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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 degree. The same standards of performance are required of students in both programs. Members of the full-time faculty teach the courses in both programs, assisted by members of the adjunct faculty in certain specialized courses.

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. (*See Required Time in Residence: Full-Time Program.*)

Students enrolled in the full-time program are expected to devote their time during the academic year substantially to the study of law. 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 the 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 without the permission of the Registrar or an Academic 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calendar years a student has not yet completed all academic requirements necessary to graduate, the student will be withdrawn from the Law Center with no possibility of readmission or graduation, unless excused by operation of law (i.e., military call-up, Americans with Disabilities

Act, etc.), or 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.

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. Students may accelerate their program to seven semesters plus 8 or more credits over two or more Summer sessions. (*See Required Time in Residence: Part-Time Program.*) Students who matriculate in Fall 2011 into the part-time program may accelerate their program to seven semesters plus 10-12 credits over two or more summer sessions.

During the first year, students in the part-time program take a required program of 20 academic credits in a section which meets during evening hours. During the second year, part-time students take their remaining first-year courses.** In their upperclass years, part-time students take 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 study.

After the first year, a part-time student may not enroll in fewer than 8 or more than 11 academic credits without the permission of the Registrar or an Academic Advisor.* Permission to enroll in 12 academic credits may be given only under the following

* Academic Advisors include the Assistant Dean (Clinical Programs); the Assistant Dean (J.D. Academic Programs); the Assistant Dean (J.D. Academic Services); the Assistant Dean and Administrative Director (Center for Transnational Legal Studies); the Assistant Dean and Executive Director (Office of Transnational Programs); the Associate Vice President and Dean of Students; the Director, J.D. Program; the Director, J.D. Programs; and the Director of Academic Enhancement Programs.

**For part-time students who matriculate in Fall 2011, the remaining first-year courses for the 2012-2013 academic year will be Criminal Justice and Property.

circumstances: (1) a student enrolls in a clinic that awards 12 credit hours in one semester; (2) a student registers for a seminar meeting the upperclass legal writing requirement and he or she has not previously fulfilled the legal writing requirement; (3) a student needs to complete 23 academic credits at the start of their final year in order to complete the J.D. degree requirements and requests permission to take 12 academic credits in one of their final two academic semesters (but not in both semesters); (4) a student is a law fellow in the Legal Research and Writing or USLD program; (5) a student in the Spring semester wishes to take a one-credit course during Week One; or (6) a part-time student enrolled in a clinic in his or her third or fourth year needs to take a course required or recommended for that clinic. Part-time students who are permitted to take 12 credits in a given semester will continue to be part-time students charged tuition on a per-credit basis and allocated residency credit as a part-time student. (*See Required Time in Residence.*)

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 operation of law (i.e., military call-up, Americans with Disabilities Act, etc.), or 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.

ACADEMIC REQUIREMENTS AND POLICIES

The Law Center reserves the right to change academic requirements and policies and the

changes are reflected in the online version of the Georgetown Law *Bulletin* at www.law.georgetown.edu/registrar/bulletin/. The primary means by which the Law Center communicates with students is through the Law Center's e-mail system. Each student has a Law Center e-mail address and should check this e-mail address regularly. Notice of changes to academic or administrative policies in this Bulletin are sent to students via e-mail.

Juris Doctor Degree Requirements

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

- *Students who matriculated at the Law Center in August 2008 or thereafter:* 85 credits;
- *Students who matriculated at the Law Center prior to August 2008:* the credit requirement effective at Georgetown Law at the time of matriculation;
- A minimum of 54 academic credits must be earned at the Law Center;*
- The required first-year curriculum; **
- The upperclass legal writing requirement, described below;
- A course in Professional Responsibility;
- The Required Time in Residence (“Residency Requirement”), described below; and
- A minimum cumulative grade point average of 2.00/4.00 in Law Center courses.

* The Law Center will accept for transfer a maximum of 31 semester hours of academic credit. Georgetown Law does not accept for transfer credit for externships, internships or state-law courses. Credits transferred from courses taken at other ABA-approved law schools do not count toward the 54 Georgetown Law credits required to graduate. Credits earned in courses offered in the graduate program of Georgetown University or a graduate program at another institution does not count toward the 54 Georgetown Law credits required

to graduate. Credits earned at study abroad programs (either Georgetown Law-sponsored programs or non-Georgetown Law-sponsored programs) does not count toward the 54 Georgetown Law credits required to graduate. Credits earned at the Center for Transnational Legal Studies or the Georgetown Law London Summer Program *does* count toward the 54 Georgetown Law credits required to graduate.

** 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 two-credit Criminal Procedure course offered each academic year solely to transfer or visiting students. Transfer students are not required to take a course designated as meeting the first-year elective.

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 will graduate from the Law Center. Students enrolled in Law Center-sponsored joint degree programs (see *Joint Degree Programs*) will graduate upon completion of the requirements of both programs, unless the student has withdrawn from the joint degree program or completed all academic requirements for the J.D. degree before earning any academic credits in the designated joint degree program, or unless otherwise specified by the particular joint degree program.

In addition to the academic requirements, a J.D. diploma will not be issued until a 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*, printed in the *Conduct Policies* section of this *Bulletin*.

In meeting academic requirements, students should be aware of the following academic regulations and policies of the Law Center.

Required First-Year Program

Students must successfully complete the required first-year program described in the *First-Year J.D. Curriculum* section of this *Bulletin*.

Upperclass Legal Writing Requirement

Students must complete the upperclass legal writing requirement as follows: (1) by successfully completing a seminar or clinic designated as meeting the upperclass legal writing requirement, or (2) by successfully completing a Supervised Research project that has been approved by the Associate Dean for the J.D. Program.

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 upperclass legal writing requirement, the student shows his or her 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. Final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor, and in the format specified

on the Registrar's website (<http://www.law.georgetown.edu/registrar/index.html>).

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, in accordance with the professor's instructions and schedule; (3) submission of a revised final paper based on the professor's comments; and (4) submission of both the first draft and the final paper of at least 6,000 words (excluding footnotes), which is approximately 25 typewritten pages using customary margins and spacing. All work must be that of the student in consultation with the 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.

Faculty members retain full discretion to withdraw a student from a seminar qualifying for the upperclass legal writing requirement if the professor determines that the student has not met the specified requirements.

Supervised Research

The faculty augments the Law Center's seminar offerings by providing a Supervised Research option, which students may undertake under the supervision of a faculty member for 2 academic credits. Supervised Research provides 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 or seminar. Supervised Research projects must meet the requirements of the upperclass legal writing requirement (see *Upperclass Legal Writing Requirement* section), 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 for Supervised Research, a student must have at least a "C" average (2.00/4.00) and must be sponsored by a faculty member. If 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.

To be eligible to undertake a Supervised Research project while enrolled at CTLS, the project must be approved by Assistant Dean and Administrative Director (Center for Transnational Legal Studies) Scott Foster.

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 Registrar's website for details, at www.law.georgetown.edu/registrar/). All requests to undertake a Supervised Research project must be approved by the Associate Dean for the J.D. Program and approval is not automatic. Students must demonstrate that they have a well-developed topic suitable for a substantive scholarly paper satisfying the upperclass legal writing requirement; show the sponsoring professor's agreement; indicate the scheduled meeting dates with the professor and the due dates for submission of the outline, first draft, and final draft; list the semester(s) in which the project is to be completed; and, if approval is sought for sponsorship by an adjunct faculty member, describe the student's efforts to obtain sponsorship by a full-time faculty member. To ensure that the proposals will be completed successfully, approval will be guided by the principles set out below in reviewing a student's proposal:

1. The student must have at least the required "C" (2.00/4.00) grade point average.
2. 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.
3. Because the time demanded of the professor is substantial, it is expected that students ordinarily will seek sponsorship from full-time faculty. The academic deans will help students identify possible faculty sponsors. When no full-time faculty member can serve

as a sponsor, the Associate Dean for the J.D. Program may approve a proposal with an adjunct faculty sponsor.

4. 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.) Similarly, Supervised Research will not be approved when the proposal repeats work for which credit previously has been granted in another course or for which the student has been compensated during employment.
5. Proposals may call for research to be completed in one semester or two; only two academic credits, however, can be awarded. The final Supervised Research 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. Credit for the upperclass legal writing requirement will be given for papers receiving a passing grade.

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 Registrar 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.

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.

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 (offered at the Georgetown Law London Summer Program and at the Center for Transnational Legal Studies); Lawyers' Ethics; Professional Responsibility; Professional Responsibility and the Future of the Legal Profession; Professional Responsibility in Law Firm and Corporate Practice; and Professional Responsibility: Ethics in Public Interest Practice. J.D. students will not satisfy their Professional Responsibility requirement by completing Professional Responsibility courses offered in the Graduate Program. To search for courses offered in 2011-2012 that satisfy the Professional Responsibility requirement, see http://www.law.georgetown.edu/curriculum/tab_clusters.cfm?Status=Cluster&Detail=25.

Required Time in Residence

(Residency Requirement)

In addition to all other degree requirements, students must complete the required time in residence. 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 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. With the permission of an Academic Advisor, a

full-time student may be approved to enroll in 10 or 11 credits in one semester only. Full-time students who receive permission to enroll in 10 or 11 credits must pass at least 10 credits in order to earn full residency for the 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 will need to attend a Summer session or a seventh semester in order to meet the residency requirement.

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

A full-time student should consult with an Academic Advisor or the Registrar if he or she does not successfully pass a minimum of 10 academic credits during any semester.

PART-TIME PROGRAM

A part-time student can achieve the required time in residence in one of three 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. Subject to the following, a part-time student who fails to pass at least 8 academic credits in a given semester will need to attend a Summer session or a ninth semester in order to meet the residency requirement. With the permission of an Academic Advisor, a part-time student may be approved to enroll in 7 credits in one semester only. Part-time students who receive permission to enroll in 7 credits must pass at least 7 credits in order to earn full part-time residency for the semester; failure to pass 7 credits will result in the student needing to attend a summer session or a ninth semester in order to meet the residency requirement.

2. Seven Semesters and at Least Two Summer Sessions:

Special residency requirements apply to part-time students who accelerate their graduation. A part-time student can meet the residency requirement upon the completion

of seven part-time semesters in which he or she passes a minimum of 8 academic credits and at least a total of 8 academic credits over two or more Summer sessions. A part-time student who matriculates in Fall 2011 must take 10-12 credits over two or more summer sessions. A part-time student who fails to pass at least 8 academic credits in a given semester will need to attend one or more additional semesters or Summer sessions in order to achieve the required time in residence.

A part-time student who wishes to graduate in seven semesters and two or more summer sessions should consult with the Registrar if he or she does not pass a minimum of 8 credits during any Fall or Spring semester.

Part-time students who wish to accelerate their graduation in this manner should consult with the Registrar to ensure that they will be able to meet all degree requirements under the accelerated program.

3. Two Part-Time Semesters, Four Full-Time Semesters and a Summer Session:

A part-time student who matriculated in Fall 2011 or a prior semester and who is approved to transfer from the part-time program to the full-time program after his or her first year at the Law Center can meet the residency requirement upon the completion of two part-time semesters, four full-time semesters, and at least 6 academic credits earned in one or more Summer sessions. A student who enrolls in the first-year part-time program and passes a minimum of 8 academic credits per semester is considered to have completed two part-time semesters. A student who fails to complete 6 academic credits in a Summer session will need to attend one or more additional semesters or Summer sessions in order to meet the residency requirement. A part-time student who is approved to transfer from the part-time program to the full-time program at times other than the end of the first year will need to complete more than 6 credits in a Summer session or additional academic semester in order to meet the residency requirement, and should consult

with the Registrar about how to complete this requirement. (See below for more information on transferring between the part-time and full-time program for students who matriculated in August 2011.)

TRANSFER STUDENTS FROM OTHER LAW SCHOOLS

Students who transfer from another law school after their first year must consult with an Academic Advisor or the Registrar to determine how they can fulfill their remaining Law Center residency requirement.

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

In Fall 2010, the Faculty voted to restructure the first-year program. In order to better serve the students for whom the part-time program was designed and to remain true to the spirit in which the part-time program was established, students will now be permitted to transfer from the part-time program to the full-time program only in cases of a demonstrated significant change in circumstances. Students seeking to transfer between the part-time and full-time programs must submit a request in writing to the Registrar. The request must include a statement of the student's demonstrated significant change in circumstances. Any student seeking to transfer must receive written approval from the Associate Dean for the J.D. Program. *Note:* 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 who transfers from the full-time to part-time status may be subject to a tuition equalization fee. (See *Tuition and Fees* section.)

Students must complete all first-year courses, including those normally taken in the second year by part-time students, in the program in which they began (for example, students who transfer to the full-time program after their first year must take Criminal Justice in the evening of the Spring

semester in 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 subsequently need to take four full-time semesters (in which he or she enrolls in 12 academic credits and passes 10 of those credits) plus at least 10 credits over two summer sessions (See *Required Time in Residence* section.)

Students who transfer to the full-time program upon completion of their first year must pay a tuition equalization fee. (See *Tuition and Fees*.) Part-time students 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. Summer courses not taken at the Law Center or at the Georgetown Law London Summer Program are not covered by the tuition equalization fee.

Students with 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.

A student may not transfer from the full-time program to the part-time program for either one of the student's final two semesters. Attendance at Summer sessions does not constitute a basis for a transfer. In addition, 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. Students who have questions concerning a transfer between programs should consult with an Academic Advisor or the Registrar to ascertain the

required periods of attendance and the earliest date upon which graduation may occur as a result of a transfer.

Specific Requirements for Students on Non-Immigrant Visas

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 in F-1 or J-1 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 Program's website at: www.law.georgetown.edu/intl/visa.html.

Note: Foreign national students who fail to provide documentation of a valid non-immigrant status permitting study at a U.S. university prior to the start of classes will not be permitted to complete registration or attend classes. For further information, please contact the Graduate Programs Office by calling Indira Marin Dingleline, Visa Coordinator at 202-662-9319 and/or e-mail your immigration related questions to img4@law.georgetown.edu.

Note: Due to U.S. visa regulations, students in the F1 and J1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the Visa Advisor in the Office of Graduate Programs, as well as obtaining approval to withdraw from an Academic Advisor or the Registrar.

ACADEMIC EVALUATION AND ATTRITION STANDARDS

Academic Evaluation System

The Law Center's faculty awards the grades of A+, 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.

In the clinical programs, the graduate fellows also participate in the grading process. Each student's grade point average is computed at the end of each semester.

GRADING SYSTEM

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 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.

While the cumulative grade point average is based upon all 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 term and ends with the following Spring semester. In calculating the student's cumulative grade point average, the Law Center will include the academic credits for any course the student has failed, 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 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 cumulative grade point average. Grades for courses taken at the Center for Transnational Legal Studies and 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 cumulative grade point average. (See *Graduation Honors Policy for Transfer/Visitor Students.*)

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	}

PASS/FAIL OPTION

To encourage students to be more adventurous in their curricular choices, the faculty adopted the following limited pass/fail option.

Eligible Students

Upperclass J.D. students are eligible to use the pass/fail option for upperclass electives and cross-listed Law Center graduate courses

that are available for pass/fail. The option is not available to first-year J.D. students. 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.

Eligible Courses

The following courses are not eligible for the pass/fail option: (1) all required courses: first-year courses, including the first-year elective, any course that meets the Professional Responsibility requirement, and Upperclass Legal Writing Requirement seminars and Supervised Research projects; (2) clinics, except for Street Law: Community; (3) Law Center graduate courses that are not cross-listed; and (4) courses where the faculty member has elected not to make a course available for the pass/fail option.

All other courses may be available for the pass/fail option. 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 (www.law.georgetown.edu/registrar/).

Other Restrictions

Students may take a maximum of 7 credits pass/fail, including all mandatory pass/fail courses. Students may only exercise the option in one course per semester; this limitation does not apply to mandatory pass/fail courses for which students do not exercise an option. Exceptions to and further explanations of these two rules are located on the Office of the Registrar website, under the "J.D. Pass/Fail Option" link, at: www.law.georgetown.edu/registrar/.

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),

* 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.

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. If the student earns the target grade or above, the actual grade will appear on the student’s transcript. If the student earns a grade below the target but at least a grade of 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. Whether a student receives a pass or the grade, the academic credits associated with the course will count toward the 7-credit limit. If a student withdraws from a course taken on a pass/fail basis, the academic credits associated with the course will still count toward the 7-credit limit, unless the student receives an excused withdrawal from the course.

STUDENTS AUDITING LAW CENTER COURSES

Enrolled degree students may audit additional courses at the Law Center, with the permission of the professors. 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 exams and papers.

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.

Dean’s List

J.D. students whose annual cumulative 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, if they complete at least 16 graded J.D. credits 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 LL.M. Program are included in the calculation of the required minimum number of credits for Dean’s List eligibility.

Dean’s List eligibility is computed separately for first-year students, upperclass, and graduating students, as follows. 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 cumulative 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; that is, third-year full-time students and fourth-year part-time students. The

second group consists of all other upperclass students, that is, second-year full-time students and second- and third-year part-time 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.

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

Graduation Honors Policy for Transfer/Visitor Students

Graduation honors for students who transfer to Georgetown Law after their first year of law school or for students who visit another institution will be based solely on grades earned at the Law Center. This policy applies only to *magna cum laude* and *cum laude* graduation honors. 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. To be eligible for consideration for Order of the Coif (see below), a graduate must have completed at least 64 graded academic credits at the Law Center.

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.

ACADEMIC ATTRITION

Unless excused by operation of law (i.e., military call-up, Americans with Disabilities Act, etc.) or by grant of a waiver, a full-time student must satisfy all graduation requirements within five consecutive calendar years from the date of matriculation; a part-time student, within six consecutive calendar years from the date of matriculation. If the student fails to satisfy the graduation requirements within the appropriate time period, he or she will be dismissed with no possibility of readmission or graduation.

First-Year Students

1. A student must successfully complete every first-year required course and a first-year elective course (this includes those required first-year courses taken in the upperclass years by students in the part-time program). 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.
2. When a student has completed the first year with a cumulative grade point average of less than 1.67/4.00, 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, 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 year is less than 1.67/4.00 but 1.33/4.00 or higher must take a leave of absence from the Law Center for the next academic year. 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 is less than 1.33/4.00 will be withdrawn for academic insufficiency, with the right to apply for readmission after one full year. Readmission is not guaranteed. To seek readmission after one academic year, 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. Petitions by students who have been absent from the rolls for more than one academic year under the circumstances of this subsection will be governed by *Provisions for Readmission of Withdrawn Students*, below.

Upperclass Students

A student no longer in his or her first academic year at the Law Center 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 1.67/4.00. For a transfer student, only Law Center grades will be counted. (See *Provisions for Readmission of Withdrawn Students*, below.)

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 2.90/4.00 are strongly encouraged to meet with the Director.

Summer Session Attendance

If a student is enrolled in a Law Center Summer session when a failure to maintain the required minimum cumulative grade point average is determined, that student may elect to continue in the Summer session, and the student's cumulative grade point average will be recalculated taking the Summer session grades into account. If such a student has secured approval to attend the Summer session at another law school,

that school will be notified of the student's academic dismissal from the Law Center.

Provisions for Readmission of Withdrawn Students

Students withdrawn for academic insufficiency after their first year may reapply for admission after one full year. Readmission is not guaranteed. To seek readmission after one year, 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 and satisfy all graduation requirements within the allotted time period.

The provisions for readmission outlined in this section apply to upperclass students and to first-year students who, after failing to secure the required minimum cumulative grade point average of 1.67/4.00 at the end of any academic year, fail to re-enroll during the prescribed time period.

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 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, 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 classwork 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 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 the *Exam Deferral Policy* in the *General Administrative Policies* section of this *Bulletin*.) No examination will be given prior to its originally scheduled date.

A student failing to appear for an 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 full-time J.D. 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 exam in a course but fails to submit the exam for grading will receive a grade of F for that course. If a student becomes ill during the examination or otherwise experiences a problem that prevents him/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 at the Office of the Registrar. 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. For exams prior to 1998, hard copies are available through the reference desk. Exams administered from 1998 to the present are available online on the Library’s website (www.ll.georgetown.edu/services/exams.cfm).

WRITTEN WORK

Final papers in seminars and other courses are due on the date announced in the academic calendar. By announcement at the beginning of the semester and subject to the maximum extensions by the Registrar and 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, and in the format specified on the Office of the Registrar’s website. Once a final paper is submitted for grading, no amendments, revisions, 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 days set by the Registrar ([see http://www.law.georgetown.edu/registrar/papers.htm](http://www.law.georgetown.edu/registrar/papers.htm)) 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 and online, 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 approval of the Individual Extension Form by the Associate Dean for the J.D. Program.

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

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 Visa Coordinator 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

Once a grade is reported to the Registrar, a faculty member may change a grade for an examination, seminar or research paper, or clinic 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 to another professor teaching in the subject for evaluation. Students receiving a failing grade in a clinic may request a conference with the Associate or Assistant Dean for Clinical Programs to discuss the evaluation, once they have discussed their grade with the professor offering the clinic. The other professor, or the Associate or Assistant Dean for Clinical Programs in the case of a clinical grade, serves merely in a consulting capacity. 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.

Credit for Courses in the Law Center Graduate Programs

Upperclass students may take up to 6 credits of courses in the Graduate Programs of the Law Center (not including the J.D. sections of cross-listed graduate courses) without permission. Permission from an Academic Advisor is required, however, to take more than 6 non-cross-listed credits of Graduate Program offerings. 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

Upperclass students may take a maximum of 6 credits of Graduate-level coursework in the University on a seat-available basis. Language classes and Undergraduate courses may be taken on a space-available basis, but will not be credited toward the J.D. degree. Course descriptions may be found in the University course catalog. Students interested in seeking permission to enroll in a course on the Main Campus are encouraged to contact the Office of J.D. Academic Services at 202-662-9039 to schedule an appointment with Tara Sarathy, Director, J.D. Programs, in addition to reviewing the information below.

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 written permission (e-mail is sufficient) to Ms. Sarathy at trs34@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 Ms. Sarathy 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 and request that law students do not contact business school faculty directly. All requests for Graduate and Undergraduate courses 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 students must also include the professor's e-mail permission to enroll in your e-mail. Upon approval, the J.D. 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.

Students may seek to enroll in a graduate-level or undergraduate-level course on the Main Campus on an audit basis by following the same process for permission to be enrolled on a seat-available basis. Main Campus department policies regarding auditing 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. All courses, credits, and grades taken in the Undergraduate or Graduate programs will appear on the student's Law Center transcript, but the grades will not be counted in the student's Law Center grade point average. Up to 6 graduate-level credits will be counted toward the J.D. degree. Undergraduate and language credits will not be counted toward the J.D. degree. 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. Students may take only undergraduate or language courses on a pass/fail basis and are subject to the Main Campus pass/fail policies. It is the student's responsibility to make sure that final grades are submitted to the Law Center Registrar's Office 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.

Full-time students may take Graduate courses and Undergraduate 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 courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

Note: Law students register for Main Campus courses on a seat-available basis. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses or to register for the Main Campus side 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/waitlist process. Law Center students who are enrolled in Main Campus 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

Georgetown Law established the Center for Transnational Legal Studies ("CTLTS") in London beginning with the Fall 2008 semester. CTLTS is a collaborative project that brings together students and faculty from law schools around the world to study complex transnational legal issues from different perspectives. Collaborating schools include institutions from Australia, Brazil, Canada, Chile, China, Germany, Great Britain, India, Israel, Italy, Mexico, New Zealand, Northern Ireland, 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 CTLTS is open to J.D. students who have completed their first year of study. Preference will be given to

students entering their third year (full-time students) or fourth year (part-time students). More detailed information on eligibility and the application process is available through the Center's website at <http://ctls.georgetown.edu> or by contacting Scott Foster, Assistant Dean and Administrative Director for the Center for Transnational Legal Studies, at foster@law.georgetown.edu.

Students may attend CTLS for only one semester and may only transfer in up to a total of 14 credits from CTLS towards their J.D. degree requirements. Students can do either a semester at CTLS or another Georgetown Law Semester Abroad Program, but not both. Students may do a Summer study abroad program and CTLS, but may only transfer in a total of 14 credits with the exception of the Georgetown Law Summer London 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 CTLS. All interdivisional transfer students and students who transfer into Georgetown Law from another law school must complete all first-year course requirements before being eligible to study at 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 transcript but will not be included in the computation of the student's Law Center cumulative grade point average. If a CTLS course is offered on a mandatory pass/fail basis, the credits will not count against the 7-credit pass/fail limit.

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 first year of study. Preference will be given to students entering their third year (third-year students) or fourth year (part-time students). Part-time students who have completed the first-year curriculum (including Criminal Justice) are

eligible. All interdivisional transfer students and students who transfer into Georgetown Law from another law school must complete all first-year course requirements before being eligible to study abroad in the regular academic year. 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 11 credit maximum credit load per semester, and will receive part-time residency for the semester. For information on the policy governing academic and graduating honors for students who visit at other schools, see *Graduation Honors Policy for Transfer/Visitor Students*, above.

For the Fall 2011 semester, the following foreign law schools are part of the Georgetown Law-sponsored semester abroad program:

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

Students can also apply for the year-long 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 Studies specialization. Fourteen of the credits earned through this program will also transfer to the J.D. degree. This program requires that the student complete an additional semester at Georgetown Law (for which additional tuition is not charged). The full-year

Economic Law Program at Sciences Po in Paris is open only to full-time J.D. students entering their third year at the Law Center and part-time students entering their fourth year. Please note that this and some other programs involve courses taught in a language other than English.

Students may only transfer up to a total of 14 credits from a Georgetown-sponsored semester abroad toward their J.D. degree requirements. Students may do a summer study abroad program and a semester abroad through a Georgetown-sponsored program, but may only transfer in a total of 14 credits with the exception of the Georgetown London Program. For example, if a student has already taken 4 credits at a non-Georgetown summer study abroad program, the student could only transfer in 10 credits from any Georgetown-sponsored study abroad program.

The Law Center does not give credit for clinical work, internships, or externships undertaken abroad.

Credits earned at a Georgetown-sponsored program (with the exception of the CTLS and the London Summer Program) will not count toward the 54 Georgetown Law credits required to graduate. Individual courses taken and the grades received at the foreign school will not appear on the Georgetown Law transcript and the grades will not be factored into the Georgetown Law GPA.

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 must 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.

Special Note for Transfer Students: All interdivisional transfer students and students who transfer from another law school must complete all first-year course requirements before being eligible to study abroad during the regular academic year. To be eligible to participate in the semester abroad program,

transfer students from another law school must complete 54 credits in three full-time semesters at the Law Center and one Summer session (the Summer session may be taken at the Law Center or at the Georgetown Law London Program). Transfer students considering this option should consult an Academic Advisor.

The Transnational Programs website provides important additional information about the Georgetown Law Semester Abroad Program at: www.law.georgetown.edu/otpl/semesterabroad.htm.

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 transfer of credit from another division of the University or another institution.

- Students considering taking classes and transferring credit from other ABA-approved law schools must consult with Tara Sarathy, Director, J.D. Programs, to be advised of all applicable rules and necessary procedures and to obtain approval for the course work. Students must have a compelling reason to request permission to take a course at another law school in the Washington, D.C., area during a semester in which the student is enrolled 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.
- Under certain circumstances, credit for clinical programs will not transfer. Students contemplating taking a clinical course at another ABA-approved law school must consult the Associate or Assistant Dean for Clinical Programs before enrolling in the course.
- A minimum of 54 credits must be earned at the Law Center.

- A passing grade is required for transfer of any credits from another school toward the degree requirements at the Law Center.
- Courses taken pass/fail at another ABA-approved law school will count toward the Law Center's 7-credit limit on pass/fail credits.
- All approved credits undertaken at another ABA-approved law school will be displayed on the student's Law Center transcript. These grades are not included in the student's Law Center cumulative grade point average.
- Please refer to the preceding section, *Academic Evaluation and Attrition Standards*, for the rules that govern how courses taken at other schools affect academic evaluation and attrition and academic and graduation honors.
- No credit is given for internships or externships offered at other institutions.

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 Tara Sarathy, Director, J.D. Programs. Permission to visit away is granted only to students showing compelling personal circumstances that require their relocation.

The Law Center reserves the right to designate the schools to which a student may apply, to approve the student's selection of courses, and to limit the number of students to whom permission to visit is granted. In order to visit another law school, students must submit their request, in writing, to Tara Sarathy, Director, J.D. Programs, by April 2.

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 into a student's grade point average. 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.

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

Students requesting to visit away must complete a degree audit with Tara Sarathy, Director, J.D. Programs, to assure that they can meet all degree requirements (including 54 credits at the Law Center). Students must complete the upperclass legal writing requirement 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.

For information on the policy governing academic and graduating honors for students who visit at other schools, see *Graduation Honors Policy for Transfer/Visitor Students*, above.

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 study abroad programs ("ad hoc" programs), with approval from Adam Kolker, Assistant Dean and Executive Director, 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, ABAnet.org (www.abanet.org/legaled/studyabroad/labroad.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. Ad hoc study abroad is permitted during either Fall or Spring semester, but students who do so during their final semester must 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.

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-sponsored 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 sponsored study abroad programs. Students may do a non-Georgetown summer study abroad program and a non-Georgetown 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 summer study abroad program, the student may transfer in only 8 credits from any non-Georgetown sponsored semester abroad program.

The general provisions described above regarding visiting at another law school apply to these programs.

Permission to apply to a study abroad program must be obtained from Adam Kolker, Assistant Dean and Executive Director, Office of Transnational Programs, prior to applying. The application deadline for ad hoc study abroad is the same as for Georgetown-sponsored programs. 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.

Individual courses taken and the grades received at a foreign school will not appear on the Georgetown transcript and the grades will not be factored into the Georgetown GPA. The general provisions described above apply to these programs as well.

The health insurance requirements that apply to students doing Georgetown-sponsored programs apply to students doing ad hoc programs as well. See the *Study Abroad Insurance and MEDEX Emergency Service Provider* section of the semester abroad web site at <http://www.law.georgetown.edu/otp/semesterabroad.htm>.

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.

It is the student's responsibility to make sure the official transcript of grades and a degree application are submitted to the Georgetown Law Office of the Registrar by the Law Center grades and degree application deadlines. Students who petition to do an ad hoc study abroad program during their final year of study are cautioned that grades not received by the Law Center's grades deadline will affect graduation clearance and certain bar registration deadlines.

Additional information regarding studying abroad at other law schools is available at <http://www.law.georgetown.edu/otp/AdHocStudyAbroadPrograms.htm>.

For information on the policy governing academic and graduating honors for students who visit at other schools, see *Graduation Honors Policy for Transfer/Visitor Students*, above.

Credit for Summer Session Study

SUMMER STUDY AT THE LAW CENTER
Except as expressly modified in the Summer

Session Brochure, all academic regulations applicable during the regular academic year are applicable during Summer sessions. 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 apply for permission to enroll in Summer session courses are explained in the Summer Session section of the Registrar's website at <http://www.law.georgetown.edu/registrar/prereg/index.html>.

The Law Center will accept up to 7 credits earned during each Summer session at the Law Center.

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

SUMMER SESSION - GEORGETOWN LAW LONDON PROGRAM

The Law Center offers a 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.

For further information, contact:
 Cara Morris
 Director, Office of Transnational Programs
 Georgetown University Law Center
 600 New Jersey Avenue, NW
 Washington, DC 20001-2075
 Phone: 202-662-9860
 Fax: 202-662-4038
 E-mail: OTP@law.georgetown.edu

Note: As of this writing, plans are uncertain regarding Georgetown's London summer program for 2012 and beyond.

SUMMER SESSIONS 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 Tara Sarathy, Director, J.D. Programs. Students must send a written request to the Director, J.D. Programs, indicating the school they wish to attend and the course(s) (including the number of credits) they wish to take. Students must have a compelling reason in order to attend a Summer session at another law school in the Washington, D.C. area.

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

Students may take up to 14 credits of study abroad credit when a Georgetown-sponsored program is involved. For example, a student may earn up to 4 credits in a non-Georgetown summer abroad program, and then participate in a Georgetown-sponsored semester abroad program and earn only 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. Individual courses taken and the grades received at the foreign school will not appear on the Georgetown transcript and the grades will not be factored into the Georgetown GPA. The general provisions described above apply to these programs as well.

The medical insurance requirements that apply to students doing Georgetown-sponsored programs apply to students doing non-Georgetown programs as well. See the *Education Abroad Accident and Sickness*

Insurance and MEDEX Emergency Service Provider section of the semester abroad web site at <http://www.law.georgetown.edu/otp/semesterabroad.htm>.

For information on the policy governing academic and graduating honors for students who visit at other schools, see *Graduation Honors Policy for Transfer/Visitor Students*, above.

Application and other information regarding summer study abroad at other law schools is available at <http://www.law.georgetown.edu/otp/AdHocStudyAbroadPrograms.htm>.

Credit for Work Completed at Other Graduate Schools Prior to Matriculation

The Law Center will not grant credit for any course work 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.

Externship Program

The Law Center provides J.D. students with the opportunity to receive 2 or 3 credits for participation in its externship program. Students may apply for permission to enroll in an externship in a Fall, Spring, or Summer semester. Applications are available on the Registrar's website at <http://www.law.georgetown.edu/registrar/externship.html>. Applications are reviewed and approved by the Externship Director. Students are graded on a pass/fail basis and the credits count toward the 7-credit pass/fail limit. Students may exercise the pass/fail option for another course during the same semester in which they participate in an externship. Students may apply for permission to enroll in an externship after completing the first-year part- or full-time program.

Externships may be in government, judicial, or public interest offices. Students may not combine for-credit and paid work at the externship. The work must be legal in nature and a lawyer must supervise the student extern. Students may not concurrently participate in any clinic other

than Street Law and an externship. Students who take Street Law and do an externship 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 may not enroll in an externship concurrently with an experiential learning course, except where noted in the eligibility section of the Externship webpage at www.law.georgetown.edu/registrar/externships.html.

Although the Externship Director maintains a list of externship opportunities, students are responsible for securing their own placements. Students who are interested in participating in the externship program are encouraged to contact the Externship Director and the Office of Public Interest and Community Service for placement suggestions.

For Fall and Spring semester externships, externs are required to attend an orientation class in the first week of the semester and four class sessions during the semester. Students are then required to devote a minimum of 10 hours per week for at least 11 weeks in the Fall or Spring semester to the externship for two credits and 15 hours per week for at least 11 weeks for three credits. Students must keep weekly time records that reflect the number of hours the student has worked and describe the nature of the work performed without disclosing any confidential information. At the end of the semester, the student will be required to complete a memo of 5-10 pages for two credits and no less than 12 pages for three credits reflecting on the externship experience.

Students may enroll in the externship program through the end of the add/drop period of the semester in which the student wishes to extern. Eligible students will be enrolled when they secure an externship and submit a notification of placement form for a placement that meets the criteria set forth above. The signed supervision agreement must be submitted by the start of the semester or within 10 days of the beginning of the student's placement to the Office of the Registrar. The forms are available on the

Office of the Registrar's webpage (www.law.georgetown.edu/registrar).

For Summer semester externships, externs are required to attend in person an orientation class in the beginning of the semester before beginning their externship. The summer hour requirements are the same as for the fall and spring (a minimum of 110 hours for two credits or 165 hours for three credits), but may be fulfilled over a minimum of six weeks.

To enroll in a Summer externship, students must secure an externship and submit a notification of placement form for a placement that meets the criteria set forth above, as well as a signed supervision agreement, by the start of the semester or within 10 days of the beginning of the student's placement to the Office of the Registrar. Deadlines for submission of these forms will be made available to students during the Spring semester. The forms are available on the Office of the Registrar's webpage (<http://www.law.georgetown.edu/registrar>). Tuition for full-time students for summer externships will be waived.

Summer externships are not limited to the Washington, D.C. area. If a summer extern is working outside of the Washington, D.C. area, the Externship Coordinator must be able to communicate with the student and the supervisor without significant difficulty throughout the term of the externship.

Certificate Programs

J.D. students 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 certificate he or she would like to receive. Descriptions of the certificate programs and their requirements are available at <http://www12.georgetown.edu/sfs/isim/pages/Certificate.html> (Certificate in Refugees & Humanitarian Emergencies) and at <http://www.law.georgetown.edu/liell/students/wtocertificateindex.html> (Certificate in World Trade Organization (WTO) Studies).

Student-Initiated Seminar

Students who wish to study a subject not offered by the faculty may organize a student-initiated seminar. Students wishing to do so must secure a commitment from a full-time faculty member to supervise the seminar. Before the close of the preregistration period in the spring, the organizing students must submit a course proposal to the Associate Dean for the J.D. Program including the title of the seminar, the supervising faculty member, 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. Approved seminars will earn 2 credits. These seminars are mandatory pass/fail and will count toward a student's maximum of 7 pass/fail credits.

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 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 first-year 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 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.

Withdrawals and Leaves of Absence

WITHDRAWAL FROM INDIVIDUAL COURSES

A student may withdraw from a required or elective first-year course (including those required courses taken during the upperclass years by part-time students) only with the permission of the Registrar or an Academic Advisor.*

After the end of the add/drop period for the relevant semester, an upperclass student may withdraw from a course only after consultation with and approval by the Registrar or an Academic Advisor. Approval to withdraw from courses that have a substantial work component required throughout the semester (e.g., courses with mid-term examinations, seminars that meet the upperclass writing requirement) will be granted only in exceptional circumstances. To withdraw from any course for which the permission of the professor was required to enroll, a student must obtain the permission of that professor. A withdrawal is recorded on a student's transcript either as a "withdrawal" or an "excused withdrawal." Requests for withdrawal from a course made within the first four weeks of the semester will be deemed an excused withdrawal. After the fourth week of the semester, a withdrawal will be considered "excused" only under exceptional circumstances. Special rules regarding withdrawal from a clinic are set forth in the section on *Clinic Enrollment Policies*, below.

A student who withdraws from all but two academic credits in any given semester must seek permission from an Academic Advisor to enroll in courses for the following semester. See *Attendance, Examinations, and Written Work* for information on the consequences of failing to complete an examination as scheduled or failing to

submit a final paper by the deadline.

Note: Withdrawal from individual courses may have implications for meeting the required time in residence. Students wishing to withdraw from an individual course should meet with an Academic Advisor or the Registrar to review any such implications. (See *Required Time in Residence*.)

Note: Due to U.S. visa regulations, students in the F1 and J1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the Visa Advisor in the Office of Graduate Programs, as well as obtaining approval to withdraw from the Registrar or an Academic Advisor.

LEAVES 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 above in the section on *Academic Evaluation and Attrition*. 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 the Director, J.D. Programs.

In exceptional circumstances, 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.

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule in this *Bulletin*. In rare circumstances, a student returning from an

* Academic Advisors include the Assistant Dean (Clinical Programs); the Assistant Dean (J.D. Academic Programs); the Assistant Dean (J.D. Academic Services); the Assistant Dean and Administrative Director (Center for Transnational Legal Studies); the Assistant Dean and Executive Director (Office of Transnational Programs); the Associate Vice President and Dean of Students; the Director, J.D. Program; the Director, J.D. Programs; and the Director of Academic Enhancement Programs.

approved leave may receive an adjustment to the tuition charged up to the amount of tuition paid in the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Dean of Students and the Associate Dean for the J.D. Program.

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. 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.

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.

Clinic Enrollment Policies

GENERAL ELIGIBILITY

Georgetown Law's clinics are open to upperclass J.D. students. LL.M. students are not permitted to enroll in any clinic. Six clinical courses (the Center for Applied Legal Studies, Federal Legislation and Administrative, Harrison Institute Policy, Harrison Institute Housing and Community Development, Institute for Public Representation, and International Women's Human Rights), are open to students (full-time and part-time) who will have completed a minimum of 28 academic credits before the beginning of the semester in which the students are enrolled in a clinic. The two Street Law clinics will also accept part-time students who have completed the required academic credits of their first year (24 credits for students who matriculated in

Fall 2010 or a prior year and 20 credits for students who matriculate in Fall 2011). Six clinical courses (Community Justice Project, Criminal Defense and Prisoner Advocacy, Criminal Justice, Domestic Violence, Juvenile Justice, and Law Students in Court) are only open to students who have completed the courses and credits required by the D.C. Student Practice Rule (see *Tribunal Rules Governing Student Practice* below). The Appellate Litigation Clinic is only 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 for a particular clinic because they are employed by the Federal or District of Columbia governments and they do not have job responsibilities during the day that preclude the time commitment demanded by clinics and ethical client service. Summer clinics will give preference to part-time students assuming they meet other admission criteria. Second-year part-time students and interdivisional (part-time to full-time) transfer students may not defer taking their required second-year courses (Criminal Justice and Property) in order to participate in a clinic.

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 or withdraw from 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. Part-time and interdivisional (part-time to full-time) transfer students are permitted to enroll in certain clinics prior to completing Criminal Justice and Property.

TRIBUNAL RULES GOVERNING STUDENT PRACTICE

Students seeking admission to clinics requiring practice in the courts or agencies of the District of Columbia must be certified for practice under the D.C. Student Practice Rule. To be certifiable under this rule, a student must have successfully completed 41 academic credits, including Evidence, Civil Procedure and Criminal Procedure (both curriculums A and B satisfy the Civil Procedure and Criminal Procedure requirements), and receive a character clearance from the Bar Character Committee before the beginning of the semester in which the student is enrolled in a clinic. Students who have transferred or are visiting from another school should note that a Criminal Law course taken at the student's former school generally will not fulfill the Criminal Procedure prerequisite. As a result, students who have not taken Criminal Procedure at their former schools will need to complete Georgetown Law's Criminal Procedure course before being admitted to a clinic that practices before the courts or agencies of the District of Columbia.

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 might not be cleared by the D.C. Bar Character Committee in time to actually appear in court while a member of the clinic. The D.C. Bar Character Committee is also unwilling to admit students who have matters pending before the law school's Professional Responsibility Committee. Students who are unable to obtain a character clearance by the time clinic classes begin may be unable to

maintain their enrollment in the clinic.

Students applying to clinics that practice in other jurisdictions, such as in 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 certification.

Students with questions about the character clearance or Dean's certification should contact the Associate or Assistant Dean for Clinical Programs.

CONFLICT OF INTEREST

Because of the federal conflicts of interest statute (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, the Institute for Public Representation, or Law Students in Court. Students with part-time or full-time jobs with the District of Columbia 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, Law Students in Court, or the Institute for Public Representation. Students who are uncertain about the application of this rule to them should consult with the Associate or Assistant Dean for Clinical Programs.

LIMITS ON CLINICAL CREDITS

It is theoretically possible to take more than one client representation clinic, although limited clinical resources make this extremely 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. As a result,

students who enroll in a clinic other than Street Law will probably not be able to gain access to another clinic in a subsequent year. Participating in two clinics in the same year (not including summer) is prohibited.

The Bar admission rules of certain states limit the number of clinical credits an applicant may apply toward their degree (e.g., New York permits students to take a maximum of 20 clinical credits out of a required 80 credit degree program). Applicants should consult the jurisdiction in which they plan to take the Bar to determine whether such a restriction applies. For assistance in obtaining information regarding the rules in a particular jurisdiction, students may contact Professor Michael Frisch, Ethics Counsel, 202-662-9926 or frischm@law.georgetown.edu.

OVERLAP WITH SKILLS TRAINING COURSES

Students may not take Civil Litigation Practice, Patent Trial Practice, Trial Practice and Applied Evidence, Trial Practice: Working with Expert Witnesses, Trial Practice: Criminal Law and Advocacy, Trial Advocacy and Practice or any section of Trial Practice during the same semester or a subsequent semester in which they enroll in the Center for Applied Legal Studies, Community Justice Project, Criminal Defense and Prisoner Advocacy, Criminal Justice, Domestic Violence, Juvenile Justice, or Law Students in Court clinics.

LIMITATIONS ON CLINICS, EXTERNSHIPS, AND EXPERIENTIAL LEARNING COURSES

Due to competing time demands, a student is not permitted to enroll in an externship or certain experiential learning courses *during the same semester* in which the student is enrolled in any clinic except the Street Law Clinic. Students who enroll in the Street Law Clinic and undertake an externship or enroll in an experiential learning 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 Clinical Programs for additional information.

DROPPING A CLINIC OR WITHDRAWAL FROM A CLINIC IN PROGRESS

The Law Center's policy regarding withdrawal from a clinic is very strict. Any student seeking to withdraw from a Fall semester or full-year clinic must obtain permission from the professor who originally admitted the student and the Associate Dean for Clinical Education. A student may withdraw his or her acceptance of a Spring semester clinic no later than November 4, 2011, by notifying the clinic director and the Assistant Dean for Clinical Programs in writing. After November 4, 2011, permission of the professor and the Associate Dean is required for withdrawal from a Spring semester clinic. Permission is not readily granted.

In the absence of permission to withdraw, 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.

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 for Clinical 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 year-long 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 EXTENSION POLICY

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, if a student's grade is to be delayed, 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 for Clinical 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.