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

**JURIS DOCTOR DEGREE REQUIREMENTS**

**List of Requirements**

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

- 85 credits, including:
  - The required first-year program, described below;
  - The upperclass legal writing requirement, described below;
  - A course in Professional Responsibility, described below;
  - For students who matriculated at the Law Center in Fall 2016 or later, a minimum of 6 credits must be earned in experiential courses, described below; and
  - A minimum of 54 of these credits must be earned at the Law Center;
- The minimum program length, described below; and
- A minimum cumulative grade point average of at least a C (2.00/4.00) in Law Center courses.

Students are responsible for monitoring their progress to ensure they meet all degree requirements by their anticipated graduation date. J.D. students approved to visit away or study abroad in their final semester are responsible for ensuring that the Registrar receives all final transcripts by the Law Center’s grades deadline; late submission could affect graduation clearance and/or bar exam eligibility.

**Required First-Year Program**

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

**Curriculum “A” Courses**

- Civil Procedure
- Constitutional Law I: The Federal System
- Contracts
- Criminal Justice
- Legal Practice: Writing and Analysis
- Property
- Torts
- First-Year Elective (courses that meet this requirement are announced in the Fall semester)

**CURRICULUM “B” COURSES**
- Bargain, Exchange, and Liability
- Democracy and Coercion
- Government Processes
- Legal Justice Seminar
- Legal Practice: Writing and Analysis
- Legal Process and Society
- Property in Time

**OPTIONAL FIRST-YEAR WEEK ONE COURSE**

All first-year students will have the opportunity to request a seat in an optional, 1-credit course during Week One, which takes place January 9–12, 2017. A list of Week One courses available to first-year students can be found in the Curriculum Guide. A lottery will be conducted in the Fall semester for interested students. Enrolled students must attend every class session and are graded on a pass/fail basis. Students who matriculated prior to Fall 2015 are required to complete the course, and if they failed to complete this requirement in their first year, they will be automatically enrolled in their upperclass years.

**TRANSFER STUDENTS FROM OTHER LAW SCHOOLS**

Students who transfer to the Law Center from another law school after their first year should promptly review all communications regarding the transfer of credits from their first-year law school and their remaining graduation requirements. Transfer students should consult with an advisor in the Office of J.D. Academic Services or the Office of the Registrar if they have questions about how they can fulfill their remaining requirements. Students who transfer to the Law Center from another law school are not required to take, nor are they admitted into, the first-year course Criminal Justice. Transfer students interested in applying for certain clinics or courses that require Criminal Justice as a prerequisite must take the 2-credit Criminal Procedure course offered each academic year solely to transfer and visiting students. Transfer students are not required to take a course designated as meeting the first-year elective requirement. Transfer students will not be admitted into the optional first-year Week One courses.

**Upperclass Legal Writing Requirement**

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

In the course of completing the upperclass legal writing requirement, students show their mastery of in-depth research and demonstrate how they have organized, clarified, or advanced the body of knowledge in resolving the issues raised by the paper.

Students have two options for completing the upperclass legal writing requirement: (1) successfully completing a seminar or clinic designated in the Curriculum Guide as meeting the upperclass legal writing requirement (i.e., see the “WR” notation in the Curriculum Guide); or (2) successfully completing a Supervised Research project that has been approved by the
The Associate Dean for the J.D. Program, as described below. The upperclass legal writing requirement must be completed at the Law Center.¹

The following are the technical requirements for the upperclass legal writing requirement, which must be completed in accordance with the professor’s instructions and schedule:

1. Use of legal forms of citation (when appropriate)
2. Submission of an outline
3. Submission of a first draft of at least 6,000 words (excluding footnotes)
4. Submission of a revised final paper of at least 6,000 words (excluding footnotes) based on the professor’s comments

Papers of 6,000 words (excluding footnotes) in length are approximately 25 typewritten pages using customary margins and spacing.

All work must be that of the student in consultation with the supervising professor or must be cited for attribution to others. Students will receive a grade for both the course and the paper portions of the course. Both grades will appear on the student’s transcript; however, only the course grade is included when calculating the student’s overall grade point average.

Final papers must be submitted to the Office of the Registrar, and a copy of the paper must also be submitted to the professor if requested, by the deadline announced by the professor. Final papers must be submitted through the Georgetown Law Online Exam/Paper Management System, at http://apps.law.georgetown.edu/exams/.

A paper that meets the upperclass legal writing requirement must be a product of the student’s own work in consultation with the supervising professor. Students should not receive written comments, edits, or other written feedback on the paper from any individual other than the grading professor prior to the time it is submitted for grading (except where such feedback is in connection with classroom discussion as overseen by the grading professor). Students who are interested in using their final paper for other purposes (such as a law journal note) may do so only after the paper has been submitted for grading.

SUPERVISED RESEARCH OPTION

The faculty augments the Law Center’s seminar offerings by providing a Supervised Research option, through which students work independently on a writing project under the supervision of a faculty member for 2 graded credits. Supervised Research projects allow faculty guidance for students in areas where there is no curricular offering or where a student wishes to explore a subject in greater depth than would be possible in an existing course. Papers receiving a passing grade will satisfy the upperclass legal writing requirement.

To apply for a Supervised Research project, a student must complete an application form and submit it to the Office of the Registrar by the deadline for the relevant semester. (See the Office of the Registrar’s website for details, at http://www.law.georgetown.edu/campus-services/registrar/index.cfm.) Requests to undertake a Supervised Research project are reviewed by the Associate Dean for the J.D. Program, who will be receptive to proposals meeting the goals of Supervised Research projects and expects to approve most proposals for supervision by full-time faculty; however, approval is not automatic. To be eligible to apply to undertake a Supervised Research project while enrolled at the Center for Transnational Legal Studies, the project must first be

¹ The upperclass legal writing requirement may also be completed while enrolled at the Center for Transnational Legal Studies, provided the Associate Dean for the J.D. Program has approved any such seminar prior to the semester in which it is offered.
approved by the Assistant Dean for Graduate and Transnational Programs. Students should consider the following rules applicable to Supervised Research projects when submitting a proposal:

- The student must have a cumulative grade point average of at least a C (2.00/4.00) in Law Center courses.

- Supervised Research projects must meet the requirements of the upperclass legal writing requirement (see the Upperclass Legal Writing Requirement section of this chapter), and the professor and student must establish a calendar of at least four meetings that allows for the kind of interaction and feedback contemplated for writing seminars.

- Students must demonstrate that they have a well-developed topic suitable for a substantive scholarly paper satisfying the upperclass legal writing requirement. Students must indicate (1) the four scheduled meeting dates with the professor; (2) the deadlines for submission of the outline, first draft, and final draft; and (3) the semester(s) in which the project is to be completed.

- Because the time demanded of the professor is substantial, it is expected that students ordinarily will seek sponsorship from full-time faculty. Where a student makes a good-faith effort to obtain sponsorship by a full-time faculty member and is unable to do so, sponsorship by an adjunct faculty member may be approved.

- A student ordinarily may not undertake a Supervised Research project more than once. Students proposing to take Supervised Research for a second time must disclose this on their application.

- A Supervised Research project will not be approved when the proposal repeats work for which credit is currently being or has previously been granted in another course or for which the student has been compensated during employment.

- Proposals may call for research to be completed in one or two semesters and students may assign the associated credits to one or both semesters (i.e., they may receive 1 credit in each semester or 2 credits in either semester). No more than 2 credits will be awarded for one project, and credit allocations must be finalized before the end of the add/drop period in the project’s first semester.

The final Supervised Research paper must be submitted through the Georgetown Law Online Exam/Paper Management System, at http://apps.law.georgetown.edu/exams/.

Professional Responsibility Requirement

Each student must earn a passing grade in an upperclass J.D. course designated as meeting the Professional Responsibility requirement. This will be noted in the course description in the Curriculum Guide. Courses offered recently that satisfy the Professional Responsibility requirement are listed in the Legal Profession/Professional Responsibility cluster description of the Curriculum Guide, at http://www.law.georgetown.edu/curriculum/tab_clusters.cfm?Status=Cluster&Detail=25. Students may not complete their Professional Responsibility requirement by taking the course on a pass/fail basis. J.D. students will not satisfy their Professional Responsibility requirement by completing Professional Responsibility courses offered in the Law Center’s Graduate Programs.

Experiential Course Requirement

All students matriculating as first-year students in Fall 2016 or later must complete at least 6 credits of experiential coursework to earn their J.D. Students can earn these credits in clinics,
externships, practicum courses (project-based, fieldwork, and DC Advantage practicum courses), or simulation courses. Courses that meet the experiential course requirement will be designated as such in the Curriculum Guide by April 2017. A course that meets the experiential course requirement may not also meet the student’s upperclass legal writing requirement or professional responsibility requirement.

Students seeking to transfer credits taken in experiential coursework at other ABA-approved law schools must seek approval from the Assistant Dean for Experiential Education or her designee. Students should email lawexp@georgetown.edu with any such request.

For more information about the experiential course requirement, and policies around which experiential courses can be taken concurrently in the same semester and how many of each type of experiential offerings can be taken during a student’s academic career, please visit the Experiential Education website, https://www.law.georgetown.edu/academics/academic-programs/clinical-programs/. Students should also review any applicable state bar rules regarding experiential coursework requirements and limitations.

Credit and Program Length Requirements

CREDIT REQUIREMENTS

Total Credit Requirement

Students must complete 85 credits to graduate. Of those 85 credits, at least 54 must be earned in Law Center courses, which include credits earned in the Center for Transnational Legal Studies and the Georgetown Law London Summer Program. The following credits do not count toward the 54 Georgetown Law credits required to graduate:

- Credits transferred from courses approved to be taken at other ABA-approved law schools;
- Credits earned in courses offered in the graduate program of the University or a graduate program at another institution;
- Credits earned at study abroad programs (either Georgetown Law programs or ad hoc study abroad programs) other than the Center for Transnational Legal Studies or the London Summer Program.

Transfer Credits

The Law Center will accept for transfer a maximum of 31 credits from another ABA-approved law school. Georgetown Law does not accept credit for distance-learning or state-law courses offered by other institutions. See the Special Credit Policies section of this chapter for other limitations on transfer credits.

Per-Semester Credit Minimum and Maximum

The table below provides the minimum and maximum credits a student can earn in each upperclass semester. Failure to earn the minimum credit for a student’s program will result in an extended graduation date, as detailed in the Failure to Earn the Per-Semester Credit Minimum section below. Week One courses (offered in January) count toward the Spring semester credit total.

Students are responsible for tracking their graduation progress to ensure that they earn 85 credits by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, and by requesting an audit from the Office of the Registrar (in person or by email to lawreg@law.georgetown.edu). (See the Office of the Registrar’s website, http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/Degree-
Applications-and-Diplomas.cfm.) Students on F-1 student visas, who must complete their degree in three years, should consult with the Visa Coordinator.

<table>
<thead>
<tr>
<th>Full-Time Program</th>
<th>Total credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IL year</strong></td>
<td></td>
</tr>
<tr>
<td>First-year students <em>who take the elective Week One course</em> earn 31 credits</td>
<td>30–31</td>
</tr>
<tr>
<td>Upperclass semesters (Fall and Spring)</td>
<td>Credit minimum</td>
</tr>
<tr>
<td>To earn 85 credits in three years, students must average 13-14 credits per semester</td>
<td>10</td>
</tr>
<tr>
<td>Dean’s List eligibility</td>
<td>Required credits for academic year</td>
</tr>
<tr>
<td>Credits earned in the preceding summer will be included in the “academic year” calculation</td>
<td>24</td>
</tr>
</tbody>
</table>

* Full-time students may request to overload to 17 credits in an upperclass semester with permission of an Academic Advisor.

<table>
<thead>
<tr>
<th>Part-Time Program*</th>
<th>Total credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1E year</strong></td>
<td></td>
</tr>
<tr>
<td>First-year students <em>earn 19 required credits and up to 4 additional credits from the following: who take the elective Week One course earn 20 credits</em></td>
<td>19–20</td>
</tr>
<tr>
<td>• 1 credit for the elective Week One course</td>
<td>23</td>
</tr>
<tr>
<td>• 3 credits for a course designated as meeting the first-year elective requirement</td>
<td></td>
</tr>
<tr>
<td>• 4 credits for a day section of Criminal Justice or Property</td>
<td></td>
</tr>
<tr>
<td>Upperclass semesters (Fall and Spring)</td>
<td>Credit minimum</td>
</tr>
<tr>
<td>To earn 85 credits in four years with no summer coursework, students must average 10–11 credits per semester</td>
<td>8**</td>
</tr>
<tr>
<td>Dean’s List eligibility</td>
<td>Required credits for academic year</td>
</tr>
<tr>
<td>Credits earned in the preceding summer will be included in the “academic year” calculation</td>
<td>16</td>
</tr>
</tbody>
</table>

** Part-time students may request to underload to 6 or 7 credits in an upperclass semester with permission of an Academic Advisor.

*** Part-time students may request to overload to 13 credits in an upperclass semester with permission of an Academic Advisor.

Failure to Earn the Per-Semester Credit Minimum

If a student fails to earn the per-semester credit minimum for the applicable program, the Office of the Registrar will automatically extend that student’s graduation date by an academic semester (i.e., Fall or Spring), absent one of the circumstances listed in the next section, *Permission to Underload.*

* Updated 1/25/17.
A student who completes fewer than 4 credits in a given semester, whether due to withdrawal, receipt of an F or AF, or otherwise, will be required to take a leave of absence from the Law Center for the following academic semester. In that instance, the student’s graduation date will be extended by two academic semesters, absent a waiver from the Dean of Students. These rules regarding withdrawals, leaves of absence, and appealing these determinations are set out below in the section on Withdrawals and Leaves of Absence.

Permission to Underload

Students may receive permission to go below the per-semester credit minimum (“underload”) in one of two circumstances:

1. Part-time students may enroll in 6 or 7 credits in any upperclass semester with the permission of an Academic Advisor. In their final semester, part-time students may enroll in the minimum credits necessary to graduate. Interested students should contact the Office of J.D. Academic Services or the Office of the Dean of Students for approval.

2. All students may seek a one-time waiver of the per-semester credit minimum from an Academic Advisor for compelling reasons. Students should complete the waiver form, available at http://www.law.georgetown.edu/campus-services/registrar/course-registration/index.cfm and contact the Office of J.D. Academic Services or the Office of the Dean of Students for approval.

If a student receives permission to underload and fails to complete the approved, reduced credit minimum, the Office of the Registrar will automatically extend that student’s graduation date by an academic semester (i.e., Fall or Spring), as outlined in the Failure to Earn the Per-Semester Credit Minimum section above.

Note: Students who are registered for fewer than 8 credits in a Fall semester may be ineligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health website, http://studenthealth.georgetown.edu/insurance/, and email shi@georgetown.edu with any questions.

Summer Sessions

Students are not required to take Summer courses. Students may take up to 8 credits in each Summer session and may seek an Academic Advisor’s approval to take 9 credits. Students may not take more than 9 credits in a single summer session. Students may not take Summer credits to reduce the required program length set forth below.

PROGRAM LENGTH

Minimum Length*

The program of instruction for the J.D. degree requires a minimum of three academic years (six academic semesters) for completion of the degree requirements.

Part-time students are expected to earn their J.D. after four consecutive academic years. Part-time students who wish to graduate in three and a half years may adjust their graduation date by emailing the Office of the Registrar (lawreg@law.georgetown.edu). These students typically take an average of 11–12 credits in each upperclass semester, as well as 5–8 Summer credits during their time at the Law Center to complete 85 credits in this time frame.

Part-time students who wish to graduate in three academic years must meet with an Academic Advisor in the Office of J.D. Academic Services to create a plan for how they will

* Updated 1/25/17.
meet their J.D. requirements and to seek approval to adjust their graduation date. **Advisors and students will discuss the student’s plan to manage a heavier credit load.** These students may be required to take the part-time per-semester credit maximum in each upperclass semester and up to 17 credits over two Summer sessions, and **Approved students** may be subject to a tuition equalization fee. Approved students are not permitted to transfer into the full-time program **at any point after five part-time semesters** as part of their plan to graduate in three years. **Any such students will continue to pay tuition on a per-credit basis.** Note: While students are encouraged to meet with an advisor early in their academic career to create a plan for graduation in three academic years, in order to ensure fair course prioritization for graduating students, their graduation date cannot be changed prior to the Spring of their second year; the Academic Advisor must, at that point, confirm that they have completed sufficient credits to graduate in a final, third year.

**Maximum Length**

Students in the full-time program may take no longer than five consecutive academic years from the date of matriculation into law school to meet all J.D. requirements. Students in the part-time program may take no longer than six consecutive academic years from the date of matriculation into law school to meet all J.D. requirements. If at that time a student has not yet completed all academic requirements necessary to graduate, the student will be withdrawn from the Law Center with no possibility of readmission or graduation, unless excused by grant of a waiver. Students seeking a waiver of the maximum length of study must submit their written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. Unless a written waiver is granted, the maximum length of study will be strictly enforced.

**Note:** Students who anticipate exceeding the expected length for their program should review the program length rules that govern eligibility to sit for the bar examination in the state in which they intend to practice. See the **Bar Admissions, Examinations, and Review** section of the **General Administrative Procedures** chapter.

**JOINT DEGREE AND CONCURRENT DEGREE STUDENTS**

Students pursuing either a joint degree or concurrent degree program should refer to the **Joint Degree Programs** and **Concurrent Degree Programs** sections of this chapter for more information about the program length and how to meet their credit requirements. These students should contact the Office of J.D. Academic Services to make an appointment with an advisor to discuss their long-term academic plans.

**TRANSFER BETWEEN FULL-TIME AND PART-TIME PROGRAMS**

**General Rules**

Students seeking to transfer between the part-time and the full-time program must submit a request in writing to the Office of J.D. Academic Services. An Academic Advisor will return a decision in writing.

Students approved to transfer programs must complete all courses in the required first-year program, including those normally taken in the second year by part-time students, in the program in which they began. (For example, part-time students who matriculated in Fall 2011 or

*Updated 1/25/17.*
later and transfer to the full-time program after their first year must take any remaining first-year courses—excepting the first-year elective—in the evening of their second year.

Students who have questions concerning a transfer between programs should contact an advisor in the Office of J.D. Academic Services to ascertain the required periods of attendance and the earliest date upon which graduation may occur as a result of a transfer.

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

Once a student transfers between the full-time and part-time programs, the student may not transfer again absent compelling circumstances and only with the written approval from the Associate Dean for the J.D. Program.

**Transfer From Part-Time Program to Full-Time Program**

**IMMEDIATELY AFTER THE FIRST YEAR IN THE PART-TIME PROGRAM**

To remain true to the spirit in which the part-time program was established, students are permitted to transfer from the part-time program to the full-time program immediately after their first part-time year only when there is a demonstrated significant change in circumstances. We expect to approve few, if any, such requests. A change in a student’s employment status will not, in most cases, be regarded as a demonstrated significant change in circumstance.

The written request to the Office of J.D. Academic Services seeking approval to transfer to the full-time program immediately after the first part-time year must include a statement of the student’s demonstrated significant change in circumstances.

Approved students must pay a tuition equalization fee. (See the *Tuition and Fees* chapter of this Handbook.) This tuition equalization fee will entitle approved students who matriculated in Fall 2011 or later and who transfer to the full-time program to take up to 11 credits (or 12 credits if they did not take the optional first-year course Week One: Law in a Global Context) in any Georgetown Law Summer program in D.C. and/or in London without paying additional tuition. Summer classes taken at another ABA-approved law school will not be covered by the tuition equalization fee. See the *Credit for Summer Study* section of this chapter for more information on the credit limit in a Summer session and requesting approval to take summer classes at another ABA-approved law school.

**AFTER THREE OR MORE PART-TIME SEMESTERS**

Requests to transfer from the part-time program to the full-time program that are made after the first year will be reviewed on a case-by-case basis. In no instance will a transfer to the full-time program *before completing five semesters will only* be permitted where the student could *will not* complete their J.D. degree in fewer than seven academic semesters (part-time and full-time semesters combined). Part-time students interested in graduating in fewer than seven semesters should review the *Program Length* section of this chapter for information about the part-time in three years option.

Part-time students who are approved to transfer to the full-time program after the first semester of their second year *Students approved under this provision* will continue to pay tuition on a per-credit basis.

* Updated 1/25/17.
A student may not transfer to the full-time program in a semester in which the student receives tuition benefits as an employee of Georgetown University, including the Law Center.

**Transfer From Full-Time Program to Part-Time Program**

Students seeking to transfer from the full-time program to the part-time program must submit a request in writing to the Office of J.D. Academic Services. In no instance will a transfer to the part-time program be permitted where the student could thereby complete their J.D. in fewer than seven academic semesters (part-time and full-time semesters combined), absent a demonstrated significant change in circumstances. Students may be subject to a tuition equalization fee. (See the Tuition and Fees chapter of this Handbook.)

**SPECIFIC VISA REPORTING REQUIREMENTS FOR INTERNATIONAL STUDENTS**

Before matriculation, all newly enrolled international students (except U.S. citizens and permanent residents) at the Law Center should provide documentation proving they are legally permitted to be in the country and attend school. Students in F-1 or J-1 student visa status are additionally required to attend a Visa Information Session given by the Office of Graduate Programs during orientation. Visa and regulatory information is also available at the Graduate Programs website, www.law.georgetown.edu/go/visa. For further information, please contact the International Student Advisor at lawcentervisa@georgetown.edu.

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 lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals as described in the Withdrawals and Leaves of Absence section of this chapter.

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

**ACADEMIC EVALUATION AND ATTRITION STANDARDS**

**Academic Evaluation System**

The Law Center faculty awards the grades of A+, A, A-, B+, B, B-, C+, C, C-, D, and F. Some courses are offered on a mandatory pass/fail basis, and upperclass students may elect to take eligible graded courses under the pass/fail option, described in more detail below. Grades of AP and AF are entered administratively, as described below.

**GRADING**

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>
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<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 only awarded 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 P grade, whether earned in a mandatory pass/fail course or in a course in which an upperclass student has elected the pass/fail option, is not factored into the student’s grade point average.

An AF (Administrative F) indicates a failing grade entered in administratively and not by a course professor. The AF is given where the student failed to take the course examination or complete other course requirements. It is factored into a student’s grade point average as an F. An AP (Administrative Pass) is also entered administratively and indicates that the student passed the course but did not stop writing before the time allowed for the examination expired. An AP is not factored into the student’s grade point average but allows the student to earn the allotted credits. Students receive an AF and AP in the instances set forth in the Attendance, Examinations, and Written Work section of this chapter and in the Student Disciplinary Code, Section 402 (Administrative Sanctions) provided in the Conduct Policies chapter of this Handbook.

**GRADE POINT AVERAGE**

A student’s cumulative grade point average is computed by multiplying the numerical equivalent of each letter grade by the credit value of the course, adding the results together, and then dividing the total by the total number of credits. In computing a student’s grade point average, computations are carried to two decimal places. Each student’s grade point average is computed at the end of each semester.

While the cumulative grade point average is based upon all of the student’s Law Center grades, the annual grade point average is based only upon a student’s Law Center grades for one academic year. The academic year begins with the Summer session and ends with the following Spring semester. In calculating the student’s grade point average, the Law Center will include the
credits for any course in which the student received an F or AF, even when the student has successfully retaken the course.

**Anonymity in Grading Examination Courses**

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

**Recommended Grading Curve in Examination Courses**

The following is the faculty-approved recommended curve for all first-year and upper-level examination courses.

<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>
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<td>C+</td>
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<td>F</td>
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<td>5–10%*</td>
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**Pass/Fail Option**

The pass/fail option is intended to encourage students to be adventurous in their course selection and not be deterred from taking a course out of concern for their grade point averages. Upperclass J.D. students are permitted to take a maximum of 7 credits pass/fail in elective courses that are available on a pass/fail basis. Mandatory pass/fail courses (e.g., Week One courses) and the pass/fail components of experiential course offerings (e.g., field placements in practicum courses and externships) do not count against the 7-credit pass/fail limit. In other words, the 7-credit ceiling applies only to classroom courses that students elect to take on a pass/fail basis. Courses taken on a mandatory pass/fail basis in an approved study-abroad program or at another ABA-approved law school (e.g., while the student is a visiting student), also do not count against the 7-credit ceiling.

**Eligible Students**

Upperclass J.D. students are eligible to use the pass/fail option for upperclass electives at the Law Center, the Center for Transnational Legal Studies, and the London Summer Program, and for cross-listed Law Center graduate courses that are available for pass/fail. Students sign up for the pass/fail option online and receive instructions on how to do so from the Office of the Registrar.

*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.*
Non-Eligible Courses

The following courses are not eligible for the pass/fail option:

- Courses in the required first-year program, including the first-year elective
- Any course that meets the Professional Responsibility requirement
- Upperclass legal writing requirement seminars
- Supervised Research projects
- Clinics
- Law Center graduate courses that are not cross-listed
- Courses for which the faculty member has elected not to make the pass/fail option available
- For students pursuing a J.D./LL.M. joint degree, courses that are considered “specialization credits” pursuant to the LL.M. degree requirements (see the Graduate Programs chapter of this Handbook)

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

Other Restrictions

Students may exercise the option to take an otherwise graded course on a pass/fail basis only once a semester. This does not apply to mandatory pass/fail courses, which do not count against the 7-credit pass/fail limit (i.e., students may only elect to take one course pass/fail in a semester, but may take any number of mandatory pass/fail courses in the same semester). Students who elect to take a yearlong course on a pass/fail basis may exercise the option in a Fall semester course as well. Students must make any pass/fail designations by the fourth week of the relevant semester (second week of Summer session) in order to exercise the pass/fail option that semester. No late designations will be permitted.

Grading

By the fourth week of the relevant semester (second week of Summer session), a student who wishes to use the pass/fail option must designate to the Office of the Registrar: (1) the course; and (2) the grade the student hopes to receive in the course (this is referred to as the “target” grade). If a student elects to take a course pass/fail but fails to designate a target grade by the deadline, the Office of the Registrar will assign to the student a target grade that is equal to or just above the student’s current cumulative grade point average (GPA). For example, if a student has a GPA of 3.33/4.00, a target grade of B+ will be assigned; if a student has a GPA of 3.42/4.00, a target grade of A- will be assigned. No changes to the pass/fail designation or target grade will be permitted after the deadline.

Faculty are not informed of who is taking their course on a pass/fail basis, and students should not inform them. If the student earns the target grade or above, the actual grade will appear on the student’s transcript and will be included in calculating his or her grade point average. If the student earns a grade below the target but a grade of at least a C, a pass will appear on the transcript. If the student earns a grade of C- or lower, the actual grade will appear on the transcript and will be included in calculating his or her grade point average. Whether a student receives a pass or the grade, the credits associated with the course will count against the 7-credit pass/fail limit. If a student withdraws from a course taken on a pass/fail basis, the credits associated with the course will still count against the 7-credit pass/fail limit.
Academic Attrition

RULES APPLICABLE TO FIRST-YEAR STUDENTS

1. A student must successfully complete the required first-year program. (See the Required First-Year Program section of this chapter.) A student must retake any required first-year course (including the first-year elective) in which he or she received a grade of F or AF. In the case of a first-year elective, a student who fails the course may repeat that elective or substitute another course that meets the first-year elective requirement. Both the original grade of F or AF and whatever grade the student receives upon retaking the course will appear on the student’s transcript. The Registrar will include the grades and the credits for each time the student took the course in calculating the student’s cumulative grade point average for purposes of honors, attrition, and graduation. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the second attempt will be required to take a leave of absence from the Law Center for the next academic year. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the third attempt will be withdrawn from the Law Center for academic insufficiency.

2. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 2.00/4.00 must retake any course in which he or she received a grade of D, F, or AF. Both the original grade of D, F, or AF and whatever grade the student receives upon retaking the course will appear on the student’s transcript. The Registrar will include the grades and the credits for each time the student took the course in calculating the student’s cumulative grade point average for purposes of honors, attrition, and graduation. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the second attempt will be required to take a leave of absence from the Law Center for the next academic year. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the third attempt will be withdrawn from the Law Center for academic insufficiency.

3. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 2.00/4.00 but at least 1.33/4.00 must take a leave of absence from the Law Center for the next academic year, even if the student has withdrawn from one or more classes during those semesters. In order to return, the student must submit a written petition to the Registrar no later than August 1 for the following Fall semester. The petition will be considered by the Associate Dean for the J.D. Program. The student will be allowed to return only if the Associate Dean finds that it is probable that the student will be able to attain a cumulative grade point average of 2.00/4.00 and satisfy all graduation requirements within the allotted time period.

4. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 1.33/4.00 will be withdrawn for academic insufficiency. Students seeking readmission to the Law Center must apply through the Office of Admissions.

5. Students who are required to take a leave of absence or are withdrawn from the Law Center may seek an appeal of the decision by following the procedures set forth in the Appeals Process section below.
RULES APPLICABLE TO UPPERCLASS STUDENTS

1. An upperclass student and any transfer student will be withdrawn from the Law Center for academic insufficiency if at the end of any academic year he or she has a cumulative grade point average of less than 2.00/4.00. For a transfer student, only Law Center grades will be counted.

2. Students withdrawn for academic insufficiency must, absent a successful appeal, seek readmission to the Law Center by applying through the Office of Admissions. See the Appeals Process section below for the appeals procedures for withdrawn students or students required to take a leave.

APPEALS PROCESS

As soon as practicable after grades are due each semester, the Registrar shall notify a student in writing that the student failed to meet the minimum standard of academic performance, as described above, and will be required to take a leave of absence or be withdrawn from the Law Center, as the case may be. The student may submit to the Associate Dean for the J.D. Program a written petition seeking reconsideration within five business days after the student receives notice. All appeals must include documentation to substantiate the circumstances described. As part of the appeal, the Associate Dean for the J.D. Program shall review whether the student has provided sufficient documentation to overcome the presumption that the student should not continue in the J.D. program.

The decision of the Associate Dean for the J.D. Program on a petition for reinstatement is final and not appealable.

COUNSELING REQUIREMENT FOR CERTAIN STUDENTS

A student who has a cumulative grade point average of less than 2.75/4.00 at the end of any semester is required to meet with the Director of Academic Enhancement Programs to discuss the requirements for graduation and ways for the student to improve his or her performance. Students with a cumulative average below a 3.00/4.00 are strongly encouraged to meet with the Director.

ATTENDANCE, EXAMINATIONS, AND WRITTEN WORK

Attendance and Participation

The Law Center must be satisfied at all times with the serious purpose of each student. 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 be subject to any of the following, at the professor’s option:

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

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

**DEADLINES AND DEFERRED EXAMINATIONS**

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

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

**LATE AND MISSED EXAMINATIONS**

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

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

**OTHER EXAMINATION POLICIES**

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

All course examinations are graded anonymously. To protect student anonymity and remain in compliance with the Student Disciplinary Code, students may not indicate to the professor that an examination has been deferred, discuss any modification of the timing of an individual examination with the professor, or otherwise identify themselves in any way to the professor as the author of the examination until after grades are published. Students may not discuss the substance of the examination with the professor or with any other student from the time the examination is first administered until after grades are published.
Students may review their graded examinations and papers by completing the online form on the Office of the Registrar’s website (http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Review.cfm) during the exam review periods. The Library collects copies of past examinations administered at the Law Center. Students may use these prior examinations as study aids in preparing for examinations. In many cases, model or “best” answers to past examinations are also on file in the Library. Examinations administered from 1998 to the present are available online on the Library’s website, at http://apps.law.georgetown.edu/exams-archive/.

Written Work

Submission of Final Papers

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

Deadlines and Professor-Approved Extensions

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

Individual extensions for up to the maximum professor-approved extension deadline may be granted by the professor, provided the student submits an Individual Paper Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar and online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/papers.cfm, must be signed by the professor or the student must obtain written approval from the professor by email and must include all of the information requested on the form. The professor will determine what penalty, if any, applies to papers submitted after the deadline. Students who submit a final paper after the maximum professor-approved extension deadline will receive an AF for the seminar unless approval for a further extension is obtained from the Associate Dean (see the Extension for Extenuating Circumstances section, below).

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

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

Any request for an extension beyond the maximum professor-approved extension deadline is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for the J.D. Program and only for extenuating circumstances. In no instance will an extension be granted beyond April 15 for papers due the preceding Fall semester, August 15 for papers due the preceding Spring semester, or October 15 for papers due the preceding
Summer session. If a student fails to submit a final paper by the deadline set by the Associate Dean, the student will receive an AF for the seminar.

**Access to Graded Examinations and Papers; Policy Regarding Grading and Examination Administration Errors**

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 posted on the website. Examinations and papers can be reviewed for one academic year after they have been administered to the student.

Once grades are reported to the Registrar, a faculty member may change submitted grades only upon written proof of demonstrable mechanical error made in computing the component parts of the examination into the final grade or in transcribing the grade in the grade reporting process, or if a substantive error is discovered in the exam or exam administration process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process.

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

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

Misuse of this policy will be referred to the Ethics Counsel.

**Review Process for a Failing Grade**

Any student who has received a failing grade on an examination or paper may request that the Registrar submit that examination or paper for review by another professor teaching in the subject. Courses with Special Requirements are not eligible for this failing grade review process. Students receiving a failing grade in a clinic or practicum course may request a conference with the Associate or Assistant Dean for Experiential Education to discuss the evaluation, once they have discussed their grade with the professor offering the clinic or practicum course. No change will be made to the failing grade absent this review. The reviewing professor, or the Associate or Assistant Dean for Experiential Education in the case of a clinical or practicum grade, serves in a consulting capacity. The final decision for the course grade rests with the professor conducting the course, but the course professor shall give due and appropriate consideration to the views of the reviewing colleague. A request for such evaluation must be made by the student within 14 days after the grade is posted. Only grades of F qualify for this review process.

**DEGREE CONFERRAL, ACADEMIC HONORS, AND COMMENCEMENT**

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

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

Once a student has completed all academic requirements for the J.D. degree (subject to the Credit and Program Length Requirements and the limitations set forth below), the student’s degree will be conferred. Students enrolled in Law Center-sponsored joint degree programs will graduate upon completion of the requirements of both programs, unless the student has withdrawn from the joint degree program, or unless otherwise specified by the particular joint degree program. (See the Joint Degree Programs section of this chapter.)

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

**Academic Honors**

The Law Center does not rank its students. The faculty has, however, authorized three separate academic honors for students with distinguished academic records. For purposes of all subsections of this Academic Honors section, any credits earned at the Center for Transnational Legal Studies and the London Summer Program will count as credits completed at the Law Center. For the purpose of calculating students’ eligibility for Diplomas with Honors or Order of the Coif, students graduating after a Summer session or Fall semester will be included with the class that graduated in the previous Spring semester. Students who transfer from one program to the other during an academic year must earn a minimum of 12 credits for the semester in which they are a full-time student, and a minimum of 8 credits for the semester in which they are a part-time student, to be eligible for Dean’s List recognition, based solely on their J.D. courses taken at the Law Center, if they complete at least 16 graded J.D. credits at the Law Center during the academic year and maintain full-time status in their joint or concurrent degree program, if applicable.

**DEAN’S LIST**

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

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

The upperclass Dean’s List is calculated separately in two groups. The first group consists of students in their final year of law school. The second group consists of all other upperclass students.

**Diplomas With Honors**

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

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

The J.D. degree *summa cum laude* is the highest academic honor that the faculty can bestow upon a graduating student. There is no cumulative grade point average that automatically entitles a student to that honor. Instead, the J.D. degree *summa cum laude* is granted at the sole discretion of the faculty. To be eligible for consideration for the award of *summa cum laude*, a graduate must have completed at least 71 credits at the Law Center and have a minimum cumulative grade point average of 3.70/4.00.

**Order of the Coif, Georgetown Chapter**

The Order of the Coif was established in 1912 to recognize graduating students who achieved an exemplary cumulative grade point average. Graduating students whose cumulative grade point averages place them in the top 10% of the class are elected to membership in the Order, the national law school honor society for the encouragement of scholarship and advancement of ethical standards in the legal profession. To be eligible for consideration for Order of the Coif, a graduate must have completed at least 64 graded credits at the Law Center (effective beginning in the 2013–2014 academic year, graded credits earned at a transfer student’s previous law school are counted toward this minimum credit requirement).

**Graduation Honors Policy for Transfer/Visitor Students**

Graduation honors for students who transfer to Georgetown Law after their first year of law school or who visit another institution will be based solely on the grades earned at the Law Center.

**Commencement Exercises for Off-Cycle Graduates**

Students who are expected to graduate after a final Summer session and/or Fall semester typically participate in commencement exercises the following May. Students may participate in the May commencement exercises prior to graduation under the following conditions:

- The student has met with an Academic Advisor and that advisor has confirmed with the Office of the Registrar that the student has a reasonable and achievable plan for completing his or her graduation requirements by the Summer session or Fall semester immediately following the May commencement exercises; and
The student has received written permission from the Registrar to participate.

Interested students must email lawreg@law.georgetown.edu no later than January 20, 2017, to officially request permission to participate in the May commencement exercises. Approved students will not appear in the May Commencement Program but will be listed in the diploma section site so their names can be announced. Detailed information is available at http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/index.cfm. Note that the Registrar reserves the right to approve or deny any such request.

### SPECIAL CREDIT POLICIES

#### Distance Learning Courses

J.D. students may enroll in J.D. distance education courses offered at the Law Center provided they have completed 28 credits by the first day of the class. Students may count a maximum of 15 credits toward their J.D. degree earned in such distance education courses. A “distance education course” is defined as one in which students are separated from the faculty or each other for more than one-third of the instruction, and the instruction involves the use of technology to support regular and substantive interaction among students and between students and faculty, either synchronously or asynchronously, consistent with ABA Standard 306. J.D. students may not enroll in graduate (LAWG) distance education courses or distance learning courses offered at other institutions.

#### Graduate Work Completed Prior to Matriculation

Except as provided in this section, the Law Center will not grant credit for any coursework completed prior to a student’s matriculation in a J.D. program at an ABA-approved law school. This includes law courses taken at law schools prior to matriculation and any other graduate-level courses.

A J.D. student who, prior to matriculation, received an LL.M. degree from the Law Center may transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements under the following conditions:

- 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[J]” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAW[J]”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied that requirement (see the Upperclass Legal Writing Requirement section of this chapter).
- Even if, as an LL.M. student, the student takes and passes the LL.M. 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 this 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 his or her first year as a J.D. student indicating the student’s intention to transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements.

A student who satisfies the above requirements may earn the J.D. degree no earlier than five full-time semesters (two and a half academic years) from the date of matriculation into the J.D. program. Note: International students in F-1 or J-1 visa status should consult with the International Student Advisor at lawcentervisa@georgetown.edu if they have any questions regarding graduating off-cycle and their employment and visa status.

Credit for Courses in the Law Center’s Graduate Programs

Upperclass students may take any number of non-cross-listed courses (i.e., courses that have a LAWG but no LAWJ section) in the Graduate Programs of the Law Center on a seat-available basis. Grades for Law Center graduate courses and seminars are displayed on students’ transcripts and computed into students’ grade point averages. Regardless of the number of credits earned in coursework offered through the Graduate Program, J.D. students are not eligible to earn LL.M. degrees or certificates while also earning their J.D. Students interested in one of the J.D./LL.M. joint degrees should review the information found in the J.D./LL.M. Joint Degrees section of the Graduate Programs chapter of this Handbook. See the Certificate Programs chapter of this Juris Doctor Program chapter for more information on certificates available to J.D. students.

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

Consistent with the rules and procedures stated below, J.D. students may take courses in the undergraduate or graduate schools of the University on a seat-available basis. Course descriptions may be found in the University course catalog via MyAccess.

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

Undergraduate and Language Courses

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

Graduate-Level Courses

Upperclass students may apply a maximum of 6 credits of graduate-level coursework completed at the University toward their J.D. degree requirements. All graduate-level courses, credits, and grades will appear on the student’s Law Center transcript, but the grades will not be calculated in the student’s Law Center grade point average. Students who take graduate-level credits that count toward the J.D. degree may not exceed the Law Center’s applicable per-
semester credit limit. (See the Credit and Program Length Requirements section of this chapter.) Students may not take graduate-level courses on the Main Campus on a pass/fail basis and have the credits count toward their J.D. degree. If a student withdraws from a graduate-level course counting toward his or her J.D. degree requirements after the applicable add/drop period, the credit associated with the course will count against the 6-credit limit described above.

**ENROLLMENT POLICIES AND PROCEDURES**

Students do not preregister for Main Campus courses during the Law Center’s preregistration process and may not enroll themselves in Main Campus courses. Students seeking approval to take a Main Campus course in the undergraduate or graduate schools must submit their request to the Office of J.D. Academic Services at lawjdas@law.georgetown.edu no later than the following deadlines:

- **For Fall 2016 courses (including Business School Modules 1 and 2):** August 19, 2016
- **For Spring 2017 courses (including Business School Modules 3 and 4):** January 6, 2017
- **For Summer 2017 courses:** May 15, 2017

All requests must include:

1. the course number;
2. the course name;
3. the number of credits;
4. a list of any prerequisite courses and how the student believes he or she meets those prerequisites; and
5. for all requests for courses outside of the Business School, students must also include the professor’s email permission to enroll. The Business School administration requests that law students not contact Business School faculty directly. The Office of J.D. Academic Services will work with the Business School administration, which will coordinate their professors’ permission to enroll in their courses.

The Director of J.D. Programs will forward approved requests to the Office of the Registrar. Law students are enrolled in Main Campus courses on a seat-available basis at the beginning of the Main Campus add/drop period. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses and are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus. Note: If the Main Campus course is cross-listed (i.e., has a Law Center section designated by LAWJ or LAWG), law students must enroll in the Law Center section of the course and follow the Law Center’s add/drop and waitlist policies. The Office of the Registrar will then confirm for students their enrollment status.

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

**Credit for Study Abroad Programs During the Academic Year**

**CENTER FOR TRANSNATIONAL LEGAL STUDIES**

The Center for Transnational Legal Studies (CTLS) in London is a collaborative project that brings together students and faculty from law schools in over 20 countries to study international, transnational, and comparative law and policy. Upperclass Georgetown Law students may spend a semester with their counterparts from the other law schools in courses taught and co-taught by
faculty from both the common law and civil law traditions. Enrollment in CTLS is open to J.D. students who have completed the required first-year program (other than the first-year elective for part-time students). All students who transfer into Georgetown Law from another law school must complete all first-year course requirements before being eligible to study at CTLS. Preference will be given to students entering their final two semesters in law school. More detailed information on eligibility and the application process is available through the CTLS website at http://ctls.georgetown.edu or by contacting the Administrative Director for the Center for Transnational Legal Studies, at ctls@law.georgetown.edu.

Grading at CTLS

Students at CTLS are graded on a scale from 5.0 to 1.0, in 0.5 increments (5.0 being the highest numerical score). The CTLS numerical scores have been harmonized with the A to F grading scale at Georgetown Law in the following manner:

<table>
<thead>
<tr>
<th>CTLS Numerical Score</th>
<th>Georgetown Grade</th>
<th>Georgetown Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0 and 4.5</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>4.0</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>3.5</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>2.5</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>2.0</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>1.5</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>1.0</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Credit Policies Applicable to CTLS

- Students may attend CTLS for only one semester. Students may transfer a maximum of 14 credits from CTLS toward their J.D. degree requirements.
- Students can do a semester at either CTLS or another Semester Abroad Program, but not both.
- Students may do a summer study abroad program and CTLS, but may transfer a maximum of 14 credits, with the exception of the Georgetown Law Summer Program in London. That is, if a student has already taken 4 credits at a non-Georgetown Law summer study abroad program, the student could only transfer in a maximum of 10 credits from CTLS. Students may take up to 6 credits in the London Summer Program and transfer in up to 14 credits through CTLS.
- Credits earned at CTLS will count toward the 54 Georgetown Law credits required to graduate.
- The grades earned at CTLS will appear on the Georgetown Law transcript and will be included in the computation of the student’s Law Center grade point average.
- Part-time students enrolled at CTLS may transfer in up to 14 credits.

GEORGETOWN LAW SEMESTER ABROAD PROGRAM

The Georgetown Law Semester Abroad Program arranges for students to study abroad for a semester at one of a number of outstanding law schools. These semester abroad programs are open to J.D. students who have completed their required first-year program (other than the first-year elective for part-time students). Preference will be given to students entering their final two semesters of law school. Students, including part-time students, participating in the semester abroad programs sponsored by Georgetown Law can receive up to 14 credits, subject to the
limitations below. For information on the policy governing academic and graduation honors for students who visit at other schools, see the Graduation Honors Policy for Transfer/Visitor Students section of this chapter.

For the Fall 2016 semester, the following foreign law schools are part of the Georgetown Law Semester Abroad program:

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

In addition to the Sciences Po program, described below, some other programs either require or recommend proficiency in a foreign language.

Most programs welcome students in the Fall semester, while a limited number accept students during the Spring semester. Students who study abroad during their final semester before finishing their J.D. program assume the risk that scheduling conflicts or unforeseen administrative delays at the host school will prevent them from graduating on time and/or being able to meet certain bar registration deadlines.

SCIENCES PO PROGRAM

Students can also apply for the yearlong program in Paris at the Institut d'Études Politiques de Paris (Sciences Po). This program awards a Master in Economic Law degree with a Global Governance Studies specialization. A maximum of 28 credits earned through this program may be transferred toward the J.D. degree requirements. The full-year Economic Law Program at Sciences Po in Paris is open only to J.D. students entering their final two semesters in law school. Students participating in this program complete their J.D. degree during the same semester that they complete the Sciences Po program. A high degree of French language proficiency is required for participation in this program and students will be required to provide documentation of their French language ability.

CREDIT POLICIES APPLICABLE TO STUDY ABROAD

- The American Bar Association limits study abroad credit to one-third of the total number of credits required to graduate with a J.D. degree. Georgetown Law requires 85 credits. Therefore, students are limited to a total of 28 study abroad credits. Due to the existing limits Georgetown Law places on the number of study abroad credits students may transfer in toward their J.D. degree, only students interested in pursuing both the Sciences Po program and a summer abroad program (including the London Summer Program) are impacted by the ABA’s 28 credit limit (e.g., students will not be able to transfer in 28 credits from Sciences Po and 6 credits from London Summer Program; they will be limited to 28 credits in total).
 Except with respect to the yearlong program at Sciences Po, students may only transfer up to a total of 14 credits from a Georgetown Law Semester Abroad program toward their J.D. degree requirements. Students may do a summer study abroad program and a semester abroad through a Georgetown Law program, but may only transfer in a total of 14 credits with the exception of the Georgetown London Summer Program. For example, if a student has already taken 4 credits at a non-Georgetown Law summer study abroad program, the student could only transfer in 10 credits from any Georgetown Law study abroad program. Students may take up to 6 credits in the London Summer Program and receive up to 14 credits through a Georgetown Law semester abroad program.

 Credits earned at a Georgetown Law study abroad program (with the exception of the CTLS and the London Summer Program) will not count toward the 54 Georgetown Law credits required to graduate.

 With the exception of CTLS and the London Summer Program, individual courses taken and the grades received at the foreign school will not appear on the Law Center transcript and the grades will not be factored into the Law Center grade point average.

 The Law Center does not give credit for clinical work, internships, or externships done abroad through these study abroad programs. With the exception of CTLS and the London Summer Program, the Law Center will not accept credit for any course taken on a pass/fail basis if another evaluative grading basis is available.

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

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

 Credit for Study Outside the Law Center

 GENERAL PROVISIONS

 The following academic policies are applicable to credit earned and transferred from another institution, including another ABA-approved law school.

 A minimum of 54 credits must be earned at the Law Center (including the Center for Transnational Legal Studies and the London Summer Program, if applicable).

 A passing grade is required for transfer of any credits from another school toward the J.D. degree requirements at the Law Center.

 Courses may not be taken pass/fail at another ABA-approved law school unless the course is a mandatory pass/fail course.

 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.

 Credit for experiential courses taken at another ABA-approved law school will be accepted for transfer with prior approval from the Assistant Dean for Experiential Education or her designee.
- No credit is given for internships, externships, distance-learning, or state-law courses offered by other institutions.

- It is the student’s responsibility to make sure the official transcript of grades and a degree application are submitted to the Office of the Registrar by the Law Center’s grades and degree application deadlines. Students who petition to visit at another institution during their final year of study are cautioned that grades not received by the Law Center’s grades deadline will affect graduation clearance and may affect bar registration.

- Please refer to the Academic Evaluation and Attrition Standards section of this chapter for the rules that govern how courses taken at other schools affect academic evaluation and attrition, and academic and graduation honors.

**TAKING COURSES AT ANOTHER LAW SCHOOL IN WASHINGTON, D.C., WHILE ENROLLED AT GEORGETOWN LAW**

Students must receive permission from an advisor in the Office of J.D. Academic Services and must have a compelling reason to take a course at another ABA-approved law school in the Washington, D.C., area during a Fall or Spring semester in which the student is enrolled in courses at the Law Center. The Law Center will accept no more than 6 credits in this situation and the courses must be approved prior to the student’s enrollment at the other law school. The General Provisions described above also apply.

**VISITING AT ANOTHER LAW SCHOOL**

In extraordinary circumstances, an upperclass student may be granted permission to attend another ABA-approved law school for one or two semesters while still earning the Georgetown Law degree. Before applying to another school, the student must obtain permission from the Office of J.D. Academic Services and the Associate Dean of the J.D. Program. In addition to the General Provisions described above, the following rules apply:

- Permission to visit away is granted only to students showing compelling personal circumstances that require their relocation.

- The Law Center reserves the right to designate the schools to which a student may apply, to approve the student’s selection of courses, and to limit the number of students to whom permission to visit away is granted.

- To visit away in the 2017–2018 academic year, students must submit their request, in writing, to the Office of J.D. Academic Services by April 3, 2017. Applications received after the deadline may be approved where warranted by the situation.

- Students will not be permitted to visit at another school unless they are in good standing at Georgetown Law for the semester(s) for which they wish to visit away.

- Georgetown Law students who wish to visit at another school must have earned the minimum 2.00/4.00 grade point average required for graduation before permission to visit away will be given, since grades earned at other schools will not be calculated in a student’s Law Center grade point average.

- Students requesting to visit away must complete a degree audit with the Director of J.D. Programs to assure that they can meet all degree requirements (including earning 54 credits at the Law Center). Students must complete the upperclass legal writing requirement and the required first-year program (including the first-year elective) at the Law Center.
• Students visiting at another law school must carry private medical insurance, be covered by a student medical insurance policy at the visited school, or purchase medical insurance provided by Georgetown University.

• A student with an unpaid student account balance will not be approved to visit away until the student’s account is paid in full.

• There is an administrative fee of $200.00 for each semester a student visits at another school.

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

AD HOC STUDY ABROAD PROGRAMS DURING THE ACADEMIC YEAR (NON-GEORGETOWN LAW)

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

• Students are required to show that their proposed ad hoc program of study will substantially advance a previously demonstrated academic or professional interest in a manner that would not be possible by enrolling in a Georgetown Law study abroad program. This is a higher standard than that applied to other study abroad applications.

• The Law Center will accept no more than 12 credits from non-Georgetown Law study abroad programs. Students may do a non-Georgetown Law summer study abroad program and a non-Georgetown Law semester abroad program but may only transfer in a total of 12 credits. For example, if a student takes 4 credits at a non-Georgetown Law summer study abroad program, the student may transfer in only 8 credits from any non-Georgetown Law semester abroad program.

• The Law Center reserves the right to designate the schools to which a student may apply and must approve the student’s selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available.

• The health insurance requirements that apply to students participating in Georgetown Law programs apply to students doing ad hoc programs as well. See the insurance reference materials available at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/international-travel/travel_registration/travel_registration.cfm.

• A student with an unpaid student account balance will not be approved to participate in an ad hoc semester abroad program until the student’s account is paid in full.
• Students participating in an ad hoc semester abroad program will be charged an administrative fee of $500.00.

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

Credit for Summer Study

SUMMER SESSION AT THE LAW CENTER

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

J.D. students may earn up to 8 credits, or 9 credits with the approval of an Academic Advisor, over each Summer session.

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

SUMMER SESSION AT THE GEORGETOWN LAW LONDON SUMMER PROGRAM

Students can earn credits through the Georgetown Law London Summer Program in London, England. Course demands are the same as for courses taught at the Law Center, and admission is competitive, with priority given to Georgetown Law students. Students interested in taking courses in both the Law Center’s Summer session and the London Summer Program may do so only where they will have completed their Summer session course requirements prior to commencement of the London Summer Program. Grades earned at the London Summer Program follow the Georgetown Law grading system, will appear on the Law Center transcript, and will be included in the computation of the student’s Law Center grade point average. For further information, refer to http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm or contact the Office of Transnational Programs, at transnational@law.georgetown.edu.

SUMMER STUDY IN THE UNDERGRADUATE OR GRADUATE SCHOOLS OF THE UNIVERSITY

Upperclass students may take courses on the Main Campus during its Summer session on a seat-available basis, subject to the rules set forth in the Credit for Courses in the Undergraduate or Graduate Schools of the University section of this chapter. Students seeking approval to take a Main Campus course should contact the Office of J.D. Academic Services to inquire about the deadline for submitting their request.
SUMMER STUDY IN THE UNITED STATES (NON-GEORGETOWN LAW)

Students must seek approval from an advisor in the Office of J.D. Academic Services to take Summer courses at another ABA-approved law school in the United States. Part-time students, or full-time students who transferred from the part-time program and continue to pay on a per-credit basis, may transfer in a maximum of 6 credits of Summer coursework earned at another ABA-approved law school in the United States toward the J.D. degree. Students must have a compelling reason in order to attend a Summer session at another law school in the Washington, D.C., area. The General Provisions described in the Credit for Study Outside the Law Center section also apply.

SUMMER ABROAD PROGRAMS AT OTHER LAW SCHOOLS

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

- The Law Center will accept no more than a total of 12 credits from any combination of non-Georgetown Law study abroad programs. For example, if a student takes 4 credits at a non-Georgetown Law summer abroad program, the student could expect to transfer in only 8 credits from any non-Georgetown Law semester abroad program.

- Students may take up to 14 credits of study abroad credit when a Georgetown Law program is involved. For example, a student may earn up to 4 credits in a non-Georgetown Law summer abroad program, and then participate in a Georgetown Law semester abroad program and earn a maximum of 10 credits from that semester abroad experience.

- The Law Center reserves the right to designate the schools to which a student may apply and to approve the student’s selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available.

- The medical insurance requirements that apply to students participating in Georgetown Law programs apply to students doing non-Georgetown Law programs as well. See the insurance reference materials available at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/international-travel/travel_registration/travel_registration.cfm.

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

AUDITING COURSES

At the Law Center

Enrolled J.D. 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 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.
At the University

Enrolled J.D. students may seek to enroll in a graduate-level or undergraduate-level course on the Main Campus on an audit basis by following the process 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. Full-time students may audit courses on the Main Campus during the Fall and Spring semesters without additional charge. Part-time students pay for any audited courses at the applicable Law Center credit hour rate. Full-time and part-time students auditing courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

CERTIFICATE PROGRAMS

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


STUDENT-INITIATED SEMINAR

Students who wish to study a subject not offered by the faculty may organize a student-initiated seminar. Seminar sessions are student-led and are supervised by a full-time faculty member. Students wishing to do so must complete the following before the close of the preregistration period in the Spring prior to the academic year in which the student-initiated seminar is to take place: (1) secure a commitment from a full-time faculty member to supervise the seminar; and (2) submit a course proposal to the Associate Dean for the J.D. Program. The proposal must include the title of the seminar, the name of the faculty member who has agreed to supervise the seminar, a syllabus, and a reading list. The Associate Dean will approve the application upon determination that the proposed seminar has substantial educational value and will be conducted with academic seriousness. Students who enroll and complete approved student-initiated seminars will earn 2 credits. These seminars are graded on a mandatory pass/fail basis.

ONE PAPER FOR TWO SEMINARS

Students may submit one paper to satisfy the requirements in two Law Center seminars undertaken in the same semester by securing the written approval of both professors, the Associate Dean for the J.D. Program, and the Registrar before writing the paper. A student must submit a written request to the Office of the Registrar by the deadline for the relevant semester. (See the Office of the Registrar’s website for details, at http://www.law.georgetown.edu/campus-services/registrar/course-registration/One-Paper-for-Two-Seminars.cfm.) The request should include (1) both professors’ approvals of the proposed joint paper, (2) the page length requirement for
each seminar, and (3) the minimum number of words or pages of the proposed joint paper (at least 12,000 words excluding footnotes (approximately 50 pages)). All requests are reviewed by the Associate Dean for the J.D. Program and approval is not automatic. If permission is granted, the student will also be required to meet all other requirements of both seminars. Students shall indicate the joint nature of the paper on the cover page of all submissions. Each professor 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. Any extension to the paper deadline must receive prior approval from both professors.

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

### STUDENT EMPLOYMENT DURING THE ACADEMIC YEAR

The program of instruction in the full-time program is a demanding one and is designed to command substantially all of the student’s time during the academic year. Devoting too much time to employment is a frequent cause of disappointing academic performance and, sometimes, of academic failure. Full-time students who expect to be employed more than 20 hours per week and wish to take more than 12 credits per academic semester are strongly encouraged to meet with an advisor to review their plan to balance school and work commitments.

A student enrolled in the full-time program who is contemplating substantial employment may request a transfer to the part-time program, which is structured to accommodate those who are employed full-time during their study at the Law Center. (See the Transfer Between Full-Time and Part-Time Programs section of this chapter for more information.)

*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 lawcentervisa@georgetown.edu for such authorization. (See [www.law.georgetown.edu/go/visa](http://www.law.georgetown.edu/go/visa) for more information.)

### 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.

**Withdrawal from Individual Courses**

Withdrawal from individual courses may have implications for meeting the per-semester credit minimum and may extend a student’s graduation date. Students should review the Credit and Program Length Requirements section of this chapter and contact the Office of J.D. Academic Services to discuss any such implications.
Students who, due to withdrawals, are registered in 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.

A student who completes fewer than 4 credits in any given academic semester, whether due to withdrawals, receipt of an F or AF, or otherwise, will be required to take a leave of absence from the Law Center for the following academic semester, absent a waiver from the Dean of Students. Students required to take a leave of absence will have their graduation date extended by two academic semesters.

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 lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals described below.

**WITHDRAWING FROM COURSES IN THE REQUIRED FIRST-YEAR PROGRAM**

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

**WITHDRAWING FROM COURSES IN THE UPPERCLASS PROGRAM OF STUDY**

Except as otherwise provided for professor permission courses, clinics, practicum courses, or externships, an upperclass student may withdraw from a semester or yearlong course up to and including the last day of classes for the semester, as published in the Academic Calendar, or by the day of the last class meeting for mini or bookend courses, and only after consultation with and approval by an advisor. For mini or bookend courses ending on a weekend, withdrawals will be accepted the following business day. A student must contact the Office of J.D. Academic Services or the Office of the Dean of Students 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.”

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 Office of the Registrar by the deadline to withdraw from the course, as described in the paragraph above.

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


To withdraw from an externship, students must complete a Course Withdrawal Request Form and also obtain written permission from the Director of Externships and the Associate Dean for Experiential Education.

* A student who wishes to withdraw from a course taken at the Center for Transnational Legal Studies must seek approval from the Assistant Dean for Graduate and Transnational Programs.
To withdraw from a practicum course, students must obtain permission from the faculty member and the Assistant Dean for Experiential Education. The Assistant Dean will grant such withdrawal requests only when remaining enrolled in the practicum would cause significant hardship for the student.

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, Examinations, and Written Work section of this chapter for the consequences of failing to complete an examination as scheduled or failing to submit a final paper by the deadline (including any extension). Such failures may result in the student receiving an AF for the course.

**Leave of Absence**

**Voluntary Leave of Absence**

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

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

**Involuntary Leave of Absence**

Students are put on an involuntary leave of absence for one of the following reasons:

1. Failure to complete 4 credits in a semester (a one-semester leave of absence is required) pursuant to the rules set out in the Credit and Program Length Requirements and Course Withdrawal From Individual Courses sections of this Handbook.

2. The student is a first-year student with a cumulative grade point average after two academic semesters (excluding Summer sessions) of less than 2.00/4.00 but at least 1.33/4.00 (a one-year leave of absence is required), pursuant to the rules set out in the Academic Attrition section of this Handbook.

3. Failure to attain a D or better in any required first-year course after a second attempt (a one-year leave of absence is required), pursuant to the rules set out in the Academic Attrition section of this Handbook.

See the Academic Attrition section of this chapter for the appeals procedures for students who are involuntarily withdrawn or placed on a leave of absence.

**Returning from a Leave of Absence**

Students expecting to return from either a voluntary or involuntary leave of absence must email the Office of the Registrar (lawreg@law.georgetown.edu) no later than August 1 (if returning in the Fall), December 1 (if returning in the Spring) or April 1 (if returning in the Summer). After the student completes the requirements outlined in the aforementioned sections (e.g., obtaining the permission of the Associate Dean or Dean of Students, as appropriate), the Office of the Registrar will review with the student their new graduation date (reflecting the time taken off
during the leave of absence) and make referrals to other administrative offices (i.e., Financial Aid, Student Health, Student Accounts, or Office of J.D. Academic Services).

**Tuition Implications**

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan—a tuition insurance plan provided by an external insurer (A.W.G. Dewar, Inc.). (See the Tuition and Fees chapter of this Handbook for a description of both.) In rare circumstances, a student who is not fully covered under the Tuition Refund Schedule or Tuition Refund Plan, and who returns from an approved leave may receive from Georgetown University a non-refundable tuition adjustment for the tuition paid during the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Dean of Students.

**Withdrawal From the Law Center**

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

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

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 lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals described above.

**Joint Degree Programs**

The Law Center sponsors degree programs in which a student may simultaneously pursue study leading to the J.D. from the Law Center and a graduate degree from the Georgetown University School of Business Administration (M.B.A.), Georgetown Public Policy Institute (M.P.P.), School of Foreign Service (M.S.F.S., M.A.A.S., M.A.E.R.E.S., M.A.G.E.S., M.A.L.A.S., or M.A.S.S.P.), the Department of Government (Ph.D.), the Department of Philosophy (M.A. or Ph.D.), or the Law Center (L.L.M.). A joint degree is also offered in cooperation with the Johns Hopkins Bloomberg School of Public Health (M.P.H.).

**Application and Degree Information**

Students must apply separately to the Law Center and to the companion graduate program. Applicants who are current law students are judged by the same criteria as all other applicants to these programs. Students interested in the J.D./M.A.S.S.P. program must apply to both the M.A.
and the J.D. programs simultaneously and be independently admitted. * Applicants who have already begun their studies at the Law Center or at the Security Studies Program (SSP) will not be considered for admission to the joint degree program. For questions about this policy, please contact the SSP Admissions department at ssppinfo@georgetown.edu or 202-687-5679.

For more information about the J.D./LL.M. joint degrees in Environmental Law, Global Health Law, International Business and Economic Law, National Security Law, Securities and Financial Regulation, and Taxation, please see the Graduate Programs chapter of this Handbook.

Detailed information, including a student handbook for many of the joint degree programs, is available at http://www.law.georgetown.edu/academics/academic-programs/jd-program/joint-degree-programs/index.cfm.

Current J.D. students who are enrolled in or plan to apply to a joint degree program should contact the Office of J.D. Academic Services to make an appointment with the Director of J.D. Programs.

Credit Requirements

All J.D. students, including transfer students, must complete a minimum of 54 credits at the Law Center. Credits awarded for work completed in a joint degree program will not count toward the 54 required Law Center credits.

After it has been determined that the student is expected to meet the requirements for both degrees, the Registrar will transfer in 6 to 9 credits (depending on the program) toward the student’s J.D. degree. The credits will be applied during the joint degree student’s final Fall semester. The courses taken in the companion degree program will not be listed on the student’s Law Center transcript and grades earned in the companion degree program will not be included in calculating the student’s Law Center grade point average. Students enrolled in Law Center-sponsored joint degree programs will graduate upon completion of the requirements of both programs, unless the student has withdrawn from the joint degree program, or unless otherwise specified by the particular joint degree program.

Full-Time Joint Degree Students

Subject to the paragraph below, a student in the full-time joint degree program must enroll in 10 to 16 credits of Law Center courses in each semester.

A full-time joint degree student may be approved to enroll in less than 10 Law Center credits in a given semester if: (1) the combined University-wide (i.e., Law Center and Main Campus) credits total 10 credits; and (2) the student receives permission from the Director of J.D. Programs prior to the end of the Law Center’s add/drop period. If a full-time joint degree J.D. student fails to successfully complete at least 10 University-wide credits in a semester, the student will not have successfully completed that full-time semester and their graduation date will be extended as outlined in the Credit and Program Length Requirements. A full-time joint degree student may enroll in up to 22 University-wide credits (no more than 17 of which may be Law Center credits) during the Fall or Spring semester upon receiving the permission of the Director of J.D. Programs prior to the end of the Law Center’s add/drop period.

* Applicants who have already begun their studies at the Law Center or at the Security Studies Program (SSP) will not be considered for admission to the joint degree program. For questions about this policy, please contact the SSP Admissions department at ssppinfo@georgetown.edu or 202-687-5679.
PART-TIME JOINT DEGREE STUDENTS

The following Law Center-sponsored joint degree programs offer admission to part-time J.D. students:

- J.D./M.A.S.S.P.
- J.D./M.A.L.A.S.
- J.D./M.A.E.R.E.S.
- J.D./M.A. in Philosophy
- J.D./M.P.P.
- J.D./Government

Part-time J.D. students interested in one of the aforementioned joint degree programs should schedule an advising appointment with the Director of J.D. Programs in the Office of J.D. Academic Services to discuss their long-term academic plans.

CONCURRENT DEGREE PROGRAMS

Full-time or part-time students interested in pursuing interdisciplinary study outside Georgetown Law’s established joint degree programs may pursue a concurrent degree program. Before registering for any concurrent coursework, students must submit a concurrent degree proposal and meet with the Director of J.D. Programs in the Office of J.D. Academic Services to discuss the Law Center requirements with respect to a concurrent course of study. Students are strongly encouraged to meet with the Director prior to matriculation into the J.D. program to discuss their plans. If prior permission is granted, the Law Center will accept toward the J.D. degree a maximum of 6 credits. The following rules apply:

- Only credits earned in a non-law graduate degree program after the first year of law school can be applied toward the J.D. degree. Graduate coursework completed prior to a student’s matriculation in the J.D. program cannot be counted toward the J.D. degree.
- Courses taken in a concurrent degree program will not be listed on the student’s Law Center transcript.
- Grades earned in a concurrent degree program will not count toward the student’s Law Center grade point average.
- The J.D. degree will be conferred once all J.D. requirements are completed.
- There is a one-time administrative fee of $200.00 for each concurrent degree program approved.
- All J.D. students, including transfer students, must complete a minimum of 54 credits at the Law Center. Credits awarded for work completed in a concurrent degree program will not count toward the 54 Law Center credits.