faculty supervisor must meet regularly to discuss the course. The student must submit an outline and a draft to the faculty supervisor for review and comment on an agreed upon schedule. The final paper must be submitted to the Office of the Registrar, not directly to the professor. The final paper should be submitted either through the Georgetown Law Online Paper/Exam Management System, at http://apps.law.georgetown.edu/exams/, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. The final paper must be submitted by the date set in the approved proposal, which may be no later than the maximum
extensions set by the Registrar for each semester, except that students in their final semester must submit the paper by the date announced in the Academic Calendar for graduating students. Students who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum and who fail to submit a final paper by the due date (including any extension) will receive an AF for the Graduate Independent Research course. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F. 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.

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 bar exam. Please consult the Assistant Dean for Graduate Programs for more information.

One Paper for Two Seminars

A student may petition to submit one paper to satisfy the requirements in two Law Center seminars undertaken in the same semester by writing to his or her Academic Advisor. The student must include the names of the two seminar courses and must provide a pedagogical justification for the request. After securing permission from the Academic Advisor, the student must secure the permission of both professors. All permissions must be obtained no later than the end of the fourth week of classes and a written request should be sent to the Office of the Registrar before the end of the fourth week of classes. (See the Office of Graduate Programs website for details, at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/current-students/one-paper.cfm.) The request should include both professors’ approval of the proposed joint paper, the approval of the student’s Academic Advisor, the minimum number of words or pages of the proposed joint paper if greater than 12,000 words, and the page length requirement for each seminar. When permission is granted, the student will be required to write a paper of at least 12,000 words excluding footnotes (approximately 50 pages), and meet all other requirements of both seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. Each professor approving such a project will submit a final grade independently, indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical.

The final paper must be submitted either through the Georgetown Law Online Paper/Exam Management System, at http://apps.law.georgetown.edu/exams/, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. 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 who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum and who fail to submit a final paper by the due date (including any extension) will receive an AF in the seminars. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F. 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. 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.
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 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 list of externship opportunities, available at [http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.cfm](http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.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.

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 academic credits (7 credits for students in the part-time program) 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 graduate Certificate programs, nor do they count toward the required 24 credits of traditional classroom-based credits for the New York bar.

LL.M. externs are encouraged 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 Externship Program Administrator. 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](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 academic 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 and Law Center regulations on student employment.

**Note:** International students considering taking a bar exam should be aware that an externship does not count toward the required number of credits necessary to take the New York bar exam.

**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. Students must contact the International Student Advisor at visa@law.georgetown.edu to obtain authorization. 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

Georgetown Law offers a variety of practicum courses designed for J.D. students that combine in-class and field placement components. LLM. students may register for designated practicum courses on a space-available basis. LLM. students may not enroll in more than one practicum course during their LLM. program, and students are not permitted to enroll in both a practicum course and an externship during the same semester.

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. Students must contact the International Student Advisor at visa@law.georgetown.edu to obtain authorization. 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

LLM. and Certificate students may take only one Week One course per academic year.

ATTENDANCE AND EVALUATION POLICIES

Attendance and Participation

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

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

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

Examinations

Written examinations are held at the end of the classwork in all courses unless otherwise indicated in the course schedule. 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 that makes it impossible to take an examination on the scheduled date, it is the student’s responsibility to determine, in consultation with the Registrar, whether he or she should request a deferred examination. If a student becomes ill during the examination or otherwise experiences a problem that prevents him or her
from continuing with the examination, the student must immediately make the proctor, or in the
case of a take-home examination the Registrar, aware of the situation and follow the instructions
of the proctor or Registrar. No post-examination relief will be granted. Please read the Exam
Relief Policies section in the General Administrative Policies chapter of this Handbook carefully for all
exam relief rules, including more information on instances where, due to “extraordinary cause,”
permission to take a deferred examination may be granted.

Any student who does not take an examination as originally scheduled, and who does not
obtain permission from the Registrar prior to the start of an examination to defer that
examination (consistent with the rules set forth in the Exam Relief Policies section of the General
Administrative Policies chapter of this Handbook) will be subject to the sanctions set forth in 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.

Once an examination is submitted for grading, no amendments, revisions, or supplements
will be permitted or accepted. See Section 402(c) of the Student Disciplinary Code for the
treatment of examinations submitted in error.

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**

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

Due dates for papers are as firm as the dates of examinations. Individual extensions for up
to the maximum allowable days set by the Registrar may be granted by the professor, provided
the student submits an Individual Paper Extension Form to the Office of the Registrar. The Form, available at the Office of the Registrar and online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/papers.cfm, must be signed by the professor or the student must obtain written approval from the professor by email and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for Graduate Programs. 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 due date (including any extension), 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.

**Note for students in the F-1 and J-1 student status:** U.S. visa restrictions dictate that extending the paper due date beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. Any such paper extension must be approved in writing by the 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.

**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. An AP or AF grade will be issued in the instances described immediately above under *Examinations and Written Work*, and in Section 402 of the Student Disciplinary Code, provided in the *Conduct Policies* chapter of this *Handbook*.

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</td>
</tr>
</tbody>
</table>

An A+ grade is assigned a 4.00 numerical equivalent, and 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 might not receive an A+.

A minimum cumulative grade point average of 2.00/4.00 in all courses and seminars taken is required each semester a student is enrolled in the LL.M. program.

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.
**Recommended Grading Curve**

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

<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></td>
</tr>
<tr>
<td>C</td>
<td>5-10%*</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>

* 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.

**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 LL.M. courses (including Week One courses and 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 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, after first discussing the matter with the professor who reported the failing grade, request that the Registrar submit that examination or paper for review by another professor teaching in the subject. The other professor serves merely in a consulting capacity. The final decision for the course grade rests with the professor conducting the course, but the course professor shall give due and appropriate consideration to the views of the consulting colleague. A request for such evaluation must be made by the student within 14 days after the grade is posted. Only grades of F may be reviewed.

**Grade Change Policy**

Once a grade is reported to the Registrar, a faculty member may change a reported passing grade only upon proof of demonstrable clerical error in the grading or grade reporting process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process. 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 dismissed for failure to make satisfactory progress toward the LL.M. degree.

**Academic Honors**

The Law Center does not provide ranking information with respect to its students’ academic performance, whether in an S.J.D., LL.M., 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, or the Thomas Bradbury Chetwood prize).

**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 academic 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, 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 of average of 5.0 at the Graduate Institute for International and Development Studies.

**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. Dean’s List designation will be granted for the following LL.M. degree programs: Individualized; International Business and Economic Law; International Legal Studies; General Studies; Global Health Law; National Security Law; Securities and Financial Regulation; and Taxation. Grades from any other law school will be excluded from the computation of this average. Dean’s List designation will be granted only where a student has completed a minimum of 20 academic credits in an LL.M. degree program at the Law Center. Note: The difference between graduation with distinction and Dean’s List is that graduation with distinction is calculated based upon the entire graduating LL.M. class and then printed on the diploma and the student’s transcript, whereas Dean’s List is calculated based upon the graduating class within each respective LL.M. degree program and then printed on the student’s transcript only.

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

OTHER PROVISIONS

Specific Visa Reporting Requirements for International Students

By provision of federal law, any school that enrolls foreign nationals is required to comply with strict reporting requirements. Before the start of each semester, all newly enrolled international students (including U.S. permanent residents) at the Law Center are required to provide documentation proving they are legally permitted to be in the country and attend school. Students who fail to provide such documentation will not be permitted to complete registration or attend classes. Students in F-1 or J-1 student visa status are additionally required to attend a Visa Information Session given by the Graduate Programs Office during orientation. Visa and regulatory information is also available at the Graduate Programs website, at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/index.cfm.

Note: 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 the International Student Advisor at visa@law.georgetown.edu, as well as obtaining the necessary approvals as described in the Withdrawals and Leaves of Absence section of this chapter.

Note: 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 the International Student Advisor at visa@law.georgetown.edu.

Tuition

See the Tuition and Fees chapter of this Handbook.

Note: Full-time LL.M. students who have paid for two consecutive semesters of full-time tuition but who have not completed their degree requirements may request permission from the Registrar 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.
Auditing Courses

AT THE LAW CENTER

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

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 courses and pay tuition for audited credits.

Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one designed to command substantially all of the student’s time during the academic year. Experience indicates that a student frequently 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 the International Student Advisor at visa@law.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 courses where a student’s work, other than class participation, has been submitted for grading by the professor, a graduate student may withdraw from a course up to and including the last day of classes for that course after consultation with and approval by an advisor. A student must contact the Office of Graduate Programs to seek such approval. The advisor will advise the student of the consequences of withdrawing before authorizing a withdrawal. Withdrawals are recorded on the student’s transcript as “withdrawal” or “W.” If student work has been submitted for grading or the student failed to submit work by the deadline (including any extension), the advisor may authorize the withdrawal if there is a showing of exceptional circumstances. While this determination should be made on a case-by-case basis, the faculty does not expect these withdrawals to be authorized unless it would be unreasonable to have the student complete the course under the circumstances presented.

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 an advisor, and submit it to the Registrar up to and including the last day of classes for that course. In addition, because of U.S. visa regulations, all international students who wish to withdraw from a course must first obtain written approval from the International Student Advisor at visa@law.georgetown.edu.

To withdraw from professor permission courses, students must also obtain written permission from that professor. Students enrolled in yearlong courses must complete the full year to receive credit for either semester. Withdrawals for yearlong courses may be granted until the last day of classes for that course. Withdrawals for courses shorter than one semester may be granted until the last day of that course.

To withdraw from practicum courses, students should follow the rules and procedures provided in the Practicum Courses section of the J.D. Program chapter of this Handbook.

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 due date (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/, 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 the
International Student Advisor at visa@law.georgetown.edu, as well as obtaining the necessary approvals described above.

**Leave of Absence**

LL.M. students in good standing, both academically and financially, may request a leave of absence for up to one academic year from their Academic Advisor. A leave of absence of longer than one year will be granted only in exceptional circumstances. The student requesting the leave must demonstrate that the degree can be completed within the allowed period of study, counting the time on leave of absence. (See the Period of Study section of this chapter.)

**Withdrawal from the Law Center**

Students may voluntarily withdraw from the Law Center (as opposed to taking a leave of absence) at any time. Students who wish to withdraw voluntarily should 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.

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

*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 the International Student Advisor at visa@law.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 academic 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, 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 $90 which is due by the application deadline (August 18 for Fall 2014; December 8 for Spring 2015). Tuition is charged on a per-credit basis and must be paid in full no later than Monday, August 25 for the Fall 2014 semester and Monday, January 5 for the Spring 2015 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 a degree program may apply up to 8 academic credits toward their degree for coursework in the non-degree program, provided they received a C or better and the coursework was completed within two academic years prior to matriculation in the degree program. 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 academic credits of non-degree coursework applied under this rule.

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