Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran’s status or any other factor prohibited by law in its educational programs and activities.

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Inquiries regarding Georgetown University’s non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Streets., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057.

Georgetown University is an affirmative action/equal opportunity employer.
Welcome to the Faculty of Georgetown Law.

Georgetown Law began in 1870 in rented quarters with 25 evening students who paid $50 a year in tuition. From the outset, prominent members of the Bar and Judiciary of the District of Columbia taught at Georgetown Law, establishing a tradition of excellence and service that continues today.

Today we have one of the largest and most diverse law faculties in the country. There are more than 100 members on the full-time faculty and an adjunct faculty of over 600 distinguished members of the legal profession. This wealth of teaching resources enables us to offer the broadest curriculum available at any law school today. We are deeply grateful to our adjunct faculty for the distinctive contributions they make to the education of our students.

We welcome visiting faculty to the Georgetown Law community and invite you to participate fully in its academic life during your stay with us. Faculty research workshops are held throughout the year and visiting faculty will receive emails about them. We invite you to participate in the various teaching workshops sponsored by the Office of J.D. Academic Services and the Office of Graduate Programs (you will be provided with the details about these programs prior to the start of the academic year).

Every institution has its own methods of operation. This handbook is intended to introduce you to the facilities, offices and procedures of Georgetown Law. Our goal is to make your Georgetown Law teaching experience rewarding. Any time you have a question that does not seem to be answered in this handbook, please contact your Law Center liaison or Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts), Sally McCarthy (U.S.-based Visiting Faculty) or Cara Morris (International Visiting Faculty). Their respective contact information can be found in the directory of this handbook.

We look forward to working with you throughout the semester or year. Please let us know if there is anything we can do to make your teaching experience more productive. Again, thank you for your time and efforts to enrich the Georgetown Law experience for our students.

Naomi Mezey
Associate Dean
J.D. Program

Nan Hunter
Associate Dean
Graduate Programs
## 2015 Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., July 27</td>
<td>Tuition due for first-year J.D. students</td>
</tr>
<tr>
<td></td>
<td>Tuition due for incoming graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 24</td>
<td>Registration and Orientation for incoming J.D. transfer students</td>
</tr>
<tr>
<td></td>
<td>Registration and Orientation for incoming J.D. visiting students</td>
</tr>
<tr>
<td></td>
<td>Registration and Orientation for new graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 24 – Fri., Aug. 28</td>
<td>Orientation for full-time first-year J.D. students</td>
</tr>
<tr>
<td></td>
<td>Orientation for new graduate students</td>
</tr>
<tr>
<td>Tues., Aug. 25</td>
<td>Registration and Orientation for part-time first-year J.D. students</td>
</tr>
<tr>
<td>Wed., Aug. 26</td>
<td>Registration for full-time first-year J.D. students</td>
</tr>
<tr>
<td>Fri., Aug. 28</td>
<td>Tuition due for all continuing, transfer, and visiting students</td>
</tr>
<tr>
<td>Mon., Aug. 31</td>
<td>Classes begin for all students</td>
</tr>
<tr>
<td>Mon., Aug. 31 – Tues., Sept. 8</td>
<td>Add/drop and waitlist activity for Fall and Spring courses</td>
</tr>
<tr>
<td>Mon., Sept. 7</td>
<td>LABOR DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Mon., Oct. 12</td>
<td>COLUMBUS DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Tues., Oct. 13</td>
<td>Monday classes meet instead of Tuesday classes</td>
</tr>
<tr>
<td>Wed., Nov. 25 – Sun., Nov. 29</td>
<td>THANKSGIVING HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Sat., Dec. 5</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Sat., Dec. 5 &amp; Mon., Dec. 7</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td>Tues., Dec. 8 – Sat., Dec. 19</td>
<td>Final exams</td>
</tr>
<tr>
<td>Fri., Dec. 18</td>
<td>All papers due unless other due date set by the professor</td>
</tr>
<tr>
<td>Mon., Dec. 21, Mon., Jan. 4 &amp; Tues., Jan. 5</td>
<td>Fall 2015 exam deferral dates</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Activity</th>
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<tr>
<td>Fri., Jan. 8</td>
<td>Spring tuition due for all students</td>
</tr>
<tr>
<td>Mon., Jan. 11</td>
<td>Week One elective classes begin for first-year J.D. students</td>
</tr>
<tr>
<td></td>
<td>Week One elective mini courses begin for upperclass students</td>
</tr>
<tr>
<td></td>
<td>Note: If students elect to take a Week One class, mandatory attendance is required at all Week One class sessions, first-year and upperclass, Monday – Friday</td>
</tr>
<tr>
<td></td>
<td>Note: Some clinics may require their students to begin clinic activities this week</td>
</tr>
<tr>
<td>Mon., Jan. 18</td>
<td>MARTIN LUTHER KING HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Tues., Jan. 19</td>
<td>Regular, semester-long classes begin for all students</td>
</tr>
<tr>
<td></td>
<td>Add/drop and waitlist activity for Spring courses</td>
</tr>
<tr>
<td>Mon., Jan. 18</td>
<td>PRESIDENTS DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Mon., Feb 15</td>
<td>Faculty Retreat: No classes meet</td>
</tr>
<tr>
<td>Tues., Feb. 16 – Wed., Feb. 17</td>
<td>Faculty Retreat: No classes meet</td>
</tr>
<tr>
<td>Thurs., Feb. 18</td>
<td>Monday classes meet instead of Thursday classes</td>
</tr>
<tr>
<td>Sun., Mar. 6 – Sun., Mar. 13</td>
<td>SPRING BREAK: No classes meet</td>
</tr>
<tr>
<td>Fri., Mar. 25 – Sun., Mar. 27</td>
<td>EASTER BREAK: No classes meet</td>
</tr>
<tr>
<td>Sat., Apr. 30</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon., May 2</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td></td>
<td>May graduates’ papers due unless an earlier due date set by the professor</td>
</tr>
<tr>
<td>Tues., May 3 – Tues., May 17</td>
<td>Final exams</td>
</tr>
<tr>
<td>Tues., May 17</td>
<td>All papers due unless other due date set by the professor</td>
</tr>
<tr>
<td>Sun., May 22</td>
<td>Commencement</td>
</tr>
<tr>
<td>Tues., May 24 – Thurs., May 26</td>
<td>Spring 2016 exam deferral dates</td>
</tr>
</tbody>
</table>
DIRECTORY OF FREQUENTLY USED CONTACT INFORMATION

The main number for Georgetown Law information is (202) 662-9000. When calling a number within Georgetown Law, dial only the four-digit extension number of the department. To call local numbers outside of Georgetown Law, first dial 8.

For general assistance, please contact your Law Center Liaison:

For J.D. adjuncts, contact Sarah Hulsey at (202) 662-9041 or sjh52@law.georgetown.edu

For LL.M. adjuncts, contact Sarah Jean Kelly at (202) 662-9319 or sarah.kelly@law.georgetown.edu

For U.S.-based Visiting Faculty, contact Sally McCarthy at (202) 662-9041 or sem35@law.georgetown.edu

For International Visiting Faculty, contact Cara Morris at (202) 662-9860 or woltemat@law.georgetown.edu

Listed below are the names, telephone numbers, and email addresses of people that can help you in the selected areas noted in the chart.

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<th>EMAIL ADDRESS</th>
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<td>Law Center Liaison</td>
<td>See above</td>
<td>Refer to your Law Center Liaison (see above)</td>
</tr>
<tr>
<td>Audiovisual Services</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Bookstore (Textbook Orders)</td>
<td>Paul Concannon</td>
<td>662-9628</td>
<td><a href="mailto:pjc241@law.georgetown.edu">pjc241@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Cancelled Classes</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Canvas</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Career Services (J.D.)</td>
<td>Marcia P. Shannon</td>
<td>662-9300</td>
<td><a href="mailto:mps4@law.georgetown.edu">mps4@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Career Services (Graduate)</td>
<td>Caroline Springer</td>
<td>662-9017</td>
<td><a href="mailto:cts26@law.georgetown.edu">cts26@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Continuing Legal Education</td>
<td>CLE Office</td>
<td>662-9890</td>
<td><a href="mailto:cle@law.georgetown.edu">cle@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Computer Support</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Copyright Permission</td>
<td>Susanna K. F. McCrea</td>
<td>662-9451</td>
<td><a href="mailto:skf29@law.georgetown.edu">skf29@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Service</td>
<td>Contact Person</td>
<td>Phone</td>
<td>Email</td>
</tr>
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<tr>
<td>Course Materials</td>
<td>Ronnie Rease</td>
<td>662-9286</td>
<td><a href="mailto:rr224@law.georgetown.edu">rr224@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Course Management Software</td>
<td>Thanh Nguyen</td>
<td>662-9073</td>
<td><a href="mailto:nguyent2@law.georgetown.edu">nguyent2@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Selection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Laura Cutway</td>
<td>662-4042</td>
<td><a href="mailto:lmc228@law.georgetown.edu">lmc228@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Early Learning Center</td>
<td>Donna Dickerson</td>
<td>662-9256</td>
<td><a href="mailto:dickerd@law.georgetown.edu">dickerd@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Email Access</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Emergency Closing</td>
<td>Class Cancellation Line, Office of the Registrar</td>
<td>662-9446</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Enrollments</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Exams</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:exams@law.georgetown.edu">exams@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Marshall Lucas</td>
<td>662-9330</td>
<td><a href="mailto:mal48@law.georgetown.edu">mal48@law.georgetown.edu</a></td>
</tr>
<tr>
<td>First Class Reading Assignments</td>
<td>Ronnie Rease</td>
<td>662-9286</td>
<td><a href="mailto:rr224@law.georgetown.edu">rr224@law.georgetown.edu</a></td>
</tr>
<tr>
<td>GOCard</td>
<td>GOCard Office</td>
<td>662-9915</td>
<td><a href="mailto:gocard@law.georgetown.edu">gocard@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Grades</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Inclement Weather Notifications</td>
<td>Class Cancellation Line, Office of the Registrar</td>
<td>662-9446</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Information Systems Technology - Help</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Language Center (LL.M.)</td>
<td>Craig Hoffman</td>
<td>662-9531</td>
<td><a href="mailto:hoffmanc@law.georgetown.edu">hoffmanc@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library Research &amp; Instructional Services</td>
<td>Christine Ciambella</td>
<td>662-9144</td>
<td><a href="mailto:cc872@law.georgetown.edu">cc872@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library/Group Study Rooms (Williams Library)</td>
<td>Craig Lelansky</td>
<td>662-9155</td>
<td><a href="mailto:cdl3@law.georgetown.edu">cdl3@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library/Group Study Rooms (Wolff Library)</td>
<td>Maxine Wright</td>
<td>662-4265</td>
<td><a href="mailto:mw960@law.georgetown.edu">mw960@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library Services/Circulation</td>
<td>Craig Lelansky</td>
<td>662-9155</td>
<td><a href="mailto:cdl3@law.georgetown.edu">cdl3@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library Services/Reference</td>
<td>Reference Desk</td>
<td>662-9140</td>
<td><a href="mailto:libref@law.georgetown.edu">libref@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Library Services/Course Reserves</td>
<td>Jelethia Williams</td>
<td>662-9132</td>
<td><a href="mailto:jtw2@law.georgetown.edu">jtw2@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Service</td>
<td>Contact Person</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>Room Reservations for Review Sessions, Make-up Classes, or Additional Class Sessions</td>
<td>Maura Grant Hayes</td>
<td>662-9887</td>
<td><a href="mailto:mkh61@law.georgetown.edu">mkh61@law.georgetown.edu</a></td>
</tr>
<tr>
<td>MyAccess Navigation/Instructions</td>
<td>Office of the Registrar</td>
<td>662-9220</td>
<td><a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a></td>
</tr>
<tr>
<td>MyAccess (NetID Password)</td>
<td>Law Center Service Desk</td>
<td>662-9284</td>
<td><a href="mailto:help@law.georgetown.edu">help@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Office of Public Interest and Community Service (OPICS)</td>
<td>Barbara Moulton</td>
<td>662-9655</td>
<td><a href="mailto:moultonb@law.georgetown.edu">moultonb@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Parking</td>
<td>Marshall Lucas</td>
<td>662-9331</td>
<td><a href="mailto:mal48@law.georgetown.edu">mal48@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Payroll</td>
<td>Melvinia Towns</td>
<td>662-9050</td>
<td><a href="mailto:townsm@law.georgetown.edu">townsm@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Photocopying Services</td>
<td>Sylvia Johnson</td>
<td>662-9287</td>
<td><a href="mailto:johnsosv@law.georgetown.edu">johnsosv@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Public Safety</td>
<td>Jose Burgas</td>
<td>662-9172</td>
<td><a href="mailto:jsb260@law.georgetown.edu">jsb260@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Recording Classes (J.D.)</td>
<td>Anne Nelson</td>
<td>662-9041</td>
<td><a href="mailto:ahn27@law.georgetown.edu">ahn27@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Recording Classes (LL.M.)</td>
<td>Allison King</td>
<td>661-6669</td>
<td><a href="mailto:ajk107@law.georgetown.edu">ajk107@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Denise Sangster</td>
<td>662-9238</td>
<td><a href="mailto:das232@law.georgetown.edu">das232@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Sport and Fitness Center</td>
<td>Jason Wallenhorst</td>
<td>662-4251</td>
<td><a href="mailto:jaw55@law.georgetown.edu">jaw55@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Cora Osborne</td>
<td>662-9057</td>
<td><a href="mailto:stdaccts@law.georgetown.edu">stdaccts@law.georgetown.edu</a></td>
</tr>
<tr>
<td>TWEN (Westlaw)</td>
<td>Thanh Nguyen</td>
<td>662-9073</td>
<td><a href="mailto:Nguyent2@law.georgetown.edu">Nguyent2@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Web Courses (Lexis)</td>
<td>Thanh Nguyen</td>
<td>662-9073</td>
<td><a href="mailto:Nguyent2@law.georgetown.edu">Nguyent2@law.georgetown.edu</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>Noelle Adgerson</td>
<td>662-9525</td>
<td><a href="mailto:adgerson@law.georgetown.edu">adgerson@law.georgetown.edu</a></td>
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Faculty Appointment Letter

For each academic year that you teach, you will receive an appointment letter from the Dean. The letter will confirm the details of your teaching assignment, including the course title, semester, day and time of your class. Please read it carefully. If any of the information in the letter is incorrect, contact your Law Center liaison.

Payroll

An important first task upon arrival to campus is to meet with Melvinia Towns, the Law Center’s Payroll Manager, and complete all required payroll and personnel paperwork. If you are a new adjunct faculty member, you will receive personnel and payroll forms with your appointment letter or shortly thereafter. If you are a new visiting faculty member, you will need to obtain these forms directly from the payroll office1. Please note that even if you will not be paid directly by Georgetown, you must complete the required personnel paperwork. Failure to submit the appropriate forms to the Payroll Office in a timely fashion will delay the process of generating your Georgetown University Network ID (NetID) and photo identification (GOCard).

To schedule an appointment, please contact:

Melvinia Towns
Payroll Manager
Office of Financial Affairs
Georgetown Law
600 New Jersey Avenue, NW, Room 583
Washington, DC 20001
(202) 662-9050
townsm@law.georgetown.edu

Federal law requires that every new employee complete the Employment Eligibility Verification Form (Form I-9). The I-9 form requires that you produce original, unexpired documents that establish your identity (such as a driver’s license) and your employment eligibility (such as a social security card) for examination by staff in the Payroll Office. A U.S. passport establishes both identity and work eligibility. We cannot accept photocopies of your documents. Please contact Ms. Towns if you have any questions about which forms of personal identification are acceptable to satisfy the I-9 requirements or to schedule an appointment to present your documentation.

Once you are entered into the Georgetown Management Systems (GMS) (see page 4), you must log-in using your NetID and password to complete your Federal Tax information that is typically found on the W-4 form and direct deposit (these items will appear in the “to-do” action of your workfeed). Adjunct faculty will receive their payment in one lump sum. If your firm requires all such income to be paid to the firm, please notify Georgetown Law’s Payroll Office and your respective Law Center liaison of this fact. The

1 If you reside in the area or have the opportunity to fill out payroll paperwork prior to your start date, we strongly encourage you to do so to speed up processing.
Payroll Office will require completion of the online W-9 form at https://ia.georgetown.edu/finaff/register/w9_form.cfm. You also will be required to complete an employment-related form.

Mailing Address

We will send all Georgetown Law-related mail to you at the address that you have provided (J.D. and LL.M. Adjuncts) or at your Law Center office address (Visitors) unless you specify otherwise. Departing visitors should inform Faculty Support at (202) 662-9280 or smithstm@law.georgetown.edu of your current address and of any changes in address, telephone number and fax numbers or email address. The mailroom will not be able to forward mail, so please be sure that you complete the necessary address changes to have any mail forwarded directly. Mail received after departure will be marked “no longer at this address.”

GOCard: The Georgetown Identification Card

The Georgetown One Card (GOCard) is the required identification card for all students, faculty, and staff at Georgetown Law. The GOCard provides access to the various buildings on campus. It is also a debit card that can be used to purchase food in the cafeteria, items in the bookstore, and snacks in the vending machines. You may also use it to gain access to the parking garage, make photocopies, print documents, and check out materials from the Law Library.

To obtain a GOCard, you must first be issued a NetID (see below). Your NetID can only be issued after your personnel paperwork is filed with and processed by the Payroll Office.

Once your NetID has been issued, you can either submit a photograph of yourself to the GOCard office or you can have a photo taken by the GOCard office staff. Please note that new faculty members will not be able to obtain a GOCard until approximately two business days after their NetID has been created.

To obtain your GOCard, please visit their office in the Gewirz Sport and Fitness Center, Room 2110, between the hours of 9:00 a.m. and 5:30 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. We suggest that you contact the GOCard Office at (202) 662-9915 to confirm that the office will be open when you arrive.

Communications

Georgetown University Network ID (NetID)

The key to electronic communications at the Law Center is your Georgetown University Network ID (NetID). You will need it to access all University applications, including LawMail (email), MyAccess (online course information), and the Georgetown Management Systems (GMS) (online personnel and tax records). Main Campus will assign you a NetID once your personnel paperwork has been processed by Georgetown Law’s Payroll Office. Please note that even if you do not receive payment directly from Georgetown Law for your teaching services, you must still submit the appropriate personnel forms to the Payroll Office in order to receive your NetID.

NetIDs for new faculty teaching in the Fall semester are created during the summer. NetIDs for new faculty teaching in the Spring semester are created during the Fall. If you need your NetID created earlier to set up a
course management website, please let your Law Center liaison know. If you have submitted your payroll and personnel paperwork and have not received a NetID by the beginning of the semester in which you teach, please contact your Law Center liaison.

**MyAccess**

The University uses a system called MyAccess to provide you online faculty services, including your class list (see page 11). Faculty can also use MyAccess to view their waitlist, to view their class schedule, and to register their emergency contact information for notification by the HOYAAlert system. All faculty submit their grades to the Registrar’s Office via MyAccess. You can log in to MyAccess using your NetID and Georgetown University password at [https://myaccess.georgetown.edu](https://myaccess.georgetown.edu).

For assistance in using the MyAccess system, please contact the Office of the Registrar ([lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu) or (202) 662-9220). You may also contact your respective Law Center liaison.

**Your Georgetown University Password**

Your temporary Georgetown University password will be sent to your non-Georgetown email account once it has been created. Please note that you must set up answers to the personal questions and change your password before you can access any of the University’s web applications.

You have two options for resetting your password:

1. You can browse to the Georgetown NetID Password Management System, located at [https://password.georgetown.edu](https://password.georgetown.edu).

2. You can call the UIS Helpdesk on the main campus at (202) 687-4949, press option 1 three times and change your password over the phone.

**Email**

Georgetown Law’s email system is called LawMail. Your LawMail address is [YourNetID]@law.georgetown.edu.

Most faculty members have their LawMail accounts forwarded to another email address so that they do not have to review multiple email accounts. To arrange for email forwarding, please complete the Change Email Forwarding form, which is located at [http://apps.law.georgetown.edu/system/account/forwarding](http://apps.law.georgetown.edu/system/account/forwarding).

When completing the form, **please defer to the default option and do not enable** the Check to Leave a Copy of Incoming Messages in Your Georgetown Law Mail Inbox field. Your LawMail inbox can fill up quickly, especially if you are not consistently checking it. Once it does, you can no longer send or receive LawMail. The IST Department recommends that you leave this field disabled (without the checkmark). You also may use this form to change the email address to which your LawMail is forwarded. If you have any problems with this online form, please contact the Law Center Service Desk at [help@law.georgetown.edu](mailto:help@law.georgetown.edu).

The Georgetown University Online Directory lists all University email addresses and contact information. The Online Directory is located at [http://contact.georgetown.edu](http://contact.georgetown.edu).
Georgetown Management System (GMS)

In Spring 2012, Georgetown University implemented a new system, the Georgetown Management System (GMS), to replace its legacy payroll, human resource, and financial systems. GMS is a secure, web-based system that allows users access to view payroll information, change personal data, change federal tax forms, update addresses, enter direct deposit information, and update emergency contact information. Users can also access W-2s in GMS beginning with the 2012 tax year.

As a faculty member of the Law Center, you have access to GMS to perform the tasks noted above. In order to access GMS, you will need the following:

- While GMS is both PC and Apple compatible, you can only use Internet Explorer (IE) 7.0 or higher or Firefox 3.5 or higher to access the system.
- Adobe Flash Player 10.3 or higher installed on your computer.
- NetID as your username and your NetID password as your password.

If you have technical questions concerning accessing the system, please contact the Law Center Service Desk at help@law.georgetown.edu. Questions concerning use of GMS can be directed to the GMS Helpdesk at gmsinfo@georgetown.edu or (202) 687-4949, option 2. You can also peruse the GMS website, located at http://gms.georgetown.edu which provides helpful information and a tutorial on how to navigate the system.

RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct

In early 2015, Georgetown launched a new university-wide mandatory online program for all faculty and staff: RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct. All adjunct and visiting faculty members are required by the University to take this online course. Please complete the training before the start of the semester in which you teach.

Georgetown is committed to creating a respectful and inclusive culture. As members of the Georgetown community, we are all responsible for ensuring that everyone in our community has the opportunity to learn and work in an environment that is free from harassment, discrimination, and sexual misconduct. Recent events at colleges and universities across the nation remind us that we must all be knowledgeable about our legal responsibilities and vigilant in creating a respectful learning and work environment.

RESPECT is a new course designed to help you avoid, recognize, and report discrimination, harassment, and sexual misconduct. The course provides you with information about University resources, policies, and procedures to address and resolve such matters.

The course can be completed in as little as 30 minutes. You may take it from your desktop or laptop, either at work or at home. If you need to pause, the course will preserve your progress and you may resume at your convenience. Please note that the course cannot currently be completed on mobile devices.

You will need your NetID in order to complete the training. To start the course please go to: http://respect.georgetown.edu. Click on the “Log into Respect Training” link and you will be prompted to enter your NetID and password. Then you will be able to launch the course on the Work Place Answers (WPA) site.
Completion of the course:

Once you have completed the Mastery Test, which reinforces what you have learned, you should be able to get immediate confirmation that you have successfully completed the course:

1. Upon successful completion of the mastery test, you will be presented with a printable certificate indicating that you have completed the course. This is your primary confirmation that you have completed training.

2. For tracking purposes and if additional confirmation is needed, the following day after you have completed the course, you can go into GMS the following day to confirm completion:
   • Go to your profile
   • Select the career tab
   • View the certification

If you have any technical issues, please contact the University Information Services (UIS) Helpdesk at (202) 687-4949.

Helpful Resources and Publications

The Office of the Dean of Students

The Office of the Dean of Students (ODOS) oversees campus and community life at Georgetown Law with offices that manage co-curricular and professional formation programs, student organizations, room scheduling, wellness programs, the Gewirz Student Center, disability services, sexual assault & relationship violence support services, the first-year peer advisor program, academic support, J.D. Orientation, and Commencement. The Dean of Students is the senior staff administrator who manages all urgent student matters, including mental health concerns and emergencies, personal and medical leaves of absence, and withdrawals from the Law Center. In addition, the Dean of Students serves as the Law Center’s Deputy Title IX Coordinator and oversees the Law Center’s responses to allegations of sexual misconduct. The Dean of Students and Director of Academic Enhancement Programs provide academic and personal advising to students and work closely with faculty and staff to consult on a range of student issues.

The Office of the Registrar

The Office of the Registrar handles all student records, course registration, exam administration, bar certifications, transcripts and student CLE certifications and provides academic and personal advising for students. Seminar and other research papers are submitted by students to the Office of the Registrar, where their dates and times of submission are recorded before being sent to you. The Office of the Registrar should be notified if you cancel a class as the Office maintains a website and recorded message with information on cancellations and scheduled make-up classes. The staff administers examinations and will guide you through the process of writing, submitting and grading your exams. The Office also clears students for graduation, often on a very tight timeframe, which is the reason that grades must be submitted by the submission deadline. To contact the Office of the Registrar, please call (202) 662-9220, email lawreg@law.georgetown.edu, or visit 315 McDonough Hall.
The Office of J.D. Academic Services

The Office of J.D. Academic Services (“JDAS”) is a key resource for J.D. students for all academic issues. The annual J.D. Course Schedule, including the summer session schedule, is produced by JDAS. The office also oversees the implementation of all academic rules and policies at the Law Center and manages the Law Center’s compliance with the ABA. Numerous publications such as the online Curriculum Guide, the Georgetown Law Student Handbook of Academic Policies, and the Part-Time Student Handbook are produced by JDAS. The office provides administrative support to all J.D. faculty, including visiting, full-time, and adjunct faculty. The office provides academic support to all J.D. students, including joint-degree, concurrent degree, and transfer student populations and oversees academic-related systems such as the course recording system. Students seeking to take courses at the main campus of Georgetown University or other ABA-approved U.S. law schools or to visit away in their final semester or year in law school must seek permission to do so from this office.

The Office of Graduate Programs

The Office of Graduate Programs oversees the LL.M., M.S.L, and S.J.D. programs at Georgetown Law, offering LL.M. degrees in Environmental Law, Taxation, Securities and Financial Regulation, National Security Law, Global Health Law, International Business and Economic Law, International Legal Studies, and General Studies. Executive LL.M. degrees are offered in Securities and Financial Regulation and Taxation and an M.S.L. is offered in Taxation. The Office of Graduate Programs produces the LL.M. course schedule and maintains LL.M. academic resources and databases, including the Graduate schedule on the Curriculum Guide. Academic advisors provide support for all LL.M., M.S.L, and S.J.D. students. The office runs the Language Center, which offers conversation groups and writing feedback for foreign-trained LL.M. students. Graduate Career and Professional Development, within the Office of Graduate Programs, offers career planning services to LL.M. students. The office also runs the LL.M. externship program and offers visa advising for all international students.

Adjunct Faculty Virtual Office

The Adjunct Faculty Virtual Office, http://www.law.georgetown.edu/academics/academic-programs/jd-program/faculty-information/adjunct-faculty-virtual-office/index.cfm, contains links to the Georgetown Law information you are most likely to find helpful, including the Academic Calendar, MyAccess, and a copy of this Handbook. We include information on Georgetown Law’s resources and policies and advice on many topics that may arise as you prepare to teach or that you may encounter during the semester. There is information on technology support services, library resources, academic conferences, workshops, employee resources, and payroll.

Visiting and Full-time Faculty Virtual Office

The Faculty Virtual Office, https://www.law.georgetown.edu/academics/academic-programs/jd-program/faculty-information/faculty-virtual-office/index.cfm, contains links to the Georgetown Law information that you are most likely to find helpful, including the 2015-2016 Academic Calendar and MyAccess. We include information on Georgetown Law’s resources and policies and advice on many topics that may arise as you prepare to teach or that you may encounter during the semester. There is information on
technology support services, library resources, academic conferences, workshops, employee resources, and payroll.

**Visiting Faculty Listserv**

Visiting Faculty will receive notice of faculty research workshops, administrative news and deadlines and other important announcements through the “Law Faculty and Visitors” email group.

**Adjunct Faculty News**

Adjunct Faculty will receive regular emails that include information about deadlines and other important announcements and that highlight lectures and other faculty and/or Georgetown Law events you may be interested in attending. Unless the calendar notes restrictions on attendance, adjunct faculty are welcome to participate in Georgetown Law events. Very few events are restricted to members of the full-time faculty. For LL.M. Adjunct Faculty, this will be sent on the 5th of each month. Archived newsletters are available in the Adjunct Faculty Virtual Office.

**Parking**

**For Adjunct Faculty**, complimentary parking is available for you at Georgetown Law during the semester that you teach on the days that you teach or during the times that you are on campus for official Georgetown Law business. Due to the limited parking available for faculty, staff, and students, we appreciate your observance of these conditions.

Spaces are reserved for adjunct faculty on the P-1 level of McDonough Hall. To use the complimentary parking, you must register your car with the Georgetown Law Parking Office, request a parking hangtag and use your Georgetown Law GOCard (photo ID card). You must display your hangtag on your rear view mirror to signal to our parking attendant that you may park. To obtain a parking hangtag, complete the Parking Registration Form (available in Appendix C and at [http://www.law.georgetown.edu/academics/academic-programs/jd-program/faculty-information/adjunct-faculty-virtual-office/index.cfm](http://www.law.georgetown.edu/academics/academic-programs/jd-program/faculty-information/adjunct-faculty-virtual-office/index.cfm)) and email it to facilities@law.georgetown.edu. The Parking Office will mail your hangtag to your preferred mailing address within 3-5 business days after processing your paperwork.

Note that the GOCards for adjunct faculty who have parking passes are programmed to allow you to gain access at no cost on the days on which you teach or are on campus for Georgetown Law business. **IMPORTANT NOTE:** The card reader that is marked for “Daily” (located on the left side of the card reader box) will debit your GOCard for a parking fee, so please be certain to use the proper “Monthly” card reader (more details on the card reader on the next page).

**For Visiting Faculty**, there are two options available to you for parking at Georgetown Law. Both options require you to register your car with the Georgetown Law Parking Office (McDonough Hall, Room 154), request a parking hangtag, and use your Georgetown Law GOCard (photo ID card). When you visit the Parking Office, please bring with you the following information about your vehicle: make, model, color, year, state, and license plate number. Once you have registered your car with and obtained a hang-tag from the Parking Office, you may either pay for monthly parking or pay on a daily basis as follows:
Monthly Parking:

- Available at a monthly rate of $163.00.
- Payable by GOCard in the Parking Office, McDonough 154.
- As you enter the garage, you will swipe your GOCard in the monthly card reader (see below).
- Park in parking spots designated for Faculty or Staff.

Daily Parking:

- Available for the rate of $10.20/day (re-entry on the same day will charge the fee again).
- As you enter the garage, you will swipe your GOCard in the daily card reader (see below).
- Park in parking spots designated for Faculty or Staff.

General Parking Information:

The McDonough Hall garage entrance is located at the corner of First and F Streets, N.W. The McDonough parking garage is staffed from 7:00 a.m. until 6:00 p.m., Monday through Friday, except holidays, during the Fall and Spring semesters. To access the parking garage between 7:00 a.m. and 6:00 p.m., you must swipe your GOCard (with the magnetic strip to the right) at in the appropriate card reader (daily or monthly, depending on your chosen option) that is located next to the parking booth. Please note that adjunct faculty should always use the card reader that is marked for “Monthly.” It is located on the right side of the card reader box (see the photos below). Once you swipe your card, the reader will flash a green light to show that it is valid and the gate will open to allow you to proceed.

If you arrive after 6:00 p.m. or on a weekend or holiday, you do not need to swipe your GOCard at the card reader next to the parking booth. The gate will be open. Please proceed to the second card reader that is located on the ramp to the garage. You must swipe your GOCard at this card reader in order for the garage door to open. (When the garage door is open, you do not need to swipe your card at this second card reader.) Parking after 6:00 p.m. or on a weekend or holiday is free of charge.

You do not need to swipe your GOCard in order to exit the garage.
During the Fall and Spring semesters, the Parking Office, located in 154 McDonough Hall is open from 8:30 a.m. to 6:00 p.m., except holidays. You may contact the Parking Office at (202) 662-9330 or (202) 662-9331 or facilitiesmgmt@law.georgetown.edu.

Spaces for Faculty

Adjunct Faculty Offices, McDonough Hall: 443 (shared), 523 (private), and 553 (private)

Adjunct faculty members have several options for class preparation and student meetings. The Faculty Library (Room 443) consists of eight workstations, four of which are equipped with PC’s. There are telephones, a printer, fax machine, and photocopier which adjunct faculty may use at their leisure. Room 443 also contains a central work area equipped with power for additional preparation space to spread out for larger projects. Please note that you do not need a key to enter Room 443 as it is fitted with a keypad on the door. To obtain the keypad combination, please contact Anne Nelson at ahn27@law.georgetown.edu or (202) 662-9041.

McDonough Rooms 523 and 553 are private offices that must be reserved. Each is equipped with a work table, phone, and wireless access for your laptop. Each office is fitted with a keypad on the door. To reserve and office and obtain the keypad combination, please contact Anne Nelson at ahn27@law.georgetown.edu or (202) 662-9041.

Library Group Study Rooms

The library has several small group study rooms in both the Wolff and Williams libraries in which faculty may meet with students. To reserve a study room, please contact Craig Lelansky in the Williams Library at cdl3@law.georgetown.edu or (202) 662-9155, or Maxine Wright in the Wolff Library at mw960@law.georgetown.edu or (202) 662-4265.

Faculty Lounge (520 McDonough Hall)

The Faculty Lounge, 520 McDonough Hall, is located at the southwest corner of the 5th floor. The lounge is a convenient and comfortable place to relax. It also serves as an informal faculty gathering place. Coffee and tea are available.

The lounge is reserved for the exclusive use of the full-time, visiting, and adjunct faculty during the day. The library maintains a revolving exhibit of new acquisitions inside the lounge. In the evening, the lounge may be used for meetings with students if the room is not otherwise scheduled for an event. Please contact the Office of Student Life at (202) 662-9292 regarding evening availability.

Sport and Fitness Center

The Sport and Fitness Center is a 96,000 square foot state-of-the-art facility featuring a 25-yard, four-lane lap pool, locker rooms that include daily lockers, full towel service, showers, and whirlpools. The fitness floor includes a spinning studio and two group exercise studios with more than seventeen different class offerings, thirty-two pieces of cardiovascular equipment (each machine fitted with an individual entertainment screen), weight machines, free weights, and personal trainers. The fourth floor consists of a spacious 8,400 square foot multi-purpose court area for basketball, volleyball, and soccer, as well as two racquetball courts. Facility events,
program updates, and group exercise schedules are available at: [http://www.law.georgetown.edu/fitness](http://www.law.georgetown.edu/fitness).

The full-time and visiting faculty fee for the 2015-2016 academic year is $420 plus a 5.75% fitness sales tax. Memberships can be paid in full or deducted monthly by Payroll Deduction or with a valid Visa or MasterCard. Adjunct faculty members are entitled to free membership during the semester in which they teach. For more information about this benefit, please contact Brandon Rudolph, Customer Care and Business Manager, at (202) 662-4251 or [bjr44@law.georgetown.edu](mailto:bjr44@law.georgetown.edu).

Please be aware that if you take advantage of this free Adjunct Faculty membership, its value is, inescapably, a taxable benefit.

**Yates Field House**

Memberships in the Yates Field House (located on the Main Campus of Georgetown University) are available for a fee to faculty members and their families. Membership entitles you to full use of the facilities, including: four indoor and eight outdoor (lighted) tennis courts; five squash and two racquetball courts; a 25-yard, eight lane swimming pool; indoor and outdoor jogging tracks; volleyball and basketball courts; saunas; weight training equipment; ellipticals; exercycles; treadmills; stair climbers; and ergometers. Yates also offers a variety of lifetime skills classes ranging from aerobics to tennis, yoga, and judo. The individual membership fee for 2015-2016 is $490 per year. Family membership in 2015-2016 is $715 per year for a primary member and one family member; additional family members can be added to the family membership for $84 per person.

Each summer, Yates also offers a day camp for children ages 6 to 10 years of age. For more information regarding facilities and membership fees, please call Yates at (202) 687-2400.

**Early Learning Center**

The Early Learning Center offers an education and care program for toddler through preschool age children. The Center operates Monday through Friday from 8:00 a.m. - 6:00 p.m. and is located in the Gewirz Student Center, next to the Sport and Fitness Center. Additional information is available on the web at [http://www.law.georgetown.edu/childcare](http://www.law.georgetown.edu/childcare), calling (202) 662-9256, or e-mailing [glelc@law.georgetown.edu](mailto:glelc@law.georgetown.edu).
PREPARING TO TEACH YOUR CLASS

Academic Calendar/Class Periods

A copy of the academic calendar is available online at http://www.law.georgetown.edu/registrar/calendars.html, in the Student Handbook, and at the beginning of this Handbook. In the 2015-2016 academic year, there will be 13 full weeks of class in both the Fall 2015 and Spring 2016 semesters. This does not include weeks scheduled for examinations. The first week of the Spring semester (January 11-15, 2016), known as Week One, is devoted to an intensive course for first-year J.D. students (which is optional to first-year students beginning in 2016), as well as a number of week-long elective courses for upperclass J.D. and LL.M. students.

NOTE: Courses normally scheduled for one day of the week will occasionally meet on a different, designated day. This is to ensure that each class has the full number of meetings per semester. For example, in the Fall 2015 semester, Monday classes will meet on Tuesday, October 13 because of the Columbus Day holiday. There is a corresponding “legislative” Monday in the Spring Semester. Please mark these “legislative days” on your personal calendar now to avoid missing any class sessions.

Georgetown Law’s class schedule is divided into 55-minute segments. Day classes generally begin at 9:00 a.m. and may be scheduled through 5:30 p.m. There is a 10-minute period at the end of each class hour to allow for room changes. Two-hour classes include one 10-minute break; three-hour classes take a 15-minute break. Evening classes begin at 5:45 p.m. and 7:55 p.m. and include a 10-minute break in the middle of each two-hour period.

Some Saturday classes and other “book-end” courses have longer class periods and meet for fewer than 13 weeks over the course of the semester.

Obtaining Your Class List

To obtain your class list, you must log on to MyAccess with your NetID and NetID password at https://myaccess.georgetown.edu. New faculty and faculty who need to request a reset of their NetID password must update their password through the Georgetown NetID Password Management System (https://password.georgetown.edu), or call the UIS Helpdesk at (202) 687-4949 to reset their password over the phone.

For more information about how to obtain your NetID password see page 2.

Once you log in, select “Term Selection” and then “Fall 2015” or “Spring 2016” from the menu and click “Submit.” Next select “Selection Course Number (CRN) Selection.” You should see the name of your class and then you click “Submit.” Select “Summary Class List” to pull up your class list. Please note that your class list will not be final until the end of the Add/Drop period each semester (The Add/Drop period for Fall 2015 ends on September 8, 2015. The Add/Drop period for Spring 2016 ends on January 26, 2016.)

Obtaining Your Photo Roster and Emailing Your Students

Follow the below instructions to view a photo roster of your enrolled students and email students in your class:

(1) Go to http://www.law.georgetown.edu/faculty/rosters.

(2) Log in with your NetID and your NetID password.
(3) You will see a page that allows you to select a term and a course. Terms are named by year and semester, “A” for Spring, “B” for Summer, and “C” for Fall. “2015C” represents Fall 2015 and “2016A” represents Spring 2016. The most recent term will always be at the top of the list. Once you select your course, your class photo roster will appear.

(4) To email the enrolled students in your class, you can either:

   a) Click the “Send Email to All Students” link. This will open a new window in your email (Microsoft Outlook, Apple Mail, etc.) with all of the students’ email addresses automatically filled in and separated by semi-colons. (Note: There is a limit to how many email addresses can be processed in this manner. If you do not see a “Send Email” link and instead see the message, “Too many recipients. Please copy the addresses below and paste them into your email program,” use the alternative method described below.)

   OR

   b) Copy and Paste the list of email addresses into your email.

   **Note:** We encourage faculty to wait until the Add/Drop period ends before emailing their class as students may add or drop the class through that time. (The Add/Drop period for Fall 2015 ends on September 8, 2015. The Add/Drop period for Spring 2016 ends on January 26, 2016.) For the Spring semester and the Summer session, these photo rosters will not be available until a few days before the semester begins.

**Course Syllabus**

Please prepare a syllabus (generally, a week-by-week outline of course topics and assignments) for your course and send a copy of it to your Law Center liaison at least two weeks before the class begins.

As you create your syllabus, one issue you will confront is how much reading to assign for each class. There is no simple answer to this question, but you may want to consider the following points: First, a rule of thumb that some faculty use is to expect about two hours of preparation for each hour of class. In gauging the amount of time it will take students to complete a class assignment, remember that students, who are reading the material for the first time, will read more slowly than you. Second, many experienced teachers find that student preparation and class discussion is improved by assigning fewer pages but requiring students to read more carefully and to fully digest the material. If you have questions specific to your course, please contact your Law Center liaison.

**Selecting and Ordering Textbooks**

One of the first steps in preparing to teach is determining if there is an appropriate casebook for the class. Several book publishers are listed with the contact information in Appendix D. If you would like to review casebooks pertinent to your course, you may request a complimentary copy by calling the publisher of the book. Unfortunately, the Bookstore is unable to order desk copies for faculty members. You may contact your Law Center liaison when selecting a textbook for other professors to contact for suggestions. Copies of some casebooks currently being used at Georgetown Law are in the Course Reserve section of Williams Library, behind the circulation desk.

Book orders for the Fall 2015 semester were due by May 8, 2015, so please submit your order as soon as possible if you have not done so already. Book orders for the Spring 2016 semester are due October 30, 2015. The Georgetown Law Bookstore will contact you to request your textbook order. To place your book order, simply
reply to the email that was sent to you or email Course Materials Manager, Paul Concannon, directly at pic241@law.georgetown.edu or (202) 662-9628. Please include your course number in the subject line of your email, as well as the author, title, edition, and publisher. Also, please indicate whether the title(s) will be required or optional. The Bookstore is only able to stock limited quantities of optional materials. Please use careful consideration when determining whether a text is optional or required. If you are not ordering any textbooks for your class, please let the Bookstore know that, too, so that they do not think your course is missing a textbook order.

Questions regarding the ordering of textbooks should be directed to Paul Concannon, Course Materials Manager, at (202) 662-9665 or pic241@law.georgetown.edu.

Course Materials - Faculty Support and Campus Services

If you plan to prepare a reading packet of course materials in addition to, or in lieu of, a textbook, please review the following information on our resources and procedures. The Office of Faculty Support and Campus Services, located in 475 McDonough Hall, will assist you in distributing course materials to your students by uploading the materials to ArticleWorks, our course materials distribution website (https://articleworks.cadmus.com/geolaw/coursepacks.html).

Faculty Support and Campus Services is open for service Monday through Friday from 8:30 a.m. to 6:00 p.m. If you need assistance preparing your course materials, please contact Ronnie Rease at (202) 662-9286 or rr224@law.georgetown.edu or contact Faculty Support’s main line at (202) 662-9280.

For visiting faculty, your faculty assistant is a good resource to help you in coordinating with Faculty Support for the distribution of your course materials.

Course Materials Distribution

Course materials distribution is managed electronically through ArticleWorks. Students may purchase a bound hard copy of the materials or download the materials for free as a single PDF file to their computer.

To expedite the processing of your materials for distribution to students, Faculty Support requests that you submit your materials in electronic format as a single PDF that includes a syllabus and page numbers on each page. Georgetown Law’s email system has a 9 megabyte (MB) limit on email attachments so you may need to submit your materials on a CD-ROM or upload the materials to Faculty Support’s SharePoint site (see below). [Note that the file size is dependent upon the file format. For image-based PDFs (which is how most scanners create PDF files), the safe rule of thumb is 1MB=10 pages. A 9MB PDF file would be approximately 90 pages of scanned PDF pages.]

Submitting Course Materials Less Than 9MB or 90 PDF Pages

If your course materials are less than 9MB (or approximately 90 PDF pages), please submit the materials by email to coursematerials@law.georgetown.edu.

Submitting Course Materials Equal To or Greater Than 9MB or 90 PDF Pages

If your course materials are larger than 9MB, you may submit the materials by SharePoint (see below) or on CD-ROM or in hard-copy format to:
Note: Course materials that are received by Faculty Support in hard copy will be scanned and uploaded to Article Works. Please include a cover page bearing the course name and your name and an index or table of contents. Please also number the pages. Materials that are submitted in hard copy rather than in electronic format may delay the posting of your materials to ArticleWorks.

Using SharePoint: An Easy Alternative to Submit Course Materials with No File Size Limitation

Unlike the email submission process, the SharePoint site does not have a size limitation. NOTE: your connection to the website may be timed out during the upload of a file that is 100 MB (or 1,000 pages) or more.

You may upload materials to the site using your Net ID and password. Once uploaded, Faculty Support staff can track submissions and determine where each packet is in the production process.

How to upload to SharePoint:

1. Go to https://sp.law.georgetown.edu/sites/coursematerials/SitePages/Home.aspx. If you do not remember your NetID and Law Center password, please contact help@law.georgetown.edu. If you cannot access the SharePoint website, please contact Ronnie Rease at (202) 662-9286 or rr224@law.georgetown.edu.

2. Click on the “Upload a Document” link on the right side of the screen.

3. Select the “Browse” Button and choose the file you wish to upload. Please name the file with your name and the title of your course. We request that you combine your documents into one file and upload your total course packet. We prefer to receive a single PDF, but the system can accept Word, WordPerfect, Excel, PowerPoint, etc.

   If you must upload materials in sections, please include the section number (i.e., 1 of 2, 2 of 2) in your file name and your syllabus so we know the proper order. Please note that we cannot begin the printing process of your materials until we have received all the items to be included.

4. The next screen asks for additional information from you:
   • Document Name - Please use the file name you used for the file you uploaded on the previous screen.
   • Professors - List each professor teaching the course.
   • Course Title - Please use the name of the course from the course catalog.
   • Pagination - If the materials are not paginated and you would like pagination, Faculty Support can add page numbers electronically. To request pagination assistance, please select “No, please add page numbers.”
• Black Borders - Black borders appear when copying from bound books or old originals and interfere with the Article Works printing system. Black borders must be manually deleted before we can post the materials. Please review your materials carefully and indicate how many pages have black borders. Please select “many” if more than 10 pages have black borders and “few” if less than 10 pages have black borders. If you used no bound materials or old originals in your packet, select “none.”
• Date of First Class Session - Please indicate the appropriate date. Faculty Support uses this to prioritize which packets need to be posted first so that those students with classes that meet earliest can access their materials first.
• Format and Status - Please keep the format as “Direct to SharePoint” and Status as “Received.” Faculty Support uses these internally to track the status of each packet.
• Comments - If you need any other formatting assistance or have questions regarding your materials, please contact Faculty Support at (202) 662-9287. If a staff member is not available at the time of your call, please leave a message, including your telephone number or email address.

5. When finished, select “Check In” to submit your materials and Faculty Support will process your course materials and will upload the materials to Article Works.

Deadline for Submitting Course Materials: Approximately Six Weeks Before the Semester Begins

In order to process your course materials and to make the materials available to the students before classes begin, Faculty Support requests materials six weeks before the first week of class. Please note: Materials that are submitted late are produced in a first-come, first-served manner. If you submit the materials late, please clearly indicate the first two reading assignments. Faculty Support will post these as soon as possible and will work to post the rest of the materials approximately two to three weeks after they are submitted.

Other Important Notes and Tips

Note that course materials submissions are static and faculty cannot edit their course packet on the Article Works website during the semester. If you decide to use a learning management system (see page 17), you can post additional materials at any point in the semester for students to view online, download, and/or print.

Please keep in mind the image quality of the materials you submit. Please put together a good, clean original before submitting materials for scanning. For example, to edit cases, cut and paste only the portions you want onto clean pages and leave one-inch margins on the top, bottom and each side. All materials, whether electronic or hard copy, should be free of black borders. These borders significantly increase the amount of time it takes for the student to download and print the materials. If you are using materials that have been copied year after year, please consider requesting that the Law Library locate a clean version for a better quality copy for the students.

Obtaining Copyright Permission

With certain exceptions, you must obtain copyright permission for all copyrighted materials that you want included in the coursepacks for student use (see Copyright Policy). Note that any materials available either online or through library resources and databases (e.g., Westlaw, LexisNexis, HeinOnline, etc.) may not be included as text in the course materials. Instead links, Westlaw IDs, or cites should be included in the syllabus and/or materials. If you are having difficulty locating links, the Law Library may be able to assist.
you in with materials available through the library resources. For any materials that are not available through links and must therefore be included in the course materials, faculty must submit requests for copyright permission through the Office of Faculty Support. Please refer to the Copyright Policy and Basic Copyright Guidelines (http://www.law.georgetown.edu/campus-services/faculty-support/upload/2015-Copyright-Policy-and-Guidelines.pdf) to help you determine if permission must be sought for an item.

**You must submit an online Copyright Permission Request Form for each document or publication for which you are seeking copyright permission.** Please obtain and submit the online form at http://www.law.georgetown.edu/forms/form.cfm?FormID=342.

**Please note:** Faculty Support will submit your request for copyright permission online, so it is very important to provide all the information the form requests. Once you have entered the information for one publication, enter the validation code (with no spaces) and click “Submit Form.” You will need to submit information for one publication at a time, but you may include multiple page ranges from the same article/book in the same submission form. Please contact Susanna McCrea at (202) 662-9451 or skf29@law.georgetown.edu for questions regarding copyright permission.

As noted above, in an effort to reduce the copyright and printing fees, newspaper and journal articles and any other resources freely available online or through one of the library databases (Westlaw, Lexis, Proquest, etc.) may not be copied. **Links to these materials must be provided instead.** If you are having difficulty locating links to your materials, please contact the Law Library Faculty Services at lawfacserv@law.georgetown.edu or Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu. You may make the links available within your materials or they can be posted on a learning management system (LMS) (see below).

If you are using original, unedited versions of cases or statutes, rather than including the entire text, you may wish to provide the citation and request that the students go to Westlaw or Lexis to obtain the material. While we do not pay copyright fees for those materials as they are in the public domain, decreasing the number of pages in your course pack will reduce the cost to the students in your course.

For more detailed information on these processes, please see Appendix E.

**Multiple Copies of Cases from the Library**

If you wish to have large numbers of copies of cases (or rules, articles, or similar materials) reproduced from library editions, you need to notify both Library personnel and Copy Center personnel. Please note that a more cost-effective way to distribute copyrighted materials to your students is through a learning management system (LMS) (see below). Faculty members are strongly encouraged to use a LMS over printed copies.

However, if printed copies are necessary to the class, please send a typed list of cases with citations to the Library by using the online Document Delivery Request Form at http://www.law.georgetown.edu/library/faculty/item-request-form.cfm. You may also email this list to libraryresearch@law.georgetown.edu. Library personnel will take the list of citations, pull the books, and make one copy of the requested material(s). Single copies may be picked up or mailed to you, unless you specifically request that they be forwarded to the Copy Center for additional copies. Copy Center personnel will make multiple copies from the single copies provided by the Library. To allow sufficient time for locating cases and photocopying, you must submit your requests to the Library six weeks before classes begin. For more information, contact Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu.
General Photocopying (PowerPoint, Single Copies)

The Copy Center (located in Faculty Support) is open from 8:30 a.m. to 6:00 p.m., Monday through Friday. If you are not able to stop by during these hours, you may email your request to Ronnie Rease at ry224@law.georgetown.edu, and Ronnie will submit the Copy Center request for you.

First Class Reading Assignment

At least two weeks prior to the beginning of the semester, please email your first class reading assignment to facultysupport@law.georgetown.edu. Please note that this email address is only for first class reading assignments. Please include your assignment in the body of the email and do not send attachments as they cannot be posted to the Reading Assignments webpage. If your reading assignment is not available in a required textbook, you should have made the assigned text available in a course materials packet, posted the reading assignment on your learning management system, or emailed the reading to your students. Students will have the opportunity to review their assignments at any time before, during, or after registration at http://www.law.georgetown.edu/faculty/assignments/index.cfm.

Learning Management Systems

Georgetown Law faculty members use learning management systems (LMS) to create class-related websites. Over Summer 2015, Georgetown Law is transitioning to a default LMS. The default LMS is Canvas, and, beginning in Summer 2015, this will be the only LMS fully supported by the Law Center. The IST department and the Faculty Technology Committee strongly encourage faculty to use or transition to Canvas. The following systems are also available for faculty use, though support varies from platform to platform, and the IST department discourages their use: TWEN, Webcourses and Blackboard Learn.

LMS systems allow for posting documents (e.g., supplemental reading materials and syllabi), listing links to supplemental materials, emailing messages to those students enrolled in your site, facilitating online discussions, conducting quizzes or polls, and many other actions. Below is a brief description of each option. For help selecting the best one for your needs, please contact Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu.

- **Canvas** is a sophisticated, highly customizable platform provided by the Law Center.
- **TWEN** is The West Education Network, a web-based course management tool available through the Law Library’s Westlaw subscription.
- **Webcourses** is a Blackboard-like service available through the Law Library’s Lexis subscription.
- **Blackboard Learn** is the University's Learning Management System.

**Canvas**: Students enrolled in a course will automatically be enrolled in the associated Canvas site, and the system supports the posting of documents, links, videos, quizzes, audio/visual commenting, discussion boards, and group messaging. It is integrated with the Echo360 system, which is used for class recordings, making it simple and easy for students to access any such recordings that a faculty member has authorized. It is also the only LMS that integrates with other classes, so that students and faculty can see all of the courses they are taking or teaching, with the deadlines and assignments in each showing up in a single, integrated dashboard and calendar. For assistance with this system, please contact the IST help desk at help@law.georgetown.edu.
TWEN and Webcourses: Both TWEN and Webcourses allow faculty to post syllabi and other documents while also facilitating online communication. Each integrates its respective online document database, so citations to cases, statutes, regulations, and articles that are posted on a TWEN/Webcourses page link directly to the documents that are available on WestlawNext or Lexis Advance. Students using Webcourses (and therefore, LexisAdvance) have the additional benefit of printing these documents for no charge on Lexis printers located throughout Georgetown Law. Both services offer a gradebook feature that allow faculty to record information about each student, including attendance or assignment grades. They also offer other features, including the ability to give students quizzes or assignments online. Students enroll themselves by adding a course to their TWEN/Webcourses account. Faculty can then email students at the email addresses the students provided to Westlaw or Lexis.

If you have any questions about course management websites or would like to obtain Westlaw or Lexis passwords affiliated with Georgetown in order to create a TWEN or Webcourses site, please contact the Head of Library Research Services, Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu.

Blackboard Learn: Blackboard Learn is the University's Learning Management System. It provides many of the same documents, testing, and discussion list functions as can be found in TWEN and WebCourses, but unlike those two, it currently does not allow for connection to legal resources without a second authentication. However, Blackboard Learn, like WebCourses, does support SafeAssign, a plagiarism checking program that compares submitted papers to publicly available materials on the web and a limited number of ABI/Proquest databases. Faculty who wish to use Blackboard Learn should contact the UIS help desk at help@georgetown.edu or visit the UIS support site at https://wiki.uis.georgetown.edu/display/BBSUPPORT/Home.

Teaching Seminars

There is a wealth of teaching information available at Georgetown Law. The Office of J.D. Academic Services and the Office of Graduate Programs sponsor seminars each academic year on various aspects of legal pedagogy that are aimed at helping new faculty prepare to teach and at helping established faculty fine-tune their teaching goals and strategies. These seminars, which bring together small groups of full-time, visiting, and adjunct faculty members, are taught by presenters who lead discussions or give demonstrations of classroom teaching techniques. Recent seminars focused on the following topics:

- preparing to teach
- using technology in the classroom and library resources
- supervising and evaluating seminar papers
- drafting and grading exams
- teaching foreign-trained students

You will receive invitations to these teaching seminars several weeks in advance, but last minute registrants are welcome as well. Watch for announcements by email. The teaching seminars are audio-recorded. You can access these recordings and copies of any hand-outs that were circulated on the website at http://www.law.georgetown.edu/academics/academic-programs/jd-program/faculty-information/adjunct-faculty-virtual-office/teaching-seminar-recordings.cfm. If would like to suggest a topic for a future seminar, please contact Sarah Jean Kelly at sarah.kelly@law.georgetown.edu.
Library Services

The Georgetown University Law Library provides two locations for service, the Williams Law Library and the Wolff Law Library.

The Edward Bennett Williams Law Library (United States legal materials and interdisciplinary materials) is on the north side of the campus at 111 G Street, NW. The John Wolff International and Comparative Law Library is on the south side of the campus in the 3rd and 4th floors of the Hotung International Law Building (550 First Street, NW). The Law Library offers a wide range of services to assist all faculty with their teaching responsibilities. The Law Library will also assist visiting faculty with their research needs. For more information about these services, or about the Library in general, visiting faculty should contact Michelle M. Wu, Law Library Director, at (202) 662-9161 or by email at mmw84@law.georgetown.edu. You can find more information about library services at http://www.law.georgetown.edu/library/faculty/index.cfm.

Circulation

To borrow books and other materials from the Law Library, faculty members should present their GOCard at the Circulation Desk in either library. Faculty members may check out books for the current academic year. Books may be renewed through the Library’s website (https://gull.georgetown.edu/patroninfo) or by calling the Williams Circulation staff at (202) 662-9131 or Wolff International Circulation staff at (202) 662-4194.

The Library requests that faculty promptly return materials that have been recalled by other library clients. The Library also requests that any items that visiting faculty members have checked out from the Library be returned at the close of their visit to the Law Center.

For Visiting Faculty only: To arrange for your RAs to borrow materials for you, please contact Jelethia Williams, Evening Circulation Supervisor, at jtw2@law.georgetown.edu or (202) 662-9132 or Maxine Wright, International and Foreign Law Collection and Services Librarian, in the Wolff Library at mw960@law.georgetown.edu or (202) 662-4265.

Textbooks and Course Reserve

The Library borrows for the first two weeks of each semester a copy of all required textbooks and keeps them on reserve at the Williams Circulation Desk for student use. The Library no longer purchases casebooks for the permanent collection, except for 1L courses and high enrollment upper-division courses (e.g., Evidence).

You may request that the library place on course reserve any additional reading materials.

Please note that Course Reserve denotes materials relating to a specific course and is housed only at the Williams location. All materials requested for Course Reserve will be listed both by professor and course in the Library’s online catalog.

Lending rules

Course Reserve materials may be checked out by for a period of three hours. They may be renewed at the Williams Circulation Desk, unless another student has requested the same item. Please note that faculty may borrow course reserve material but are requested to return each item within three hours as demand
for these materials is high. If you need it for a longer period of time, please contact the Head of Access Services, Craig Lelansky, at cdl3@law.georgetown.edu or (202) 662-9155.

**Placing materials on Course Reserve**

To place materials on Course Reserve, contact Jelethia Williams, Evening Circulation Supervisor, at (202) 662-9132 or the Head of Access Services, Craig Lelansky, at cdl3@law.georgetown.edu or (202) 662-9155. Please send lists of materials to be placed on Course Reserve at least one month prior to the beginning of the semester and at least one week in advance of the applicable assignment during the semester.

**Study Aids and other Reserve Materials**

The Library has three other Reserve Collections. Both the Williams and Wolff Libraries contain Reserve Collections located behind their respective Circulation Desks that consist mainly of unbound journals, DVDs, commercial outlines, and selected newspapers. The Williams Closed Reserve Collection focuses on U.S. law and interdisciplinary materials. The Wolff International Reserve Collection specializes in foreign and international legal materials.

The Reading Room Reserve Collection is housed in the west end alcove of the Robert L. Oakley Reading Room in the Williams Library. This collection contains current editions of hornbooks, nutshells and other study guide titles. Materials that are already a part of this collection may be moved to Course Reserve at the request of the faculty.

**Photocopying**

The Library provides photocopying services to you in conjunction with your teaching responsibilities and within the constraints of the Copyright Act. The Library Research Services Department will provide a single copy of an article, usually within one business day of the request. To utilize this service, please email your request to libraryresearch@law.georgetown.edu or use the online photocopy request form at http://www.law.georgetown.edu/library/faculty/item-request-form.cfm. In the event you need multiple copies of documents for class assignments and readings, please follow the procedure explained in the Faculty Support and Campus Services section of this handbook.

**Research Support**

**Presentations**

Reference librarians are available to give presentations to your seminar classes about specialized research techniques and materials that would be useful to students writing seminar papers. These classes and workshops are specifically tailored to the subject matter of the course. If you would like to arrange a research class for your students, please contact Christine Ciambella at cc872@law.georgetown.edu or (202) 662-9144. For international classes, please call Mabel Shaw at shawm@law.georgetown.edu or (202) 662-9171. The librarians request a minimum of two weeks’ notice in order to schedule a class and to prepare a presentation and handouts.
Research Consultations for Students

The librarians are also available for individual consultations with students after they have chosen a paper topic. Please refer interested students to the research consultation request form at http://www.law.georgetown.edu/library/about/services-policies/research-consultations.cfm. The Library strongly suggests that faculty encourage or require students to attend a research consultation before writing seminar papers. Students consistently write better papers after working with a law librarian.

Faculty Research Requests

To assist faculty in researching topics related to their teaching responsibilities, the Library provides reference assistance in legal and non-legal areas. For all types of reference and research assistance, contact a reference librarian at one of two locations, the Williams Reference Desk at (202) 662-9940 or libref@law.georgetown.edu, located in the Reading Room on the second floor of the Williams Library or the International Reference Desk at (202) 662-4195 or intlref@law.georgetown.edu, located on the entrance floor of the Wolff Library.

Academic Year Reference Hours:

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<tr>
<th>WILLIAMS LAW LIBRARY</th>
<th>WOLFF LAW LIBRARY</th>
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<tr>
<td>Monday - Thursday</td>
<td>Monday - Friday</td>
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<tr>
<td>9:00 a.m. to 8:00 p.m.</td>
<td>11:00 a.m. to 5:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>Monday - Friday</td>
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<td>9:00 a.m. to 6:00 p.m.</td>
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<tr>
<td>Saturday - Sunday</td>
<td>Friday</td>
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<td>12:00 p.m. to 6:00 p.m.</td>
<td>12:00 p.m. to 6:00 p.m.</td>
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Hours and updates are online at http://www.law.georgetown.edu/library/about/hours.cfm.

The librarians have created an extensive collection of online Research Guides on various U.S. and international law topics. Faculty may request a new guide for a writing requirement course by contacting Christine Ciambella at cc872@law.georgetown.edu or (202) 662-9144. For international classes, please contact Assistant Librarian for International and Comparative Law, Mabel Shaw, at shawm@law.georgetown.edu or (202) 662-9171.

Library Access for Assistants to Adjunct Professors

Occasionally, an adjunct professor may wish to have an associate or assistant help with library work related to his/her teaching responsibilities. To obtain access to the Library for someone other than a Georgetown Law student, contact Craig Lelansky, Head of Access Services, at (202) 662-9155 or cd13@law.georgetown.edu or Marylin Raisch, Associate Law Librarian for International and Foreign Law, at (202) 662-9159 or mjr47@law.georgetown.edu.

Joseph Mark Lauinger Library, Dahlgren Medical Library and Blommer Science Library

The Joseph Mark Lauinger Library, the Dahlgren Medical Library and the Blommer Science Library, which are located on the Main Campus, are also available for use by visiting faculty members. Faculty members must show a valid GOCard to borrow materials. Access to these Libraries and borrowing privileges are only available during the semester in which a faculty member is teaching a class and are exclusively determined by
the lending library. For information on these libraries, please visit http://www.georgetown.edu/research/libraries/index.html.

Seating Chart

Some professors use seating charts and/or refer to the student photo roster in measuring participation and attendance in their classes. Both blank seating charts and student photo rosters are available online at http://apps.law.georgetown.edu/eseat. E-seat also allows faculty to arrange student photos within a seating chart. Blank seating charts without photo rosters are available from the Office of Faculty Support and Campus Services, 475 McDonough Hall.

Technology at Georgetown Law

The Georgetown Law Website

The Georgetown Law website (http://www.law.georgetown.edu) is divided into a public and restricted section. The IST web page is part of the public section and is located at http://www.law.georgetown.edu/ist. The IST web page provides technical information, tutorials on Georgetown Law applications, and online self-help.

The restricted section of the Georgetown Law website, which includes the photo roster application, is only accessible by members of the Georgetown Law community. Access to this section requires your NetID and Georgetown University password. To log into the restricted section, please browse to https://apps.law.georgetown.edu/system/login.cfm.

Student Computer Usage

The vast majority of our student body owns a laptop. Most classrooms and public areas have wireless network connectivity. In addition, some classrooms have electrical power at every seat. Professors may regulate the use of laptop computers in their classrooms in any manner that they feel is necessary. To maintain an atmosphere conducive to learning and to avoid distracting others, there should be no audible signals emanating from student computers while in use.

Wi-Fi Connectivity

The Law Center’s secured wireless network is called GULAW-SECURE. Instructions on how to connect to GULAW-SECURE can be found at http://www.law.georgetown.edu/campus-services/ist/communications/GULAW-SECURE.cfm. If you do not yet have a NetID and need access to the internet, please use the GULAW EVENTS wireless network. Please contact the help desk at help@law.georgetown.edu for this password.

Audiovisual (AV) Support

The Audiovisual (AV) Department is located in McDonough 106. The AV Department provides a variety of services to support your class, including: video playback and recording, video and data projection, and nonlinear video editing. The AV Department has a small private recording area that can be used to record depositions, mock negotiations, oral arguments and interviews. Most Law Center classrooms have built-in data projectors for use with laptop computers. Apple users who wish to connect their Mac or iPad to data
Projectors are strongly advised to bring the appropriate DVI-VGA video adapter for their device. If you use the data projectors or flat screens, please remember to turn them off at the end of class.

If you need to request audiovisual (AV) services for a class, please complete the form located at http://apps.law.georgetown.edu/classroom-av-request. Requests must be submitted at least two (2) weeks before the start of the class or the event.

Hotung 1000 and Hotung 2000 are smart-classrooms. Each is equipped with lectern computers, DVD units, built-in data projectors, video cameras and controls for lighting and sound. McDonough 200 is also a smart-classroom, with video-conferencing capabilities. Video tutorials for all of the Law Center’s smart-classrooms can be found at http://stream.law.georgetown.edu/tutovids. The Flegal Moot Court, located in Gewirz 108, is equipped with a 54-inch plasma display, connection points for laptop displays, and facilities for video recording and playback using SDHC 4 GB cards class 4 or higher. Faculty may request these cards from the AV Department via email at audiovis@law.georgetown.edu.

Policy for Audio- or Video-Recording of Classes

The Policy for Audio- or Video-Recording of Classes can be found in Appendix G of this handbook, the Student Handbook, and at http://www.law.georgetown.edu/campus-services/registrar/bulletin/recording.cfm.

Georgetown Law will record and provide access to course audio-recordings to students under limited circumstance. Please be advised that this is an OPT OUT policy for faculty: all classes will be recorded unless the faculty member notifies us that he/she does not want his/her classes to be recorded. Note that some classrooms are outfitted with technology to allow for audio and video recording using the Echo360 system. This system allows all students access to recordings for each class on an unlimited basis. Faculty in these classrooms have piloted the program for the past two years. If you would like to learn more about recording with Echo360, please contact your Law Center liaison on the IST department.

Prior to the beginning of the semester, the Office of J.D. Academic Services or the Office of Graduate Programs will request your preference as to whether and when your class may be recorded. To preview the four options from which you have to choose, please review the policy at Appendix G.

Please be advised that Georgetown Law will audio-record a class without faculty permission, but with prior notice to the faculty member, when the audio-recording is required by law as an appropriate accommodation for students with disabilities. Students request access to the digital audio-recordings of their classes by completing the online Course Audio-Recording Form located at http://apps.law.georgetown.edu/class-recordings. Requests are routed to the Office of J.D. Academic Services or the Office of Graduate Programs for review and approval.
CONDUCTING YOUR CLASS

Important Information about the First Week of Class

We have developed registration procedures at Georgetown Law in response to problems that arise in a school this large. In particular, rules on course registration, examination, and grading processes were specifically designed to relieve faculty of the very real burden of deciding whether to make an exception to a stated policy for a particular student and to ensure equal treatment of all students.

Class Lists and Add/Drop Period

Georgetown Law permits students to add and drop courses from their schedules through the first week of classes each semester. Therefore, the initial class list (as well as the waitlist) available online through MyAccess is tentative and may not accurately reflect the students who ultimately will be enrolled in your class at the end of the Add/Drop period. You will want to update your class list after the Add/Drop period and again sometime during the following month. For instructions on obtaining your class list in MyAccess, see page 11. If you have questions about your class list, please contact the Registrar’s Office at lawreg@law.georgetown.edu or (202) 662-9224 or your Law Center liaison.

Registration, Withdrawals from Class, and Late Papers

Registration

Georgetown Law employs a computer registration system that we believe is the most equitable method of allocating class seats. If you would like to expand your class size to accommodate more students from the waitlist, please contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors), before or during the Add/Drop period, and before saying anything to the students. Please note that individual students cannot be guaranteed seats in a class. Students are offered newly added seats based upon their standing on the waitlist.

Individual faculty members should refer all student registration questions or requests to the Office of the Registrar.

Withdrawals

NEW for 2015-2106: Unless you opt out of the default rule (see below), students may withdraw from a semester-long course up to and including the last day of classes, as published in the Academic Handbook. The following are important notes about this policy, which is spelled out more clearly in the Student Handbook of Academic Policies (see also the Registrar’s website on course withdrawals, http://www.law.georgetown.edu/campus-services/registrar/course-registration/Course-Withdrawals.cfm).

Under the new rule, which the faculty adopted in April 2015, the deadline for when students can withdraw from a course is no longer linked to whether students have submitted work for grading. The default rule allows students in semester-long courses to withdraw up to and including the last day of classes for the semester with an advisor’s approval. The last day of classes is December 5, 2015 for fall courses, and April 30, 2016 for spring courses. Faculty may opt out of this policy and require a student to obtain their permission...
to withdraw. Please be sure to remove any warnings regarding the old “work submitted for grading” withdrawal deadline unless you plan to opt out of the new rules.

These rules do not apply in the following instances:

- The deadline to withdraw from a mini-course is the last day of class for the course (e.g., if you are teaching a bookend course that ends on September 27, the last day a student may withdraw is September 27).
- If you already require professor permission to enroll, or teach a practicum, externship or clinic, your existing rules apply (typically requiring additional signatures and/or compelling circumstances).
- You may decide to opt out of the new default deadline and require a student obtain your permission to withdraw. To opt out please:
  i. Inform your Law Center liaison so we can include a note in your online course description (“Students may not withdraw from this class after the add/drop period ends without the permission of the professor”), and
  ii. Update your course syllabus explaining the instances – such as submitting a first-draft of a paper – that would lead you to deny permission to withdraw.

Students need permission from an academic advisor to withdraw from a course. Please tell students who wish to enroll in or withdraw from your course to visit the Registrar’s webpage, which provide instructions.

**Late Papers**

After the last day of classes, students are expected to complete all course requirements. Students who fail to complete course requirements may result in the student receiving an “Administrative Fail” (AF) for the course. Note that any paper that is handed in late in your class, either after the original deadline or after any extension you grant, will be penalized according to your own penalty system. Absent an extension approved by the Associate Dean, a student who submits a paper after the maximum faculty-approved extension deadline (as published on the Registrar’s website) will receive an AF in the seminar. For all faculty who assign a final paper please clearly outline how late papers will be treated in your syllabus.

The rules regarding late and missed exams and papers are detailed in the J.D. and Graduate Programs chapters (under “Examinations” and “Written Work”) of the Student Handbook (http://www.law.georgetown.edu/go/handbook) and in Section 402 of the Student Disciplinary Code, available in the Conduct Policies chapter of the Handbook. If you have any questions, please contact the Office of the Registrar.

**First Day of Class**

Please be sure to give an introduction to the subject matter, methods of the course, and your course requirements and rules during the first class as students are permitted to add and drop classes through the first week of classes. Please do not shorten the first class because you expect different students to attend the following week.

**Early Announcement of Exam, Grading and Feedback Procedures**

Clear and early announcement of your intended method of grading helps to avoid many misunderstandings and problems at the end of the semester. Please announce to your class during the first week of classes and again prior
to the end of the semester, the following information: (1) the exam format, especially whether it will be open or closed book (see page 34 for information on selecting an exam format) and if there will be any changes to the duration of the exam period if it is a take-home exam; (2) whether or not class attendance and/or participation will be a factor in the final grade; and (3) whether you intend to assign any intermediate projects that will be included in the final grade. It is also important to include this information in your syllabus. We strongly discourage making changes to the course requirements from those announced at the beginning of the semester as students rely on these initial announcements in selecting their courses, planning out their semesters, and preparing for their exams. You can confirm the requirements for your course by referring to your schedule confirmation or by calling the Office of J.D. Academic Services (J.D.) or the Office of Graduate Programs (LL.M.).

Near the end of classes, it is useful to repeat information about the exam and provide additional detailed format information about your exam. For example, will you allow students to type their exam on their laptops, or do they need to handwrite their exam? If it is to be a handwritten exam, do you want each question in a separate exam book? Do you request writing to be on every other line and only one side of a page? If these issues are important to you, it helps to tell the class and also to include them in the instructions to the exam. If you are planning a take-home exam, please explain to your students your expectations for the take-home exam.

In seminars, please be clear about paper requirements and deadlines. Please see page 37 for an important discussion of paper requirements and the process for paper extensions. Announce deadlines for the selection of topics and for submission of outlines for papers as well as for submission of the first and/or final drafts. Again, we strongly encourage you to include these deadlines in your syllabus and to provide written information on deadline extensions as soon as possible to the Office of the Registrar. Please contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors) to discuss these matters.

**Student Attendance and Participation**

Regular and punctual attendance at class sessions is required of each student. Georgetown Law considers regular attendance and participation very important and has adopted the following policy, which is published in our Student Handbook in the section entitled *Attendance, Examinations and Written Work*:

The Law Center must be satisfied at all times of the serious purpose of each student. Regular and punctual attendance at all class sessions is required of each student. Student participation is expected in all courses. A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor’s option, be:

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

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

The Dean leaves it to your discretion to determine whether and how you choose to take attendance and participation into account, and will support you however you choose to implement this policy. Your Law Center liaison is available to discuss or review ideas for stimulating attendance and participation. If your attendance and
participation policies will affect grades, please announce them clearly at the beginning of the course and state the policy in your syllabus to avoid misunderstanding. The accuracy of your record-keeping is essential if you decide to lower a grade or exclude a student from class due to poor attendance or non-participation in class. If you are concerned about a student’s poor or sporadic attendance, please contact one of the following administrators:

- Mitch Bailin, Dean of Students, (202) 662-4066
- Denise Sangster, Assistant Dean and Registrar, (202) 662-9238
- Sally McCarthy, Assistant Dean, J.D. Academic Services (J.D. students), (202) 662-9041
- Sarah Hulsey, Assistant Dean, J.D. Academic Programs (J.D. students), (202) 662-9041
- Rachel Taylor, Assistant Dean, Experiential Education (J.D. Students), (202) 662-9041
- Sarah Jean Kelly, Director, LL.M. Academic Services (LL.M. Students), (202) 662-9319

Special Note for LL.M. Distance Courses

Each year, the Office of Graduate Programs will select several of its courses to be offered online to students enrolled in one of our distance learning programs. Currently, we offer distance learning courses for the Executive LL.M. in Securities & Financial Regulation, the Executive LL.M. in Taxation, and the Master of Studies in Law with a Concentration in Taxation. If your course is selected as a distance course, you will be contacted during the scheduling process. Under certain circumstances, we may be able to provide a teaching assistant to assist with some of the additional administrative burden associated with teaching a distance course.

Typically, videos for distance courses are not available to students not enrolled in a distance degree program. If a student is not enrolled in one of our distance degree programs but needs to miss a class, please refer that student to the audio recording policy.

All LL.M. distance courses must evaluate students on the basis of a paper or take-home exam. More information on our exam process can be found on page 36. If you have questions about take-home exams, or other questions about teaching a distance course, please contact Sarah Jean Kelly at sarah.kelly@law.georgetown.edu or (202) 662-9319.

Concerns about a Student’s Well-Being

As a member of the Law faculty, you are an integral partner in Georgetown Law’s “safety net.” You often may be the first to notice when a student is in distress, whether reflected in repeated absences from class, missed deadlines, a noticeable change in hygiene or physical health, or comments or behavior suggesting the student is depressed, overwhelmed, or otherwise at risk. Because you hold a position of trust and authority, students who are having difficulties may be willing to seek help with your encouragement. If you are concerned about a student, please contact any of the following:

- Mitch Bailin, Dean of Students, (202) 662-4066
- Denise Sangster, Assistant Dean and Registrar, (202) 662-9238
- Sally McCarthy, Assistant Dean, J.D. Academic Services (J.D. students), (202) 662-9041
- Sarah Hulsey, Assistant Dean, J.D. Academic Programs (J.D. students), (202) 662-9041
- Rachel Taylor, Assistant Dean, Experiential Education (J.D. Students), (202) 662-9041
- Sarah Jean Kelly, Director, LL.M. Academic Services (LL.M. Students), (202) 662-9319
If you have urgent concerns about a student and it is after business hours or you cannot reach one of these administrators, please call Georgetown Law’s Department of Public Safety at (202) 662-9325. If you believe a J.D. student could benefit from individualized academic support, feel free to refer the J.D. student to the Director of Academic Enhancement Programs, Elizabeth Ewert at (202) 662-4066 or McDonough Hall, room 210. If you believe an LL.M. student could benefit from individualized academic support, please contact Sarah Jean Kelly at (202) 662-9313.

Office Hours/Contact with Students

For Adjunct Faculty: Georgetown Law encourages adjunct faculty members to confer with students outside of class to the extent possible. As a meeting place, we suggest one of the Adjunct Faculty offices (see page 9). To obtain the passcodes for the doors and to reserve one of the Adjunct Faculty offices, please contact Anne Nelson in the Office of J.D. Academic Services at ahn27@law.georgetown.edu or (202) 662-9041. The Faculty Lounge in 520 McDonough Hall also may be available in the evening. The Office of Student Life can assist you in reserving the Faculty Lounge or in reserving classrooms for meetings with students. Room reservation request forms are available at http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm. You can contact the Office of Student Life at studentlife@law.georgetown.edu, (202) 662-9292 or 171 McDonough Hall. The study group rooms in the Williams or Wolff Libraries also provide excellent meeting rooms. To reserve one of these rooms for three hours at a time, use the Online Study Room Reservation System (http://www.law.georgetown.edu/library/about/services-policies/group-study-rooms.cfm).

For Visiting Faculty: Georgetown Law encourages faculty members to confer with students outside of class to the extent possible. Please post your office hours outside the door to your office and include this information in your syllabus.

Students Auditing Courses

It is Georgetown Law’s policy that enrolled degree students may audit additional classes, with the permission of the professor. Faculty should withhold permission to audit when the classroom is full or where the presence of auditors would be detrimental to the classroom experience of enrolled students. Auditors receive no transcript notation of their attendance in class; their attendance is simply for their own interest and education. Note: Degree-seeking auditors are not permitted to sit for exams or submit papers. In the case of clinical fellows, faculty should contact their Law Center liaison to discuss the administration of these requests.

From time to time, you may get requests from co-workers or colleagues who would like to sit in on your course. While we have no objection to an occasional guest in your class, those who attend a class regularly must be enrolled (on a seat-available basis) and pay the usual per-credit fee.

Disability Services

Georgetown Law provides curricular and co-curricular accommodations for students diagnosed with physical disabilities, learning disabilities, attention disorders, chronic health conditions and psychological disabilities. In compliance with applicable federal law, the Office of Disability Services requests documentation and works with the student to determine appropriate accommodations. The most commonly approved accommodations are extended time on exams, off-the-clock break-time for exams, classroom furniture accommodations, assistive technology, a note-taker in class, or audio-recorded lectures.
In order to protect the student’s confidentiality, in most cases, the professor will not be notified if a student with a disability is enrolled in his/her course. However, in instances where it is helpful to inform a professor, the student will be consulted first and the minimum amount of information will be disclosed. We have found that the need to notify the professor is more common in smaller seminar classes such as Trial Practice, Negotiation, and clinics. In these types of courses, it is often necessary for the Director of Disability Services, the faculty member, and the student to collaborate together to identify the most appropriate accommodation given the specific requirements of the course. Disability accommodations must be provided by or in consultation with the Director of Disability Services as this collaboration establishes consistency of practice and ensures that students have provided proper documentation. An example of a common request of a faculty member would be a waiver to the attendance policy due to a disability. If a student makes a disability request and is not registered with the Office of Disability Services, please refer the student to the Director of Disability Services before granting the accommodation.

Laura Cutway is the Director of Disability Services and may be reached at (202) 662-4042, by email at lmc228@law.georgetown.edu, or in the Office of the Dean of Students in 210 McDonough Hall. She is available to answer questions and consult as needed.

**Sexual Assault and Relationship Violence Services**

The Sexual Assault and Relationship Violence Liaison (SARVL) for the Law Center is an extension of the Health Education Services Office on main campus, and provides confidential crisis intervention and options counseling for law students who are struggling with issues related to interpersonal violence. The SARVL helps students navigate medical care, the student and/or the criminal judicial systems, counseling services, safety planning, academic assistance, support groups, and housing relocation. The SARVL is available to provide confidential consultation with friends of survivors as well. More information may be found at http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/sarvl/index.cfm.

Laura Cutway is the SARVL and may be reached at (202) 662-4042, by email at lmc228@law.georgetown.edu, or in the Office of the Dean of Students in 210 McDonough Hall.

**Substitute Professors to Teach**

On occasion, when a compelling reason necessitates your absence from class, substitute professors may be brought in to teach a class. Such arrangements should be rare and, in every case, should be brought to the attention of your Law Center liaison as far in advance of the class as possible. When substitutions are not members of the faculty, such as partners or associates in an outside firm, your Law Center liaison must be made aware of the substitute selection.

**Use of Outside Speakers**

Although carefully chosen outside speakers can be a useful tool in teaching your class, the deans request that you not make excessive use of such speakers. The students will not be pleased with too many war stories. In addition, the students think most highly of a professor who develops an intellectual relationship with them.

**Cancelled and Rescheduled Classes**

Faculty members are expected to attend and be on time for each scheduled class session. If you cannot hold your class at the scheduled time, the class should be rescheduled. In the event you must cancel a class, please inform
your class and complete a Rescheduled Class Notification form ([http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm](http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm) and Appendix H) as far in advance as possible. The Office of Student Life will notify the Office of the Registrar of your plans for a make-up class. The Registrar’s Office will record the information on the Class Cancellation message line that students can access at (202) 662-9446 and online at [http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm](http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm). When a class must be cancelled on short notice, the Office of the Registrar will try to contact the students in your class by email.

If you find you must cancel a class at the last moment (less than twenty-four hours in advance), please call the main telephone number for the Office of the Registrar at (202) 662-9220 or email lawreg@law.georgetown.edu. If you need to give notice of an unplanned cancellation of a class while the Office of the Registrar is closed, please contact the Registrar at (202) 681-1288. Even if you email each of the students in the class yourself, this is not a substitute for letting the Registrar know first of the cancellation.

Scheduling a Make-Up Class or a Review Session and Room Reservations

Make-Up Class

To schedule a make-up class, it is usually advisable to consult the students to ascertain what the best time will be for the majority of the class. No regular classes are scheduled on Wednesdays from 3:30 p.m. to 5:30 p.m. or on Saturdays after 2:45 p.m. in the Fall semester and after 4:35 p.m. in the Spring semester. Very few classes are scheduled on Fridays from 3:30 p.m. to 5:30 p.m. Very few Graduate courses are scheduled on Friday evenings. These are good times to schedule make-up classes. Note that the 3:30 p.m. to 5:30 p.m. timeslot on Wednesdays is also used for events by the Dean’s Office and other groups and student organizations. There are a few events during which faculty are prohibited from scheduling make-up classes against. For more information on those events, contact the Office of Student Life at studentlife@law.georgetown.edu or (202) 662-9292.

Some professors extend classes for 15-30 minutes for as many sessions as are needed to make up a missed class. If you wish to extend your class, please check with the Office of Student Life at (202) 662-9292 to see whether your regular room is available or if another room must be assigned.

Once you have decided upon a time and date, please complete a Rescheduled Class Notification form ([http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm](http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm) and Appendix H). Some faculty members contact their students directly with rescheduled class information. If you prefer that the Office of the Registrar contact your students, please check the box on the form labeled “Email Notification Requested.” If you would like your rescheduled class to be audio-recorded, please check the appropriate box on the form. If you teach a distance course, please be sure to note that on your form so your make-up is schedule in a distance-compatible room.

Completed forms may be delivered to the Office of Student Life, 171 McDonough Hall, faxed to (202) 662-9261, or emailed to studentlife@law.georgetown.edu. Whenever possible, your regular classroom will be assigned. If your regular classroom is not available, a comparable room will be assigned or you will be contacted and advised of other options.

Once your Room Reservation Request form has been processed and confirmed, the Office of Student Life will forward your room assignment to the Audiovisual Department and to the Office of the Registrar. That
Office will record a notice on the class cancellation telephone line and will place a notice on the Georgetown Law website, informing students of the rescheduled date.

**Review Session**

For review classes, please use a Review Session Request Form, which is available online at [http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm](http://www.law.georgetown.edu/campus-life/student-life/room-reservations/index.cfm) and Appendix I. Note: During exam periods, room reservation requests should be sent to the Office of the Registrar.

**Inclement Weather Policy**

Georgetown Law has a separate policy from that of the Main Campus. Announcements regarding Main Campus do not apply to Georgetown Law.

The Law Center will make its own determination on closings, cancellations, and late openings due to inclement weather giving primary consideration to the safety of faculty, staff, students, and visitors. Criteria that may be considered in making such determinations include: condition of area roads and ability of faculty, staff, students, and visitors to get to campus; status and schedules of public transportation; and forecast of coming weather.

**Notification**

All efforts will be made to post the announcement regarding closing or delayed opening by 5:00 a.m. on the day of the closing or delayed opening. Announcements will be posted to the Georgetown Law main website ([http://www.law.georgetown.edu](http://www.law.georgetown.edu)) and recorded on the main switchboard number (202) 662-9000 and the class cancellation line (202) 662-9446. An announcement will also be sent by email and text message via Georgetown’s Emergency Notification System (HOYAlert) and by email via the Law Center’s email system.

**Closing**

When the Law Center is closed due to inclement weather, it is expected that only designated emergency employees will come to the Law Center to fulfill their responsibilities. Emergency employees must always report to work on time, regardless of weather conditions. Employees are designated as emergency employees because they are essential to the operation and maintenance of the Georgetown University Law Center when inclement weather conditions exist. All other members of the Law Center community – including students, staff, faculty, and visitors – are expected not to come to the Law Center, which will not be staffed to support anything other than essential life safety and snow/ice clearing functions.

When the Law Center announces a closure, all classes will either implement one of the remote teaching options or be rescheduled. All activities and services other than classes (i.e., student organization meetings and events, CLE, and conferences) will be canceled. All administrative offices will be closed. The food services operation, fitness center and Early Learning Center will be closed. The library will be presumptively closed. Because the library in some instances may not be closed, its operating status will be posted with the announcements.

**Instructional Continuity**

The University has recently adopted a new policy that intends to ensure instructional continuity even when the University is closed due to inclement weather. The Law Center uses telephones and web conferencing
tools for instructional continuity. Faculty are asked to plan ahead in order to be ready to teach remotely so that classes do not need to be cancelled during those times. Instituting this new policy necessitates some advance planning in order to teach from alternate locations. Faculty will always have a choice of holding a make-up class; however, we hope to move towards a practice of instructional continuity and avoid the complicated rescheduling process that often follows a closure.

An overview of the two options we have identified for remote teaching is outlined below. We highly encourage faculty to review the information and to decide in advance which option they prefer. Any questions you have can be addressed to the Technology Service Desk.

Remote Teaching Options:

1. Teleconference: A conference number is assigned to each classroom so that students and faculty can call in remotely. This option only requires access to a phone. There is no software installation or advanced preparation needed for this option other than dialing the provided conference number for your class and the host pin.

2. Web conference: A web conference link is also assigned to each classroom. This option requires a computer with the web conferencing client installed. More information about preparing to use both audio and video over the web is provided below if you wish to use this option.

More information on both options can be found at [http://www.law.georgetown.edu/campus-services/ist/communications/index.cfm](http://www.law.georgetown.edu/campus-services/ist/communications/index.cfm). Again, you may choose either option—telephone conference call or web conference—for teaching your class remotely at the regularly scheduled time. If neither suits your needs, you may choose to reschedule the class at a later date.

Delayed Opening

When the Law Center announces a delayed opening, the Law Center will open, and personnel are expected to arrive, by 11:00 a.m. In such instances, all classes with start times before 11:00 a.m. will be canceled and rescheduled. Special events and programs scheduled to start before 11:00 a.m. will be canceled or delayed, as determined by each program. On dates when a delayed opening is announced, all designated emergency employees are expected to report to work on time but all other employees may use Liberal Leave, meaning that employees are expected to report by 11:00 a.m. or may choose not to report to work. Employees who do not report to work may use their accrued paid leave, for the time. Employees who report to work by 11:00 a.m. will be paid for their normal workday. Employees must follow their department’s normal call-in procedures to discuss the needs of their unit and individual circumstances requiring the use of Liberal Leave.

Early Closure/Evenings and Weekends

Georgetown Law will make its own determination of whether to close early and cancel late afternoon or evening classes and events, and whether to cancel Saturday and/or Sunday classes and events. In such cases, an announcement, including the status of the library, will be posted to the Georgetown Law main website ([http://www.law.georgetown.edu](http://www.law.georgetown.edu)) and recorded on the main switchboard number at (202) 662-9000 and the class cancellation line at (202) 662-9446. An announcement will also be sent by email and text message via Georgetown’s Emergency Notification System (HOYAlert), and by email via the Law Center’s email system.
All efforts will be made to post the announcement regarding canceling Saturday and/or Sunday classes and events by 6:00 a.m. on the day of the closing.

Note that faculty members are permitted to cancel and reschedule individual class sessions (see page 29 for instructions on Cancelled and Rescheduled Classes).

**Last Day of Class**

Please remind your students on the last day of class of the information about the exam that you announced the first day of class. There should be no material change from the first week’s instructions. Remind students of the exam format, the length of the exam and what materials, if any, may be used during the examination. Where appropriate, announce whether or not calculators may be used. If no materials may be used or if particular materials are not authorized (commercial outlines, for example), please remind students of those limitations. For Limited Open Book exams please see special instructions on page 34. Describe the feedback procedure you intend to follow for your class (see page 45 for the Georgetown Law exam feedback policy). Finally, please allot at least 15 minutes at the beginning of one of your last class sessions to allow time for students to complete the online course evaluation for your course or seminar.
Evaluation Options in General

As at most other law schools, students’ grades in most courses are based on the final written examination. Participation and attendance may also be factors in determining grades. If you deem that appropriate, you should announce the policy during the Add/Drop period and include it on your syllabus. Written examinations are administered in most courses except seminars and skills courses such as Trial Practice, Mediation and Negotiations, and clinical programs. Such offerings generally require substantial written work in lieu of an examination. The method of evaluation for your course should be agreed upon with your Law Center liaison and the Associate/Assistant Deans/Director as part of the annual scheduling process.

Students are notified of the method of evaluation in the Course Schedule. Please do not change the evaluation procedure after classes begin because some students are sure to object to lack of notice and the opportunity to choose another course once the Add/Drop period is over.

Examinations

A guideline to consider in determining the length of your exam is the number of credits. Often in J.D. courses, the number of hours for an in-class exam equals the number of credits offered for the course.

Midterm Exams

For mid-terms, the exam dates will be determined by each faculty member based on pedagogical needs. We recognize that the Registrar’s Office cannot set a firm date that will fit the needs of every faculty member who wish to administer a mid-term exam. As is the practice of our peer schools, faculty members who wish to administer mid-term exams (excluding the LRW exam administered in the fall semester) should administer those exams themselves. The Registrar’s Office can assist in exams that faculty members want to be processed on a blind-graded basis, with Registrar’s Office providing exam numbers and decode information to the faculty member.

Types of Examinations

Open and Closed Book Exams: We recommend that you give only fully “open” or fully “closed” book exams. This means either all outside materials or no outside materials are allowed in the exam room. Restrictions such as “no commercial outlines” or “no annotations” transform the exam into a limited open book exam, discussed below, and limited open book exams are nearly impossible to monitor.

Consult the guidance on submitting exams issued by the Office of the Registrar prior to each exam period. The Office of the Registrar’s exam template contains boilerplate and required instructions to students including instruction options for access to hard drives and the Internet that you can choose for your exam. Inclusion of very clear and detailed instructions helps to ensure the integrity of the exam process.

Limited Open Book Exams: Georgetown Law strongly discourages partial or limited open book exams, in which faculty attempt to identify certain limited materials that can be brought to the exam. Despite the faculty’s best efforts to be precise about the permitted materials, ambiguities seem to be inevitable, causing
students anxiety and making exam administration very difficult for proctors. Therefore, we strongly recommend that exams be either completely “closed” or “open” book. The Office of the Registrar can assist you in formulating and describing your policies to your students. If you do choose to give a limited open book exam, it should be limited book with a supplement, and no access to other materials, hard drive, or Internet. Please contact the Manager of Exam Administration at (202) 662-9228 or exams@law.georgetown.edu during the first half of the semester if you plan to give a limited open book exam. Note: Please provide a clean electronic copy of the supplement so that the Office of the Registrar can make copies to distribute with the exam.

For in-class exams, only the following formats will be permitted:

1. Open book with access to anything short of another person
2. Open book with access to the hard drive, no access to Internet
3. Open book, no electronic materials or access to Internet (printed materials in hard copy permitted)
4. Closed book, no laptops (Scantron or answers on exam questions)
5. Closed book, with laptops (no access to hard drive or Internet)
6. Limited book with supplement, no access to other materials, hard drive, or Internet (supplement provided in hard copy along with exam questions)

Take-Home Exams: If you plan to give a take-home examination, that should have been confirmed when your course was originally scheduled. If you are unsure of whether your course has been designated as having an in-class or take-home exam, please consult Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors). A take-home examination requires advanced planning on the part of students and staff, so it is important that you coordinate with the Office of the Registrar. The Office of the Registrar will provide you with a memorandum outlining the specific procedures to be followed prior to the start of the exam period.

If your main reason for a take-home exam is your desire to have typed exams, you should be aware that the majority of students write their exams with their laptops. We cannot require students to type their exams, but you will find that most exams are typed.

In scheduling a take-home exam, you will want to consider the number of evening or Graduate students in your class, as they are more likely to have full-time employment commitments. To avoid problems, you might consider giving your students a choice of dates to complete their take-home exams (i.e., the whole exam period, or between two specific dates.) Please note, if you plan to restrict the dates for your take-home exam to only a subset of the full exam period, you must provide written notice to your students in the syllabus by the end of the add/drop period and forward a copy of the notice to the Office of the Registrar no later than a month before the exam period begins. You must also let your Law Center liaison know before the end of the add/drop period. Also, bear in mind that some students have religious obligations on weekends and the Office of the Registrar will help these students reschedule a take-home exam. The Office of the Registrar remains open from 9:00 a.m. to 3:00 p.m. on Saturdays during exam periods to administer exams. Note: Please restrict the take-home exam distribution and due dates to the exam period.
Preparing Your Examination

The date of the final examination for your class is indicated on the schedule confirmation you received from the Office of J.D. Academic Services or the Office of Graduate Programs. This information is also listed in the online Curriculum Guide at http://www.law.georgetown.edu/curriculum. At the beginning of the semester, the Office of the Registrar will send you an email requesting information regarding the length of your exam and whether it will be an “open” or “closed” book examination. This information is essential to the Office of the Registrar in determining and resolving student exam conflicts, and scheduling exam rooms for the exam period. Please reply to the email with this information as soon as you receive it and do not change the format or length of your exam later in the semester. Please note that late changes to your exam could severely impact the ability of the Office of the Registrar to administer exams in an efficient manner and cause exam conflicts for students.

Important note: In accordance with the full-time faculty vote, faculty must draft a new examination with different questions for each examination period. Old questions (whether from the individual professor or others) may not be reused. Exams given previously by you or others cannot be “recycled” and used at Georgetown. Questions from examinations given by other professors or found in published study aids cannot be used. Through painful experience we have learned that, however unlikely, there are no sources that will elude discovery by some members of the class.

Please be aware that the Library maintains a collection of previous Georgetown Law exams and selected exam answers at http://apps.law.georgetown.edu/exams-archive.

The Registrar will send you an email approximately one month before the exam period that outlines the procedures to be followed regarding submission of the examination (see Appendix K). For your planning purposes, please note that you should submit your examination, in final form, to the Office of the Registrar no fewer than four (4) business days before the scheduled final exam date. There are a number of tasks to be completed after your exam is received and before it is administered – emailing students with your laptop instructions, carefully proofing your exam instructions, copying the exams themselves, and preparing packets of exams for administration. The Office of the Registrar cannot accomplish this for the hundreds of exams they receive unless they receive them on time. Please note that they will check your exam for instructions, sequential page numbers, etc., but will not proof your exam for sense or for errors in the fact patterns/questions. Please be sure to proof your exam carefully before submitting it and plan to be available on campus or by phone during the time the exam is administered. Changes/corrections to the exam that must be announced in the exam room are disturbing to students and may even disadvantage those who answer questions out of order or finish early. The Manager of Exam Administration will provide you with Georgetown Law’s preferred exam format.

Please deliver your examination questions to the Office of the Registrar via the online Faculty Exam/Paper Portal at http://apps.law.georgetown.edu/exams/faculty. You will need your NetID and Law Center password to log in to the system. Instructions can be found at http://www.law.georgetown.edu/campus-services/registrar/upload/Faculty-Exam-Portal-Instructions-Final.doc. If you are unable to access the portal, you may email your examination questions to exams@law.georgetown.edu. Contact the Manager of Exam Administration at (202) 662-9228 if you have a problem with delivering the examination by the deadline.
Administering Your Exam

Due to the anonymous grading policy at Georgetown Law, the Office of the Registrar administers all examinations and provides proctors in the examination rooms. Please be accessible in person or by phone during the period when your examination is administered so that the Office of the Registrar can contact you in case questions arise. Please submit your contact and delivery information with your final exam through the online Faculty Exam/Paper Portal. This form asks for information that will enable the office to contact you with any questions, if necessary, and to deliver the completed exams to you as soon as possible after the exam has been given. This information is essential.

You can expect completed essay exams to be delivered within one working day of the exam date. All Saturday exams will be delivered on the following Monday, unless you contact the Office of the Registrar to arrange a pickup time. Exams with a computer-scored component may take longer to process. In addition, exams that were submitted electronically may be accessed online via the Faculty Exam/Paper Portal at http://apps.law.georgetown.edu/exams/faculty.

Please note you may not communicate with any student about your exam while your examination is being administered and until final grades are posted. In the event one of your students contacts you regarding your exam after the exam administration has commenced, please do not reply to the student. Refer the student’s communication to the Registrar. There may be students who have deferred exams and will obtain an unfair advantage over those students who took the exam at the original time (see below).

Please note: Students who fail to take an examination or submit a take-home examination may receive an AF for the course. An AF is reflected on the student’s transcript and factored into the student’s grade point average as an earned F. There are different policies regarding submission of late take-home examinations. These are detailed in the J.D. and Graduate Programs chapters (under “Examinations” and “Written Work”) of the Student Handbook (http://www.law.georgetown.edu/go/handbook) and in Section 402 of the Student Disciplinary Code, available in the Conduct Policies chapter of the Handbook. If you have any questions, please contact the Office of the Registrar.

Deferred Exams

All students are required to take the exam at the scheduled time unless they have an exam conflict (i.e., two or more exams within twenty-five hours, three exams in four days, etc.) or if they are excused by the Office of the Registrar for extraordinary cause. Individual professors may not defer the taking of an exam by a student nor should they discuss exam deferrals with a student in order to preserve our anonymous grading policy. The Student Handbook lists the basis for determining whether an exam deferral is warranted. The Registrar will set the date and time for the deferred examination. Any request from a student to reschedule an exam should be referred to the Office of the Registrar at (202) 662-9220 or lawreg@law.georgetown.edu. Exam books or printed exam responses from deferred exams will be sent to you as soon as possible after their administration.

Seminar and Research Papers

Due Dates/Extensions

Final papers in seminars and other courses are due on the date announced in the academic calendar unless the professor sets an earlier due date.
By announcement at the beginning of the semester and subject to the maximum extensions set by the Registrar, a professor may advance or extend the due date of all papers for the seminar (except for those of graduating students). Final papers must be submitted to the Office of the Registrar, and a copy of the paper may also be submitted to the professor if requested, by the deadline announced by the professor. Final papers must be submitted through the Georgetown Law Online Paper/Exam Management System, at http://apps.law.georgetown.edu/exams. Professors may require students to submit a copy of their paper to the professor only in addition to submitting their paper to the Office of the Registrar. Students must submit their final papers to the Office of the Registrar so the office can confirm that they have met the course requirements. Due dates for papers are as firm as the dates of examinations.

Individual extensions for up to the maximum allowable days as listed on the Office of the Registrar’s website 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 email and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Extension Form by the Associate Dean for the J.D. Program (for J.D. students) and the Associate Dean of Graduate Programs (for LL.M. students). Please be sure to notify the Office of the Registrar if you approve an individual extension for a student.

Late final papers may be penalized based on the faculty member’s own deduction system. Papers submitted after the deadline, whether the original deadline or any extension granted by the professor, may be penalized according to the course professor’s deduction system. Papers submitted after the maximum professor-approved extension deadline as set by the Registrar for each semester (see http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/Papers.cfm), will receive an “AF” (Administrative Failure, included as an F for GPA purposes) unless the student has received a further (and rarely granted) extension by the Associate Dean in the J.D. Program or Graduate Programs.

Granting due date extensions for graduating students is limited by the need to report grades to the Registrar by a fixed date in order to clear the student for graduation. In addition, for visa reasons, granting extensions to international students in the Spring semester is permitted only in rare circumstances and is not at the discretion of the professor. The professor approval is required for any extension. But, the extension for an international student cannot be granted until the International Student Advisor confirms that the student is eligible for the extension and such extension will not jeopardize their student visa status.

In considering whether or not to grant a blanket extension to all students in your seminar or to grant individual extensions absent compelling circumstances, we remind you to consider your personal schedule and your ability to submit the grades by the extended grading deadline. We also urge you to consider, especially in the case of a blanket extension, the impact on all students in your class. A blanket extension means that students who could or did submit their paper by the original deadline will have to wait longer to receive their grades. No honors or averages may be calculated until all grades are submitted, and students note these honors and distinctions in their resumes and on applications for clerkship interviews. For these reasons, we strongly encourage you to grant a blanket extension only for a compelling reason. Please notify the Office of the Registrar as soon as possible of any blanket extensions for your students. We appreciate your cooperation in meeting the regular and extended grading deadlines.
Paper Submission

All final papers must be submitted to the Office of the Registrar via the Online Exam/Paper Management System by 5:00 p.m. on the due dates and not to the individual professor (though professors may require students to email a copy of the paper to them in addition to submitting to the Office of the Registrar). The Office of the Registrar will record the date and time the paper is received and will then deliver the papers to the professor. Faculty will receive hard copies of papers from the Office of the Registrar by courier or mail. Please contact the Office of the Registrar (lawreg@law.georgetown.edu or (202) 662-9220) to provide the mailing address to which you would like your papers delivered. In addition, you may also access papers online via the online Faculty Exam/Paper Portal.

Instructions for accessing papers online can be found on the Registrar’s website at: http://www.law.georgetown.edu/campus-services/registrar/upload/Faculty-Exam-Portal-Instructions-Final.doc. Due dates for papers are as firm as the dates of examinations. (Due dates for offerings that require written work to be submitted during the academic semester—such as clinics and some skills courses—are set by the professor, and the work may be handed in directly to the professor, or to the Office of the Registrar, at the professor’s option. Please contact the Office of the Registrar at lawreg@law.georgetown.edu or (202) 662-9220 to convey your preference regarding paper submission.)

The Writing Center

The Writing Center provides J.D. and LL.M. students as well as graduate fellows with feedback and assistance on their written work (see Appendix J for advice for professors who supervise student papers). All Georgetown Law students are eligible to receive individualized tutoring at the Writing Center from a Senior Writing Fellow—a specially-trained upperclass student. The work of the Writing Center reinforces the methods of legal analysis, research, writing and citation form taught in law school. Writing Center tutors focus on helping students become better writers through an interactive conference. Writing Center tutors do not provide written feedback on papers, nor do they provide proofreading or purely editing services. Students are encouraged to seek assistance from the Writing Center at all phases of writing and to consult the writing handouts available on the Writing Center website (http://www.law.georgetown.edu/writingcenter). The director of the Writing Center is also available to visit writing seminar classes to discuss writing the seminar paper.

If you wish to consult with the director of the Writing Center concerning your seminar’s writing requirements, techniques for getting the best seminar papers, student writing issues, or availability to visit your seminar class, contact Professor Frances C. DeLaurentis at (202) 662-9526 or fcd@law.georgetown.edu.

If you have a student who you think would benefit from working with the Writing Center, please refer them to the Writing Center website at http://www.law.georgetown.edu/writingcenter, or to the Legal Research and Writing Office, 540 McDonough Hall. Students may also call the Writing Center at (202) 662-9529 or Noelle Adgerson at (202) 662-9525.

Language Center for Foreign-Trained LL.M. Students

The Language Center at Georgetown Law offers LL.M. students opportunities to enhance their English speaking and writing skills through non-credit, short-term, and limited enrollment conversation and writing
groups. The conversation and writing groups are designed to foster a supportive, collegial, and rigorous environment for advanced English language learning and acquisition.

The conversation groups help students increase their English fluency while discussing current topics. Students receive individual feedback on their speaking skills at the end of each session. Students may attend one conversation group both fall and spring semesters.

A linguist and a lawyer conduct the writing workshops guiding students in the process of writing scholarly papers. Students develop their chosen writing topics and become eligible for individual written feedback on their writing projects through required participation in the eight one-hour sessions. Students should attend the writing workshop during fall or spring semester while they are concurrently writing a seminar paper. Students who complete attendance in the writing workshop during fall semester are also eligible for feedback on their writing during spring semester. In addition, the Language Center offers a two-part memo writing workshop available fall and spring semesters for students enrolled in U.S. Legal Research, Analysis, and Writing.

To provide opportunities to enhance English fluency off campus, the Language Center organizes visits to cultural landmarks in Washington, D.C., which have included attending live oral arguments at the Supreme Court of the United States and meeting researchers at the Law Library of Congress. These outings are available to all LL.M. students.

The Language Center is available to participating LL.M. students throughout the academic year, during the winter break in January, and in the summer. For detailed workshop descriptions and schedules, to sign up for a conversation or writing group, or to receive notification of the visits to cultural landmarks, add the course “Language Center” on The West Education Network (TWEN), http://lawschool.westlaw.com/twen. For additional information about the Language Center, contact languagecenter@law.georgetown.edu.

**J.D. Seminar Papers**

**J.D. Legal Writing Requirement**

J.D. students must fulfill an upperclass writing requirement by: (1) successfully completing a seminar or clinic designated as meeting the legal writing requirement; or (2) completing a supervised research project that has been approved by the Associate Dean for the J.D. Program. In order to “qualify” a seminar as meeting the legal writing requirement, the seminar must be approved by the Curriculum and Academic Standards Committee. Most writing requirement seminars are taught by full-time or visiting faculty. Courses that meet the writing requirement meet for two hours each week but receive course credit for three semester hours.

If you are teaching a J.D. upperclass writing requirement seminar (WR), we encourage you to review the description of the WR requirement, particularly the technical requirements, in the Student Handbook at http://www.law.georgetown.edu/go/handbook. In a WR seminar, students are required to submit an outline, a first draft, and a final paper in consultation with the faculty member in addition to the technical requirements outlined in the Student Handbook. The first draft and final paper must be a minimum of 6,000 words (excluding footnotes), which is approximately 25 typewritten pages with customary margins and spacing.

Please spell out the relevant deadlines for the submission of outlines, first drafts, and final drafts in your syllabus and review that information with your students in the first class meeting. You should also establish a
calendar of meetings for providing feedback to students on their outlines, research plans, and drafts. If a student fails to meet one of the established deadlines or submits an outline or draft that is incomplete or inadequate, we recommend that you follow up immediately with the student in order to rectify the problem(s) early. It is much harder to address these problems later or at the end of the semester. We encourage you to contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors) if you would like to consult on an individual student issue or for overall guidance on handling the WR process.

In the past, we have occasionally had problems with faculty telling students that their seminar was a WR seminar, when it was not, in fact, approved and scheduled as such. This causes confusion both for the students and for the Office of the Registrar. If you have any questions about your course requirements, please contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors).

J.D. students may also satisfy the upperclass writing requirement by undertaking a two-credit Supervised Research project. Under this option, a faculty member works one-on-one with a student on a topic for which there is either no existing course offering in our curriculum or on which the student wishes to do further research and writing than is possible in an existing course or seminar. Students who complete a Supervised Research project are required to meet the same technical requirements outlined for WR seminar papers. Students must apply for permission to undertake a Supervised Research project through the Office of the Registrar. If you are asked by a student to supervise such a project and you have questions or concerns, please consult with Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Sally McCarthy (Visitors). There is an application process and a form that the student must have you sign and provide to the Office of the Registrar: [http://www.law.georgetown.edu/campus-services/registrar/course-registration/JD-Supervised-Research.cfm](http://www.law.georgetown.edu/campus-services/registrar/course-registration/JD-Supervised-Research.cfm).

NOTE: The graduate-level equivalent to Supervised Research is a Graduate Independent Research (GIR) project, through which LL.M. students may earn two credits. (Three credit GIR projects are allowed only in exceptional circumstances and must be approved by the Associate Dean of Graduate Programs.) GIR projects may be supervised by full-time, visiting, or adjunct faculty members. As with Supervised Research for J.D. students, supervision of a GIR involves a significant commitment of time on the part of the faculty member, who agrees to consult on topic selection, meet regularly to discuss research progress (we expect a minimum of three meetings), comment thoroughly on an outline and first draft submitted by the student, and read and grade the final work product. If a student approaches you regarding a GIR Project and you agree to oversee the project, please contact Sarah Jean Kelly in the Office of Graduate Programs at (202) 662-9319 or sarah.kelly@law.georgetown.edu for more information.

**Other J.D. Seminars**

Faculty members who teach seminars with a writing component that do not qualify for the J.D. legal writing requirement may require various forms of legal writing, including short papers; legal memoranda; discovery documents and briefs; etc. In order to satisfy Georgetown Law’s expectations for evaluating students, the aggregate minimum amount of written work in a two-credit seminar should be approximately 20-25 pages. Outlines and drafts are not required, but faculty have discretion to require students to submit an outline or a draft in their seminar. All students must submit their papers online through the Georgetown Law Online Exam/Paper Management System ([http://apps.law.georgetown.edu/exams](http://apps.law.georgetown.edu/exams)).
Grades

Georgetown Law’s academic policies require that each professor (or team of professors) personally grade the examinations of their students. This responsibility cannot be delegated to faculty assistants, colleagues or associates.

The faculty-approved recommended grading curve for first-year and upper level examination courses is below. The grade of A+ is intended to recognize truly extraordinary academic performance in a law school class. Because of this high standard, the A+ is not to be routinely awarded – even the best exam or paper in a class might not receive an A+. Please carefully consider whether any A+ grades that you award meet the truly extraordinary academic performance standard. If grades are significantly above or below the recommended curve, a dean, director, or the Assistant Dean and Registrar will discuss the grades with the faculty member.

A 12%
A- 19%
B+ 28%
B 31%*
B-
C+ 22%
C 8%
B- 2%
C+ 0%
C 0%
C- 0%
D 0%
F 0%

*Because the target percentage of grades of B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.

Seminars. Because of the nature of seminars, grades in these courses tend to be somewhat higher and the recommended grading curve does not apply. To give you some guidance, the following is the Fall 2013-Spring 2014 distribution of grades for seminars:

Fall 2013-Spring 2014 Seminar Distribution:

A+* 2%
A 34%
A- 32%
B+ 22%
B 8%
B- 2%
C+ 0%
C 0%
C- 0%
D 0%
F 0%

*Reserved for “truly extraordinary academic performance” and not routinely awarded.
The Office of the Registrar will provide professors with the students’ examination responses after each examination has been administered. The package will include information about the grade reporting process.

In the event that an exam answer is completely illegible, the Office of the Registrar has a procedure by which the student may re-copy the exam answer. If you encounter this problem, please contact the Office of the Registrar at (202) 662-9220 as soon as you become aware of the problem. Similarly, if you suspect that there has been a computer error with a type-written exam, please contact the Office of the Registrar.

Your grading process should be clear and documented. Use a grade sheet for each exam or exam question. We are finding an increased level of concern among students about grades, so you will be in a better position to discuss your decision if your records are clear and complete.

Examinations at Georgetown Law are graded on an anonymous basis. Students are assigned examination numbers to be used on their exam answers in lieu of names, social security numbers, or other identifying notations. The Banner student information system requires faculty to enter and submit raw scores and final grades online via MyAccess. You will submit “raw” exam scores after you have completed the initial, blind grading. As soon as you enter all the raw scores for a given category of students and click Submit, MyAccess will display the students’ names next to their exam numbers. You will then enter final grades, which may reflect factors in addition to exam scores, such as class participation, if you have previously advised the class that such factors would be taken into account when assigning grades.

If your course is a seminar, clinic, or skills course, the procedure is essentially the same, except such grading is generally not anonymous and, therefore, you will only enter the students’ final grades. Please note that in a WR seminar, you need to enter both a grade for a paper and a final grade for the seminar in MyAccess.

**Grade Changes**

If you have made an error in recording a grade or if you need to make adjustments to your grades in order to meet the Recommended Curve guidelines, you may make such changes yourself online, up until you submit the grades to the Office of the Registrar.

Once grades are final and posted for students to view, a grade may be changed only for demonstrable clerical error. After the grades have been posted, a student’s grade may not be changed as a result of a re-evaluation of student’s work product. If you wish to make a change to a previously submitted grade, because of a demonstrable clerical error, you will not be able to make the change yourself. You must contact the Assistant Dean and Registrar, Denise Sangster, at das232@law.georgetown.edu or (202) 662-9238, and provide the details of the error in the grade as posted. You should not communicate a possible grade change to the student unless the change has been approved by the Assistant Dean and Registrar. Students may not be given a substitute or repeat examination to raise a grade.

**The Pass/Fail Option**

Our pass/fail policy is intended to encourage J.D. students to be adventurous in their course selection and to not be deterred from taking a course out of concern about their GPAs while also creating incentives for students to continue to work hard even in courses they are taking pass/fail. The basic rules are listed below.

The option is available for a maximum of seven credits and can be exercised in only one course per semester.
The option is contingent in the following manner. A student, at the time of enrollment in a class, would have to designate the class as one in which the option was being exercised. Halfway through the semester, the student must indicate to the Office of the Registrar the target grade the student hopes to receive in the course (the timing of this target grade selection gives the student the opportunity to take into account grades received in the prior semester). If the student earns the target grade or above, the actual grade appears on the transcript. If the student earns a grade below the target but at least a C, the student’s transcript reflects a pass. If the student earns a grade a C- or lower, the actual grade appears on the transcript. In short, the actual grade appears on a student’s transcript if it is the student’s target grade or above, or if it is below a C.

Required courses (including all first-year courses, the first year electives, Professional Responsibility, and WR writing seminars) are not available for this option, since a major goal is to encourage students to take courses they might not otherwise take. Courses that have a mandatory pass/fail component do not count against the 7-credit limit. These include externships, practicum courses with a field placement, upperclass Week One courses, and other courses that faculty teach on a mandatory pass/fail basis.

The presumption will be that all upperclass courses (except required courses) will be available to be taken pass/fail but faculty members have the right to opt-out. Your preference in the pass/fail option should be discussed with the Office of J.D. Academic Services when your course is being scheduled.

Graduate courses that are not cross-listed may not be taken pass/fail by J.D. students, but the pass/fail option is available to J.D. students in cross-listed courses if the faculty members permits. The pass/fail option is not available to LL.M. students except for mandatory pass/fail courses.

For more information about the policy and for exceptions to the policy, please refer to the Student Handbook and [http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/JD-Pass-Fail-Policy.cfm](http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/JD-Pass-Fail-Policy.cfm).

**Grading Deadlines**

For classes with final exams, the Office of the Registrar will send you a packet of important grading information including the exact dates on which exam grades will be due, your printed exam rosters, and curve guidelines. For classes with final papers, the Office of the Registrar will send you a packet of your papers and will include curve guidelines. Grades deadlines are also announced on the Office of the Registrar website at [http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/Grades.cfm](http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/Grades.cfm) and for professors requiring exams, are noted in the exam information email you will receive from the Office of the Registrar (see Appendix K).

Grades for graduating students are due on an expedited basis, especially for May graduates. The exam period for the Fall 2015 semester will run from December 8 through December 19, 2015, with a limited number of deferred exams for graduating students in early January. Final grades for all students for the Fall 2015 semester are due no later than 5:00 p.m. on Friday, January 15, 2016. The exam period for the Spring 2016 semester will run from May 3 through May 17, 2016, with a limited number of deferred exams for graduating students on May 18, 2016. Final grades for graduating students for the Spring 2016 semester are due no later than 12:00 p.m. on Friday, May 20, 2016. Commencement will be held on Sunday, May 22, 2016. Grades for non-graduating students for the Spring 2016 semester are due on June 3, 2016. For deadline information on all courses, including mini-courses, please visit the Office of the Registrar website. **Please arrange your personal calendar to leave sufficient time for grading your exams and papers.**
We cannot emphasize strongly enough how important it is to get your grades in on time. No student may graduate until each of her or his grades have been submitted to the Office of the Registrar. Further, all students are affected by late grades submission because no honors or averages may be calculated until all grades are submitted, and students note these honors and distinctions in their resumes and on applications. Students rely on their professors to submit grades by the grading deadlines. A student’s job search may be negatively impacted because of an incomplete transcript. Students need their grades for clerkship applications and interviews with law firms and other employers. An adjunct professor who fails to submit grades by the date and time announced by the Registrar’s office may be disqualified for reappointment. We appreciate your cooperation in meeting all grading deadlines.

**Release of Examination Questions; Retention of Examinations**

Upon the completion of each examination period (including deferred exams), copies of all examination questions given during that period will be filed with the Georgetown Law Library and made available to all students as study aids. No examinations will be withheld. Faculty members are asked to submit all scored exams and graded papers to the Office of the Registrar, 315 McDonough Hall, after submitting their grades. Under the rules of our accrediting associations, all papers and exams must be kept on file at Georgetown Law for one year unless returned to the students. Please return your exams or final papers to the Office of the Registrar as soon as you have completed your grading process.

**Examination Feedback Policy**

Georgetown Law faculty believe that information about the elements of superior student performance on examinations and other evaluated work should be part of the student’s learning process, and have adopted the following policy:

Each professor shall adopt appropriate and feasible procedures to provide “feedback” for each examination, paper, and other evaluated work, in each course. The purpose shall be to make available to any interested student the opportunity to review his or her evaluated work and information indicating what elements the professor believed were included in a superior performance on the evaluated work.

Each professor shall announce his/her feedback procedures during the first and last week of a class. As voted on by faculty, faculty members are required to provide feedback to students on their exams. Most faculty provide either: (a) a detailed feedback memorandum; or (b) a “best” exam (or a combination of “best” answers from a number of exams), accompanied by a brief addendum noting major issues not addressed and major errors on the “best” exam. Faculty members who choose the “best” exam option are free to submit more than one “best” exam to the Office of the Registrar.

When you submit students’ grades in My Access, you will be able to authorize the Office of the Registrar to submit a copy of your designated “best” exams(s), if any, to the Law Library. Each semester, library staff put the “best exams” and other exam feedback online for students to use as exam feedback.

Because some students will inevitably be taking deferred exams, the Registrar requests your cooperation in not posting any exam feedback before contacting the Office of the Registrar to determine if anyone in your class is scheduled for a deferred exam. Once you confirm that the Office of the Registrar has posted all of your students’
grades, you may consider sending an email to your students to outline your feedback process. Here is an example of the standard process for providing feedback to your students.

SAMPLE: Feedback Procedure

1. The professor notifies the Office of the Registrar of the best examination paper and provides a brief memorandum noting major issues not addressed and major errors on the best examinations. [The purpose is to make information available about what elements, in your judgment, illustrate a superior performance on the examination.]
2. The professor returns students’ examination papers to the Office of the Registrar. The exam questions and a copy of the best paper are sent to the Library for posting on the Library’s webpage under the link for past exams. Student examination papers are kept on file in the Office of the Registrar and are made available to students for review during each semester’s exam review period.
3. The professor offers students the opportunity to discuss the students’ exams on an individual basis.
Course Evaluations

At the end of each semester, but before the examination period, students are asked to conduct an online course evaluation. A few weeks before the semester ends, you will receive a memorandum from the Office of the Registrar that describes the process (see Appendix L).

Because we feel that the students’ feedback is so important, we ask that you give the students 15 minutes at the beginning of one of your last two classes to complete the evaluation forms. We also suggest that you leave the room while the students are completing their evaluations. Results of the survey are made available online to each professor, after grades are submitted, to help you evaluate your performance as a teacher. The surveys also are reviewed carefully by the Deans and Director and summary data is published for the students’ information.

You are welcome to ask your students to use the comment form to address specific questions you have about your course, such as the helpfulness of a simulation exercise.

These surveys are required and are a crucial factor in evaluating professors’ teaching and determining whether the professor will be invited back to teach in a subsequent semester. It is very important that you encourage all students to participate in the process. In general, successful faculty will receive overall ratings of 4.0 and above on a 1.0 - 5.0 scale. If the rating is under 4.0, we will discuss the ratings with you to ensure that this is a mutually beneficial experience.

Mid-Semester Evaluations

We encourage you to check with the students regarding their reactions to your course during the semester. It is not required, but many faculty find it very useful to ask the students to take a few minutes at the end of a mid-semester class to make anonymous comments and suggestions, especially any that would help with the conduct of the remaining classes. If students are concerned with exam anonymity, they can submit typed suggestions about the class so far. We do not have any special forms for mid-semester evaluations, and we are not expecting you to share the results with us. The feedback is for your own use in gauging the progress of your course.
Security

In the event of an emergency, contact Georgetown Law’s Department of Public Safety (DPS) Communications Center, located on the ground floor of the Gewirz Student Center, by calling the 24-HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325. If you need to contact a Georgetown Law administrator, call this emergency number and ask to speak with the Senior Administrator On Call (SAOC). DPS operates a security desk inside the New Jersey Avenue entrance of McDonough Hall that is staffed until 11:00 p.m., seven days per week, as well as a security desk inside the entrance to the Hotung building during the hours of operation of this facility. A DPS security desk is also located inside the entrance to the Edward Bennett Williams Library and is manned during all hours the Library is open.

Upon request, DPS officers will provide escorts in the evenings to persons walking to their cars parked in the immediate vicinity of the Georgetown Law campus. There are both yellow and white as well as blue emergency assistance call boxes located throughout the Georgetown Law campus. Simply depress the red button and you will be immediately connected to the DPS Communications Center 24-HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325.

Public Safety administers a Lost and Found Property Program and inquiries about missing personal articles may be made at the New Jersey Avenue Security Desk or by calling the Communications Center at (202) 662-9325.

HOYAlert: Emergency Notification System

Georgetown University’s emergency notification system, HOYAlert, is capable of providing notifications by text messaging, email, and telephone. These functions enhance existing tools to notify students, faculty, and staff in the event of a campus emergency. HOYAlert may be used to notify members of the university community in the event of a campus emergency or closure and class cancellations or delays as a result of inclement weather (see page 29 and http://www.law.georgetown.edu/campus-services/public-safety/inclement-weather-policy.cfm for information about the Class Cancellation Policy).

Text messages and other emergency notifications may be made at any time as incidents occur, 24 hours per day, 7 days per week, and 365 days per year. Your enrollment is essential in order for Georgetown Law to reach you quickly in the event of a campus emergency. To enroll in HOYAlert, log in to Employee Services in MyAccess with your NetID and NetID password at https://myaccess.georgetown.edu and click on HOYAlert (Emergency Notification System). If you wish to receive text messages, you will need to provide your text message number and check the box indicating that you are aware that there may be monthly charges applied to your bill by your phone provider.

If you do not have or cannot recall your NetID password, please contact Georgetown Law’s Law Center Service Desk at (202) 662-9284 or help@law.georgetown.edu. To request a reset of your NetID password, you must update your password through the Georgetown NetID Password Management System (https://password.georgetown.edu), or call the UIS Helpdesk at (202) 687-4949 to reset your password over the phone.
**Evacuation Procedures**

Georgetown Law conducts drills from time to time. Whether it is a drill or a real emergency, please evacuate the building immediately any time the alarm bells are activated. Do not congregate in the G Street Quad or on the Tower Green. Leave the area and go up New Jersey Avenue until you reach a safe place. Do not return to the building until you are notified that it is safe to do so.

Note: During an evacuation of the building, the elevators will not be in operation. Do not attempt to use the elevators during such emergencies. Should you find yourself in an elevator when the alarm sounds, do not panic. An engineer or the Fire Department will bring all elevators to the 1st floor and open the doors.

**Shuttle Service**

Members of the Georgetown Law community are encouraged to utilize the free Union Station Shuttle Bus whenever possible. The shuttle, which operates in the evenings, from 5:00 p.m. to 12:30 a.m. (with the exception of a 30-minute driver break from 9:30 p.m. to 10:00 p.m.), is the safest and best way to travel to and from between Georgetown Law-Union Station and Georgetown Law-Capitol Hill/Northeast (NE), DC, especially at night. On week nights, the shuttle leaves from 1st Street by the Hotung Building sidewalk at 9:10 p.m. to accommodate students getting out of evening classes. At other times, the shuttle departs from 1st Street by the Hotung Building sidewalk every 30 minutes. The shuttle picks up and drops off passengers at Union Station near the stop sign on Columbus Circle, near the escalators leading to the Metro station, and makes drop offs before returning to Georgetown Law at:

- The corner of 3rd Street and Massachusetts Avenue, NE;
- The corner of 6th and F Streets, NE; and
- The corner of 6th Street and Maryland Avenue, NE (across from the Imani Temple).

You must present your GOCard to the shuttle driver when boarding at Union Station.

Union Station shuttle schedules are available at the New Jersey Avenue Security Desk and on the shuttles. Georgetown Law provides a free Union Station Shuttle Bus operating from 5:00 p.m. to 12:30 a.m. The shuttle schedule and route map is available at the New Jersey Avenue Security Desk. You must present your GOCard to the shuttle driver when boarding at Union Station.

**GUTS Bus to Main Campus**

The Georgetown University Transportation Shuttle (GUTS) bus service provides free shuttle service between Georgetown Law and the Main Campus. A GUTS bus schedule can be obtained at the Office of Student Life, 170 McDonough Hall. Note: You must show your Georgetown Law GOCard to utilize the GUTS bus.

**Food Service**

**Market Café**

The Bon Appétit Management Company operates the food services program at Georgetown Law. The Market Café is located on the 1st floor of McDonough Hall. It features a variety of menu selections, including hot entrees, sushi, pizza, a full salad selection, grab-and-go sandwiches and salads, a deli bar and a full grill. A
A variety of beverages are offered, including gourmet-flavored coffees and an assortment of bottled beverages and juices. Menus and hours of operation are posted at the entrance to the café and online at http://georgetown-law.cafebonappetit.com.

**Sweet Yo**

Just outside the Market Café in McDonough Hall is Sweet Yo, featuring a variety of frozen dessert treats. Additionally, there is a full espresso bar serving Starbucks coffee, tea, lattés, cappuccinos and much more.

**Subway Café**

The Subway Café is located in the Hotung and Sport and Fitness Center Lobby. Offering all of the standard Subway salads and subs, the café also offers a full variety of breakfast sandwiches, coffee, espresso-based drinks, pastries, and other savory snacks.

**Bon Appétit Catering**

The catering office provides a variety of services at Georgetown Law, from coffee breaks to formal dinners. Contact Keith Crunk, Catering Director, at Keith.Crunk@cafebonappetit.com to place a catering order or stop by the food service office (located in the main dining area in McDonough Hall) to discuss catering needs.

**Vending Machines**

There are beverage and snack machines in several locations: the Market Café seating area; in the kitchen next to the Faculty Lounge on the 5th floor of McDonough Hall, on the 1st floor of the Edward Bennett Williams Law Library; in the 3rd floor copy room of the Edward Bennett Williams Law Library, in the TV lounge located in the Gewirz Student Center; and in the Staff Lounge located on the lower level in Gewirz. Additional vending is located in the Sport and Fitness Center on the 3rd and 4th floors and in the Hotung International Building on the 1st and 6th floors.

**Continuing Legal Education (CLE) Courses**

All courses and conferences offered by our Department of Academic Conferences and Continuing Legal Education (ACCLE) are available to faculty without registration fees. Additionally, electronic versions of all course materials are available, whether or not you are able to attend a particular program. If you wish to attend a CLE course or need additional information, please contact the CLE office at (202) 662-9890. The fax number is (202) 662-9891. The CLE office is located in Suite 6000 of the Hotung International Law Building. For a schedule of upcoming courses, please visit the website at http://www.law.georgetown.edu/cle.

**Career Services**

**J.D. Career Services**

The Office of Career Services at Georgetown Law provides a variety of services to students, alumni/alumnae, faculty and employers. Staffed with professional career counselors, the ongoing services include individual career assessment and planning; instruction in job seeking strategies; resume preparation; interview training through mock practice sessions and workshops; and general job market orientation through programs, panels and webcasts on subjects that range from types of practice to new trends in the legal profession. A Resource
Library of books, periodicals, webcasts and audiovisual materials is available for use by all members of the Georgetown Law community.

The Office provides information on part-time, full-time, summer, temporary and permanent job openings. Faculty members who seek a student research assistant are encouraged to list such openings through the J.D. Office of Career Services. These listings are available online in our password-protected database; students and alumni/alumnae can also access the job listings from an outside computer via the internet. The Office also sponsors and arranges Fall and Spring interview programs, as well as regional interview programs in cities around the country.

Alumni who are making a career change and would like assistance with the process are encouraged to call the office and schedule an appointment with the Director of Alumni Career Services or the Assistant Director, Recent Graduates at (202) 662-9300.

The Office is open from 9:00 a.m. to 5:30 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Fridays during the academic year. During semester breaks and all week during the summer, the Office is open from 9:00 a.m. to 5:00 p.m. If you have questions or require additional information, please contact the Office of Career Services at (202) 662-9300 or visit 328 McDonough Hall.

Graduate Career and Professional Development

Georgetown Law’s Graduate Career and Professional Development advisors are experienced attorneys with significant private and public sector practice experience, who provide professional development and career counseling services to U.S.-and foreign-trained LL.M. students in all degree and Certificate programs. Graduate Career and Professional Development advisors conduct group and one-on-one career counseling sessions, organize job search and professional development workshops, advertise employment opportunities for LL.M. students in a weekly newsletter, and manage and participate in LL.M. recruitment programs. Graduate Career and Professional Development advisors work to develop a strong network of resources among students, alumni, faculty, and employers.

For more information, please contact Graduate Career and Professional Development by telephone at (202) 662-9036 or via email at gradprofdevp@law.georgetown.edu.

Office of Public Interest and Community Service

The Office of Public Interest and Community Service (OPICS) is the primary career office for J.D. students interested in exploring public interest and government legal opportunities. The office also coordinates the Law Center’s extensive pro bono program, which encourages and facilitates pro bono service by students and other members of the Law Center community. OPICS administers the Law Center’s guaranteed summer funding program and Pro Bono Pledge initiative, advises J.D. students and alumni on internships and post-graduate employment, and conducts dozens of career-related programs each year. OPICS is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. For more information, please contact Kim Matthews at (202) 662-9655 or visit 212 McDonough Hall.
APPENDIX A: CHECKLISTS
CHECKLIST #1
Getting Started at the Law Center

☐ Appointment Letter
Check your appointment letter from the Dean. Is the course, day, time and compensation information correct? If not, please call your Law Center liaison.

☐ Payroll and HR Paperwork for Adjunct Faculty
Complete payroll forms and complete the required personnel forms provided by the J.D. Academic Services and Graduate Programs Offices. Please return the originals of these documents to Payroll Manager, Melvinia Towns, 583 McDonough Hall. If you do not receive these forms before the start of the semester in which you teach, please contact your Law Center liaison or Ms. Towns at (202) 662-9050 or townsm@law.georgetown.edu. We strongly encourage you to enroll in direct deposit at gms.georgetown.edu.

☐ Payroll and HR Paperwork for Visiting Faculty
Immediately upon arrival to campus, contact Ms. Melvinia Towns, Payroll Manager, to obtain and complete payroll and HR forms. Ms. Towns will identify which forms you need to fill out. You may reach Ms. Towns at (202) 662-9050 or townsm@law.georgetown.edu. Her office is located at 583 McDonough Hall.

☐ NetID and Law Email
About two weeks after you submit your payroll/HR forms, your NetID (electronic ID) and Law Center email address will be generated. You will receive notification of its creation in a welcome message from our IST department. At this time, you will be asked to change your password from the default password that is assigned to all new accounts to a password of your own choosing. You will have 72 hours to do so before the temporary password expires. You can also elect to forward your Georgetown Law email to the email account you regularly use. This will ensure you do not miss emails from Georgetown Law staff or students.

☐ GOCard
Two business days after you receive the aforementioned email from IST notifying you that your NetID has been generated, you should obtain your GOCard (Georgetown Law’s identification card). To inquire about your NetID status, please contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts) or Faculty Support (Visitors). You may also contact the GoCard office at (202) 662-9915 to discuss how to obtain your GoCard.

☐ RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct
All adjunct and visiting faculty members are required by the University to take this online course. Please complete the training before the start of the semester. To complete the training, please go to: http://respect.georgetown.edu.

☐ HOYAlert System
Register to receive emergency alerts that affect Georgetown Law through the University’s Emergency Notification System, HOYAlert, by logging in to the MyAccess website and clicking the HOYAlert section (see page 48). The Emergency Notification System will be used to notify you of class cancellations or delays as a result of inclement weather and other important operating status updates or news.

☐ Parking
Obtain a parking hangtag if you intend to drive to Georgetown Law. You also will need your GOCard (see page 7) in order to access the garage. For information about parking, call the Office of Facilities Management at (202) 662-9331.
CHECKLIST #2
Preparation to Teach Class

☐ **Syllabus**
Draft your syllabus to clearly explain all course requirements and policies, your evaluation procedures, and your contact information. Review the syllabus during the first class session. Please send a copy of your course syllabus to your Law Center liaison at the start of the semester.

☐ **Course Materials**
If you plan to compile a reading packet to supplement, or in lieu of a casebook, please review the information on Course Materials beginning on page 13.

☐ **Book Orders**
Submit your book orders to the bookstore EARLY (now for Fall 2015; mid-October for Spring 2016) to Paul Concannon, Course Materials Manager, at pjc241@law.georgetown.edu or (202) 662-9628.

☐ **First Class Reading Assignment**
Send the details of any reading that students should complete prior to the first class to the Office of Faculty Support and Campus Services at facultysupport@law.georgetown.edu for posting online.

☐ **Learning Management Systems**
Consider whether you want to create a webpage for your course or seminar. See page 17 for more information.

☐ **Course Reserve**
Notify Jelethia Williams in the Williams Library of any items to be placed on course reserve at (202) 662-9132 or jt2@law.georgetown.edu.

☐ **Class Roster**
Obtain initial class list online through MyAccess. The class list will change throughout the Add/Drop period, therefore checking online will give you the most up-to-date list of students. You can also view, in priority order, the students who are on the waitlist for your class(es). You will want to update your class list after the Add/Drop period and again sometime during the following month. For assistance navigating the MyAccess system, please contact the Office of the Registrar (lawreg@law.georgetown.edu or (202) 662-9220).

☐ **Waitlists**
These can be viewed online via MyAccess. Please refer students who have questions about their status on a waitlist to the Office of the Registrar. Please do not promise a seat to a particular student. If you have enrollment questions, please consult with your Law Center liaison or the Assistant Dean and Registrar, Denise Sangster. If you would like to expand your class size to accommodate more students from the waitlist, please contact Sarah Hulsey (J.D. Adjuncts), Sarah Jean Kelly (LL.M. Adjuncts), or Sally McCarthy (Visitors) before or during the Add/Drop period and before saying anything to the students.

☐ **Teaching Seminars**
We encourage you to attend the teaching seminars offered throughout the fall and spring semesters. Should you have any questions about them, or wish to suggest a topic, please contact Sarah Jean Kelly at sarah.kelly@law.georgetown.edu.
CHECKLIST #3  
First Day of Class

☐ Attendance  
Please take attendance using the class list available through MyAccess. If you are uncertain if a student present in the classroom is enrolled in your course, please contact the Office of the Registrar at (202) 662-9220 or lawreg@law.georgetown.edu.

☐ Office Hours/Your Contact Information  
Tell students how they can best reach you and your office hours. Provide all relevant contact information.

☐ First Class Agenda  
Review your syllabus and the academic calendar with your class. Make sure to note the following:

- Are there any legislative days that affect the class (i.e., class days rescheduled due to holidays listed in the academic calendar)?
- If you assign a final paper, please indicate how late papers are treated (e.g., the penalty system).
- If your class is a mini-course (e.g., a weekend or bookend course), note that the last class session is the last day to withdraw (see page 24 regarding withdrawal policies).
- If you have opted out of the default course withdrawal rules and will require professor permission to withdraw from your course, explain the instances – such as submitting a first-draft of a paper – that would lead you to deny permission to withdraw (see page 24 regarding withdrawal policies).
- Any modifications that you may be making to the duration of the exam period for take-home exams.

For regular, semester- or year-long courses, students will have up to and including the last class for the semester, as published on the Academic Calendar, to withdraw from your course. See page 24 for various exceptions.

Discuss all course requirements and plans for the evaluation of students:

- Will there be a final exam or final paper?
- If there will be an exam, what is its format, including length of exam?
- Will the final exam be closed or open book? (We strongly discourage limited open book exams where only certain materials are allowed because limited open book exams are difficult to monitor.)
- Do you have an attendance policy? (see page 26 for our expectations regarding attendance)
- Will class participation be taken into account in the final grade?
- If you are requiring a final paper or you are teaching a Writing Requirement (“WR”) seminar, when are the due dates for the outline, first, and final drafts?
- What type of feedback will you provide on exams or papers?
- Will there be any other projects that will be included as part of the final grade?

This information should be repeated during the second week of classes for the benefit of enrolled students who added the class during the first week of the Add/Drop period but may have missed the first class meeting.

NOTE: We strongly discourage making changes to the course requirements from those announced at the beginning of the semester as students rely on these initial announcements in making their final course selections, planning out their semesters, and planning for exams.
CHECKLIST #4
Last Day of Class

☐ Research Paper Deadlines
Remind students of research paper deadlines. Have you given an extension beyond the end of the semester to non-graduating students? If so, have you notified the Office of the Registrar?

☐ Online Evaluations
Allot 15 minutes at the beginning of one of your last class sessions for students to complete the online evaluation (see Appendix K). Please leave the room while your students complete their evaluations.

☐ Exams
Write a new exam with different questions each semester. Do not use exam questions from any commercial or non-commercial materials. Because past exams are available online on the Library’s webpage for student review, it is critically important to draft a new exam with different questions for each exam period. If you are a new visiting faculty member, you may want to share with your students some past exams from your home school to give students a sense of the exams you write. If you are a new adjunct faculty member you may wish to identify exams in our library archives that are similar to the exam you plan to give. Describe your exam (e.g., your general approach, page or word limits). Repeat information from the first week of class as to materials allowed in the exam.

☐ Grades
Remember that once final grades are entered, a passing grade may not be changed except to correct a demonstrable clerical error. If you have any questions in this regard, please consult the Assistant Dean and Registrar, Denise Sangster, (202) 662-9238 or das232@law.georgetown.edu before communicating with students who question their grade.
The Express ID Request and Deposit and Student Advantage Sign Up Form

Law Center

The GOCard is the official identification card of Georgetown University Law Center and is required to gain access to all buildings on campus. You can also make a deposit onto your card to purchase items in the cafeteria and vending machines, the bookstore and for off-campus restaurants. If you park on campus, it will provide access to the garage. In order to avoid waiting in line when you arrive on campus, you can send in your photo by mail or email in order for your GOCard to be ready for you when you arrive on campus. The Student Advantage Discount Card provides students, staff and faculty with exclusive discounts up to 50% off at more than 15,000 locations nationally. Sample partners include: Amtrak, Greyhound, Loews Cineplex Entertainment Theaters and UrbanOutfitters.com.

- Visiting Faculty
- J.D. Adjunct Faculty
- LL.M. Adjunct Faculty

Just follow these easy steps:
1. Write your full name, student UID number and last 4 digits of your social security number in Section 1 below.
2. Tape photo in Box A. (Please do not staple or apply tape on the front part of photo)
3. Complete payment information in Box B for Student Advantage Sign Up or to deposit funds onto your GOCard.
4. *Or, email your photo to gocard@law.georgetown.edu. Emailed photos must be in .jpg or .bmp format. (Photos and applications must be emailed separately)
5. Please allow five business days for processing.

Section I. Name: ____________________ UID Number: ___________ NetID: ___________

(A) Tape Photo Here

A. Choose your Student Advantage Card:
- One Year Card - $20.00
- Three Year Card - $40.00
- Four Year Card - $50.00

Sign the agreement (Only required for the GOCard with Student Advantage sign up)

I authorize Georgetown University to provide the following information to Student Advantage:

Name, graduation year, permanent and local address, univ ID number, and the 16 digit GOCard Number (which is also the Student Advantage Card Number.)

Signature: ___________________________ Date: ______________

B. Amount to be deposited on GoCard:
- $50
- $100
- $150
- Other__________

Deposits can also be made to your GOCard with cash using any VTS machine located in the Library, Fitness Center, Gewirz, and in McDonough Hall. You can also deposit funds using your credit card or a check in the GOCard Office located in room 101A. Credit Card payments are accepted using the Online Card Office at http://gocard.georgetown.edu. Depositing funds into your GOCard accounts indicates full agreement with the GOCard Terms & Conditions. See Terms & Conditions at www.law.georgetown.edu/gocard

Return application, your photo and/or payment by mail or in person to:
Georgetown University Law Center-GOCard Satellite Office
600 New Jersey Avenue N.W. Room 101A
Washington, D.C. 20001
(202) 662-9915 (Office Phone) (202) 662-9383 (Fax)
gocard@law.georgetown.edu (email)

If you have decided to email your photo and would like to have funds deposited to your GOCard with a credit card, please fax this application to the above fax number.

(This application only needs to be sent if you decide to send your photo by mail, add funds to your GOCard or request Student Advantage)
LAW SCHOOL TEXTBOOK PUBLISHERS  
(last updated June 2015)

This is a compilation of information from frequently used publishing companies.

**ABA Books**  
American Bar Association  
Publication Orders  
PO Box 10892  
Chicago, IL 60654-7598  
website: www.ababooks.org  

**Telephone:** (800) 285-2221  
(M-F, 7:30-5:30pm Central)  
**Fax:** 312-988-5528  
**email:** orders@abanet.org

**How to receive an examination copy:** Request through Customer Service or Sales Representative.

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**Aspen Legal Education**  
Wolters Kluwer Law & Business  
130 Turner Street, 4th Floor  
Waltham, MA 02453  
website: www.wolterskluwer.com/WK  

**Contact:** Kristin Ix  
**Mailing Address:**  
5 Padauk Court  
Baltimore, MD 21234  
**Telephone:**  
(410) 882-3199 or,  
(800) 950-5259  
**email:** kristin.ix@wolterskluwer.com

**How to receive an examination copy:** Contact Kristin Ix via telephone, email, or mail to request an examination copy. Include the title of the book requested, author, ISBN, course you teach, current book you are using for the course, when you plan to teach the course next, estimated enrollment, your name, your position, your school name, address, and daytime phone number. Examination copies may also be ordered through the website, although this route may take longer.

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**Carolina Academic Press**  
700 Kent Street  
Durham, NC 27701  
website: www.cap-press.com  
www.caplaw.com  

**Contact:** Linda Lacy  
**Telephone:** (919) 489-7486, Ext. 128  
**Fax:** (919) 419-0761  
**email:** linda@cap-press.com

**How to receive an examination copy:** Requests can be submitted online at www.caplaw.com. Copies can also be requested by email as well as by fax or mail as long as all the institutional information is given. Send an email or a letter via fax or mail on school letterhead with the name of the course, when it will be taught, approximate enrollment and the name and author of the requested book. Please send email requests to: comp@cap-press.com.

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**CCH Inc., A WoltersKluwer Business**  
4025 W. Peterson Avenue  
Chicago, IL 60646-6086  
website: www.cch.com  

**Contact:** Nathan Sultemeier  
**Telephone:** (972) 510-0620  
**email:** Nathan.Sultemeier@wolterskluwer.com

**How to receive an examination copy:** Mail or fax a letter on school letterhead with the book title and 8-digit book number, name of the course, approximate enrollment and when you plan to make an adoption decision regarding the textbook.

Complimentary desk copies of texts are provided as a courtesy when several conditions are met. If a teacher adopts in his/her course a CCH textbook for required student purchase, CCH provides the
instructor with a free copy of that book along with ancillary teaching support materials if such exist for the book.

In other cases, CCH provides an examination copy prior to adoption when there is a definite course scheduled and the textbook decision is not yet made. We definitely wish to discuss this with the instructor when such situation arises.

CCH does not provide free books for personal reference but offers these for purchase at a school discounted rate. For some of our books, CCH does not provide free copies at all but offers them at discounted rate and if the instructor then adopts that book for a class, CCH refunds purchase price when we receive an order for it from the school bookstore.

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**Foundation Press / West Academic**

444 Cedar Street
St. Paul, MN 55101

**Contact:** Paul Hellickson, Acct. Manager

**Telephone:** (651) 244-6300
(800) 313-9378

**Fax:** (651) 687-4464

**Website:** www.westacademic.com

**Email:** paul.hellickson@WestAcademic.com

**Examination copy policy and procedure:** Complimentary copies of casebooks and textbooks in a particular subject area are available to all instructors currently teaching in that subject area or assigned to teach in that subject area in the immediate future. The requested complimentary copy must be sufficiently on point so as to possess a realistic chance for classroom adoption. Teachers are asked to identify each course by title and brief description when requesting complimentary copies. Complimentary copies are intended for professor review and not for sale. If any of the books are needed for any other purpose, they are available to teachers at the customary 20% professional discount.

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**LEXIS NEXIS**

(a division of LEXIS Publishing)

625 Watson Avenue
Charlottesville, VA 22901

**Contact:** Ms. Lyndon Whitmore

**Telephone:** (800) 344-3730, ext. 4410

**Fax:** (434) 244-0832

**Email:** mary.whitmore@lexisnexis.com

**Website:** www.bender.com or www.lexis.com/bookstore

**How to receive an examination copy:** Contact Customer Service at (800) 833-9854, and press option 5. Ask to speak with Special Accounts in order to request a complimentary copy. Alternatively, request one through Ms. Whitmore (contact info above).

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**Research Institute of America Group**

**Contact:** Cindy Jones

**Telephone:** (888) 800-9553 or
(800) 950-1216

**Fax:** (855) 705-1408

**Email:** Cynthia.jones@thomsonreuters.com

**Website:** www.ria.thomsonreuters.com/education

**How to receive an examination copy:** You may examine and use any publication for 30 days without cost. Contact one of the sales representative at the (800) numbers. When submitting a request, please include, the professor’s name, shipping address, course information (name and number), semester, and the title of the book requested.

**Complimentary Examination Copy Policy:** Complimentary examination copies of RIA books are available to all instructors currently teaching, or assigned to teach future courses. The requested complimentary copy must be relevant to the subject matter so as to possess a realistic chance for classroom adoption as a required text. We ask professors to identify each course by title and to include a brief course description when requesting complimentary copies. Requests sent to an off-campus address must be requested either by the academic department or may be requested by fax on university letterhead.
How to receive an examination copy:
THOMSON REUTERS COMPLIMENTARY REVIEW COPY POLICY: Complimentary copies of our books are available to professors who have not previously received a copy of the requested book and who are currently teaching courses where the particular Casebook may be considered and possibly adopted for classroom use. The policy extends to titles in the Hornbook Series, Nutshell Series, Black Letter Series and Exam Pro Series, which may be recommended for collateral reading. We request that you provide us with the name of the course you are assigned to teach when making a request for examination copies of our publications. The request form can be found here: http://legalsolutions.thomsonreuters.com/law-products/promotions/request-complimentary-title.

This policy has been formulated with the dual purpose of providing professors with copies of all of our publications suitable for use in their classes or for collateral reading by their students while at the same time attempting to keep the student price of Casebooks, Textbooks, Hornbooks, Nutshells, Black Letter Reviews and Exam Pro as low as possible.

NOTE: Books provided on a complimentary review basis are for the instructor’s personal use and may not be sold or given to vendors for resale.
COPYRIGHT POLICY
Department Of Faculty Support And Campus Services
Georgetown University Law Center

Georgetown Law recognizes and respects intellectual property rights and limits. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works. We are also committed to minimizing unnecessary costs to our students and environmental impacts of unnecessary printing.

The Department of Faculty Support and Campus Services has designated the Faculty Manuscript Editor as the copyright officer to administer copyright policies at Georgetown Law. The Faculty Manuscript Editor, Susanna K. F. McCrea (skf29@law.georgetown.edu), is located in 477B and can help you determine how to handle any special copyright issues. Questions concerning copyright procedures should be addressed to the Faculty Manuscript Editor.

For your convenience, basic copyright guidelines can be found below. Page 2 addresses when permission is not required. Page 3 addresses when permission is required. Pages 4–6 provide a fair use checklist if you need to determine whether a proposed use is fair.

IMPORTANT NOTE: Any materials that can be found online or through library resources (Westlaw, Lexis, Proquest, Heinonline, etc.) may not be included in new and unedited coursepacks. Instructors must instead provide links to the materials in their syllabi/coursepacks or provide the citation for their students to access the materials through these resources. Please do not submit copyright requests for linked materials. Georgetown Law will not process such requests, as no copyright permission or fair use analysis is needed when using links.

This policy may not apply to coursepacks with highly edited materials. We may also make short-term exceptions for existing coursepacks where switching would be burdensome. Faculty who have materials that fall into one or both these categories should email Anna Selden (as78@law.georgetown.edu), who can authorize exceptions. If you are constructing a new coursepack and are not editing the materials (e.g., you are simply assigning a page range from an article), the policy will apply.

If you are having difficulty locating links to particular materials, please contact Library Faculty Services at lawfacserv@law.georgetown.edu or Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu. Links can be made available within your course materials or can be posted on a course management website. More generally, we encourage you to use a course management website for your supplementary materials, for the convenience of students and the lower cost and environmental impact of electronic materials.
Basic Copyright Guidelines for Coursepacks:

All Materials:

All materials included in the coursepack must include the source citation and a notice of copyright (where applicable) for each item.

What does not require permission?

- Anything in the public domain, including cases, statutes, and other works of the federal government, as well as anything published before 1923. Other later works may be in the public domain depending on other factors. Anything by a nongovernment source from after 1989 is probably not in the public domain.
- Anything that has a Creative Commons license or other similar license allowing its free reuse for educational purposes. For example, many law reviews allow such use; you may have to check the law review’s front matter or website if an individual article doesn’t specify.
- Anything that is fair use. A fair use checklist is included at the end of this document, starting on page 4.

If you are using original, unedited versions of cases or other works for which permission is not required, rather than including the entire text, you may wish to provide the citation and request that the students go to Westlaw or Lexis to obtain the material. While we do not pay copyright fees for those materials, decreasing the number of pages in your course pack will reduce the cost to the students in your course. You can also do this by posting edited versions on your course management website.

Faculty with questions about whether materials require permission can contact Michelle Wu (mmw84@law.georgetown.edu), who knows a lot about copyright and is happy to provide advice.
Obtaining Copyright Permission for Coursepacks

**Reminder:** You don’t need to conduct a fair use analysis or obtain permission when you are using links. If you are having difficulty locating links, please contact Library Faculty Services at lawfacserv@law.georgetown.edu or Thanh Nguyen at (202) 662-9073 or nguyent2@law.georgetown.edu. You may make the links available within your materials or they can be posted on a course management website.

You must obtain copyright permission to reproduce copyrighted materials when (1) they are not available under a free license and (2) your use goes beyond fair use. For any materials that are not available through links and for which permission is required, faculty must submit requests for copyright permission through the Office of Faculty Support.

You must submit an online Copyright Permission Request Form for each document or publication for which you are seeking copyright permission. Please obtain and submit this online form (also at [http://www.law.georgetown.edu/forms/form.cfm?FormID=342](http://www.law.georgetown.edu/forms/form.cfm?FormID=342)).

**Please note:** Faculty Support will submit your request for copyright permission online, so it is very important to provide all the information the form requests. Once you have entered the information for one publication, enter the validation code (with no spaces) and click “Submit Form.” You will need to submit information for one publication at a time, but you may include multiple page ranges from the same article/book in the same submission form. Please contact Susanna McCrea at (202) 662-9451 or skf29@law.georgetown.edu for questions regarding copyright permission.
Fair Use Checklist

Name: ______________________________________________________________________
Date:   _____________________________________________________________________
Course and Term: _____________________________________________________________
Title of Copyrighted Work:  _____________________________________________________
Author and Publisher:  __________________________________________________________
Portion(s) to be used (e.g., pages, timer counts): _____________________________

Instructions: Where the factors favoring fair use outnumber those against it, reliance on fair use is justified. Where fewer than half the factors favor fair use, instructors should seek permission from the rights holder. Where the factors are evenly split, instructors should consider the total facts weighing in favor of fair use as opposed to the total facts weighing against fair use in deciding whether fair use is justified. Not all of the facts will be present in any given situation. Check only those facts that apply to your use. No single item or factor is determinative of fair use.

Factor 1: Purpose and Character of the Use

<table>
<thead>
<tr>
<th>Weighs in Favor of Fair Use</th>
<th>Weighs Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Nonprofit Educational Institution</td>
<td>☐ For public distribution</td>
</tr>
<tr>
<td>☐ Noncommercial, nonprofit educational use</td>
<td>☐ Commercial activity, profit from use</td>
</tr>
<tr>
<td>☐ Purpose of teaching (including multiple copies for classroom use) and/or scholarship or</td>
<td>☐ Used for entertainment</td>
</tr>
<tr>
<td>criticism, comment, reporting, or parody</td>
<td>☐ Mirror image copying (no new meaning, message, or purpose)</td>
</tr>
<tr>
<td>☐ Transformative (use changes work for new meaning, message, or purpose, e.g.,</td>
<td></td>
</tr>
<tr>
<td>juxtaposing excerpts to provide critical insights; exposing weakness or deep structure</td>
<td></td>
</tr>
<tr>
<td>of original)</td>
<td></td>
</tr>
<tr>
<td>☐ Use is necessary to achieve your intended educational purpose</td>
<td></td>
</tr>
</tbody>
</table>

Overall:

☐ Factor Weighs in Favor of Fair Use

☐ Factor Weighs Against Fair Use
**Factor 2: Nature of Copyrighted Work**

<table>
<thead>
<tr>
<th>Weighs in Favor of Fair Use</th>
<th>Weighs Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Published work</td>
<td>☐ Unpublished work</td>
</tr>
<tr>
<td>☐ Factual/informational and educational in nature or nonfiction work</td>
<td>☐ Fiction or highly creative work (art, music, novels, films, plays, poetry)</td>
</tr>
<tr>
<td>☐ Non-consumable work</td>
<td>☐ Consumable work (workbook, test)</td>
</tr>
</tbody>
</table>

Overall:  
☐ Factor Weighs in Favor of Fair Use  
☐ Factor Weighs Against Fair Use

**Factor 3: Amount and Substantiality of Portion Used**

<table>
<thead>
<tr>
<th>Weighs in Favor of Fair Use</th>
<th>Weighs Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Decidedly small portion of work used (no more than 10% of work not divided into chapters or having less than 10 chapters or no more than 1 chapter of a 10 or more chapter work)</td>
<td>☐ Large portion or entire work used (more than 10% of work not divided into chapters or having less than 10 chapters or more than 1 chapter of a 10 or more chapter work)</td>
</tr>
<tr>
<td>☐ Portion used is not central or significant to entire work as a whole</td>
<td>☐ Portion used is central to work or “heart of the work”</td>
</tr>
<tr>
<td>☐ Amount taken is narrowly tailored to accomplish a demonstrated, legitimate purpose in the course curriculum; amount taken corresponds to instructor’s purpose and is not more than necessary</td>
<td>☐ Amount taken is more than necessary to accomplish a demonstrated, legitimate purpose in the course curriculum or is not narrowly tailored to accomplish a demonstrated legitimate purpose in the course curriculum</td>
</tr>
<tr>
<td>☐ Access limited to students enrolled in course for only the term of the course</td>
<td>☐ Access not limited</td>
</tr>
</tbody>
</table>

Overall:  
☐ Factor Weighs in Favor of Fair Use  
☐ Factor Weighs Against Fair Use
## Factor 4: Effect on Market for Original

<table>
<thead>
<tr>
<th></th>
<th>Weighs in Favor of Fair Use</th>
<th>Weighs Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Permission for digital excerpt is not readily available from publisher or Copyright Clearance Center at a reasonable price</td>
<td>☐ Permission for digital excerpt is readily available from publisher or Copyright Clearance Center at a reasonable price</td>
<td>☐ Permission for digital excerpt is readily available from publisher or Copyright Clearance Center at a reasonable price</td>
</tr>
<tr>
<td>☐ Decidedly small portion used</td>
<td>☐ Large portion or entire work used</td>
<td>☐ Large portion or entire work used</td>
</tr>
<tr>
<td>☐ User owns lawfully acquired or purchased copy of original work</td>
<td>☐ User does not own lawfully acquired or purchased copy of original work</td>
<td>☐ User does not own lawfully acquired or purchased copy of original work</td>
</tr>
<tr>
<td>☐ Use stimulates market for original work</td>
<td>☐ Use impairs the market or potential market for original work</td>
<td>☐ Use impairs the market or potential market for original work</td>
</tr>
</tbody>
</table>

Overall:

☐ Factor Weighs in Favor of Fair Use

☐ Factor Weighs Against Fair Use
# Georgetown Law Emergency Action Guide

*In the event of a threat, incident or injury, initiate a report immediately to DPS, (202)-662-9325.*

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
<th>In case of an Emergency notify DPS!</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS…………………... (202)-662-9325</td>
<td>DPS will notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the campus utilizing one or more of the following: email, public address system and HOYA Alerts.</td>
</tr>
</tbody>
</table>

## Fire

- Activate the nearest fire alarm pull station.
- Call DPS @ (202)-662-9325 State: (Your name) calling from location of fire (building name, room #)
- Calmly alert people in the building and evacuate the building by following EXIT signs.
- Do not use elevators, keep to the right, walk-do-not-run, remain calm, but take immediate action.
- Feel closed doors before opening – if door is hot, do not open.
- Remain outside the building until the Fire Department or management staff informs you that it is safe to return to the building or to leave the area.

## Bomb Threat

In the event you receive a bomb threat, contact DPS immediately. For security reasons, it is best to (when possible) avoid using a cell phone or two way radio when reporting the threat. Do not activate any fire alarms. In the event the threat is received by phone, try to document any pertinent information you can gather from the call. Follow all instructions that are given to you by DPS and/or other authorized personnel. If evacuation is required, do so calmly and follow the directions of DPS and/or the floor/building marshals.

## Evacuation

- Do not use elevators. Use stairwells – stay to the right and use handrails.
- Stay calm and exit the building quickly and proceed in an orderly manner to a designated emergency assembly point.
- Do not re-enter an evacuated building until instructed to do so by DPS or selected floor marshal.
- If possible, assist individuals with disabilities.
- If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.

## Suspicious Package/Mail

In case of suspicious mail or packages, following the recommended steps can minimize problems. If a suspicious letter or package is received or observed:

- **DO NOT OPEN IT!**
- Contact the DPS at (202)-662-9325.
- Give dispatcher description & location of mail/package.
- Follow the instructions given by DPS.
- Do not shake or empty the contents of any suspicious mail.
- Do not carry the package or envelope, show it to others, or allow others to examine it.
- Treat the scene as a crime scene.
- Alert others in the area about the suspicious envelope or package. Leave the area, close any doors, and take actions to prevent others from entering the area.
- If you touched the suspicious mail or package, wash your hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Evacuate the building or area if told to do so by DPS.

## Shelter/Secure in Place

During certain emergency situations and some weather emergencies, you may be advised to “shelter in place” rather than evacuate or leave the building. If there is an emergency that is a risk to the public, DPS will notify you by email and Hoya Alert. The outdoor public address system may also be activated. If you hear the public

## Active Shooter/Armed Intruder

If an armed shooter/ intruder incident occurs, the following actions are recommended:

- Go to the nearest room or office (do not stay in an open hallway).
- Close and lock the door, silence cell phones, turn off the lights and the audio equipment. Keep quiet and act as if no...
address system, follow the instructions and go inside. If you are told there has been a hazardous materials release or a public health issue, most often there is not enough time for evacuation. The safest immediate action is to shelter-in-place while listening for further instructions.

- Stay inside the building.
- DO NOT go outside to investigate.
- Close all windows and doors.
- If you have a prepared emergency kit with essential disaster supplies, such as bottled water, nonperishable food, flashlights, radios, first aid supplies, etc., take it with you.
- Follow instructions by DPS and Floor Marshals.

<table>
<thead>
<tr>
<th>Tornado/Severe Weather</th>
<th>Earthquake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado Watch: Conditions are favorable for tornado development. Stay tuned to any local radio or TV Station. Tornado Warning: A tornado has been spotted in the area.</td>
<td>Drop to the ground; take COVER by getting under a sturdy table or other piece of furniture; and Hold On until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not run out of the building during the shaking as objects may be falling off the building and cause serious injuries or death.</td>
</tr>
</tbody>
</table>
| • Stay calm and remain inside.  
• Seek shelter immediately in the lower level or an interior room of the building you are in. Get under something sturdy.  
• Remain on the lower level until an ALL CLEAR bulletin from the National Weather Service or Georgetown Law official is announced. | **After an Earthquake**  
Safely evacuate. Please note that aftershocks could happen. These additional shaking events can be strong enough to do additional damage to already weakened structures and can occur in the first hours, days, weeks, or even months after the main earthquake. |

<table>
<thead>
<tr>
<th>Medical Emergency on Campus and in the Classroom</th>
<th>Gas Leak</th>
</tr>
</thead>
</table>
| • Remain calm and call DPS immediately @ (202)-662-9325.  
• DPS will escort emergency personnel to the scene.  
• Clear the area around the victim and do not move or restrain the victim  
• Remain with the person until emergency responders arrive.  
• DPS officers are trained in first aid, CPR and how to use a defibrillator | - Notify DPS; they will notify fire department  
- Notify maintenance  
- Evacuate personnel from area of leak  
- Restrict access to affected area  
- Identify source and location of leak  
- Turn off gas at appropriate valve  
- Close all windows and doors of surrounding buildings  
- Shut down heating, ventilation and air conditioning (HVAC) system if appropriate  
- Avoid use of “walkie-talkies” in immediate area of gas leak  
- Ventilate the area of leak if possible |
SUICIDE PREVENTION

• Take all threats of suicide seriously.
• Remain calm.
• **DO NOT** leave the person alone if you can remain with them safely.
• Show support to the person without being judgmental.
• Immediately notify the Georgetown Law Department of Public Safety at (202)-662-9325 if you receive any information that a student, faculty, staff member or any other person has expressed a desire to commit suicide. Include your name, your location, phone number, the name and location of the suicidal person. Advise the Department of Public Safety if the person has access to any weapons.
• **If the situation is occurring OFF CAMPUS –call 911 immediately.**
• If weapons are present leave the area immediately.
• Follow the instructions given to you by the Georgetown Law Department of Public Safety and Georgetown Law senior administrators.
APPENDIX G: POLICY FOR AUDIO OR VIDEO RECORDING OF CLASSES
POLICY FOR AUDIO- OR VIDEO-RECORDING OF CLASSES

A. STANDARDS FOR STUDENTS

1. Recording by Students: Consistent with our mission of training lawyers who act with the highest standards of honesty, integrity and trustworthiness, and with respect for the legitimate interests of others, students are not permitted to record a class themselves by any means without prior express authorization of the faculty member. Violation of this rule may be deemed a violation of the Student Disciplinary Code.

2. Recording by the Law Center: The Law Center will record classes and make those recordings available to students only under the following circumstances and only if permitted by the faculty member:

   a. Recording by the Law Center for Individual Students: All students are expected to attend class regularly and to miss class only in exceptional circumstances. Therefore, the Law Center will make class recordings available for individual students only for the reasons set forth below and only with the approval of the appropriate Law Center administrator. Recording for individual students will be authorized only in the following situations:
      (1) serious medical situation or family emergency;
      (2) religious observance;
      (3) to provide reasonable accommodation for a student with a disability, after consultation with the Office of Disability Services;*
      (4) sanctioned participation in a Law Center approved moot court, mock trial, or ADR event held out of town;
      (5) appearance in court in connection with a clinic in which the student is enrolled;
      (6) rescheduled class; or
      (7) other comparably urgent reasons, and not including job interviews, vacation plans, minor illness, or work conflicts.

Students submit requests for the audio-recording of classes through the online request form located at http://www.law.georgetown.edu/ist. These requests are directed to the Office of J.D. Academic Services or LL.M. Academic Services, as the case may be. Recording that is done pursuant to an approved request of an individual student will be made available only to that student in streaming audio format. Students who receive or are provided access to a Law Center recording of a class under this section are prohibited from downloading** the recording to a computer or other electronic device, or distributing the recording or any portion thereof to anyone.

* Notwithstanding the Standards for Faculty set forth in the next section, the Law Center will audio-record even without faculty permission, with prior notice to the faculty member, where audio-recording is required by law as a reasonable accommodation for those with disabilities. Due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either video tape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and “shredding” of any recordings containing privileged information.

** Throughout this policy, “downloading” means “receiving and saving” the recording instead of receiving the recording via audio format for the purposes of listening.
b. Recording by the Law Center for the Entire Class: On occasion, the Law Center will record a class or classes and make the recording available to all students enrolled in that class. Such recording may be done at the request of an appropriate Law Center administrator on occasions when severe weather or similar conditions make it difficult for large numbers of students safely to come to the Law Center. Such recording may also be done at the request of the faculty. When classes are recorded under this provision, the recording will be made available to all students enrolled in the course in streaming audio format, but students are prohibited from downloading the recording to a computer or other electronic device, or distributing the recording or any portion thereof.

3. Distribution of Recordings Made by Students — Permission, Downloading and Distribution: If a student receives permission from a member of the faculty to record a class using equipment not provided by the law school, downloading such a recording to a computer or other electronic device, distributing such a recording to any other person or using the recording for any purpose other than the student’s own education is not allowed without express permission of the relevant member of the faculty. Unauthorized downloading or distribution of all or any portion of a permitted recording may be deemed a violation of the Student Disciplinary Code.

4. Retention of Recordings Made by the Law Center: The default rule is that class recordings made by the institution are only available to authorized students for 28 days after the date of the original recording. Recordings will be retained for longer periods:
   a. if a faculty member requests that a recording or recordings not be destroyed for some period of time; or
   b. if the original circumstance for recording the class continues to exist AND the student asks the appropriate administrator at least three days before the recording would normally be destroyed to retain the recording. Retention under this provision may be allowed for no more than 14 additional days.

5. Recordings Authorized by a Member of the Faculty: Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded either by students or by the Law Center, streamed to students, downloaded or distributed. If a member of the faculty authorizes any such actions, she or he may impose restrictions on the classes to be recorded, the students given access to the recordings, the extent of downloading and distribution allowed and the length of time the recordings will be retained. In the absence of any express limitation imposed by a member of the faculty, no recording of a class may ever be made available to any person not registered in the course.

Caveats: Recording may be limited by available technology or demand, by equipment failure or human error; this policy is not a guarantee of successful recording. Recordings will be provided or made available under the circumstances, in the manner and for the time period to be specified by the Law Center.

B. STANDARDS FOR FACULTY

1. Default Rule for Recordings Made by the Law Center: This policy limits unauthorized student recording, downloading and distribution of class recordings. Under the policy, IST will audio record a class when authorized and students will be provided with a recording of a class session(s) in streaming audio format only under certain limited circumstances. The policy is an “OPT-OUT” system for faculty. That is, classes are recorded by the Law Center and the recording is released to a student under limited approved circumstances unless the relevant member of the faculty affirmatively states that his/her classes may not be recorded. In the absence of a statement not permitting recording
of classes, the default position is that classes will be recorded. ***

2. Online Implementation: Unless a member of the faculty has requested that a class or a series of classes be recorded, the policy for institutional recording of classes at the request of a student will be implemented online. As noted above, students go online to request that a particular class be recorded. If permission is granted the student is notified and given authority to access a particular recording. Similarly every member of the faculty will be asked to fill out a recording preference form online each semester. The online faculty preference form will contain these options:

1. All the class meetings of your course(s) will be recorded, but the Law Center will only approve the release of a recording(s) to enrolled students meeting one of the limited circumstances set forth in the Recording Policy for Students (e.g., serious medical situation, religious observance or family emergency).
2. All the class meetings of your course(s) will be recorded and your students will have access without needing to seek approval from the Law Center.
3. No class recordings will be made, except for those class meetings that conflict with a religious observance.
4. NO class recordings will be made for any reason. No recordings will be made for classes that conflict with a religious observance or for any of the other reasons for which students may request access under this policy.

3. Recording at Request of or With the Permission of a Member of the Faculty: Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded by either students or the Law Center, provided to students in streaming audio format, downloaded or distributed in accordance with paragraph 5 of the student policy described above.

*** Notwithstanding the Standards for Faculty set forth in this section, the Law Center will audio-record even without faculty permission, with prior notice to the faculty member, where audio-recording is required by law as a reasonable accommodation for those with disabilities. As noted above, due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either video tape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and “shredding” of any recordings containing privileged information.
GEORGETOWN LAW
Rescheduled Class Notification

In order to expedite your request, please fill out this form completely.

<table>
<thead>
<tr>
<th>Professor(s)</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone #</td>
<td>Email</td>
</tr>
<tr>
<td>Name of Class:</td>
<td></td>
</tr>
<tr>
<td>Date of Canceled Class</td>
<td>Time (To-From, AM or PM)</td>
</tr>
<tr>
<td>of Canceled Class:</td>
<td></td>
</tr>
<tr>
<td>Room of Canceled Class:</td>
<td></td>
</tr>
<tr>
<td>Reason for Cancellation:</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Date of Rescheduled Class:</th>
<th>Time (To-From, AM or PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Assigned (Completed by Student Life)</td>
<td></td>
</tr>
</tbody>
</table>

*******

<table>
<thead>
<tr>
<th>IST Arrangements Requested</th>
<th>Information for the Office of the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Audio Recording of Class (PLEASE CIRCLE ONE):</td>
<td>Email Notification Requested (PLEASE CIRCLE ONE):</td>
</tr>
<tr>
<td></td>
<td>YES/ NO</td>
</tr>
<tr>
<td>Distance Learning: Does your class utilize McDonough 160/200 for distance learning students? (PLEASE CIRCLE ONE):</td>
<td>Other (Describe):</td>
</tr>
<tr>
<td></td>
<td>YES/ NO</td>
</tr>
</tbody>
</table>

* If your class is being canceled with less than 24 hours notice, please call the Office of the Registrar at (202) 662-9220 and choose option 6 on the phone menu. Thank you.

**Please Note:** All rescheduled classes are listed on the “Today” sheet.
Submit this request to: The Office of Student Life, McDonough 171
Fax: (202) 662-9261
Email: studentlife@law.georgetown.edu

<table>
<thead>
<tr>
<th>Room Assigned by:</th>
<th>Date:</th>
<th>Booking Code:</th>
</tr>
</thead>
</table>

Georgetown University Law Center, Office of Student Life
Revised 5.28.15
GEORGETOWN LAW  
Review Class Notification

In order to expedite your request, please fill out this form completely.

<table>
<thead>
<tr>
<th>Professor(s)</th>
<th>Today’s Date</th>
</tr>
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<tbody>
<tr>
<td>Telephone #</td>
<td>Email</td>
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<tr>
<td>Name of Class:</td>
<td>Type of Classroom Preferred:</td>
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<table>
<thead>
<tr>
<th>Date of Review Session:</th>
<th>Time (To-From, AM or PM) of Review Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Enrollment:</td>
<td>Room Assigned (Completed by Student Life)</td>
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</table>

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<thead>
<tr>
<th>IST Arrangements Requested</th>
<th>Information for the Office of the Registrar</th>
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<tbody>
<tr>
<td>Digital Audio Recording of Review Session (PLEASE CIRCLE ONE):</td>
<td>Email Notification Requested (PLEASE CIRCLE ONE):</td>
</tr>
<tr>
<td><strong>YES/ NO</strong></td>
<td><strong>YES/ NO</strong></td>
</tr>
<tr>
<td><strong>Distance Learning</strong>: Does your class utilize McDonough 160/200 for distance learning students? (PLEASE CIRCLE ONE):</td>
<td>Other (Describe):</td>
</tr>
<tr>
<td><strong>YES/ NO</strong></td>
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</tr>
</tbody>
</table>

* If your class is being canceled with less than 24 hours notice, please call the Office of the Registrar at (202) 662-9220 and choose option 6 on the phone menu. Thank you.

Forward Confirmation to:

Please Note: All rescheduled classes are listed on the “Today” sheet.

Submit this request to: The Office of Student Life, McDonough 171  
Fax: (202) 662-9261  
Email: studentlife@law.georgetown.edu

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<thead>
<tr>
<th>Room Assigned by:</th>
<th>Date:</th>
<th>Booking Code:</th>
</tr>
</thead>
</table>

Georgetown University Law Center, Office of Student Life

Revised 5.28.15
THE WRITING CENTER

GETTING GOOD SEMINAR PAPERS
by Jill Ramsfield with updates by Frances C. DeLaurentis

Teaching students how to communicate effectively in the legal discourse community can be exhilarating and intriguing on the one hand, exhausting and infuriating on the other. Work in the Writing Center, in the first-year program, and in upper level writing seminars has revealed some useful information that may help you get better seminar papers. The Writing Center is available to help individual students as they think about, write and revise their seminar paper, and Legal Writing Faculty are available to help WR seminar professors as they discuss the writing requirement with students.

DISCOVERIES FROM THE WRITING CENTER

We have reviewed both J.D. and graduate seminar papers. Students come to the Center for help in getting started, researching, drafting, and reviewing their work. We have observed the following:

1. Students do not have clear thesis statements. They have an idea, but have not articulated something creative or innovative about the idea. Few have actually written the idea in the form of a statement.

2. Students do not know where to begin their research. Scholarly research differs from memo and brief research and may be specialized for a particular subject. Students are unsure about the services.

3. Students do not have a clear idea of the purpose of the paper. They have apparently not considered possible purposes, such as to synthesize information previously unsynthesized, to criticize a recent opinion, or to offer a controversial perspective on a traditional argument, for example.

4. Students do not have a clear idea of the target audience. They are aware the professor will read the paper, but are unsure if that is the only audience to whom they should write.

5. Students are unaware of how to go about the scholarly legal writing process. Scholarship requires a different focus and approach than brief writing, both in researching and writing. Exhaustive research on a narrow topic requires different note-taking, for example, than writing a memo in a particular jurisdiction. The process of moving from a narrow thesis to a detailed explanation of that thesis differs from the process of moving from facts to issues to relevant law. Their time allotments for each task may vary enormously from previous writing experience.

6. Students are unaware of the standards for writing a good paper in a particular course. With only the Student Handbook explanation, some students do not know how to proceed. They have not seen samples of what a professor considers a good paper, nor have they discussed the
standards in class. They therefore may be working toward the wrong goals or standards for the paper.

Most students have experienced one or all of these problems. Combined, these problems may result in an unfocussed, disorganized attempt to discover a topic rather than a precise analysis of that topic. With these concerns in mind, you might consider the following approaches.

RESPONDING TO PAPERS

I. Defining Your Goals

If you have not done so in class or in writing, you might identify your goals for the paper. In addition to referring to the general summary in the Student Handbook, you might want to suggest specific goals for this paper.

A. To master a specific, narrow topic?
B. To demonstrate original analysis?
C. To synthesize material previously unsynthesized?
D. To research a subject in great depth?
E. To offer a text for other students to use for discussion?
F. To create a dialogue between professor and student on an esoteric subject?
G. To test a student's ability to write?

II. Recognizing the Problem and Diagnosing the Causes

What may appear to be just plain "bad writing" is often much more than that. Most of the problems with legal writing are legal. Quite capable writers often lose control of syntax or word usage because they are struggling with complicated legal thoughts. Young legal writers have not yet become adequately familiar with the special requirements of the legal discourse community. For example, they may not be aware of what we mean by creative legal analysis, as opposed to the kind of research report papers done in undergraduate school. Or they may not understand that organization should spring from the substance of the topic itself. They may not have focused on our preference to see important information in positions of emphasis, such as the beginnings of sections, paragraphs, and even sentences. Special legal discourse requirements should be considered in analyzing the causes of any writing problems.

Consider the following in your analysis of the paper:

A. Does the writer understand the purpose of the assignment?
B. Does the writer understand who the audience is (you, or the scholarly audience, or an audience of experts, or all of the above)?
C. Has the writer articulated the thesis in one complete sentence?
D. Is the scope of the assignment clear?
E. Do all sections support the thesis?
F. Are all sections connected?
G. Is authority used properly?
In order to improve the writing, we must ferret out the causes of any confusion. These causes also lurk well beneath the product's cosmetic. They might have to do with writer's block, procrastination, bad habits from undergraduate writing, or misunderstanding of the scholarly audience's high expectations.

As we choose areas of focus for our comments, we might consider the causes and comment accordingly. A student may have a topic that is too broad, for example, and therefore is struggling with an unwieldy paper. Or a student may be uninterested in the subject matter and be reporting, rather than bringing an innovative twist to the subject. Or a student may have brilliant ideas, but cannot choose the best of several right ways to organize that information.

III. Commenting With a Purpose

Be wary of playing editor only. Most legal writing problems are a mixture of idea and expression. Many editors focus too much on the latter, not recognizing that in the former lies the problem. Decide ahead of time what you are looking for, and comment accordingly. We have found the following guidelines helpful:

A. Establish the parameters of a good paper in class; start a dialogue on what features you look for in good scholarship.

B. Comment in layers, focusing on first things first:

<table>
<thead>
<tr>
<th>What is the problem?</th>
<th>When did it occur?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRODUCT</td>
<td>PROCESS</td>
</tr>
<tr>
<td>Content</td>
<td>Prewriting</td>
</tr>
<tr>
<td>Point of View/ Stance</td>
<td>Writing</td>
</tr>
<tr>
<td>Organization</td>
<td>Rewriting</td>
</tr>
<tr>
<td>Style</td>
<td>Revising</td>
</tr>
<tr>
<td>Mechanics</td>
<td>Polishing</td>
</tr>
</tbody>
</table>

(See Legal Writing: Getting It Right and Getting It Written, below)

C. Be paper-specific by tailoring comments to specific parts of the paper, e.g., “Yes, this is the thesis statement. The reader may have trouble finding it in the middle of paragraph 3 on page 7, where it is buried and appears rather late. You might consider moving it to ....”

D. Respond to the paper by commenting more on the best and worst features, less on the least important places. The “air time” given to the comments themselves underscores their importance.
E. Avoid overkill, especially on the first draft. Often students cannot absorb and implement more than three major changes. Choose them carefully, and work on other problems as parts of those three - or omit.

F. Connect this paper to the next project, whether it is the final draft or future writing. Do this by pointing out the patterns, e.g., the writer consistently puts the topic sentence at the end of the paragraph or uses long sentences full of jargon. Give examples and suggest techniques for change that. You might want to edit one paragraph to demonstrate what can be done.

G. Practice what you preach by writing legibly, in clear, concise prose, and without any errors. Similarly, organize the comments in a comprehensible manner, so that the end comment tells the student what to do and why, in order of decreasing importance.

IV. Using Time Wisely

In order to comment effectively on papers without rewriting each one and taking too much time, you might want to consider some techniques for getting the most out of commenting time.

A. Set up a specific time for reading the papers, and set a limit. Decide about how long each paper should take, experiment with the first few, and then stick to your schedule.

B. Read the paper twice, the first time as the legal audience who reads in bad faith, and the second time as the teacher who helps the student meet that audience's needs.

C. Create a system for marking the paper on the first read-through so that you can identify patterns and choose the most important sections to comment upon.

/   = Yes, I'm with you, I get the point.
?   = Huh? I got lost here
*   = Yes! Good point! This is creative! Keep it!
x   = No, this is incorrect, inaccurate

D. Decide what emerges from the paper as needing the most attention. It might be restating the thesis so that the point of the paper emerges more clearly at the beginning. Or it might be organization: the conclusion needs to be the introduction and the organization needs to follow from that. Make a plan.

E. Then tailor marginal comments to the patterns, building up to an end comment that summarizes the patterns, points out specific examples, and makes specific suggestions. Make sure that the suggested solutions incorporate the causes of problems, not just the cosmetics. Meet the student where he or she is, and guide accordingly.
References:

Jessica L. Clark & Kristen E. Murray, SCHOLARLY WRITING: IDEAS, EXAMPLES, AND EXCEPTIONS (2nd ed. 2012)


Nancy Sommers, Responding to Student Writing, COLLEGE COMPOSITION AND COMMUNICATION at 148-56 (May 1982).


<table>
<thead>
<tr>
<th><strong>PRESCRIPTIVE, EDITORIAL</strong></th>
<th><strong>RESPONSIVE, FACILITATIVE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclear, confusing</td>
<td>How does point A relate to point B? How do you reach this conclusion, going from A to B?</td>
</tr>
<tr>
<td>Irrelevant</td>
<td>How important is this factor?</td>
</tr>
<tr>
<td>Inappropriate word choice</td>
<td>What image do you intend this word to convey? How do you hope the reader will respond to this word?</td>
</tr>
<tr>
<td>Too vague; too abstract</td>
<td>I need help to “see” this point. Please give me an example or describe the actual event.</td>
</tr>
<tr>
<td>Run-on sentence</td>
<td>Do you mean to imply that the 3 points in this sentence are of equal weight?</td>
</tr>
<tr>
<td>Simplify; clarify</td>
<td>Which of these points is most important? Why?</td>
</tr>
<tr>
<td>Legalese!</td>
<td>How would a non-lawyer react to this term? Does it matter?</td>
</tr>
<tr>
<td>Passive voice!</td>
<td>Who or what is performing the action here? Why do you focus on the object of the verb?</td>
</tr>
<tr>
<td>Too many facts?</td>
<td>Which of these facts are essential to your reasoning? Which of these facts do you refer to in your reasoning?</td>
</tr>
<tr>
<td>Repetitious</td>
<td>What do you want me to see here about point A that is new or different from point A above? By repeating this point, you signal its importance to you. Please explain its importance to the reader.</td>
</tr>
<tr>
<td>So what? (You never apply this authority!)</td>
<td>The reader needs to know now how this holding applies to the facts of this case.</td>
</tr>
<tr>
<td>Judges and courts don’t “feel”; they “hold” or “rule” or “decide”, etc.</td>
<td>What is the difference between the point the court “decided” and the point the court “felt” here?</td>
</tr>
</tbody>
</table>
Don’t speculate about facts not in the record. Where can I find factual support for this point?

Weak point. How might a dissenting judge respond to this argument?

Good point! Nicely done! Of course, praise is responsive, helpful commentary; but writers always like to know why something they’ve done is effective. Try to explain what prompted your positive response.

Very effective! This image reminds me that the Plaintiff is a real person - so I’m more engaged in your reasoning, because it brings the case to real life.

C. Finally, some purely technical guidelines:

a. To show respect for the writer, never cross out or draw lines through any writing.

b. Instead, use [brackets] to indicate words or phrases that you suggest the writer omit. Use (parentheses) to indicate words or phrases that you suggest the writer revise. Explain your suggested omission or revision in the margin, or raise a question about them.

c. When appropriate, provide page citations to a writing text in the course, especially to emphasize the rationale for avoiding certain phrases or constructions that appear in a rewrite.

d. Do not use red ink.

e. Try to write legibly.

f. If you are providing feedback electronically, use the comment feature to add your comments instead of the track changes feature. By using the track changes feature, you assume the role of editor and are more likely to appropriate the writer’s text.
To:      Georgetown Law Faculty Teaching Exam Courses
From: Denise A. Sangster, Assistant Dean and Registrar
Re:      Important Exam Information

This memo provides important information about your upcoming examination(s).

Important Dates:
•      Last Day of Classes
•      Deadline for students to complete online faculty/course evaluation
•      Final Exams
•      Exam deferral date for graduating students only
•      Graduating Student Grades Due in MyAccess (https://myaccess.georgetown.edu)
•      Commencement
•      Exam deferral dates for non-graduating students
•      Non-graduating Student Grades Due in MyAccess (https://myaccess.georgetown.edu)

Preparing Your Final Exam:
•      A new examination with new questions must be prepared for each examination period; old exam questions (whether of the individual professor or others) may not be reused. Please be aware that the Library may have on file previous exams for the past 10 years.
•      Sample Exam Templates for the following exam types (attached):
  §      In-Class Exam
  §      Take-Home Exam
  §      Computer-Scored Exams
  NOTE: Please remember that if your course is listed as an exam course, you may not now offer students the option of submitting a final paper in lieu of the final exam.

Submitting Your Final Exam to the Office of the Registrar:
•      Your final exam must be submitted in final form to the Office of the Registrar no later than 4 business days prior to your exam administration. Please note that this date does not include weekends. You will receive a separate email from the Registrar with the date that your exam(s) will be administered, and the date that your exam in final form is due to our office.
•      Proof your exams carefully. We will check your exam for instructions, sequential page numbers, etc., but will not proof your exam for sense or for errors in the fact patterns/questions. Once an exam has been copied, we can no longer accept a revised version of your exam.
•      Please upload your exam document to the Faculty Exam/Paper Portal, http://apps.law.georgetown.edu/exams/faculty, which is a password-protected website.
•      Please complete the Exam Delivery Information via the Faculty Exam/Paper Portal, http://apps.law.georgetown.edu/exams/faculty, which is a password-protected website or complete and return the attached Exam Delivery Information Form. This information will enable us to contact you during the administration of your exam, if necessary, and to deliver the completed exams to you as soon as possible after the exam has been given.
Delivery of Completed Exams:
- You can expect hard copies of completed essay exams to be delivered within one working day of the exam date. In addition, exams that were submitted electronically may be accessed online via the Faculty Exam/Paper Portal (http://apps.law.georgetown.edu/exams/faculty).

Deferred Exams:
- Georgetown Law’s Exam Deferral Policy allows us to assist students who have supervening circumstances such as illness or serious personal problems during exams. In order to be fair to all and preserve student anonymity during the exam process, we ask you to refer students to us to determine if they qualify for deferred exams.
- Wrapped with your exams will be a notice advising you whether any deferred exams have been approved for your course as of the date of your exam.

Suggested Guidelines for Professors While the Exam is Being Given:
- Please be accessible in person or by phone during the period when your examination is administered so that we can contact you in case questions arise.
- Please include the phone number where you can be reached during your exam on the Exam Delivery and Contact Information Sheet.
- Please do NOT respond to any communications from students until you have submitted your exam grades. Any such communications from students are to be referred to the Office of the Registrar (lawreg@law.georgetown.edu).

If you have any questions regarding your exam administration, please contact the Manager of Exam Administration at exams@law.georgetown.edu or 202-662-9220.

Thank you.

********************************************
Sample Cover Page of Exam-In Class

Exam Number: __________________
Confirmation Code: __________________

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(___ HOURS)

Professor ________________

Date of Exam

INSTRUCTIONS:

1. This is an (OPEN, CLOSED, LIMITED) book exam. Please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. Also state, if appropriate, whether calculators may be used.

2. If you wish to do so, list time and point allocations for each question.

3. For handwritten exams, if you have a preference, please state whether students should double-space or single-space, use only one side of the paper, etc.

4. If you have specific space or length restrictions on student answers, please call the Office of the Registrar, for handwriting / typewriting equivalents.

5. If students are permitted to use their laptop computers when taking your exam, please choose one of the following sets of laptop instructions:

   A. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are not permitted to electronically access other documents, outlines, notes, files, etc. and are not permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. iPads, e-readers and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

   B. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are permitted to electronically access other documents, outlines, notes, files, etc. on their computers, but they are not permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. iPads, e-readers and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

   C. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their computers and are also permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. iPads, e-readers and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.
6. If you believe there is an error, inconsistency, or omission in the exam, please state your assumptions about the issue within your discussion of that issue. No clarifications or corrections will be provided. Once an examination is submitted for grading, no amendments or supplements will be permitted or accepted.

7. Exams at the Law Center are graded on an anonymous basis. The Student Disciplinary Code provides that the “unauthorized breach of anonymity in connection with a blind-graded examination” is a disciplinary violation. Therefore, be sure that you do not reveal your identity as the author of an examination in your answers themselves, in any communications with the professor, or otherwise discuss the substance of the exam with your professor(s) or with any other student from the time the exam is first administered until after grades are published.

8. You must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions on how to remove personal identifying information from your exam are available in the laptop instructions handed out by the proctor.

9. Please be aware that students are prohibited from cutting and pasting prewritten text into their exam answers.

10. Other instructions, if any.

This exam consists of ___ pages, including this/these cover page(s). Please be sure you’re your exam is complete. Please be sure that you use your exam number (not your student ID number or social security number).

PLEASE DO NOT TURN THE PAGE UNTIL THE PROCTOR GIVES THE SIGNAL.
Sample Next Page of Exam

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(___ HOURS)

Professor ______________ Date of Exam

Question I (Fact pattern, etc.)
Sample Last Page of Exam

END OF EXAM

WRITE NOTHING AFTER TIME IS CALLED.
Sample Cover Page of Exam - Computer Scored

Exam Number: __________________
Confirmation Code: _________________

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN ( COURSE NAME )
(___ HOURS)

Professor ________________

INSTRUCTIONS:

1. This is an (OPEN, CLOSED, LIMITED) book exam. Please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. Also state, if appropriate, whether calculators may be used.

2. If you wish to do so, list time and point allocations for each question.

3. If there is an essay section of your exam and you have specific space or length restrictions on student answers, please call the Office of the Registrar, for handwriting / typewriting equivalents.

4. If there is an essay section for your exam and you have a preference, please state whether students should double-space or single-space, use only one side of the paper, etc. for handwritten exams.

5. If students are permitted to use their laptop computers when taking your exam, please choose one of the following laptop instructions:

   A. Laptop users: [To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format.] Laptop users are permitted to electronically access other documents, outlines, notes, files, etc. on their computers, but they are not permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. IPads, e-readers and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

   B. Laptop users: *[To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format.] Laptop users are permitted to access other documents, outlines, notes, files, etc. on their computers and are also permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. IPads, e-readers and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

*Delete these sentences if students will only be submitting answers on the computer-scored sheets.

INSTRUCTIONS CONTINUED NEXT PAGE
[if more than one page]
6. Other instructions, if any.

7. Choose only one answer on the scoring sheet by marking the appropriate circle on the provided scantron sheet with the provided #2 pencils. Multiple choice questions consist of answers A – E. True/False answers consist of A for True and B for False.

8. Exams at the Law Center are graded on an anonymous basis. The Student Disciplinary Code provides that the “unauthorized breach of anonymity in connection with a blind-graded examination” is a disciplinary violation. Therefore, be sure that you do not reveal your identity as the author of an examination in your answers themselves, in any communications with the professor, or otherwise discuss the substance of the exam with your professor(s) or with any other student from the time the exam is first administered until after grades are published.

9. *You must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions on how to remove personal identifying information from your exam are available in the laptop instructions handed out by the proctor.

*Delete this instruction if students will only be submitting answers on the computer-scored sheets.

This exam consists of ___ pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).

PLEASE DO NOT TURN THE PAGE UNTIL THE PROCTOR GIVES THE SIGNAL.
Sample Cover Page of Exam-Take Home

Exam Number: ________________

GEORGETOWN UNIVERSITY LAW CENTER

EXAMINATION IN ( COURSE NAME )

TAKE HOME EXAM

INSTRUCTIONS:

1. This is an OPEN book exam. [If there are any limitations on the materials that students can use, please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. If students may only use certain materials, please use Honor Statement #1 below.]

2. This [exam length, i.e. 8 hour] exam must be downloaded and submitted using the Online Exam/Paper Management System. This exam will be available beginning [give date] at [give time] and must be returned by [give date] at [give time]. If there is a maximum amount of time that students may work on the exam, state that and include Honor Statement #2 below.]

3. [If you wish to do so, list time and point allocations for each question.]

4. [If you wish to do so, list specific character, word, or page limits on student answers. For character limits, please use character limits without spaces. For page limits, please provide font and margin requirements.]

5. This exam is final. No clarifications or corrections will be provided. If you believe there is an error, inconsistency, or omission in the exam, please state your assumptions about the issue within your discussion of that issue.

6. Exams at the Law Center are graded on an anonymous basis. The Student Disciplinary Code provides that the “unauthorized breach of anonymity in connection with a blind-graded examination” is a disciplinary violation. Therefore, be sure that you do not reveal your identity as the author of an examination in your answers themselves, in any communications with the professor, or otherwise discuss the substance of the exam with your professor(s) or with any other student from the time the exam is first administered until after grades are published.

7. You must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions on how to remove personal identifying information from your take-home exam are available online at http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm.

8. [Other instructions, if any.]

This exam consists of ## pages, including this cover page. Please be sure your exam is complete.
Please be sure that you use your exam number (not your student ID number or social security number).

[Select HONOR STATEMENT #1 or HONOR STATEMENT #2]

HONOR STATEMENT #1
BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND (I) HAVE NOT GIVEN NOR RECEIVED ANY UNAUTHORIZED AID TO/FROM ANY PERSON OR PERSONS, AND (II) HAVE NOT USED ANY UNAUTHORIZED MATERIALS IN COMPLETING MY ANSWERS TO THIS TAKE-HOME EXAMINATION.

HONOR STATEMENT #2
BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND I HAVE NOT WORKED MORE THAN _____ HOURS ON THIS EXAM.
FACULTY GUIDELINES FOR ADMINISTERING ONLINE FACULTY/COURSE EVALUATIONS

• Please allow 15 minutes for your students to carry out the evaluation process. We recommend that you provide this time at the beginning of the class session.

• If possible, please announce the date ahead of time to ensure that students bring their laptops to class.

• Please note that making time for the students to fill out evaluations is a requirement at the Law Center.

• If a student does not bring a laptop to class on the day you make time for completing the evaluation, ask him or her to jot down some comments during the 15-minute time period. The student will be able to include those comments when he or she completes the evaluation online at a later time.

• Please read the Instruction Sheet to students before they begin the online evaluation(s).

• Students will have an evaluation form for each professor teaching the course.

• Please note that making time for the students to fill out evaluations is a requirement at the Law Center.

• It is customary for faculty to leave the room while students complete the evaluation.

If you have any questions regarding this process, please contact Data Analyst, Samuel Yu, at sy438@law.georgetown.edu.

Thanks very much for your assistance with this evaluation process.

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