JURIS DOCTOR PROGRAM

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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.

**FULL-TIME PROGRAM**

The program of instruction for the full-time program requires a minimum of six full-time semesters (three academic years) for completion of the degree requirements. Full-time students may not advance their date of graduation by attendance at Summer sessions.

During the first year of academic studies, students in the full-time program are assigned to a section in which they take the required program of 31 academic credits. During the second and third years, full-time students pursue an elective program of instruction while completing a required course in Professional Responsibility and the upperclass legal writing requirement.

A student in the full-time program may not enroll in fewer than 12 or more than 16 academic credits. A student in the full-time program who wishes to (1) enroll in 10 or 11 credits in one upperclass semester only or (2) enroll in 17 credits for any Fall or Spring semester must contact the Office of J.D. Academic Services to seek approval from an advisor.*

Students in the full-time program are expected to graduate at the end of three academic years, and may take no longer than five consecutive calendar years from the date of matriculation in law school to meet all J.D. degree requirements. If after five consecutive calendar years a student has not yet completed all academic requirements necessary to graduate, the student will be withdrawn from the Law Center with no possibility of readmission or graduation, unless excused by grant of a waiver.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 five-year requirement must submit their written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. Unless a written waiver of the five-year rule is granted, the rule is strictly enforced. Consistent with American Bar Association guidelines, in no case will a student be permitted to complete the degree more than seven years after the date of matriculation.

**PART-TIME PROGRAM**

The part-time program is designed to allow a part-time student to complete the J.D. degree requirements in eight academic semesters (four academic years). Students who remain in the part-time program for their upperclass years may accelerate their program to seven semesters plus 8 or more credits over one or more Summer sessions. Students who matriculated prior to Fall 2013 should contact the Registrar to review how many summer credits they need to accelerate their degree.

During the first year, students take a required program of 20 academic credits in a section which meets during evening hours. In their upperclass years, part-time students take their remaining first-year courses (Criminal Justice, Property, and a course designated as meeting the first-year elective requirement), a course in Professional Responsibility, the upperclass legal writing requirement, as well as an elective program of instruction.

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* A full-time student who wishes to underload while at the Center for Transnational Legal Studies must seek approval from the Assistant Dean and Executive Director for the Center for Transnational Legal Studies.
After the first year, a part-time student may not enroll in fewer than 8 or more than 12 academic credits. A part-time student who wishes to enroll in 6 or 7 credits may do so in one semester only and must contact the Office of J.D. Academic Services to seek approval from an advisor. Graduating part-time students are also permitted, in their final semester, to take the minimum number of credits needed to graduate and meet their residency requirement. Note: Students who are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, http://studenthealth.georgetown.edu/insurance/, and email shi@georgetown.edu with any questions.

Students in the part-time program are expected to graduate within four academic years of matriculation and may take no longer than six consecutive calendar years from the date of matriculation in law school to meet all J.D. degree requirements. If after six consecutive calendar years a student has not completed all degree 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 six-year requirement must submit a written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. Unless a written waiver is granted, the six-year rule is strictly enforced. Consistent with American Bar Association guidelines, in no case will a student be permitted to complete the degree more than seven years after the date of matriculation.

**ACADEMIC REQUIREMENTS AND POLICIES**

**Juris Doctor Degree Requirements**

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

- 85 credits;
- A minimum of 54 academic credits must be earned at the Law Center;¹
- The required first-year program, described below;² ³
- The upperclass legal writing requirement, described below;³
- A course in Professional Responsibility, described below;

¹ The Law Center will accept for transfer a maximum of 31 semester hours of academic credit from an ABA-approved law school. Georgetown Law does not accept credit for externships, internships, or state-law courses taken at other ABA-approved law schools. 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 non-Georgetown Law programs) other than the Center for Transnational Legal Studies or the Georgetown Law London Summer Program which do count toward the 54 Georgetown Law credits required to graduate.

² Students who transfer to the Law Center from another law school are not required to take, nor are they admitted into, the first-year required courses Criminal Justice and Week One: Law in a Global Context. 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.

³ Students must complete the required first-year program and upperclass legal writing requirement at the Law Center. 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 approves any seminar that could fulfill this requirement in advance of the semester in which it is offered.
The Required Time in Residence requirement (or the “residency requirement”), described below; and

A minimum cumulative grade point average of at least a C (2.00/4.00) in Law Center courses.

Students may not extend their program beyond the semester in which they have completed all academic requirements for the J.D. degree. Once a student has completed all academic requirements for the J.D. degree (subject to 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.

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 take Criminal Justice, Property, and a course meeting their first-year elective requirement during their upperclass years.

CURRICULUM “A” COURSES

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

CURRICULUM “B” COURSES

- Bargain, Exchange, and Liability
- Democracy and Coercion
- Government Processes
- Legal Justice Seminar
- Legal Practice: Writing and Analysis
- Legal Process and Society
Upperclass Legal Writing Requirement

Students must complete the upperclass legal writing requirement as follows: (1) by 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 course schedule); or (2) by successfully completing a Supervised Research project that has been approved by the Associate Dean for the J.D. Program, described below.

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 from law school. Students choose topics, submit outlines, prepare and submit a first draft, and complete the final paper in consultation with faculty members in approved seminars, clinics, and Supervised Research projects.

In the course of completing the upperclass legal writing requirement, students show their mastery of the in-depth research undertaken and demonstrate how they have organized, clarified, or advanced this body of knowledge in resolving the issues raised by the paper. Final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor. Final papers should be submitted either through the Georgetown Law Online Paper/Exam Management System, at http://apps.law.georgetown.edu/exams/, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no amendments, revisions, or supplements will be permitted or accepted.

The technical requirements for the upperclass legal writing requirement include: (1) use of legal forms of citation (when appropriate); (2) submission of an outline and a first draft of at least 6,000 words (excluding footnotes), in accordance with the professor’s instructions and schedule; and (3) 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 be reflected on the student’s transcript, however, only the course grade is calculated in the student’s overall grade point average.

If a student fails to submit the final paper by the due date (including any extension), the student will receive an AF for the seminar. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F. (See the Attendance, Examinations, and Written Work section of this chapter. See also the Withdrawals and Leaves of Absence section of this chapter for information on withdrawing from individual courses.)

Because a paper that meets the upperclass legal writing requirement should be a product of the student’s own work in consultation with the supervising professor, students who are interested in using their final paper for other purposes (such as a law journal note or writing sample for a job application) may do so only: (1) after the paper has been submitted for grading; and (2) to the extent the student has not received comments, edits, or other feedback on the paper from individuals other than their grading professor (or in connection with classroom discussion as overseen by such professor) prior to the time it is submitted for grading.
Supervised Research

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 provide faculty guidance to 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. 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 meetings that allows for the kind of interaction contemplated for writing seminars.

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 approved by the Assistant Dean and Executive Director for the Center for Transnational Legal Studies.

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.) All requests to undertake a Supervised Research project must be approved by the Associate Dean for the J.D. Program. The Associate Dean for the J.D. Program 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. 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.
- 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 the scheduled meeting dates with the professor, the due dates for submission of the outline, first draft, and final draft, and list 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). Only 2 credits, however, will be awarded and credit allocations must be finalized before the end of the add/drop period.

The final Supervised Research paper should be submitted either through the Georgetown Law Online Paper/Exam Management System, at http://apps.law.georgetown.edu/exams/, or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, no
amendments, revisions, or supplements will be permitted or accepted. Credit for the upperclass legal writing requirement will be given for papers receiving a passing grade.

If a student fails to submit the final paper by the due date (including any extension), the student will receive an AF for the Supervised Research project. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F. (See the Attendance, Examinations, and Written Work section of this chapter. See also the Withdrawals and Leaves of Absence section of this chapter for information on withdrawing from individual courses.)

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 in advance of 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 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 both professors’ approvals of the proposed joint paper, the minimum number of words or pages of the proposed joint paper, and the page length requirement for each seminar. All requests must be approved by the Associate Dean for the J.D. Program and approval is not automatic. When permission is granted, the student will be required to write a paper of at least 12,000 words excluding footnotes (approximately 50 pages), and meet all other requirements of both seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. Each professor approving such a project will submit a final grade independently, indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical.

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.

Professional Responsibility Requirement

Each student must successfully complete an upperclass course meeting the Professional Responsibility requirement. The following courses satisfy the Professional Responsibility requirement:

- American Legal Profession
- Comparative Professional Responsibility
- Legal Ethics in Corporate Practice
- Professional Responsibility
- Professional Responsibility: A Case Study Approach
- Professional Responsibility and Small Firm Practice: How to Start and Build a Law Firm
- Professional Responsibility and the Future of the Legal Profession
- Professional Responsibility for Tax Lawyers
- Professional Responsibility in Law Firm and Corporate Practice
- Professional Responsibility: Ethics in Public Interest Practice
- Professional Responsibility: How and Why Lawyers Get Into Trouble
Professional Responsibility: Lawyers’ Ethics in an Adversary System (formerly “Lawyers’ Ethics”)  
Professional Responsibility: Problems from Practice


Required Time in Residence (Residency Requirement)

In addition to all other degree requirements, students must complete the required time in residence (or “residency requirement”). The required time in residence is a measure of the intensity and duration of study in law school, and is separate and apart from the requirement that students complete 85 academic credits (i.e., a student who completes 85 academic credits but has not yet met the residency requirement (and vice versa) is not eligible to graduate).

FULL-TIME PROGRAM

A full-time student must complete six semesters in which he or she enrolls in a minimum of 12 academic credits, and passes at least 10 of these credits. After six full-time semesters, a student achieves the required time in residence needed to graduate. A full-time student who wishes to enroll in 10 or 11 credits may do so in one semester only and must contact the Office of J.D. Academic Services to seek approval from an advisor. Full-time students who receive permission to enroll in 10 or 11 credits must pass at least 10 credits in the approved semester. A full-time student who fails to pass at least 10 academic credits in a given semester will not have successfully completed that full-time semester and must contact the Registrar to discuss how to meet the residency requirement.

Full-time students may not advance the date of their graduation by taking classes during a Summer session.

PART-TIME PROGRAM

A part-time student typically achieves the required time in residence in one of two ways:

1. Eight Semesters:

A part-time student can meet the residency requirement upon the completion of eight semesters in which he or she successfully passes a minimum of 8 academic credits.

2. Seven Semesters and at Least One Summer Session:

A part-time student can meet the residency requirement upon the completion of:

- seven part-time semesters in which he or she successfully passes a minimum of 8 academic credits; and
- at least 8 academic credits over one or more Summer sessions.

Students who matriculated prior to Fall 2013 should contact the Registrar to review how many summer credits they need to accelerate their degree.

Note that in any of the above scenarios, a part-time student who wishes to enroll in 6 or 7 credits in one upperclass semester (i.e., “underload”), may do so in one semester only and must contact the

*A full-time student who wishes to underload while at the Center for Transnational Legal Studies must seek approval from the Assistant Dean and Executive Director for the Center for Transnational Legal Studies.
Office of J.D. Academic Services to seek approval from an advisor. Note: Students who are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, http://studenthealth.georgetown.edu/insurance/, and email shi@georgetown.edu with any questions. Part-time students who receive permission to underload must pass at least 6 credits in the approved semester. A part-time student who fails to pass 6 credits in an approved underload semester, or 8 credits in every remaining academic semester, will not have successfully completed that part-time semester and must contact the Registrar to discuss how to meet the residency requirement.

Students who transfer between the part-time and full-time program must contact the Registrar to discuss how to meet the residency requirement.

**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 home school and their remaining credit and residency requirements. Transfer students should consult with an advisor in the Office of J.D. Academic Services if they have questions about how they can fulfill their remaining requirements.

**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 how to meet their credit and residency 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 and the residency requirement.

**Transfer Between Full-Time and Part-Time Programs (Interdivisional Transfers)**

Students who have questions concerning a transfer between programs should contact the Registrar to ascertain the required periods of attendance and the earliest date upon which graduation may occur as a result of a transfer.

Students considering an interdivisional transfer 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. Any student seeking to make a second (or additional) transfer between programs must seek and receive written approval from the Associate Dean for the J.D. Program.

**Transfer from Part-Time Program to Full-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 only in cases of a demonstrated significant change in circumstances. We expect to approve few, if any, such requests. The individual circumstances prompting the request to transfer will be considered on a case-by-case basis. Note: A change in a student’s employment status will not, in most cases, be regarded as a demonstrated significant change in circumstance.

Students seeking to transfer from the part-time to the full-time program must submit a request in writing to the Registrar. The request must include a statement of the student’s demonstrated significant change in circumstances. The Registrar will return a decision in writing.
Students 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, students who matriculated in Fall 2011 or later and transfer to the full-time program after their first year must take Criminal Justice and Property in the evening of their second year). To meet the residency requirement and graduate after two more years of law studies, students who transfer to the full-time program after their first year subsequently need to take four full-time semesters plus at least 6 credits over one or two Summer sessions. Joint degree students who are part-time J.D. students transferring into the full-time program should contact the Registrar to discuss how to complete their residency requirement.

Students who transfer to the full-time program upon completion of their first year must pay a tuition equalization fee. (See the Tuition and Fees chapter of this Handbook.) Part-time students who matriculated in Fall 2011 or later and who transfer to the full-time program and pay the tuition equalization charge are entitled to take up to 11 credits in any Georgetown Law Summer program in D.C. and/or in London without paying additional tuition. Note: No more than 8 credits taken in a single Summer session at one or more Georgetown Law programs, including the London Summer Program, may be counted toward the J.D. degree. If students choose to take summer classes at another ABA-approved law school, the credits will not be covered by the tuition equalization fee and no more than 7 credits will be counted toward the J.D. degree. (See the Credit for Summer Study section of this chapter for more information on requesting approval to take summer classes at another ABA-approved law school.)

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

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 Registrar. Students must complete the residency requirement, as outlined by the Registrar in her written approval, and may be subject to a tuition equalization fee. (See the Tuition and Fees chapter of this Handbook.)

Specific Visa Reporting Requirements for International Students

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

Academic Evaluation and Attrition Standards

ACADEMIC EVALUATION SYSTEM

The Law Center faculty awards the grades of A+, A-, B+, B, B-, C+, C, C-, D, and F. Some courses available to upperclass students are graded under the pass/fail option described below. An AP or AF grade will be issued in the instances described in the Attendance, Examinations, and Written Work section of this chapter and in Section 402 of the Student Disciplinary Code, provided in the Conduct Policies chapter of this Handbook.

Grading System

The following numerical equivalents are assigned to each letter grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
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<td>C-</td>
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<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

An A+ grade is assigned a 4.00 numerical equivalent, and is awarded (although not regularly) in recognition of truly extraordinary academic performance in a Law Center class. Even the best paper or examination in a course might not receive an A+.

A 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 academic credits for any course in which the student received an F or AF, even when the student has successfully retaken the course.

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. The Law Center will not release grades over the telephone, even to the student, out of concern for students’ privacy.

Grades earned at Georgetown Law’s London Summer Program follow the Georgetown Law grading system, will appear on the Georgetown Law transcript, and will be included in the computation of the student’s Law Center grade point average. Effective beginning in the 2012-2013 academic year, grades for courses taken at the Center for Transnational Legal Studies (CTLS) are listed on the Law Center transcript and are included in the computation of the student’s Law Center grade point average. (See the Center for Transnational Legal Studies section of this chapter for a description of how CTLS numerical scores are harmonized with the Georgetown Law grading system.)
Grades for courses taken at other law schools and in graduate programs at other universities are not listed on the Law Center transcript and are not included in the computation of the student’s Law Center grade point average. Finally, grades for courses taken in the graduate or undergraduate programs on the Main Campus are listed on the Law Center transcript but are not included in the computation of the student’s Law Center grade point average. (See the Graduation Honors Policy for Transfer/Visitor Students section of this chapter.)

Recommended Grading Curve

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

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

Pass/Fail Option

In April 2014, the faculty revised its pass/fail policy. The policy 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. Effective beginning in summer 2014, 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., upperclass Week One courses) and the pass/fail components of experiential learning offerings (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. Note that 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 and at the Center for Transnational Legal Studies, and for cross-listed Law Center graduate courses that are available for pass/fail. The pass/fail option is not available to LL.M. students. Students sign up for the pass/fail option online and receive instructions on how to do so from the Office of the Registrar.

Non-Eligible Courses

The following courses are not eligible for the pass/fail option: (1) courses in the required first-year program, including the first-year elective, any course that meets the Professional

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* 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.
Responsibility requirement, upperclass legal writing requirement seminars, and Supervised Research projects; (2) clinics; (3) Law Center graduate courses that are not cross-listed; (4) courses for which the faculty member has elected not to make the pass/fail option available; and (5) for students pursuing a J.D./LL.M. joint degree, courses that are considered “qualifying” 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).

Grading

A student must decide whether to use the pass/fail option and designate to the Office of the Registrar the pass/fail course during the first two weeks of the relevant semester (first week of Summer session). By the end of the sixth week (second week of Summer session), the student must designate to the Office of the Registrar 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 their respective deadlines.

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 academic 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 academic credits associated with the course will still count against the 7-credit pass/fail limit.

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. Students who receive two grades of AP, AF, or a combination of both on their transcripts will not be eligible for graduation honors (i.e., Diplomas with Honors or Order of the Coif).

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.

For the purpose of calculating students’ eligibility for degrees with honors, students graduating after a Summer session or Fall semester will be included with the class that graduated in the previous Spring semester.

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 academic 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.

ACADEMIC ATTRACTION

Course of Study: Maximum Duration

Unless excused by grant of a waiver, a full-time student must satisfy all graduation requirements within five consecutive calendar years from the date of matriculation in law school; a part-time student must satisfy all graduation requirements within six consecutive calendar years from the date of matriculation. Students seeking a waiver of these rules must submit their written petition and supporting documentation to the Registrar as soon as their situation becomes apparent. If the student fails to satisfy the graduation requirements within the appropriate time period, he or she will be withdrawn from the Law Center with no possibility of readmission or graduation. Consistent with American Bar Association guidelines, in no case will a student be permitted to complete the degree more than seven years after the date of matriculation.

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 first-year required course (including the required first-year elective) in which he or she received a grade of F. 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 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 academic 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 first-year required course (including the required 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 first-year required course (including the required 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, the student must retake any course in which he or she received a grade of D or F. Both the D’s and F’s the student first received and the grade he or she receives in retaking the course will appear on the student’s transcript, and the credits for both the first and retaken courses will be included in calculating the student’s cumulative grade point average for purposes of honors, attrition, and graduation. The student will receive credit only for the courses he or she successfully retakes. If, in retaking a course, a student receives a grade of D or better, the student has satisfied the requirement that he or she pass every required and first-year elective course.

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.

Rules Applicable to Upperclass Students

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.

Students withdrawn for academic insufficiency must seek readmission to the Law Center by applying through the Office of Admissions.

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 of the serious purpose of each student. Any student will be withdrawn from a course if it is found that the student is not giving proper time and attention to his or her studies.

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

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

EXAMINATIONS

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

Any student who does not take an examination as originally scheduled, and who does not obtain permission from the Registrar prior to the start of an examination to defer that examination (consistent with the rules set forth in the Exam Relief Policies section of the General Administrative Policies chapter of this Handbook) will be subject to the sanctions set forth in Section 402(b) of the Student Disciplinary Code, provided in the Conduct Policies chapter of this Handbook. See Section 402(a) for sanctions associated with late take-home examinations. Please note that failure to take an examination or timely submit a take-home examination may result in the student receiving an AF for the course. An AF is reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

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

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

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

Students may review their graded examinations and papers by completing the online form on the Office of the Registrar’s website (http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Review.cfm) during the exam review periods. The Library collects copies of past examinations administered at the Law Center. Students may use these prior examinations as study aids in preparing for examinations. In many cases, model or “best” answers to past examinations are also on file in the Library. 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**

Final papers in seminars and other courses are due on the date announced in the Academic Calendar or by their professor. Subject to the maximum extensions published on the Office of the Registrar’s website, a professor may advance or extend the due date of all papers for the seminar (except for those of graduating students). All final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor. Final papers should be submitted either through the Georgetown Law Online Paper/Exam
Management System, at http://apps.law.georgetown.edu/exams/, or in hard copy to the Office of the Registrar. Once a final paper is submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. See Section 402(c) of the Student Disciplinary Code, provided in the Conduct Policies chapter of this Handbook, for the treatment of papers submitted in error.

Due dates for papers are as firm as the dates of examinations. Individual extensions for up to the maximum allowable days set by the Registrar may be granted by the professor, provided the student submits an Individual Paper Extension Form to the Office of the Registrar. The Form, available at the Office of the Registrar and online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/papers.cfm, must be signed by the professor or the student must obtain written approval from the professor by email and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for the J.D. Program. In no instance will an extension be granted beyond April 15 for papers due the preceding Fall semester, August 15 for papers due the preceding Spring semester, or October 15 for papers due the preceding Summer session.

If a student fails to submit a final paper by the due date (including any extension), the student will receive an AF for the seminar. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

Students who are interested in using a paper submitted for a course grade for other purposes (such as a journal note or writing sample for a job application) may do so only: (1) after the paper has been submitted for grading, and (2) to the extent the student has not received comments, edits, or other feedback on the paper from individuals other than their grading professor (or in connection with classroom discussion as overseen by such professor) prior to the time it is submitted for grading.

Note to International Students: U.S. visa restrictions dictate that extending the paper due date beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. Any such paper extension must be approved in writing by the International Student Advisor in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions, students must also obtain their agreement to any such extension.

**Review Process for a Passing Grade**

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. Once a grade is reported to the Registrar, a faculty member may change a grade only upon written proof of demonstrable clerical error in the grading or grade reporting process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process.

**Review Process for a Failing Grade**

Any student who has received a failing grade on an examination or paper may, after first discussing the matter with the professor who reported the failing grade, request that the Registrar submit that examination or paper for review by another professor teaching in the subject. 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. The other professor, or the Associate or Assistant Dean for Experiential Education in the case of a clinical or practicum grade, serves merely in a consulting capacity. The final decision for the course grade rests with the professor conducting the course, but the course professor shall give due and appropriate consideration to the views of the consulting colleague. A request for such evaluation must be made by the student within 14 days after the grade is posted. Only grades of F may be reviewed.

**Special Credit Policies**

**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., “LAWJ” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAWJ”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied such requirement (see the Upperclass Legal Writing Requirement section of this chapter).
- Even if, as an LL.M. student, the student takes and passes the course Professional Responsibility in the United States, the student must still complete the professional responsibility requirement during the upperclass J.D. program of study (see the Professional Responsibility Requirement section of 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 their first year as a J.D. student indicating the student’s intention to transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements.
- A student who satisfies the above requirements may earn the J.D. degree no earlier than five full-time semesters (two and a half academic years) from the date of matriculation into the J.D. program.
CREDIT FOR COURSES IN THE LAW CENTER’S GRADUATE PROGRAMS

Upperclass students may take up to 6 credits of non-cross-listed courses (i.e., courses that have a LAWG but no LAWJ section) in the Graduate Programs of the Law Center without permission. Students who wish to take more than 6 credits of non-cross-listed Graduate Programs offerings must contact the Office of J.D. Academic Services to seek approval from an advisor. However, no such permission is required for students who have been admitted into a J.D./LL.M. joint degree program and wish to take more than 6 credits of non-cross-listed LL.M. courses within that specialized area of study. Grades for Law Center graduate courses and seminars are displayed on students’ transcripts and computed into students’ grade point averages.

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. Students interested in seeking permission to enroll in a course on the Main Campus should contact the Office of J.D. Academic Services to make an appointment with an advisor, in addition to reviewing the information below.

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 of the University

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. All undergraduate and language 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 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 of the University

Upperclass students may apply a maximum of 6 credits of graduate-level coursework on a seat-available basis in the University toward their J.D. degree requirements. (This is in addition to the 6 credits that may be applied from non-cross-listed courses taken in the Graduate Programs of the Law Center, as described in the Credit for Courses in the Law Center’s Graduate Programs section of this chapter.) 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 credit limit for a single semester. (See the Full-Time Program and Part-Time Program sections 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 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 (except for Business School
courses) must submit their request along with the professor’s written permission (email is sufficient) to the Director of J.D. Programs in the Office of J.D. Academic Services no later than August 22, 2014 for Fall 2014 courses and January 2, 2015 for Spring 2015 courses.

Students seeking approval to enroll in a Fall 2014 Business School course (Modules 1 and 2) must submit their request to the Director of J.D. Programs no later than August 22, 2014 and no later than January 2, 2015 for a Spring 2015 Business School course (Modules 3 and 4). Students interested in Module 1 and 2 courses will be considered on a rolling basis beginning in May and are encouraged to submit their requests as early as possible. The Business School administration requests that law students not contact Business School faculty directly. The Director of J.D. Programs will work with the Business School administration, which will coordinate their professors’ permission to enroll in their courses.

All requests for undergraduate and graduate courses (including Business School courses) must include: (1) the course number; (2) the course name; (3) the number of credits; and (4) a list of any prerequisite courses and how the student believes he or she meets those prerequisites. For all requests for courses outside of the Business School, students must also include the professor’s email permission to enroll. Upon approval by the Director of J.D. Programs (and with the permission of the professor, except for the Business School), the student’s request will be forwarded to the Law Center’s Office of the Registrar. The Registrar’s Office will forward the request to the appropriate academic department for approval to enroll the student in the course if there is a seat available. The Registrar’s Office will then confirm for students their enrollment status.

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

It is the student’s responsibility to make sure that final grades are submitted to the Law Center’s Registrar’s Office by the Law Center grades deadline.

Law students are enrolled in Main Campus courses on a seat-available basis. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses or to register for the Main Campus sections of cross-listed courses. Law Center students who wish to be enrolled in a Main Campus cross-listed course must follow the Law Center’s add/drop and waitlist policies. Law Center students who are enrolled in Main Campus non-cross-listed courses are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus.

**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 around the world to study complex international, transnational, and comparative legal issues from a wide range of perspectives. Collaborating schools include institutions from Australia, Belgium, Canada, Chile, China, Colombia, Germany, Great Britain, Israel, Italy, Mexico, New Zealand, Portugal, Russia, Singapore, South Korea, Spain, and Switzerland. 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 and interdivisional transfer 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
Credit Policies Applicable to CTLS

The following are relevant policies applicable to the credits earned at 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 Georgetown Law 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 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; a student transferring in credits from the Georgetown Law London Summer Program may transfer in up to 14 credits from 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, beginning in the 2012-2013 academic year, will be included in the computation of the student’s Law Center grade point average.

- Part-time students enrolled at CTLS will be granted an exception to the 12-credit maximum credit load per semester and will receive part-time residency for the semester.

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). Since Fall 2012, 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>
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<td>4.00</td>
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<tr>
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<tr>
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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 and interdivisional transfer students). Preference will be given to students entering their final two semesters of law school. Students participating in the semester abroad programs sponsored by Georgetown Law can receive up to 14 credits, subject to the limitations below. Part-time students will be granted an exception to the 12-credit maximum credit load per semester and will receive part-time residency for the semester.
For the Fall 2014 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
- Yonsei Law School, Seoul, South Korea
- 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)
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- Torcuato di Tella University, Buenos Aires, Argentina
- Yonsei Law School, Seoul, South Korea
- 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
- Yonsei Law School, Seoul, 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. As of the 2012-2013 academic year, 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. This rule applies to all credits earned abroad, including the Law Center’s London Summer Program. Students seeking to participate in the yearlong Sciences Po program should pay particular attention to this limitation.
- Except with respect to the full-year 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, 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/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

Credit for courses taken outside the Law Center’s J.D. or Graduate Programs is given under the circumstances described below. Students should be aware of the following academic policies that apply 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.
- Under limited circumstances, credit for experiential courses, such as a clinic or practicum course, taken at another ABA-approved law school will be accepted for transfer. The clinical program must meet the criteria in the visiting away policies of the Office of J.D. Academic Services and be categorized as a clinical program by Georgetown Law. Students contemplating taking an experiential course at another ABA-approved law school must consult the Associate or Assistant Dean for Experiential Education before enrolling in the course.
• No credit is given for internships, externships, or state-law courses offered at 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, a student may be granted permission to attend another ABA-approved law school for one or two semesters in a student’s final year of law school, while still earning the Georgetown Law degree. Before applying to another school, the student must obtain permission from the Director of J.D. Programs and the Associate Dean of the J.D. Program. Permission to visit away is granted only to students showing compelling personal circumstances that require their relocation. In addition to the General Provisions described above, the following rules apply:

• 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 2015-2016 academic year, students must submit their request, in writing, to the Director of J.D. Programs in the Office of J.D. Academic Services by April 3, 2015.

• 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 doing Georgetown Law programs apply to students doing ad hoc programs as well. See the Education Abroad Insurance and MEDEX Emergency Service Provider section of the semester abroad policies and procedures, at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/upload/study-abroad-policies-and-procedures.pdf.

• A student with an unpaid student account balance will not be approved to visit away 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**

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. 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.

J.D. students may earn up to 8 credits total over each Summer session at one or more Georgetown Law programs, including the London Summer Program. (Students approved to take both Georgetown Law and non-Georgetown Law Summer courses may earn a maximum of 7 academic credits in a single 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 Director of J.D. Programs in 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)**

The Law Center will accept up to 7 academic credits at a Summer session of another ABA-approved law school in the United States, if the courses taken are approved in advance by the Director of J.D. Programs in the Office of J.D. Academic Services. (Note that students
approved to take both Georgetown Law and non-Georgetown Law Summer courses may earn a maximum of 7 academic credits in a single Summer session.) 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 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 doing Georgetown Law programs apply to students doing non-Georgetown Law programs as well. See the Education Abroad Accident and Sickness Insurance and MEDEX Emergency Service Provider section of the semester abroad policies and procedures, at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/study-abroad/upload/study-abroad-policies-and-procedures.pdf.

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 and pay tuition for audited credits.

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. 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:

  academics/refugees/
  academics/centers-institutes/iiel/WTO-Studies-Certificate.cfm

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 mandatory pass/fail.

Restrictions on Student Employment

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. For these reasons, professional organizations, including accrediting agencies,
require that students enrolling in the full-time program be in a position to devote substantially all
of their working hours to the study of law.

All full-time students should carefully restrict their hours of employment and in no event
may a student enrolled in more than 12 credit hours exceed 20 hours of employment per week
during the academic year. A student enrolled in the full-time program who is contemplating
substantial employment must 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
visa@law.georgetown.edu for such authorization. (See http://www.law.georgetown.edu/academics/academic-
programs/graduate-program/visas/index.cfm for more information.)
Experiential Learning: Externships, Clinics, and Practicum Courses

In addition to the rules outlined in the Externship Program, Clinical Program, and Practicum Courses sections below, the following general rules apply to the Law Center’s experiential programming.

**Concurrent Enrollment**

Due to competing time demands, a student may not undertake, in a single semester, more than one experiential learning opportunity for credit, defined to include externships, practicum courses, and clinics, with the following exceptions: (1) a student may concurrently take a project-based practicum course (i.e., one that does not include a pass/fail fieldwork component) and an externship, unless otherwise stated in the Curriculum Guide for a particular course; and (2) a student may concurrently take the Street Law Clinic with either a practicum course or externship. Students who enroll in the Street Law Clinic and undertake an externship or enroll in a practicum course in the same semester are expected to prioritize their obligations to the clinic first and to manage their time in accordance with these priorities. Students should consult with the Assistant Dean for Experiential Education for additional information.

**International Students in F-1 or J-1 Visa Status**

International students in F-1 student visa status must obtain Curricular Practical Training work authorization in order to participate in a course with an outside work component, such as an externship, practicum, or clinic. Students must contact the International Student Advisor at visa@law.georgetown.edu to obtain authorization. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or clinic.

**Externship Program**

Please read the below policies and refer to the J.D. Externship website for more detailed information, [http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/externships/index.cfm](http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/externships/index.cfm).

**Prerequisites**

Students must have completed one year of study as a full-time or part-time student.

**Identifying a Placement**

Students are responsible for finding their own placements, but may contact the Externship Program office to schedule an advising appointment at any time. Externships are permitted in government, judicial, and non-profit entities, and students must be supervised by an attorney. Students may not be compensated for the work at their placement, nor may students work on pro bono matters at a for-profit entity. All Fall and Spring externships must be in the Washington, D.C., area. Summer externships are permitted outside of Washington.

**Credit Options**

Externships are graded on a mandatory pass/fail basis. Students in the 3-credit seminar must work at their placements at least 15 hours per week for 11 weeks, for a total of 165 hours. Students in the 2-credit seminar must work at their placements at least 10 hours per week for 11 weeks, for a total of 110 hours. (During the summer session, students must work the total number of hours over a minimum of 6 weeks.)
Course Requirements

In addition to time spent at the placement, all students must attend five classroom sessions: orientation, three component classes, and a final reflection class. These classes meet on different days, and at varied times each semester.

Applications

Applications are available on the J.D. Externship web page. Students may not register via MyAccess.

Eligibility for Second Externship

Students may enroll in the externship program once. Under exceptional circumstances, a student may be granted a waiver of the one externship policy. A student who wishes to pursue a waiver should submit a memo to the Associate Dean of Experiential Education, and the Director of Externships, explaining: (1) what his or her learning objectives are, and how they differ from those for the first externship; and (2) why these learning objectives cannot be met by existing clinical or experiential learning course opportunities.

Withdrawing from an Externship

Please view the rules for withdrawing from a course described in the Withdrawing from Courses in the Upperclass Program of Study section of this chapter. To withdraw from an externship after the add/drop period, students must complete a Course Withdrawal Request Form and also obtain written permission from the Director of Externships and Public Interest Law Scholars and the Associate Dean for Experiential Education.

CLINICAL PROGRAM

For more information on Georgetown Law’s clinical programs, see http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/our-clinics/index.cfm.

General Eligibility

Georgetown Law’s clinics are open to upperclass J.D. students. LL.M. students are not permitted to enroll in any clinic.

Second- and third-year students may enroll in the following clinics, which are open to students (full-time and part-time) who will have completed a minimum of 28 credits by the time clinic classes begin. (Street Law will accept part-time students who have completed 20 credits in their first year.)

- The Center for Applied Legal Studies
- The Federal Legislation and Administrative Clinic
- The Institute for Public Representation: Communications and Technology Law Clinic
- The Harrison Institute for Public Law: Policy Clinic
- The Harrison Institute for Housing and Community Development
- Street Law: High Schools
- The International Women’s Human Rights Clinic

Second-semester second-year and third-year students may enroll in the following semester-long clinics:

- The Institute for Public Representation: Environmental Law Clinic
- The Institute for Public Representation: Civil Rights Clinic
- The Social Enterprise and Non-Profit Law Clinic
Second-semester second-year and third-year students may also enroll in these clinics, which are open to students who will have completed 41 credits by the time clinic classes begin and who otherwise fulfill the requirements of the D.C. student practice rule (see the Tribunal Rules Governing Student Practice section, below):

- The Community Justice Project
- The Domestic Violence Clinic
- Law Students in Court

Only third-year students may enroll in the following yearlong clinics, which are open to students who will have completed 41 credits by the time clinic classes begin. Students in all of these clinics—with the exception of the Appellate Litigation Clinic—must also fulfill the requirements of the D.C. student practice rule (see the Tribunal Rules Governing Student Practice section, below):

- The Criminal Defense and Prisoner Advocacy Clinic
- The Criminal Justice Clinic
- The Juvenile Justice Clinic
- The Appellate Litigation Clinic (open to third-year full-time students and part-time students who will have completed the equivalent of four full-time semesters by the end of their Fall semester in the clinic)

Part-Time Student Enrollment

Part-time students are welcome to apply for a clinic as long as they are not rendered ineligible because they are employed by the Federal or District of Columbia governments (see the Conflicts of Interest section below) and they do not have job responsibilities during the day that preclude the time commitment demanded by clinics and ethical client service. Street Law will accept part-time students who have completed 20 credits in the first year part-time curriculum. In addition, some clinics will accept part-time students who will have completed a minimum of 28 credits before clinic classes begin. Assuming that they meet all other eligibility guidelines and course prerequisites, fourth-year part-time students are eligible for any clinic. Summer clinics give preference to part-time students, assuming they meet other admission criteria. Part-time students and interdivisional (part-time to full-time) students are permitted to enroll in certain clinics prior to completing Criminal Justice, Property, and their first-year elective.

Visiting Student Enrollment

Visiting students are eligible to enroll in a clinic but will be admitted only after all interested Georgetown Law students have been accepted.

Minimum Cumulative Grade Point Average and Academic Performance

Students seeking to enroll in a clinic during their second year in law school must have achieved at least a 2.00/4.00 cumulative grade point average at the end of their first year. Students who fail to complete any of their required first-year courses will not be permitted to enroll in a clinic in any year until they have retaken and successfully completed the course(s) they failed or from which they withdrew or were withdrawn.

Tribunal Rules Governing Student Practice

Students seeking admission to clinics requiring practice in the D.C. courts or agencies (the Community Justice Project, Criminal Defense and Prisoner Advocacy Clinic, Criminal Justice Clinic, Domestic Violence Clinic, Juvenile Justice Clinic, and Law Students in Court) must be certified for practice under the D.C. student practice rule. Typically, students who may be eligible...
under this rule are second-year full-time students enrolled in a one-semester clinic in the Spring, third-year full-time students, and third- and fourth-year part-time students.

To be bar certifiable, a student must have successfully completed 41 credits, including Evidence, Civil Procedure, and Criminal Justice (both curricula A and B satisfy the Civil Procedure and Criminal Justice requirements). Transfer students should keep in mind that a Criminal Law course taken at the student’s former school generally will not fulfill the Criminal Procedure/Criminal Justice prerequisite.

In addition, the student must be certified by the Dean as being of good character and must obtain a character clearance from the Committee on Admissions in D.C., the entity that issues student bar cards. Obtaining the character clearance entails answering certain questions regarding prior violations of the law (including some traffic violations), financial responsibility, and other prior conduct. We have been informed that students with felony and some misdemeanor convictions or arrests (including juvenile cases or cases in which expungement has taken place), students with a history of dishonesty including plagiarism, students with a recent history of drug or alcohol abuse, and students with a history of serious financial irresponsibility may not be cleared by the Committee in time to actually appear in court while a member of the clinic. In addition, the D.C. Bar Character Committee is unwilling to admit students who have matters pending before the law school’s Professional Responsibility Committee. While such students may apply for a clinic that requires certification pursuant to the D.C. student practice rule, they cannot be admitted to that clinic while such matters are pending. If the matter is not resolved prior to the time a student is selected for that clinic, his or her name will be placed on the clinic’s waitlist, and the student will be admitted only after the disciplinary matter is resolved, as space permits.

Students applying to clinics that practice in other jurisdictions, such as federal court, may also need to comply with student practice rules. Most federal courts require certification by the Dean of a student’s good character before the student is permitted to appear before the court. An adverse disciplinary ruling in law school or college, or a pending matter before Georgetown’s Professional Responsibility Committee, could prevent a student from receiving the required Dean’s certification. Students with questions about the character clearance or Dean’s certification should contact the Associate or Assistant Dean for Experiential Education.

Conflicts of Interest

Because of conflict-of-interest statutes (see 18 U.S.C. §§205, 207), students with part-time or full-time jobs with the Federal government may not be eligible to participate in the Appellate Litigation Clinic, the Center for Applied Legal Studies, the Criminal Defense and Prisoner Advocacy Clinic, the Criminal Justice Clinic, the Federal Legislation and Administrative Clinic, the Harrison Institute (all sections), the Institute for Public Representation (all sections), or Law Students in Court. Students with part-time or full-time jobs with the District of Columbia government or the U.S. Attorney’s Office for the District of Columbia may not be eligible to participate in the Juvenile Justice Clinic, the Harrison Institute (all sections), or the Institute for Public Representation (all sections). Students who are uncertain about the application of this rule to them should consult the Assistant Dean of Experiential Education before applying to a clinic.

Limits on Clinical Credits

It is theoretically possible for a student to take more than one client service clinic over the course of his or her law school career. Limited clinical resources, however, make this highly unlikely. To ensure equitable access to clinics, preference will be given to students who have not previously taken a clinical course other than Street Law. If a clinic is under-subscribed, and all other students wishing to take that clinic have been satisfied, a student who has taken clinic will
be permitted to enroll. Participating in two clinics in the same academic year (not including summer) is prohibited.

Those planning to practice in New York should note that New York State Bar admission rules limit the number of clinical credits an applicant may take. New York permits students to take a maximum of 20 semester hours of clinical credits out of a required 80 semester hour program. Applicants should consult the jurisdiction in which they plan to take the bar to see if similar rules apply. For assistance in obtaining information regarding the rules in other jurisdictions, students may contact the Law Center’s Ethics Counsel.

Dropping a Clinic or Withdrawing from a Clinic in Progress

The policy regarding dropping a clinic is very strict.

**Fall or Full-Year Clinic Drop Policy**

After accepting a clinic seat, a student may drop a Fall semester or full-year clinic **only** with permission from the clinic director and the Associate Dean for Experiential Education. Permission is granted only where remaining enrolled in the clinic would cause significant hardship to the student. A student may **not** use the add/drop period to drop a Fall or full-year clinic.

**Spring Clinic Drop Policy**

A student may **not** use the add/drop period to drop a Spring clinic. A student may drop a Spring semester clinic no later than 5:00 p.m. on Monday, November 3, 2014, by notifying the clinic director and the Assistant Dean of Experiential Education (rst@law.georgetown.edu) in writing. After 5:00 p.m. on November 3, 2014, a student may drop a Spring semester clinic **only** with permission from the clinic director and the Associate Dean of Experiential Education. Permission will be granted only where remaining enrolled in the clinic would cause significant hardship to the student.

In the absence of permission to drop a clinic, a student failing to participate in the clinic to which he or she was admitted will receive a grade of F for the appropriate number of credits. Strict enforcement of this policy is necessary to protect students who might otherwise be foreclosed from obtaining a clinic seat, clients who might not be adequately served, clinic morale, and the Law Center’s relationships with other institutions.

Additionally, in the absence of a showing of special hardship, students taking full-year clinics may not obtain any credit unless they remain in the clinic for the full academic year and complete all required work. If the clinic director and the Associate Dean of Experiential Education permit a student to withdraw from a clinic prior to completing the clinic requirements, the amount of credit received for work the student has actually completed will be determined by the professor responsible for assigning the student’s grade. Credits for yearlong clinics are allocated in accordance with a fixed formula set by the faculty on the basis of classroom seminars, skills training and field work. No additional credits will be awarded regardless of the amount of time or effort involved in fulfilling clinic obligations.

**Clinic Duration**

Each clinic determines the duration of a student’s responsibility. Clinic students are generally expected to work for their clinic until the end of the examination period unless the clinic director has established a shorter period. In some cases, the needs of clinic clients will require that a student perform some tasks after the semester ends. In other cases, students may request an extension to complete a project. In either case, an extension form must be filled out before the
examination period begins and will be effective only upon review and signature of the Associate Dean of Experiential Education. If a tribunal or legislative body has continued a clinic case for hearing beyond the period of the student’s clinic enrollment, the Associate Dean will generally grant an extension until the completion of the hearing. Except in unusual cases, an extension requested for any other reason will not be approved if it exceeds one month from the end of the examination period. If an extension is approved, grades will be submitted to the Registrar’s office within three weeks after the extension expires. In some cases, a clinic director may permit a student who wishes to handle a case that will not conclude until after the semester ends to continue representation.

**PRACTICUM COURSES**

For more on Georgetown Law’s practicum program see [http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/practicum/index.cfm](http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/practicum/index.cfm).

**Dropping a Practicum Course or Withdrawing from a Practicum in Progress**

A student has until the end of the add/drop period to drop a practicum course from his/her schedule, unless otherwise noted in the course description in the Curriculum Guide. After that time, a student who wishes to withdraw from a practicum course 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.

**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 required time in residence. Students should review the Required Time in Residence section of this chapter and contact the Registrar to discuss any such implications. Students who, due to withdrawals, are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, [http://studenthealth.georgetown.edu/insurance/](http://studenthealth.georgetown.edu/insurance/), and email shi@georgetown.edu with any questions.

A student who completes less than 4 credits in any given academic semester, whether due to withdrawals, receipt of an AF, or otherwise, will be required to take a leave of absence from the Law Center for the following academic semester.

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

**Withdrawing from Courses in the Required First-Year Program**

A student may withdraw from a course in the required first-year program (see the Required First-Year Program section of this chapter), including Week One: Law in a Global Context and those required courses taken during the upperclass years by part-time students, only under exceptional circumstances (explained below) and with the permission of the Dean of Students.
Withdrawal from Courses in the Upperclass Program of Study

Except as otherwise provided for professor permission courses, clinics, practicum courses, externships, or courses where a student’s work, other than class participation, has been submitted for grading by the professor, an upperclass student may withdraw from a course up to and including the last day of classes for that course after consultation with and approval by an advisor. A student must contact the Office of 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.” If student work has been submitted for grading or the student failed to submit work by the deadline (including any extension), the advisor may authorize the withdrawal if there is a showing of exceptional circumstances. While this determination should be made on a case-by-case basis, the faculty does not expect these withdrawals to be authorized unless it would be unreasonable to have the student complete the course under the circumstances presented.

Students who wish to withdraw from a course after the add/drop period has passed must complete a “Course Withdrawal Request Form” (available on the Registrar’s website, at http://www.law.georgetown.edu/campus-services/registrar/), have it signed by an advisor and submit it to the Registrar up to and including the last day of classes for that course. Students enrolled in yearlong courses must complete the full year to receive credit for either semester. Withdrawals for yearlong courses may be granted until the last day of classes for that course. Withdrawals for courses shorter than one semester may be granted until the last day of that course.

To withdraw from professor permission courses, students must also obtain written permission from that professor. Rules governing withdrawals from externships, clinics, and practicum courses are set forth in the Experiential Learning section of this chapter.

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 due date (including any extension). Such failures may result in the student receiving an AF for the course. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

LEAVE OF ABSENCE

Students in good standing who have completed at least one semester at the Law Center may take a 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 Full-Time Program and Part-Time Program sections of this chapter. The Law Center will not accept credit for work completed at another law school 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.

* A student who wishes to withdraw from a course taken at the Center for Transnational Legal Studies must seek approval from the Assistant Dean and Executive Director for the Center for Transnational Legal Studies.
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 of 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. A student who is insured under the tuition refund plan may receive up to 100% tuition refund from A.W.G. Dewar, Inc.

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, 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.

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

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.R.E.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 (LL.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.* Students interested in the other joint degree programs may apply to the joint degree program during their first year of law

* 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 sspinfo@georgetown.edu or 202-687-5679.
school, however, students interested in the J.D./M.P.P. may apply in their second year and students interested in the J.D./LL.M. joint degrees may apply during the Spring semester before the start of their final year in the J.D. program. Applications and general information about the admissions requirements for each joint degree programs are available from the companion program and through the Office of Admissions.

For more information about the J.D./LL.M. joint degrees in Environmental 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 and Residency 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) with the corresponding residency toward the student’s J.D. degree. The credits and corresponding residency 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 count toward 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 12 to 16 credits of Law Center courses in each semester. To meet the Law Center’s residency requirement, the student must successfully pass at least 10 of these credits.

A full-time joint degree student may be approved to enroll in less than 12 Law Center credits in a given semester if: (1) the combined University-wide (i.e., Law Center and Main Campus) credits total 10 or 11 credits; and (2) the student receives permission from the Registrar or 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 must meet with the Registrar or the Director of J.D. Programs to discuss how to meet the residency requirement. A full-time joint degree student may be approved to enroll in 17 or more 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.
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.R.E.E.S.
- J.D./M.A. in Philosophy
- 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 and the residency requirement.

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. If prior permission is granted, the Law Center will accept toward the J.D. degree a maximum of 6 credits, with the corresponding residency, earned after the first year of law school in a non-law graduate degree program. The courses taken in a concurrent degree program will not be listed on the student’s Law Center transcript and 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.