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The Law Center offers, in addition to the Juris Doctor degree, the following graduate degree programs.

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

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

- Certificate in Employee Benefits Law
- Certificate in Estate Planning
- Certificate in International Human Rights Law
- Certificate in State and Local Taxation
- Certificate in World Trade Organization (WTO) Studies

The Certificates in Employee Benefits Law, Estate Planning, and State and Local Taxation, unlike the other Certificates, are open to LL.M. degree candidates as well as to students who are not enrolled in an LL.M. program but who were admitted separately to these Certificate programs.

The S.J.D., the LL.M. in Advocacy, and the LL.M. programs for international students on student visas require full-time enrollment. Otherwise, the graduate program of instruction is designed both for full-time and for part-time students.

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

Georgetown offers a program of study leading to a doctorate in law (S.J.D.). The S.J.D. program is designed to offer advanced training to legal scholars from outside the United States who wish to enhance or embark on a career in the legal academy. Admission is based upon the applicant's academic qualifications, scholarly potential, dissertation topic, high TOEFL score, and the availability of a full-time faculty member willing to supervise the applicant throughout the program.

Requirements for the S.J.D.

Degree:

1. Complete a two-year full-time course of study, research, and writing under the supervision of a full-time member of the faculty. For these two years, the candidate is expected to be in residence in the Washington, D.C., area. In special circumstances, usually involving the nature of the research required for the dissertation, the candidate may complete the dissertation away from the Washington, D.C., area if given permission by his/her faculty supervisor and the Associate Dean for Graduate Programs. In this case, the candidate will be expected to return to the Law Center at least once a semester to meet with his or her faculty supervisor.
2. Devote full-time attention to the S.J.D. program and limit employment (on or off campus) to a maximum of 20 hours per week (regardless of whether a student's visa would permit more hours of employment).
3. Complete during the first year an approved program including S.J.D. Colloquium, Methods Seminar, and Fellows Seminar. In appropriate circumstances, the Associate Dean, in consultation with the candidate's dissertation advisor, may authorize a modified course of study. At the end

of each academic year, the candidate's advisor or dissertation committee will report to the Associate Dean for Graduate Programs whether the candidate is making satisfactory academic progress. If the candidate is not making appropriate progress, the candidate may be terminated from the program.

4. Submit a dissertation that is accepted by the candidate's dissertation committee and complete an oral defense of the dissertation. The dissertation must make an original and substantial contribution to legal scholarship. Where the scholarship is truly exceptional, the committee may recommend that the degree be awarded with distinction.

Tuition

Tuition for the S.J.D. degree is charged at the full-time LL.M. rate for the first year and at a rate equivalent to four academic credits each semester for the second year. Beyond the first two years, students are charged a continuing registration fee equal to the rate for one academic credit.

Time for Completion of the Program

S.J.D. students are expected to complete their degrees within four years after commencing the program. Up to two additional years of study may be granted if the candidate obtains the consent of his/her faculty supervisor, and the request is approved by the Associate Dean for Graduate Programs. Approval will be granted only under extraordinary circumstances and only where the student is making satisfactory progress.

MASTER OF LAWS IN ADVOCACY

Degree Requirements

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

- 24 months of residency during two consecutive academic years as a Clinical Teaching Fellow, engaged in teaching

and in the full-time supervision and instruction of J.D. students who are enrolled in a clinic.

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

All Fellows affiliated with the Center for Applied Legal Studies must also complete a paper of publishable quality within five years of their date of matriculation in order to obtain the LL.M. in Advocacy. The possibility of graduating with distinction is available to all Master of Laws in Advocacy candidates. To achieve the with distinction designation, Master of Laws in Advocacy candidates must receive certification from their supervising faculty member that they have performed outstanding work throughout their two years in residence and have completed a paper of publishable quality.

With the exception of Clinical Teaching Fellows affiliated with the Center for Applied Legal Studies or Street Law, all Clinical Teaching Fellows must be admitted to practice in the District of Columbia. Clinical Teaching Fellows affiliated with the Center for Applied Legal Studies must be admitted to practice in the bar of any state or the District of Columbia.

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

MASTER OF LAWS DEGREE AND PROGRAM REQUIREMENTS

(For programs other than Advocacy)

General Requirements for All LL.M. Students (both U.S.- and foreign-educated attorneys)

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

- Complete the required number of academic credits for the degree, including any minimum number of hours in a specialization and/or required courses as described in the appropriate section below;
- Earn a minimum cumulative grade point average of at least 2.00/4.00;
- Complete all requirements for the degree within the prescribed period of study (see section on *Period of Study* below.) Full-time students are expected to complete the degree in one academic year, and part-time students may take up to three years.

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

LL.M. (INDIVIDUALIZED PROGRAM)

Requires, in addition to the general requirements:

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

LL.M. IN GLOBAL HEALTH LAW

Requires, in addition to the general requirements:

- 24 academic credits, including 16 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule

- As part of the required 16 specialization credits, each student must successfully complete either the 4-credit course Global Health Law (Prof. Taylor) or the 2-credit course Global Health Law and Governance (Prof. Gostin) and the 2-credit course Global Health Law: An Intensive, Problem-Based Exploration.

LL.M. IN GLOBAL HEALTH LAW AND INTERNATIONAL INSTITUTIONS

Requires, in addition to the general requirements:

- 12 academic credits completed at Georgetown, including 10 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- As part of the required 10 specialization credits at Georgetown, each student must successfully complete either (1) the 4-credit course Global Health Law (Prof. Taylor) or (2) the 2-credit course Global Health Law and Governance (Prof. Gostin) and the 2-credit course Global Health Law: An Intensive, Problem-Based Exploration.
- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown academic credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be completed during a full-time spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:
 - Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
 - Each student must complete either an approved internship or a dissertation.
 - The internship must last for a minimum of four weeks, must have a dimension linked to global health legal and/or policy questions, and

must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the committee at least one month prior to the beginning of the internship. At the completion of the internship, students must submit a written report to the Global Health Law Program Director (Georgetown) of no more than 10,000 words developing some of the themes and questions addressed during the internship. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits.

- With the prior approval of both the Head of the International Law Unit at the Graduate Institute and the Director of the Global Health Law Program at Georgetown, a student may undertake a dissertation instead of the required internship. A dissertation entitles the student to 15 ECTS credits.
- The academic policies of the Graduate Institute apply to credits completed at the Graduate Institute, including a dissertation, and are set forth in the Graduate Institute's *reglement* for the degree program.

LL.M. IN INTERNATIONAL BUSINESS AND ECONOMIC LAW (IBEL)

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law.
- 24 academic credits, including 16 academic credits ("specialization credits") in courses listed in List C in the IBEL Curriculum Guide (<http://www.law.georgetown.edu/graduate/documents/CurriculumGuideforIBEL.pdf>).
- As part of the 16 specialization credits, student must successfully complete:
 - at least one course that focuses on international regulation (see List A

in the Curriculum Guide)

- at least one course that focuses on international business (see List B in the Curriculum Guide), and
- Corporations, if they did not take a comparable course in their J.D. studies.

LL.M. IN NATIONAL SECURITY LAW

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law.
- 24 academic credits, including 18 academic credits ("specialization credits") in courses listed under National Security Law in the course schedule;
- As part of the 18 specialization credits, students must successfully complete:
 - The Proseminar in National Security Law, and
 - at least one paper course that meets the WR writing requirement approved by the Director of the National Security Law Program.

LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 24 academic credits, including 16 academic credits in courses listed under Securities and Financial Regulation in the course schedule;
- Prior or concurrent completion of a basic course in Securities Regulation [Note: this course does not count towards the required 16 Securities credits but, if taken as part of the student's LL.M. program, may count as elective credit toward the 24 total academic credits required for the degree].

LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 24 academic credits, including 20 academic credits in courses listed under Taxation in the course schedule [Note:

Taxation I does not count towards the required 20 Taxation credits but, with the permission of the Director of the Graduate Tax Program, it may count as elective credit towards the 24 total academic credits required for the degree];

- Completion of the courses (1) Income Tax Accounting and (2) Corporate Income Tax Law I (with permission of the Director of the Graduate Tax Program, the J.D. course Taxation II may be substituted for Corporate Income Tax Law I to satisfy this requirement). Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive either of these required courses will be considered only if (1) the student (by e-mail or in writing) petitions for the waiver during the first semester of enrollment in the Master of Laws in Taxation Program and (2) the student received a minimum grade of “B” in a comparable course from an ABA-approved law school.

Specific LL.M. Degree Requirements for Foreign-Educated Attorneys

LL.M. (GENERAL STUDIES)

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by an international student advisor from the Office of Graduate Programs;
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN GLOBAL HEALTH LAW

Requires, in addition to the general requirements:

- 20 academic credits, including 14 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule;
- As part of the required 14 specialization credits, each student must successfully complete (1) either the 4-credit course Global Health Law (Prof. Taylor) or the 2-credit course Global Health Law and Governance (Prof. Gostin) and the 2-credit course Global Health Law: An Intensive, Problem-Based Exploration;
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN GLOBAL HEALTH LAW AND INTERNATIONAL INSTITUTIONS

Requires, in addition to the general requirements:

- 12 academic credits completed at Georgetown, including 10 academic credits (“specialization credits”) in courses listed under Global Health Law in the course schedule.
- As part of the required 10 specialization credits at Georgetown, each student must successfully complete either (1) the 4-credit course Global Health Law (Prof. Taylor) or (2) the 2-credit course Global Health Law and Governance (Prof. Gostin) and the 2-credit course Global Health Law: An Intensive, Problem-Based Exploration.
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, at Georgetown, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers

will be granted only in exceptional circumstances.

- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown academic credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be completed during a full-time spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:
 - Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
 - Each student must complete either an approved internship or a dissertation.
 - The internship must last for a minimum of four weeks, must have a dimension linked to global health legal and/or policy questions, and must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the committee at least one month prior to the beginning of the internship. At the completion of the internship, students must submit a written report to the Global Health Law Program Director (Georgetown) of no more than 10,000 words developing some of the themes and questions addressed during the internship. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits.
 - With the prior approval of both the Head of the International Law Unit at the Graduate Institute and the Director of the Global Health Law Program at Georgetown, a student may undertake a dissertation instead of the required internship. A dissertation entitles the student to 15 ECTS credits.

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

LL.M. IN INTERNATIONAL BUSINESS AND ECONOMIC LAW (IBEL)

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law.
- 20 academic credits, including 14 academic credits ("specialization credits") in courses listed in List C in the IBEL Curriculum Guide (<http://www.law.georgetown.edu/graduate/documents/CurriculumGuideforIBEL.pdf>).
- As part of the 14 specialization credits, student must successfully complete:
 - at least one course that focuses on international regulation (see List A in the Curriculum Guide),
 - at least one course that focuses on international business (see List B in the Curriculum Guide), and
 - Corporations.
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN INTERNATIONAL LEGAL STUDIES

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by an international student advisor from the Office of Graduate Programs, including a minimum of 12 academic credits in courses listed under International and Comparative Law in the course schedule;
- Participation in the Foundations of

American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN NATIONAL SECURITY LAW

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law.
- 20 academic credits, including a minimum of 12 academic credits (“specialization credits”) in courses listed under National Security Law in the course schedule;
- As part of the 12 specialization credits, students must successfully complete:
 - The Proseminar in National Security Law, and
 - at least one paper course that meets the WR writing requirement approved by the Director of the National Security Law Program;
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by an international student advisor from the Office of Graduate Programs, including a minimum of 14 academic credits in courses listed under Securities and Financial Regulation in the course schedule;

- As part of the required 14 specialization credits, completion of a basic course in Securities Regulation;
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 20 academic credits in a program of study approved by an international student advisor from the Office of Graduate Programs, including a minimum of 16 academic credits in courses listed under Taxation in the course schedule;
- As part of the required 16 specialization credits, completion of the courses (1) U.S. Income Tax: Policies and Practices, and (2) Corporate Income Tax Law I or Taxation II;
- Participation in the Foundations of American Law program or completion of the required course for international students, U.S. Legal Discourse I, unless this requirement has been waived, in writing, by an international student advisor from the Office of Graduate Programs. Waivers will be granted only in exceptional circumstances.

J.D./LL.M. Joint Degrees

The J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take courses that will count both toward the J.D. degree and also toward an LL.M. degree. The Law Center currently offers joint degree programs in four fields of study— International Business & Economic Law, National Security Law, Securities & Financial Regulation, and Taxation.

J.D./LL.M. JOINT DEGREE IN INTERNATIONAL BUSINESS & ECONOMIC LAW

Students in this program are expected, while still J.D. students, to complete International Law I, Corporations and at least 8 additional credits of courses listed in the course schedule as counting toward the LL.M. in International Business & Economic Law (“qualifying IBEL credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in IBEL. Regardless of the number of qualifying IBEL credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be qualifying IBEL credits. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all qualifying IBEL credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Because the “pass/fail option” is not available to students in the LL.M. program, joint degree students during the J.D. phase should not elect “pass/fail” for any course that will transfer to their LL.M. transcript.

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

J.D./LL.M. JOINT DEGREE IN NATIONAL SECURITY LAW

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

For students in this program, at least 9 J.D. credits, including all qualifying National Security Law credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Because the “pass/fail option” is not available to students in the LL.M. program, joint degree students during the J.D. phase should not elect “pass/fail” for any course that will transfer to their LL.M. transcript.

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

Georgetown for the purpose of enrolling in this program.

J.D./LL.M. JOINT DEGREE IN SECURITIES & FINANCIAL REGULATION

Students in this program are expected, while still J.D. students, to complete Securities Regulation and at least 8 additional credits of courses listed in the course schedule as counting toward the LL.M. in Securities & Financial Regulation (“qualifying securities credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in Securities & Financial Regulation. Regardless of the number of qualifying securities credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be qualifying securities credits. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all qualifying securities credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Because the “pass/fail option” is not available to students in the LL.M. program, joint degree students during the J.D. phase should not elect “pass/fail” for any course that will transfer to their LL.M. transcript.

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

purpose of enrolling in this program.

J.D./LL.M. JOINT DEGREE IN TAXATION

Students in this program are expected, while still J.D. students, to complete at least 12 credits of courses listed in the course schedule as counting toward the LL.M. in Taxation (“qualifying tax credits”). After receiving their J.D. degree, joint degree students complete the additional academic credits necessary to fulfill the requirements of the LL.M. degree in Taxation. Regardless of the number of qualifying tax credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be qualifying tax credits. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, all qualifying tax credits taken during the J.D. phase of their studies will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student’s LL.M. grade point average. Because the “pass/fail option” is not available to students in the LL.M. program, joint degree students during the J.D. phase should not elect “pass/fail” for any tax course that will transfer to their LL.M. transcript. Taxation I, which is a prerequisite to matriculation in the Tax LL.M. program, may not be included among the 12 J.D. credits counted toward the LL.M. degree.

Georgetown students apply to the J.D./LL.M. joint degree in the spring semester before the start of their final year and must have completed or be enrolled in Taxation I at the time of their application. Students who are enrolled as J.D. students in other ABA-approved schools are eligible to participate in this program provided they spend the final year of their J.D. studies as a visiting student at Georgetown. These students must apply for the LL.M. at the same time as they apply to visit and must have completed a basic

course in federal income tax by the time of their application.

The Extended LL.M. Program and Certificate in American Legal English

A student enrolled in the Extended LL.M. is required to be a full-time student for two full academic years. The first year of the program is a structured program of required courses. Regular and punctual attendance is mandatory and any student who does not meet this requirement or who fails to demonstrate a seriousness of purpose may be terminated from the program. Following successful completion of the first year, students are awarded a Certificate in American Legal English. Students in the two year program are eligible to receive any specialized degree or certificate for which they satisfy the requirements.

Requirements for Two Separate LL.M. Degrees

Students who wish to complete two separate LL.M. degrees may apply to do so. Current students should submit an updated application to the Associate Dean for Graduate Programs, who will consult with the Office of Admissions. No application fee is required for current students.

Transfer between LL.M. Degree Programs

A student in an LL.M. degree program may apply to transfer to a different program by submitting to the Associate Dean for Graduate Programs or the Director of LL.M. Academic Services a written request explaining the academic reasons for requesting the transfer.

CERTIFICATE PROGRAM REQUIREMENTS

Certificate programs offer students an opportunity to concentrate within one of the designated fields of study. The Law Center will normally award no more than one Certificate at the time an LL.M. degree is

conferred. Any student who has satisfied the requirements for more than one Certificate must designate the Certificate that he or she would like to receive. Exceptions from the preceding rules will be made in rare cases and only where all of the relevant Certificate courses count as specialization credits toward the Taxation LL.M. degree. Any student desirous of securing such an exception should petition in writing to the Director of the Graduate Tax Program.

With the permission of the Associate Dean for Graduate Programs, a student who has received or is about to receive an LL.M. from Georgetown may apply to continue his or her studies by enrolling in the Certificate in Employee Benefits Law, Estate Planning, Human Rights Law, or State and Local Taxation, as a separate, free-standing program. If the student has completed during the course of his LL.M. studies some of the specialization credits required for the Certificate, the student may request permission to carry those credits into the Certificate program.

Certificate in Employee Benefits Law

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

The following are requirements for the Employee Benefits Law Certificate:

- Candidates must successfully complete a minimum of 10 academic credits in courses listed under Employee Benefits Law Certificate in the course schedule.
- Six of the 10 required credits must be satisfied by successfully completing the following three required courses: Retirement Plan Qualification Requirements; Retirement Plans -- Design and Taxation; and ERISA: The Fiduciary Provisions.

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

For purposes of earning the LL.M. in Taxation, Employee Benefits Law Certificate courses will be counted toward the required academic credits in Taxation. Students who wish to apply for the Employee Benefits Law Certificate must do so by the end of the add/drop period of their last semester before graduation.

Note: Students admitted for the Employee Benefits Law Certificate only (i.e., students who are not enrolled in an LL.M. degree program) are not eligible for graduation with distinction or the Dean’s List.

Certificate in Estate Planning

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

The following are requirements for the Estate Planning Certificate:

- Candidates must successfully complete the following courses:
 - 1) Either Introduction to Private Wealth Planning: The Estate and Gift Tax (offered in Fall Semester 2009 and previously) or Estate and Gift Tax and Special Topics in Transfer Tax (offered in Fall Semester 2010 and subsequently);
 - 2) Either Income Taxation of Trusts and Estates (offered in Fall Semester 2009 and previously) or Income Taxation of Trusts, Estates, and Beneficiaries (offered in Fall Semester 2010 and subsequently); and
 - 3) Advanced Private Wealth Planning Seminar (Spring Semester).

- Candidates must complete at least two additional academic credits in a tax course related to estate planning, such as tax-exempt organizations, employee benefits, partnership taxation, or other subject approved by the Director of the Graduate Tax Program.
- A minimum grade point average of “B-” must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, all Estate Planning Certificate courses will be counted toward the required academic credits in Taxation. Students who wish to apply for the Estate Planning Certificate must do so by the end of the add/drop period of their last semester before graduation.

Note: Students admitted for the Estate Planning Certificate only (i.e., students who are not enrolled in an LL.M. degree program) are not eligible for graduation with distinction or the Dean’s List.

Certificate in International Human Rights Law

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

The following are requirements for the International Human Rights Law Certificate:

- Candidates must successfully complete a basic course in International Law I (or its equivalent) in a J.D. program (or an equivalent course in their home country, in the case of foreign-educated LL.M. students) or during the first year at the Law Center. This course does not count towards the 12 specialization credits for the program.
- Students must successfully complete a minimum of 12 academic credits in courses listed under International Human Rights Law Certificate in the course schedule.

- As part of the required 12 specialization credits, each student must successfully complete the basic International Human Rights Law course.
- A minimum grade point average of “B-” must be attained in the courses that are counted toward the Certificate’s specialization requirements.

Certificate in State and Local Taxation

The Certificate in State and Local Taxation (SALT) is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program. Successful completion of a course in U.S. constitutional law and a basic course in federal individual income taxation are prerequisites to commencing work on the SALT Certificate.

The following are requirements for the SALT Certificate:

- Candidates must successfully complete the following four courses comprising 10 academic credits:
 - State and Local Taxation: Income and Franchise Taxes (2 credits);
 - State and Local Taxation: Business Taxes Other Than Income-Based Taxes (3 credits);
 - Federal Limitations on State and Local Taxation (2 credits); and
 - Special Topics in State and Local Taxation (3 credits).
- A minimum grade point average of “B-” must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, all SALT Certificate courses will be counted toward the required academic credits in Taxation. Students who wish to apply for the SALT Certificate must do so by the end of the add/drop period of their last semester before graduation.

Note: Students admitted for the SALT Certificate only (i.e., students who are not

enrolled in an LL.M. degree program) are not eligible for graduation with distinction or the Dean’s List.

Certificate in World Trade Organization (WTO) Studies

The WTO Studies Certificate is available to students earning a J.D. or LL.M. at the Law Center. (Students earning an S.J.D. at the Law Center, and students earning graduate degrees in other related subjects at Georgetown University who are eligible to enroll in courses at the Law Center, may obtain the WTO Studies Certificate only by permission of the Institute of International Economic Law.) Students will not be admitted solely for the WTO Studies Certificate program. Successful completion of a basic international law course, either at the Law Center or elsewhere, is a prerequisite for the WTO Studies Certificate, and this qualifying course does not count toward the 12 credits required for the WTO Studies Certificate.

The following are requirements for the WTO Studies Certificate:

- Students who wish to pursue the WTO Studies Certificate must notify the Law Center’s Institute of International Economic Law by the end of the second week of classes in the first semester of graduate studies, or, for J.D. students, by the end of the second week of classes in the first semester of their second year.
- Candidates must successfully complete 12 academic credits of coursework on WTO-related subjects, selected from specific courses listed as eligible for the WTO Studies Certificate and posted on the website of the Law Center’s Institute of International Economic Law (www.iiel.org).
- Students must maintain an overall grade point average of “B” or higher.
- Students must complete a research paper on a WTO law subject approved by the IIEL.
- Students must participate in four extracurricular activities related to

international trade during their course of study (such as attending a conference, a congressional, administrative or court hearing, or a similar event).

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

MASTER OF STUDIES IN LAW (M.S.L.)

Degree Program Requirements

Note: The M.S.L. Program will not enroll new students after August 2011. The Master of Studies in Law (M.S.L.) degree is open to journalists – defined to include professionals reporting in print, television, radio, and Internet media – who have at least two years' experience in the media and do not have a J.D. degree. U.S.-educated candidates for the M.S.L. degree must:

- Complete a total of 24 academic credits in courses from the J.D. or LL.M. curriculum;
- As part of the required 24 credits, complete the following first-year courses: Civil Procedure and Constitutional Law I;
- As part of the required 24 credits, complete one of the following first-year courses, at the candidate's option: Torts, Contracts or Property;
- As part of the required 24 credits, complete the designated course in legal research and writing; and
- Earn a minimum cumulative grade point average of at least 2.0.

Foreign-educated journalists may also apply to the program. Foreign-trained candidates must complete 20 academic credits, and should consult Albert Lauber, the Director of the M.S.L. Program, regarding specific degree requirements.

ENROLLMENT AND CREDIT POLICIES

Period of Study

The LL.M. and Certificate programs ordinarily must be completed within three years from the date of matriculation; however, full-time students are expected to graduate within one year from the date of matriculation unless a waiver is granted. A student may petition the Associate Dean for Graduate Programs in writing to extend the three-year time limit for up to two additional years. Permission to extend the period of study will be granted where good cause is shown and where the student is making satisfactory progress.

Where credit for non-degree coursework has been granted, the maximum period of study allowed will be reduced by one semester for every four academic credits granted.

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

Enrollment for Bar Purposes

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

Duplication of Courses

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

work. However, students may not receive credit for courses taken previously at Georgetown.

Conferral of the Degree

Once a student has completed the requirements for an LL.M. degree and any certificate that the student is pursuing, the student's final cumulative grade point average will be calculated and the degree and certificate conferred. If a student who is pursuing a certificate has completed the requirements for an LL.M. degree but not the requirements for the certificate, then with the permission of the Associate Dean for Graduate Programs, the student may take the courses necessary to complete the certificate. In this situation, both the degree and the certificate will be conferred when the certificate requirements are completed.

With the permission of the Associate Dean for Graduate Programs, a student who has received an LL.M. from Georgetown may enroll in the Employee Benefits Law, Estate Planning, Human Rights Law, or National Security Law Certificate program as a separate, free-standing program. If the student has completed some of the specialization credits for the Certificate, the student may request permission to carry those credits into the Certificate program.

Full-Time and Part-Time Enrollment Defined

In the LL.M. program, full-time enrollment is eight or more semester hours of academic credit during the Fall and Spring semesters, and four or more semester hours of academic credit during the Summer session. Part-time enrollment is seven or fewer semester hours of academic credit during the Fall and Spring semesters. By the end of the add/drop period, students must ensure that they are enrolled in the appropriate number of academic credits required to maintain their full-time or part-time status. For example, if a part-time student registers for eight or more academic credits, he or she will automatically be charged full-time tuition despite his or her designation as a part-time student.

Transfer Between Full-Time and Part-Time Status

A student in an LL.M. degree program may apply to transfer from full-time to part-time status, or from part-time to full-time status, subject to visa requirements, by submitting a written request detailing the reasons for requesting the transfer to the Associate Dean for Graduate Programs or the Director of LL.M. Academic Services.

Note: A student who begins in part-time status and transfers to full-time status will continue to pay tuition on a per credit basis. A student who transfers from full-time to part-time status may be subject to a tuition equalization fee.

Limitations on Academic Credits Per Semester

Without the prior written approval of the Associate Dean for Graduate Programs, full-time students may not enroll in more than 13 semester hours of academic credit in any semester, and part-time students may not enroll in more than seven semester hours of academic credit in any semester.

Note: No student who is or anticipates being employed more than 20 hours per week during a semester may enroll for more than seven semester hours of academic credit in that semester. Deviations from these limitations will be approved only under exceptional circumstances.

Credit for Courses in the Graduate School of Georgetown University

LL.M. students may take a maximum of four academic credits in the Graduate School of Georgetown University with the permission from both the Associate Dean for Graduate Programs and the professor teaching the graduate course. Course descriptions may be found in the catalog of the Graduate School.

Students do not preregister for Main Campus courses during the Law Center's preregistration process and may not enroll themselves in Main Campus courses. Students seeking approval to take a

Main Campus course in the Graduate or Undergraduate Schools (except for Business School courses) should e-mail their request along with the professor's permission to Tina Drake Zimmerman at draket@law.georgetown.edu by July 22, 2011 for Fall 2011 courses and by December 2, 2011 for Spring 2012 courses. Students seeking approval to enroll in a Fall 2011 Business School course (Modules 1 and 2), should e-mail their request to Tina Drake Zimmerman by July 22, 2011 and by December 2, 2011 for a Spring 2012 Business School course (Modules 3 & 4). The Business School administration will coordinate their professors' permission to enroll in their courses. All requests must include the course number, course name, number of credits and a list of any prerequisite courses and how you believe you meet those prerequisites. For all requests for courses outside of the Business School you must also include the professor's e-mail permission to enroll within your e-mail. Upon approval, the LL.M. Academic Services Office will forward the student's request to the Law Center's Office of the Registrar. The Registrar's Office will forward the request at the beginning of the Main Campus add/drop period to the appropriate academic department for approval to enroll the student in the course on a seat available basis. The Registrar's Office will confirm for students their enrollment status.

All courses, credits and grades taken in the Undergraduate or a Graduate School will appear on the student's Law Center transcript, but the grades will not be counted in the student's grade point average. It is the student's responsibility to make sure that final grades are submitted to the Registrar by the Law Center grades deadline.

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

Full-time students may take graduate courses and undergraduate language courses during the Fall and Spring semesters without additional charge. Part-time students pay for all courses at the applicable Law Center credit hour rate. Full-time or part-time students taking Summer Main Campus courses are billed at the applicable Main Campus tuition rate. All courses, credits, and grades taken in the Graduate School will appear on the student's Law Center transcript, but the grades will not be counted in the student's grade point average.

LL.M. students are limited to four total credits outside of the Law Center. Any credits taken in the Graduate School of Georgetown University are subtracted from the number of credits that can be taken at another institution (see below).

Note: International students considering taking a U.S. bar exam should be aware that non-Law Center courses may not count towards the required number of law credits necessary to be eligible to take the bar exam.

Credit for Courses in Georgetown's London Summer Program

LL.M. students may take courses in the Georgetown London Summer Program. However, due to the intensive nature of that program, a maximum of four credits will count toward an LL.M. degree. All courses taken in the London Summer Program will be included on the student's transcript and all grades earned in these courses will be included in the student's grade point average.

Credits Earned at Other Institutions

With the prior approval of the Associate Dean for Graduate Programs, and subject to the conditions listed below, a student may apply to the LL.M. degree a cumulative

maximum of four academic credits earned at other institutions while an LL.M. student at the Law Center. In approving such a request, the Associate Dean will consider the institution at which the student proposes to take the course, the level of the proposed course, and how the proposed course or courses fit into the student's overall academic program. The Law Center does not award LL.M. credit for courses taken at another institution before a student matriculated at the Law Center.

Credits for course work and grades from another school that are accepted for credit toward a Georgetown LL.M. degree by the Associate Dean for Graduate Programs will be entered on the Georgetown transcript but will not be taken into account in the computation of a student's grade point average at the Law Center.

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

Credits earned at other institutions will count toward the specialization requirement for any degree or certificate program only with the prior approval of the Associate Dean for Graduate Programs.

LL.M. students are limited to four total credits outside of the Law Center. Any credits taken at another institution are subtracted from the number of credits that can be taken in the Graduate School of Georgetown University (see above).

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

Students in an LL.M. degree program may apply up to eight non-degree academic credits that were earned at the Law Center within two academic years prior to matriculation in the degree program. Courses and grades will be entered on the transcript, and the grades for those courses will be included in the computation of the LL.M. grade point average. The maximum period of study allowed for the degree will be reduced

by one semester for every four academic credits of advanced standing that are applied.

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

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

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

Graduate Independent Research

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

All requests to do a Graduate Independent Research project must be approved by the Associate Dean for Graduate Programs and approval is not automatic. Students must demonstrate that

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

The student and faculty supervisor must meet regularly to discuss the project. The student must submit an outline and a draft to the faculty supervisor for review and comment on an agreed upon schedule. The final paper must be submitted to the Office of the Registrar, not directly to the professor. The final paper should be submitted either through the Georgetown Law Online Paper/Exam Management System (<http://www.law.georgetown.edu/exams/>) or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, a revised version of that paper may not be submitted. The final paper must be submitted by the date set in the approved proposal, which may be no later than the maximum extensions set by the Registrar for each semester, except that students in their final semester must submit the paper by the date announced in the academic calendar for graduating students. Students who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum or who fail to submit a final paper by the due date (including any extension) will be withdrawn from the Graduate Independent Research project. The withdrawal will be reflected as a “W” on the student’s transcript.

The standard GIR project receives two credits and requires a paper of at least 6,000 words of text excluding footnotes (about 25 pages). Many GIR papers are longer than this minimum. Students seeking to do a major paper of publishable quality may request a three credit GIR. The three credit GIR requires a paper of at least 10,000 words of text excluding footnotes (about 40 pages). A three credit GIR must be approved

as such in advance by the Associate Dean for Graduate Programs. Absent such advance approval, a two credit GIR for which the student submits a paper of 40 or more pages will not be converted to a three credit GIR.

Note: International students considering taking a U.S. bar exam should be aware that Graduate Independent Research may not count towards the required number of law credits necessary to be eligible to take the bar exam.

Two-Credit Seminars

The two-credit seminars offered in the Graduate Program require a substantial research paper, or a series of shorter papers, totaling approximately 6,000 words of text excluding footnotes (about 25 pages). Papers submitted in lieu of an examination in a course (permitted only when announced in the course schedule) must also meet this minimum standard. Final papers should be submitted either through the Georgetown Law Online Paper/Exam Management System (<http://www.law.georgetown.edu/exams/>) or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, a revised version of that paper may not be submitted. Students who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum or who fail to submit a final paper by the due date (including any extension) will be withdrawn from the seminar. The withdrawal will be reflected as a “W” on the student’s transcript.

Three-Credit Seminars

The three-credit seminars offered in the Graduate Program allow a student the opportunity to write a paper under close faculty supervision. Students receive comments on their outlines and first drafts and then edit and rewrite to produce a polished final paper. Three-credit seminars meet two hours per week. The extra credit that these seminars receive reflects the additional time and work that students are expected to devote to their papers.

The papers that students write for these seminars should show the student's mastery of the in-depth research undertaken and demonstrate how the student has organized, clarified, or advanced this body of knowledge in resolving the issues raised by the paper. The technical requirements for a paper in a three-credit seminar include: (1) submission of an outline and a first draft, in accordance with the professor's instructions and schedule; (2) submission of a revised final paper based on the professor's comments; and (3) a final paper consisting of at least 6,000 words (excluding footnotes), which is approximately 25 typewritten pages using customary margins and spacing.

Final papers should be submitted either through the Georgetown Law Online Paper/Exam Management System (<http://www.law.georgetown.edu/exams/>) or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, a revised version of that paper may not be submitted. Students who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum or who fail to submit a final paper by the due date (including any extension) will be withdrawn from the seminar. The withdrawal will be reflected as a "W" on the student's transcript.

One Paper for Two Seminars

Students may submit one paper to satisfy the requirements in two seminars or writing projects by securing the written approval of both professors and the Associate Dean for Graduate Programs in advance of writing the paper. 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 independently will submit a final grade indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical.

The final paper should be submitted either through the Georgetown Law Online Paper/Exam Management System (<http://www.law.georgetown.edu/exams/>) or in hard copy to the Office of the Registrar. Once a final paper has been submitted for grading, a revised version of that paper may not be submitted. Students may not submit a single paper for a seminar and a GIR project. Students also may not submit a single paper to satisfy the requirements of two GIR projects. Students who do not receive the approval of the Associate Dean for Graduate Programs for extensions beyond the maximum or who fail to submit a final paper by the due date (including any extension) will be withdrawn from the seminars. Each withdrawal will be reflected as a "W" on the student's transcript.

LL.M. Externship Program

The Law Center offers a "for-credit" externship program course for LL.M. students each semester. All current LL.M. students are eligible to participate once in the externship program, except for COST Scholars (who participate in a separate externship program at COST). U.S.-educated LL.M. students may register for an externship either semester; foreign-educated LL.M. students may register for an externship in the spring semester.

Although the Office of Graduate Programs maintains a list of externship opportunities, students are responsible for securing their own placements. The work must be legal in nature and under the direct supervision of a lawyer. To be eligible for credit, students may not receive pay or other compensation from the placement organization during the externship period.

LL.M. students who participate in the for-credit program will receive two credits graded on a pass/fail basis. The LL.M. student must be registered for the two credits in order to participate in the program and these two credits will count toward the maximum of 13 academic credits allowed per semester.

LL.M. externs are required to attend an orientation class in the first week of the

semester and at least one additional class or meeting at the end of the semester. LL.M. students are then required to devote a minimum of ten hours per week for at least eleven weeks to the externship. Students must keep a weekly diary that reflects the number of hours the student has worked and describes the nature of the work performed without disclosing any confidential information. This diary must be submitted on a weekly basis to the Externship Coordinator. At the end of the semester, the student will be required to submit a five- to ten-page paper reflecting on the externship experience.

Note: Although LL.M. students may receive academic credit only once for an externship during their LL.M. program, they are free to participate in other non-credit internships, subject to visa rules and the Law Center's regulations on student employment.

ATTENDANCE AND EVALUATION POLICIES

Attendance and Participation

The Law Center must be satisfied at all times of the serious purpose of each student. Any student will be withdrawn 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 the course or examination (with the same consequences as a voluntary failure to appear for a final examination), or receive a lowered grade in the course. Even if a student has passed all examinations, academic credit will not be awarded and no student will be advanced, nor will his or her 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 class work in all courses unless otherwise indicated on the course schedule. 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, travel 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. (See *Exam Deferral Policy* in the *General Administrative Policies* section of this *Bulletin*.) No examination will be given prior to its originally scheduled date and time.

A student failing to present himself or herself for any examination because of illness or other extraordinary cause must contact the Registrar (not the professor) prior to the start of the examination. If the Registrar is satisfied that the absence resulted from an "extraordinary cause" and is supported by appropriate documentation (such as a doctor's note), permission may be given for the student to take a deferred examination. The requirements of a student's employment or future employment will not be regarded as an "extraordinary cause." If the Registrar does not permit a deferral, the student must take the examination as originally scheduled or be withdrawn from the course.

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 take a deferred examination, will be withdrawn from the course. The withdrawal will be reflected as a “W” on the student’s transcript. A student who is in possession of an examination in a course but fails to submit that examination for grading will receive a grade of “F” for that course. No post-examination relief will be granted. 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 aware of the situation and follow the instructions of the proctor or Registrar. No post-examination relief will be granted.

Once an examination is submitted for grading, no amendments or supplements will be permitted or accepted.

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. Students may review their graded exams during specified exam review periods by completing a request form from the Office of the Registrar. The Library contains copies of past examinations administered at the Law Center. Students may use these prior examinations as study aids in preparing for examinations. In many cases, model or “best” answers to past examinations are also on file in the Library.

Written Work

Final papers in seminars and other courses are normally due on the date announced in the academic calendar. By announcement at the beginning of the semester and subject to the maximum extensions set by the Registrar and published on the Office of the Registrar’s webpage, 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 by the deadline announced by the professor. Once a final paper is submitted for grading, no amendments or supplements will be permitted or accepted.

Due dates for papers are as firm as the dates of examinations. Individual extensions for up to the maximum allowable (mentioned above) may be granted by the professor, provided the student submits an Individual Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar, must be signed by the professor, or the student must obtain written approval from the professor by e-mail 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 signature of the Individual Extension Form by the Associate Dean for Graduate Programs.

If a student fails to submit a final paper by the due date (including any extension), the student will be withdrawn from the course or seminar. The withdrawal will be reflected as a “W” on the student’s transcript.

Note: For students in the F1 and J1 student status: U.S. visa restrictions dictate that extending the paper due date beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. For any such paper extension one must first obtain written approval from the Director of International Student Services in the Office of Graduate Programs in consultation with the Associate Dean for Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions, students must also obtain their agreement to any such extension.

Grading

Final grades are given on a letter system: A+, A, A-, B+, B, B-, C+, C, C-, D and F. A few courses are graded on an honors/pass/fail basis; others are graded pass/fail.

The following numerical equivalents are assigned to each letter grade:

| | |
|---------|---------|
| A+ 4.00 | C+ 2.33 |
| A 4.00 | C 2.00 |
| A- 3.67 | C- 1.67 |
| B+ 3.33 | D 1.00 |
| B 3.00 | F 0 |
| B- 2.67 | |

An A+ grade is assigned a 4.00 numerical equivalent, and is awarded in recognition of truly extraordinary academic performance. A minimum cumulative grade point average of 2.00/4.00 in all courses and seminars taken is required each semester a student is enrolled in the LL.M. program.

If a student repeats a failed course, both grades will be entered on the student's transcript and will be included for the purpose of determining the cumulative grade point average of the student. Any student accumulating three failures will be dismissed for defective scholarship.

RECOMMENDED GRADING CURVE

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

| | |
|----|----------|
| A | 12% |
| A- | 19% |
| B+ | 28% |
| B | 31% |
| B- | } |
| C+ | } |
| C | } |
| C- | } 5-10%* |
| D | } |
| F | } |

Grade Review Policies

Any student who has received a failing grade on an examination or paper, after first discussing the matter with the professor who submitted the failing grade, may request the Registrar to submit that examination

or paper for review by another professor teaching in the field. The other professor serves merely in a consulting capacity. The final decision for the course grade rests with the professor conducting the course, but the course professor shall give due and appropriate consideration to the views of the consulting colleague. A request for review must be made by the student within 14 days after the grade is posted. Only grades of "F" may be reviewed.

Grade Change Policy

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

Probation

LL.M. students who fail to achieve a 2.00/4.00 cumulative grade point average at the end of any semester will be placed on academic probation. If the student's cumulative grade point average remains below 2.00/4.00 after the next semester in residence (after at least four credits of coursework), he or she will be dismissed for defective scholarship.

Ranking of Students

The Law Center does not provide ranking information with respect to its students' academic performance, whether in an S.J.D., LL.M. or J.D. degree program.

Pass/Fail Option Not Available

The pass/fail option (available to students in the J.D. program) is not available to S.J.D. or LL.M. students. However, LL.M. students enrolled in the Externship Program

* Because the target percentage for 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.

are graded on a pass/fail basis, and certain LL.M. courses open exclusively to foreign-trained lawyers, including U.S. Legal Discourse and U.S. Legal Methods, may be graded on an honors/pass/fail basis.

Academic Honors

GRADUATING WITH DISTINCTION

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

DEAN'S LIST

An LL.M. student who graduates in the top one-third of the graduating students in his or her specific LL.M. degree program will be designated as a Dean's List graduate for that specific LL.M. degree program. Dean's List designation will be granted for the following LL.M. degree programs: Individualized, International Business and Economic Law, International Legal Studies, General Studies, Global Health Law, National Security Law, Securities and Financial Regulation, and Taxation. Grades transferred from any other law school, while displayed on the Law Center transcript, will be excluded from the computation of this average. Dean's List designation will be granted only where a student has completed a minimum of 20 academic credits in an LL.M. degree program at the Law Center.

Note: The difference between graduation *with distinction* and Dean's List is that graduation *with distinction* is calculated based upon the entire graduating LL.M. class and then printed on the diploma and the student's transcript, whereas Dean's List is

calculated based upon the graduating class within each respective LL.M. degree program and then printed on the student's transcript only.

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

THE THOMAS BRADBURY CHETWOOD, S.J., PRIZES

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

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

OTHER PROVISIONS

Specific Visa Reporting Requirements for International Students

By provision of federal law, any school that enrolls foreign nationals is required to comply with strict reporting requirements. Before the start of each semester, all newly enrolled international students (including U.S. permanent residents) at the Law Center are required to provide documentation proving they are legally permitted to be in the country and attend school. Students who

fail to provide such documentation will not be permitted to complete registration or attend classes. Students in F-1 or J-1 status are additionally required to attend a Visa Information Session given by the Graduate Programs Office during orientation. Visa and regulatory information is also available at the Graduate Programs website at: www.law.georgetown.edu/intl/visa.html.

Tuition

See the Tuition and Fees section of the Bulletin.

Note: Full-time LL.M. students who have paid for two consecutive semesters of full-time tuition but who have not completed their degree requirements, may request permission from the Associate Dean for Graduate Programs to complete their degree requirements without payment of additional tuition. Even if permission is granted, students will be charged on a per-credit basis for credits in excess of the minimum number necessary to complete the degree.

Students Auditing Law Center Courses

Enrolled degree students may audit additional Law Center courses with the permission of the professors at no additional charge but will receive no transcript notation of their attendance in class. Non-degree students desiring to audit a course must pay the usual per-credit fee.

Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one designed to command substantially all of the student's time during the academic year. Experience indicates that a student frequently cannot successfully carry a full-time course load if substantially employed in an outside job. Devoting too much time to employment is a frequent cause of disappointing academic performance and sometimes of academic failure. For these reasons, professional organizations, including accrediting agencies,

require that a student enrolling in the full-time program be in a position to devote substantially all of his or her working hours to the study of law.

The Law Center strongly urges full-time students not to accept outside employment. All full-time students should carefully restrict their hours of employment and in no event may a full-time student exceed 20 hours of employment per week during the academic year. A student enrolled in the full-time program who is contemplating substantial employment should request a transfer to the part-time program, which is structured to accommodate those who have significant employment responsibilities during their period of study at the Law Center.

Note: International students in the U.S. on student visas are very restricted with respect to on- and off-campus employment and must get prior written permission from the Visa Advisor. www.law.georgetown.edu/intl/visa.html.

Student Conduct in the Job Search Process

Students are expected to exhibit high standards of professional responsibility in all of their job-seeking activities. Students are cautioned to avoid even the appearance of impropriety in the preparation of their job resumes, letters and application forms. Misleading, inaccurate, or false information on these materials is a violation of the Student Disciplinary Code. Students are expected to attend all scheduled interviews, unless cancelled in a timely and appropriate manner. Students should view the acceptance of an offer, whether for a paid or unpaid position, as a binding commitment. Failure to honor commitments may have implications for the student's reputation and that of the Law Center. If unusual or extenuating circumstances arise following an acceptance of an offer, students should consult with a career advisor at the Law Center before taking actions that may violate this policy.

Post-Graduation Employment

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

WITHDRAWAL AND LEAVE OF ABSENCE POLICIES

Voluntary Withdrawal from Individual Courses

A graduate student may voluntarily withdraw from any course or regular seminar at any time prior to the examination period, unless the professor has set, in writing, a different rule for withdrawal. In order to effect a withdrawal from an individual course after the end of the relevant semester's add/drop period, a student must submit a request in writing to the Office of the Registrar. All students are urged to consult with an academic advisor before withdrawing from a course. In addition, because of U.S. visa regulations, all international students who wish to withdraw from a course must first obtain written approval from the Director of International Student Services in the Office of Graduate Programs. A withdrawal is recorded on a student's transcript either as a "withdrawal" or an "excused withdrawal." After the fourth week of the semester, a withdrawal will be considered "excused" only under exceptional circumstances.

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

Leaves of Absence

LL.M. students in good standing, both academically and financially, may request a leave of absence for up to one academic year from the Registrar or the Associate Dean for Graduate Programs, or the Director of LL.M. Academic Services. A leave of absence of longer than one year will be granted only in exceptional circumstances. The student requesting the leave must demonstrate that the degree can be completed within the allowed period of study, counting the time on leave of absence. See also *Period of Study*.

Withdrawal from the Law Center

Students may voluntarily withdraw from the Law Center (as opposed to taking a leave of absence) at any time. Students who wish to withdraw voluntarily should notify the Registrar in writing of their decision. Once withdrawn, a student no longer is matriculated at the Law Center. A student who has withdrawn and then wishes to return to the Law Center must apply for readmission through the regular admissions process.

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

PROFESSIONAL RESPONSIBILITY

The faculty expects all students to conduct themselves with the highest degree of honesty, integrity and trustworthiness. The faculty has promulgated standards and procedures that govern the disposition of cases (fortunately rare) in which a student's conduct is dishonest or evidences a lack of integrity or trustworthiness or may unfairly impinge upon the rights or privileges of members of the Law Center community. Those standards and procedures are set forth in the Student Disciplinary Code, in the Conduct Policies section of this *Bulletin*.

NON-DEGREE ENROLLMENT

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

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

Non-degree students are not eligible to enroll in J.D. level courses unless they are Law Center graduates. Non-degree students cannot enroll in J.D. first-year or clinical courses, nor can they enroll in a program of Graduate Independent Research.

Non-degree students are charged a non-refundable application fee of \$80 which is due by the application deadline (August 15 for Fall 2011; December 19 for Spring 2012). Tuition is charged on a per-credit basis and must be paid in full no later than Monday, August 22 for the Fall 2011 semester; Monday, January 3 for the Spring 2012 semester. Tuition not paid by this deadline will result in the cancellation of the student’s registration. Tuition refunds will be calculated from the date the Office of the Registrar receives written notification of a student’s withdrawal from a course or courses. No exceptions to this policy will be approved.

Students who do not receive the approval of the Associate Dean for Graduate Programs for a paper extension beyond the maximum or who fail to submit a final paper by the due date (including

any extension) will be withdrawn from the seminar. The withdrawal will be reflected as a “W” on the student’s transcript. 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 take a deferred examination, will be withdrawn from the course. The withdrawal will be reflected as a “W” on the student’s transcript. (See *Attendance and Evaluation Policies* outlined above.)

Students in the non-degree program who subsequently apply for and are accepted into a degree program will be awarded up to eight academic credits for coursework with a “C” or better completed at the Law Center during the two years immediately preceding the student’s entry into the degree program. The maximum period of study allowed for completion of the LL.M. will be reduced by one semester for every four academic credits of non-degree coursework counted under this rule.

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

