



2016-2017

STUDENT HANDBOOK
OF ACADEMIC POLICIES



GEORGETOWN LAW

GEORGETOWN UNIVERSITY LAW CENTER
2016–2017 ACADEMIC CALENDAR

2016 Fall Semester

Mon., July 25	<i>Tuition due for first-year J.D. students Tuition due for incoming graduate students</i>
Mon., Aug. 22	Registration and Orientation for: Incoming J.D. transfer students, Incoming J.D. visiting students, and New graduate students
Mon., Aug. 22– Fri., Aug. 26	Orientation for: Full-time first-year J.D. students and New graduate students
Tues., Aug. 23	Registration and Orientation for part- time first-year J.D. students
Wed., Aug. 24	Registration for full-time first-year J.D. students
Fri., Aug. 26	<i>Tuition due for continuing, transfer, and visiting students</i>
Mon., Aug. 29	Classes begin for all students
Mon., Aug. 29– Tues., Sept. 6	Add/drop and waitlist activity for Fall and Spring courses
Mon., Sept. 5	LABOR DAY HOLIDAY: <i>No classes meet</i>
Mon., Oct. 10	COLUMBUS DAY HOLIDAY: <i>No classes meet</i>
Tues., Oct. 11	<i>Monday classes meet instead of Tuesday classes</i>
Wed., Nov. 23– Sun., Nov. 27	THANKSGIVING HOLIDAY: <i>No classes meet</i>
Sat., Dec. 3	Last day of classes
Sat., Dec. 3 & Mon., Dec. 5	Rescheduled classes and reading day
Tues., Dec. 6– Sat., Dec. 17	Final exams
Fri., Dec. 16	All papers due unless other due date set by the professor
Mon., Dec. 19, Tues., Dec. 20, <u>Wed., Jan. 4</u> & <u>Thurs., Jan. 5</u>	Fall 2016 exam deferral dates

2017 Spring Semester

Mon., Jan. 9	Week One elective classes begin for first-year J.D. students Week One elective mini courses begin for upperclass students <i>Note: If students elect to take a Week One class, mandatory attendance is required at all class sessions, first-year and upperclass, Monday – Thursday</i> <i>Note: Some clinics may require their students to begin clinic activities this week</i>
Tues., Jan. 10	<i>Spring tuition due for all students</i>
Fri., Jan. 13	Regular, semester-long classes begin for all students
Fri., Jan. 13– Mon., Jan. 23	Add/drop and waitlist activity for Spring courses
Mon., Jan. 16	MARTIN LUTHER KING HOLIDAY: <i>No classes meet</i>
Fri., Jan. 20	INAUGURATION DAY: <i>No classes meet</i>
Mon., Feb 20	PRESIDENT'S DAY HOLIDAY: <i>No classes meet</i>
Tues., Feb. 21– Wed., Feb. 22	Faculty Retreat: <i>No classes meet</i>
Thurs., Feb. 23	<i>Monday classes meet instead of Thursday classes</i>
Sun., Mar. 12– Sun., Mar. 19	SPRING BREAK: <i>No classes meet</i>
Fri., Apr. 14– Sun., Apr. 16	EASTER BREAK: <i>No classes meet</i>
Sat., Apr. 29	Last day of classes
Mon., May 1	Rescheduled classes and reading day May graduates' papers due unless an earlier due date set by the professor
Tues., May 2– Tues., May 16	Final exams
Tues., May 16	All papers due unless graduates' papers or other due date set by the professor
Sun., May 21	Commencement
Tues., May 23– Thurs., May 25	Spring 2017 exam deferral dates

ASSOCIATE DEANS' WELCOME

Dear Student,

Welcome to Georgetown Law! This *Student Handbook* is a compilation of the academic rules, policies, and other important information that you will use to navigate through your time at the Law Center. While we hope you will use it to help answer the questions that come up during your law school career, please do not view the *Handbook* as a substitute for speaking directly with members of our law school administration. Toward that end, we have included a “Quick Guide,” which follows this letter, to provide easy access to the contact information of academic and personal advisors and other helpful Law Center personnel and offices. Our online version of the *Handbook* also has quick links to take you directly to the webpages referenced. While Georgetown Law is a large institution, we have tried to make this *Handbook* a user-friendly tool to help respond to your individual needs and concerns.

Please note that we expect you to be familiar with the contents of this *Handbook* relevant to your particular course of study. In particular, we want to emphasize the importance of complying with our Student Disciplinary Code, which is found on pages 102–110 of this *Handbook*. We expect our students to conduct themselves with the highest degree of honesty, integrity, and trustworthiness, as defined in the Code, whether in taking exams, completing written assignments, attending class, or participating in extracurricular activities.

We also want to make sure you are aware of the various resources available to you in addition to this *Handbook*. Online, you can find course listings and faculty profiles in the Curriculum Guide, as well as a host of other academic, personal, and career services through the “Student Portal” (accessible through the “Current Students” tab at the bottom left-hand corner of our main website). We hope you make good use of our Academic Advisors and the many other resources available to you as a Georgetown Law student.

We wish you the best of luck in the coming academic year.

Sincerely,



Naomi Mezey
Associate Dean for the J.D. Program



Rosa Brooks
Associate Dean for Graduate Programs

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The Law Center reserves the right to change academic requirements and policies. Any changes made after the publication of this *Handbook* are reflected in the online version, available at <http://www.law.georgetown.edu/go/handbook/>.

PLEASE CHECK YOUR GEORGETOWN EMAIL ACCOUNT OFTEN

The primary means by which the Law Center communicates with students, including notifying students of significant changes to the policies described in this *Handbook*, is through Georgetown's email system. Each student has a Georgetown Google Apps for Education account and should check this account regularly.

For assistance with your email account, contact the Law Center Service Desk at 202-662-9284 or lawhelp@law.georgetown.edu.

STUDENT SERVICES QUICK GUIDE

Emergency Numbers

<i>Public Safety</i>	202-662-9325
<i>Counseling and Psychiatric Services (CAPS)</i>	
Monday-Friday, 9:00 a.m.–5:00 p.m.	202-687-6985
After Hours Pager	202-444-PAGE (7243)
<i>Poison Control</i>	800-222-1222
<i>Sexual Assault Hotline</i>	202-333-7273

Nearest Hospitals

<i>George Washington University Hospital</i>	202-715-4000	900 23 rd St., NW
<i>Georgetown University Hospital</i>	202-444-2000	3800 Reservoir Rd., NW
<i>Howard University Hospital</i>	202-865-6100	2041 Georgia Ave., NW
<i>Providence Hospital</i>	202-269-7000	1150 Varnum St., NE
<i>Sibley Memorial Hospital</i>	202-537-4000	5255 Loughboro Rd., NW
<i>Washington Hospital Center</i>	202-877-7000	110 Irving St., NW

Switchboards

<i>Georgetown Law Switchboard</i>	202-662-9000
<i>Main Campus Switchboard</i>	202-687-0100

Dean, Associate Deans, and Vice Presidents

William M. Treanor, Executive Vice President and Dean of the Law Center
Jane Aiken, Vice Dean of the Law Center and Associate Dean for Experiential Education
Mitchell C. Bailin, Associate Vice President and Dean of Students
Rosa Brooks, Associate Dean for Graduate Programs
Andrew P. Cornblatt, Associate Vice President for Graduate Admissions and Enrollment and Dean of Admissions
Eve L. Dubrow, Associate Dean for Administration and Finance (on leave)
James V. Feinerman, Associate Dean for Transnational Programs
Craig Hoffman, Associate Dean for Strategic Initiatives
Naomi Mezey, Associate Dean for the J.D. Program
Joshua C. Teitelbaum, Associate Dean for Research and Academic Programs
Michelle Wu, Acting Associate Dean for Administration and Finance

Advising for J.D. Students

Office of J.D. Academic Services

lanjdas@law.georgetown.edu 202-662-9041 McDonough 352
Course selection planning; academic and personal advising; academic policies and *Handbook*; student concerns about faculty or courses; enrolling in Main Campus courses; joint and concurrent degrees; transfer students; visiting away and visiting students; Week One; underloading/overloading requests; and withdrawal from courses.

Mushtaq Gunja, Assistant Dean

Sarah Hulsey, Assistant Dean

Sally McCarthy, Assistant Dean

Emily Wack, Director

Experiential Education

lawexp@georgetown.edu 202-662-9041 McDonough 352
Academic and personal advising; clinical courses; practicum courses; J.D. externships; and simulation courses.

Margaret Gerety, Assistant Dean

Rachel Taylor, Assistant Dean

Kennisha Austin, Director of Externships

Office of the Registrar

lawreg@law.georgetown.edu 202-662-9220 McDonough 315
Academic and personal advising; academic policies and *Handbook*; course registration; degree audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications; state bar information; veteran services; underloading/overloading requests; and withdrawal from courses.

Denise Sangster, Assistant Dean and Registrar

Office of the Dean of Students

deanofstudents@law.georgetown.edu 202-662-4066 McDonough 210
Academic and personal advising; sensitive or urgent student concerns; community/student life issues; leaves of absence; liaison for students to administration; study and exam skills; tutoring requests for first-year students; underloading/overloading requests; and withdrawal from courses or from the Law Center.

Mitchell Bailin, Associate Vice President and Dean of Students

Judith Perez Caro, Ph.D., Director of Equity, Community and Inclusion

TBA, Director of Academic Enhancement Programs

Financial Aid

finaid@law.georgetown.edu 202-662-9210 McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.

Charles Pruett, Assistant Dean

Transnational Programs and Center for Transnational Legal Studies (CTLIS)

transnational@law.georgetown.edu 202-662-9860 Hotung 5006

Scott Foster, Assistant Dean for Graduate and Transnational Programs (D.C. contact for program information, registration matters, and academic advice for CTLIS)

Cara E. Morris, Director of Transnational Programs (study abroad, London Summer Program, Global Law Scholars, risk management issues related to international student travel)

Maike Kotterba-Wilson, Administrative Director for CTLIS in London (on-site director for registration, scheduling, and participation information and assistance.)

Ethics Counsel 202-662-9300 McDonough 415
Academic honesty; bar admissions; and professional ethics.
Michael S. Frisch, Ethics Counsel

Office of Public Interest & Community Service (OPICS)
opics@law.georgetown.edu 202-662-9655 McDonough 208
Academic and career advising; and public interest law.
Barbara Moulton, Assistant Dean

Office of Career Strategy (OCS)
carsvcs1@law.georgetown.edu 202-662-9300 McDonough 328
Academic and career advising.
Marcia Shannon, Assistant Dean

International Student Advisor
lawcentervisa@georgetown.edu 202-662-9036 Hotung 5000
Visa services and counseling.
Colleen Burke

Advising for LL.M. and S.J.D. Students

*‡ **Caryn Voland**, Assistant Dean 202-662-9470 Hotung 5000
Academic and personal advising for foreign-trained students in General LL.M., International Legal Studies and IBEL; leaves of absence; petitions for extensions of period of study; permission to take additional credits; and withdrawal from courses and the Law Center.

*‡ **Ana Ayala**, Program Director 202-662-9462 Williams 365
Global Health Law LL.M. program.

Mitchell Bailin, Associate Vice President
and Dean of Students 202-662-4066 McDonough 210
Academic and personal advising; sensitive or urgent student concerns; community and student life issues; and liaison to administration for students.

Colleen Burke, International Student Advisor... 202-662-9036 Hotung 5000
Visa services and counseling. *lawcentervisa@georgetown.edu*

*‡ **Sara A. Colangelo**, Program Director 202-661-6543 Williams 506
Academic advising for Environmental Law LL.M. program.

*‡ **G. Ellis Duncan**, Program Director 202-662-4056 Hotung 5000
Advising for Tax students; leaves of absence; and withdrawal from Law Center.

*‡ **Scott Foster**, Assistant Dean for Graduate
and Transnational Programs 202-662-9596 Hotung 5000
Advising for Executive LL.M. Students; leaves of absence; and withdrawal from Law Center.

*‡ **Alexa Freeman**, Faculty Director 202-662-9231 Hotung 5005
S.J.D. Program.

Michael S. Frisch, Ethics Counsel 202-662-9926 McDonough 415
Academic honesty; bar admissions; and professional ethics.

* Authorized to approve withdrawals from courses. Please see website (<http://www.law.georgetown.edu/campus-life/advising-counseling/llm-sjd-advising.cfm>) as this list is updated periodically. For more information about withdrawal from courses, refer to pages 77-78 (Graduate Programs).

‡ Academic Advisor in the Graduate Programs.

- ‡**Craig Hoffman**, Faculty Director 202-662-9531 Hotung 6021
Legal Research and Writing (International Students).
- Molly Jackson**, Director, External Relations/Business Manager,
LL.M. Externship Director 202-662-9853 Hotung 5000
- Charles Pruett**, Assistant Dean 202-662-9210 McDonough 335
Personal financial, credit, debt, and post-graduation financial preparation advising.
- ***Denise Sangster**, Assistant Dean and
Registrar 202-662-9220 McDonough 315
Academic and personal advising; academic policies and *Handbook*; course registration; degree
audits; exams and exam conflicts/deferrals; official transcripts; state bar and other certifications;
veteran services; and withdrawal from courses.
- Andy Schoenholtz**, Faculty Director 202-662-9929 McDonough 582
Refugees and Humanitarian Emergencies Certificate.
- ‡**Stafford Smiley**, Faculty Director 202-662-9906 Hotung 5022
Advising for Tax students; leaves of absence; and withdrawal from Law Center.
- ‡**Caroline T. Springer**, Director 202-662-9017 Hotung 5000
Externship and career advising for LL.M. students.
- ‡**Russell Stevenson**, Faculty Advisor 202-661-6593 McDonough 582
Advising for students in Securities and Financial Regulation program; leaves of absence; and
withdrawal from Law Center.
- Christine Q. Washington**, Director of Programs and External Affairs at the Institute of
International Economic Law (IIEL) 202-662-4193 cqw@law.georgetown.edu
WTO Certificate.
- *‡**Anne Marie Whitesell**, Faculty Director 202-662-9036 Hotung 5029
Academic advising for International Arbitration and Dispute Resolution Certificate.
- *‡**Tina Zimmerman**, Program Director and
International Student Advisor 202-662-9660 Hotung 5000
Academic advising for the National Security Law LL.M. program, U.S.-educated students in the
Individualized LL.M. program and IBEL LL.M. program; Visa services and counseling; leaves of
absence; and withdrawal from courses and the Law Center.

* Authorized to approve withdrawals from courses. Please see website (<http://www.law.georgetown.edu/campus-life/advising-counseling/llm-sjd-advising.cfm>) as this list is updated periodically. For more information about withdrawal from courses, refer to pages 77-78 (Graduate Programs).

‡ Academic Advisor in the Graduate Programs.

Quick Department and Services List

Academic Conferences and Continuing Legal Education

cle@law.georgetown.edu 202-662-9890 Hotung 6000
 Lawrence J. Center, Assistant Dean
 Jill Castleman, Director

Admissions Office

Alison Spada, Director of Admissions
 J.D. Admissions
admis@law.georgetown.edu 202-662-9015 McDonough 589
 Graduate Admissions
llmadmis@law.georgetown.edu 202-662-9010 McDonough 589

Alumni Affairs and Development

Matthew Calise, Senior Director,
 Alumni Affairs 202-662-4078 Hotung 2006
 Priscilla Rawlins, Executive Director,
 Development 202-661-9797 Hotung 1001B

Audio-Visual Department *see Technology Requests*

Bar Admissions 202-662-9926 McDonough 415
 Michael S. Frisch, Ethics Counsel

Bookstore 202-662-9676 101 F Street

Business and Financial Affairs 202-662-9059 McDonough 510
 Thomas G. Clark, Chief Financial Officer

Campus Ministry 202-662-9295 McDonough 113

Career Services, LL.M. students

gradprofdevp@law.georgetown.edu 202-662-9036 Hotung 5000

Career Strategy, J.D. students

carsvcs1@law.georgetown.edu 202-662-9300 McDonough 328

Center for Transnational Legal Studies

<http://www.ctls.georgetown.edu/> 202-662-9036 Hotung 5000
 Scott Foster, Assistant Dean
 Maïke Kotterba-Wilson, Admin. Director 011 44 (0)20 3077 5900 London

Center for Wellness Promotion 202-662-9835 McDonough 167
 Karen Pierce, Director

Centers and Institutes 202-661-6675 Williams 357
<http://www.law.georgetown.edu/academics/centers-institutes/>
 Vicki A. Arroyo, Assistant Dean

Class Cancellations 202-662-9446 (recorded message)

<http://www.law.georgetown.edu/campus-services/registrar/class-cancellations/class-cancellation-announcements.cfm>

Clinics

lawexp@georgetown.edu 202-662-9041 McDonough 352
 Rachel Taylor, Assistant Dean

Communications

Mimi Koumanelis, Executive Director 202-662-9519 mediarelations@law.georgetown.edu

Counseling and Psychiatric Services	202-687-6985	
Emergencies/after hours	202-444-PAGE (7243)	
Course Materials (Faculty Support)	202-662-9280	McDonough 475
https://www.law.georgetown.edu/students/course-materials/index.cfm		
Therese Lee Stratton, Assistant Dean		
Course Recordings	classrecordingrequest@law.georgetown.edu	
Dean of Students, Office of the (ODOS)		
deanofstudents@law.georgetown.edu	202-662-4066	McDonough 210
Disability Services		
mcb260@law.georgetown.edu	202-662-4042	McDonough 210
Mara Bellino, Director		
Email (questions about your georgetown.edu account)	<i>see Technology Requests</i>	
Equity, Community and Inclusion		
Judith Perez Caro, Ph.D., Director	202-662-4066	McDonough 214
Experiential Learning, J.D. program		
https://www.law.georgetown.edu/academics/academic-programs/clinical-programs/		
Externships, J.D. students		
lawexp@georgetown.edu	202-662-9041	McDonough 352
Kennisha Austin, Director		
Externships, LL.M. students		
jacksonm@law.georgetown.edu	202-662-9036	Hotung 5000
Molly Jackson, LL.M. Externship Director		
Caroline T. Springer, Director, Graduate Career and Professional Development		
Exam Administration	202-662-9220	McDonough 315
http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/index.cfm		
Financial Aid		
finaid@law.georgetown.edu	202-662-9210	McDonough 335
Charles Pruett, Assistant Dean		
Denae Newman, Director, Financial Aid and LRAP		
Food Service/Catering	202-662-9046	McDonough 193
GOCARD Satellite Office		
gocard@law.georgetown.edu	202-662-9915	Sport and Fitness Lobby 2110
Graduate Programs, Office of		
gradprog@law.georgetown.edu	202-662-9036	Hotung 5000
Health Insurance, Student	http://studenthealth.georgetown.edu/insurance	
J.D. Academic Services, Office of		
lawjdas@law.georgetown.edu	202-662-9041	McDonough 352
Journals		
oja@law.georgetown.edu	202-662-9423	Williams 170
Language Center (Center for Legal English Studies)		
languagecenter@law.georgetown.edu	202-662-4260	Williams 420AB
LL.M. Academic Services	<i>see Graduate Programs</i>	

Library

<http://www.law.georgetown.edu/library/>

Michelle Wu, Director

Edward Bennett Williams Law Library..... Williams Building

Information 202-662-9131 Circulation Desk

Research Assistance..... 202-662-9140 Reference Desk

John W. Wolff International and Comparative Law Library..... Hotung 3rd and 4th floors

Information 202-662-4194 Circulation Desk

Research Assistance..... 202-662-4195 Reference Desk

Lockers 202-662-9330 McDonough 154

Lost and Found 202-662-9325 McDonough New Jersey Ave.

Notaries

Peter Mattingly, Office Manager 202-662-9599 McDonough 123

Teruko Richardson, Executive Assistant 202-662-9574 McDonough 130L

Office of Public Interest and Community Service (OPICS)

opics@law.georgetown.edu 202-662-9655 McDonough 208

Parking 202-662-9331 McDonough 154

Payroll 202-662-9050 McDonough 583

Melvinia Towns, Manager

Photocopiers and scanners for student use

<http://www.law.georgetown.edu/library/about/services-policies/printing.cfm>

<http://www.law.georgetown.edu/campus-services/ist/communications/faxscannerservices.cfm>

Public Safety 202-662-9325 McDonough 125

Registrar, Office of the

lawreg@law.georgetown.edu 202-662-9220 McDonough 315

<https://www.law.georgetown.edu/campus-services/registrar/index.cfm>

Residence Life and Off Campus Housing

housing@law.georgetown.edu

Chris Hall, Director of Residence Life

& Student Programs..... 202-662-9298 McDonough 210

Gewirz Front Desk..... 202-662-9290 Gewirz 104

Sexual Assault & Relationship Violence Services

ns1028@law.georgetown.edu 202-662-9293 McDonough 212

Nicole Sandoz, Liaison

Sport and Fitness Reception Desk 202-662-9294 Sport and Fitness Lobby

Student Accounts

myaccount@law.georgetown.edu 202-662-9057 McDonough 581

Cora Osborne, Manager

Student Health Center

<http://studenthealth.georgetown.edu/medical-care/> .. 202-687-2200 Gewirz L102

Student Life, Student Organizations (Room Reservations)

studentlife@law.georgetown.edu 202-662-9292 McDonough 208

Nicole Sandoz, Director

Technology Requests & Incidents (Law Center Service Desk)

lawhelp@law.georgetown.edu 202-662-9284 McDonough 152
 George Petasis, Assistant Dean for Information Technology and Chief Information Officer

Transnational Programs

transnational@law.georgetown.edu 202-662-9860 Hotung 5006
 Cara E. Morris, Director

Veteran Services 202-662-9220 McDonough 315

Dinah Maurelus, Manager of Records and Veteran Services, Office of the Registrar

Writing Center

writingcenter@law.georgetown.edu 202-662-9525 McDonough 537

JURIS DOCTOR PROGRAM

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

JURIS DOCTOR DEGREE REQUIREMENTS

List of Requirements

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

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

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

Required First-Year Program

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

CURRICULUM “A” COURSES

- Civil Procedure
- Constitutional Law I: The Federal System
- Contracts
- Criminal Justice
- Legal Practice: Writing and Analysis
- Property

- Torts
- First-Year Elective (courses that meet this requirement are announced in the Fall semester)

CURRICULUM “B” COURSES

- Bargain, Exchange, and Liability
- Democracy and Coercion
- Government Processes
- Legal Justice Seminar
- Legal Practice: Writing and Analysis
- Legal Process and Society
- Property in Time

OPTIONAL FIRST-YEAR WEEK ONE COURSE

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

TRANSFER STUDENTS FROM OTHER LAW SCHOOLS

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

Upperclass Legal Writing Requirement

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

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

Students have two options for completing the upperclass legal writing requirement: (1) successfully completing a seminar or clinic designated in the Curriculum Guide as meeting the upperclass legal writing requirement (i.e., see the “WR” notation in the Curriculum Guide); or (2) successfully completing a Supervised Research project that has been approved by the

Associate Dean for the J.D. Program, as described below. The upperclass legal writing requirement must be completed at the Law Center.¹

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

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

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

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

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

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

SUPERVISED RESEARCH OPTION

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

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

¹ The upperclass legal writing requirement may also be completed while enrolled at the Center for Transnational Legal Studies, provided the Associate Dean for the J.D. Program has approved any such seminar prior to the semester in which it is offered.

approved by the Assistant Dean for Graduate and Transnational Programs. Students should consider the following rules applicable to Supervised Research projects when submitting a proposal:

- The student must have a cumulative grade point average of at least a C (2.00/4.00) in Law Center courses.
- Supervised Research projects must meet the requirements of the upperclass legal writing requirement (see the *Upperclass Legal Writing Requirement* section of this chapter), and the professor and student must establish a calendar of at least four meetings that allows for the kind of interaction and feedback contemplated for writing seminars.
- Students must demonstrate that they have a well-developed topic suitable for a substantive scholarly paper satisfying the upperclass legal writing requirement. Students must indicate (1) the four scheduled meeting dates with the professor; (2) the deadlines for submission of the outline, first draft, and final draft; and (3) the semester(s) in which the project is to be completed.
- Because the time demanded of the professor is substantial, it is expected that students ordinarily will seek sponsorship from full-time faculty. Where a student makes a good-faith effort to obtain sponsorship by a full-time faculty member and is unable to do so, sponsorship by an adjunct faculty member may be approved.
- A student ordinarily may not undertake a Supervised Research project more than once. Students proposing to take Supervised Research for a second time must disclose this on their application.
- A Supervised Research project will not be approved when the proposal repeats work for which credit is currently being or has previously been granted in another course or for which the student has been compensated during employment.
- Proposals may call for research to be completed in one or two semesters and students may assign the associated credits to one or both semesters (i.e., they may receive 1 credit in each semester or 2 credits in either semester). No more than 2 credits will be awarded for one project, and credit allocations must be finalized before the end of the add/drop period in the project's first semester.

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

Professional Responsibility Requirement

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

Experiential Course Requirement

All students matriculating as first-year students in Fall 2016 or later must complete at least 6 credits of experiential coursework to earn their J.D. Students can earn these credits in clinics,

externships, practicum courses (project-based, fieldwork, and DC Advantage practicum courses), or simulation courses. Courses that meet the experiential course requirement will be designated as such in the Curriculum Guide by April 2017. A course that meets the experiential course requirement may not also meet the student's upperclass legal writing requirement or professional responsibility requirement.

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

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

Credit and Program Length Requirements

CREDIT REQUIREMENTS

Total Credit Requirement

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

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

Transfer Credits

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

Per-Semester Credit Minimum and Maximum

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

Students are responsible for tracking their graduation progress to ensure that they earn 85 credits by their expected graduation date, and may do so using the online degree audit tool, *MyDegree Audit*, and by requesting an audit from the Office of the Registrar (in person or by email to lawreg@law.georgetown.edu). (See the Office of the Registrar's website, <http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/Degree->

Applications-and-Diplomas.cfm.) Students on F-1 student visas, who must complete their degree in three years, should consult with the Visa Coordinator.

Full-Time Program		
1L year	Total credits earned	
<i>First-year students who take the elective Week One course earn 31 credits</i>	30–31	
Upperclass semesters (Fall and Spring)	Credit minimum	Credit maximum
<i>To earn 85 credits in three years, students must average 13-14 credits per semester</i>	10	16*
Dean's List eligibility	Required credits for academic year	
<i>Credits earned in the preceding summer will be included in the "academic year" calculation</i>	24	

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

Part-Time Program		
1E year	Total credits earned	
<i>First-year students who take the elective Week One course earn 20 credits</i>	19–20	
Upperclass semesters (Fall and Spring)	Credit minimum	Credit maximum
<i>To earn 85 credits in four years with no summer coursework, students must average 10–11 credits per semester</i>	8**	12
Dean's List eligibility	Required credits for academic year	
<i>Credits earned in the preceding summer will be included in the "academic year" calculation</i>	16	

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

Failure to Earn the Per-Semester Credit Minimum

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

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

Permission to Underload

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

- (1) Part-time students may enroll in 6 or 7 credits in any upperclass semester with the permission of an Academic Advisor. In their final semester, part-time students may

enroll in the minimum credits necessary to graduate. Interested students should contact the Office of J.D. Academic Services or the Office of the Dean of Students for approval.

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

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

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

Summer Sessions

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

PROGRAM LENGTH

Minimum Length

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

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

Part-time students who wish to graduate in three academic years must meet with an Academic Advisor in the Office of J.D. Academic Services to create a plan for how they will meet their J.D. requirements and to seek approval to adjust their graduation date. These students may be required to take the part-time per-semester credit maximum in each upperclass semester and up to 17 credits over two Summer sessions, and may be subject to a tuition equalization fee. Approved students are not permitted to transfer into the full-time program at any point as part of their plan to graduate in three years. *Note:* While students are encouraged to meet with an advisor early in their academic career to create a plan for graduation in three academic years, in order to ensure fair course prioritization for graduating students, their graduation date cannot be changed prior to the Spring of their second year; the Academic Advisor must, at that point, confirm that they have completed sufficient credits to graduate in a final, third year.

Maximum Length

Students in the full-time program may take no longer than five consecutive academic years from the date of matriculation into law school to meet all J.D. requirements. Students in the part-time program may take no longer than six consecutive academic years from the date of

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

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

JOINT DEGREE AND CONCURRENT DEGREE STUDENTS

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

TRANSFER BETWEEN FULL-TIME AND PART-TIME PROGRAMS

General Rules

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

Students approved to transfer programs must complete all courses in the required first-year program, including those normally taken in the second year by part-time students, in the program in which they began. (For example, part-time students who matriculated in Fall 2011 or later and transfer to the full-time program after their first year must take any remaining first-year courses—excepting the first-year elective—in the evening of their second year).

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

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

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

Transfer From Part-Time Program to Full-Time Program

IMMEDIATELY AFTER THE FIRST YEAR IN THE PART-TIME PROGRAM

To remain true to the spirit in which the part-time program was established, students are permitted to transfer from the part-time program to the full-time program immediately after their first part-time year only when there is a demonstrated significant change in circumstances.

We expect to approve few, if any, such requests. A change in a student's employment status will not, in most cases, be regarded as a demonstrated significant change in circumstance.

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

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

AFTER THREE OR MORE PART-TIME SEMESTERS

Requests to transfer from the part-time program to the full-time program that are made after the first year will be reviewed on a case-by-case basis. In no instance will a transfer to the full-time program be permitted where the student could complete their J.D. degree in fewer than seven academic semesters (part-time and full-time semesters combined). Part-time students interested in graduating in fewer than seven semesters should review the *Program Length* section of this chapter for information about the part-time in three years option.

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

Transfer From Full-Time Program to Part-Time Program

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

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

SPECIFIC VISA REPORTING REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

Due to U.S. visa regulations, students in F-1 and J-1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the

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

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

ACADEMIC EVALUATION AND ATTRITION STANDARDS

Academic Evaluation System

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

GRADING

The following numerical equivalents are assigned to each letter grade:

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

An A+ grade is only awarded in recognition of truly extraordinary academic performance in a Law Center class. Even the best paper or examination in a course might not receive an A+.

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

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

GRADE POINT AVERAGE

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

While the cumulative grade point average is based upon all of the student's Law Center grades, the annual grade point average is based only upon a student's Law Center grades for one academic year. The academic year begins with the Summer session and ends with the following Spring semester. In calculating the student's grade point average, the Law Center will include the

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

ANONYMITY IN GRADING EXAMINATION COURSES

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

RECOMMENDED GRADING CURVE IN EXAMINATION COURSES

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

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

PASS/FAIL OPTION

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

Eligible Students

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

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

Non-Eligible Courses

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

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

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

Other Restrictions

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

Grading

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

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

Academic Attrition

RULES APPLICABLE TO FIRST-YEAR STUDENTS

1. A student must successfully complete the required first-year program. (See the *Required First-Year Program* section of this chapter.) A student must retake any required first-year course (including the first-year elective) in which he or she received a grade of F or AF. In the case of a first-year elective, a student who fails the course may repeat that elective or substitute another course that meets the first-year elective requirement. Both the original grade of F or AF and whatever grade the student receives upon retaking the course will appear on the student's transcript. The Registrar will include the grades and the credits for each time the student took the course in calculating the student's cumulative grade point average for purposes of honors, attrition, and graduation. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the second attempt will be required to take a leave of absence from the Law Center for the next academic year. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the third attempt will be withdrawn from the Law Center for academic insufficiency.
2. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 2.00/4.00 must retake any course in which he or she received a grade of D, F, or AF. Both the original grade of D, F, or AF and whatever grade the student receives upon retaking the course will appear on the student's transcript. The Registrar will include the grades and the credits for each time the student took the course in calculating the student's cumulative grade point average for purposes of honors, attrition, and graduation. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the second attempt will be required to take a leave of absence from the Law Center for the next academic year. A student who fails to attain a grade of D or better in any required first-year course (including the first-year elective) after the third attempt will be withdrawn from the Law Center for academic insufficiency.
3. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 2.00/4.00 but at least 1.33/4.00 must take a leave of absence from the Law Center for the next academic year, even if the student has withdrawn from one or more classes during those semesters. In order to return, the student must submit a written petition to the Registrar no later than August 1 for the following Fall semester. The petition will be considered by the Associate Dean for the J.D. Program. The student will be allowed to return only if the Associate Dean finds that it is probable that the student will be able to attain a cumulative grade point average of 2.00/4.00 and satisfy all graduation requirements within the allotted time period.
4. A first-year student whose cumulative grade point average at the end of the first two semesters of study (exclusive of Summer sessions) is less than 1.33/4.00 will be withdrawn for academic insufficiency. Students seeking readmission to the Law Center must apply through the Office of Admissions.
5. Students who are required to take a leave of absence or are withdrawn from the Law Center may seek an appeal of the decision by following the procedures set forth in the *Appeals Process* section below.

RULES APPLICABLE TO UPPERCLASS STUDENTS

1. An upperclass student and any transfer student will be withdrawn from the Law Center for academic insufficiency if at the end of any academic year he or she has a cumulative grade point average of less than 2.00/4.00. For a transfer student, only Law Center grades will be counted.
2. Students withdrawn for academic insufficiency must, absent a successful appeal, seek readmission to the Law Center by applying through the Office of Admissions. See the *Appeals Process* section below for the appeals procedures for withdrawn students or students required to take a leave.

APPEALS PROCESS

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

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

COUNSELING REQUIREMENT FOR CERTAIN STUDENTS

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

ATTENDANCE, EXAMINATIONS, AND WRITTEN WORK

Attendance and Participation

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

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

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

Examinations

DEADLINES AND DEFERRED EXAMINATIONS

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

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

LATE AND MISSED EXAMINATIONS

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

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

OTHER EXAMINATION POLICIES

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

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

Students may review their graded examinations and papers by completing the online form on the Office of the Registrar's website (<http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Review.cfm>) during the exam review periods. The Library collects copies of past examinations administered at the Law Center. Students may use these prior examinations as study aids in preparing for examinations. In many cases, model or "best" answers to past examinations are also on file in the Library. Examinations administered from 1998 to the present are available online on the Library's website, at <http://apps.law.georgetown.edu/exams-archive/>.

Written Work

SUBMISSION OF FINAL PAPERS

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

DEADLINES AND PROFESSOR-APPROVED EXTENSIONS

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

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

Note for International Students in F-1 or J-1 Visa Status: U.S. visa restrictions dictate that extending the paper deadline beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. Any such paper extension must be approved in writing by the International Student Advisor in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions, students must also obtain their agreement to any such extension.

EXTENSION FOR EXTENUATING CIRCUMSTANCES (AS APPROVED BY THE ASSOCIATE DEAN)

Any request for an extension beyond the maximum professor-approved extension deadline is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for the J.D. Program and only for extenuating circumstances. In no instance will an extension be granted beyond April 15 for papers due the preceding Fall semester, August 15 for papers due the preceding Spring semester, or October 15 for papers due the preceding

Summer session. If a student fails to submit a final paper by the deadline set by the Associate Dean, the student will receive an AF for the seminar.

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

Students may review their graded examinations and papers by completing the online form on the Office of the Registrar's website (<http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/exams/Exam-Review.cfm>) during the exam review periods posted on the website. Examinations and papers can be reviewed for one academic year after they have been administered to the student.

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

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

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

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

Review Process for a Failing Grade

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

DEGREE CONFERRAL, ACADEMIC HONORS, AND COMMENCEMENT

Students anticipating graduation must submit to the Office of the Registrar a degree application, available at <http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/degree-applications-and-diplomas.cfm>. On the degree application, students provide

information necessary to order diplomas and prepare the commencement book. Deadlines for timely submission of the degree application are as follows:

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

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

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

Academic Honors

The Law Center does not rank its students. The faculty has, however, authorized three separate academic honors for students with distinguished academic records. For purposes of all subsections of this *Academic Honors* section, any credits earned at the Center for Transnational Legal Studies and the London Summer Program will count as credits completed at the Law Center. For the purpose of calculating students' eligibility for Diplomas with Honors or Order of the Coif, students graduating after a Summer session or Fall semester will be included with the class that graduated in the previous Spring semester. Students who receive two grades of AP, AF, or a combination of both on their transcripts will not be eligible for graduation honors (i.e., Diplomas with Honors or Order of the Coif).

DEAN'S LIST

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

calculation of a student's annual grade point average and count toward the required minimum number of credits for Dean's List eligibility.

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

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

DIPLOMAS WITH HONORS

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

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

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

ORDER OF THE COIF, GEORGETOWN CHAPTER

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

GRADUATION HONORS POLICY FOR TRANSFER/VISITOR STUDENTS

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

Commencement Exercises for Off-Cycle Graduates

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

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

- The student has received written permission from the Registrar to participate.

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

SPECIAL CREDIT POLICIES

Distance Learning Courses

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

Graduate Work Completed Prior to Matriculation

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

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

- Only a foreign-educated attorney who received an LL.M. degree from the Law Center in Spring 2012 or later, and who has satisfied all of the requirements for and been accepted into the J.D. program, is eligible for advanced standing under this paragraph.
- The student must matriculate into the J.D. program within three academic years of earning the LL.M. degree from the Law Center.
- The transferred credits will apply toward the upperclass J.D. program of study.
- Only credits earned in cross-listed courses or non-cross-listed courses taken in the J.D. program (i.e., “LAWJ” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAWJ”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied that requirement (see the *Upperclass Legal Writing Requirement* section of this chapter).
- Even if, as an LL.M. student, the student takes and passes the LL.M. course “Professional Responsibility in the United States,” the student must still complete the professional responsibility requirement during the upperclass J.D. program of study (see the *Professional Responsibility Requirement* section of this chapter).

- Courses and grades for the credits transferred will remain part of the LL.M. transcript; the grades for these courses will not be included in the computation of the J.D. grade point average.
- After meeting with an advisor in the Office of J.D. Academic Services, it is the responsibility of the student to email lawreg@law.georgetown.edu before the end of his or her first year as a J.D. student indicating the student's intention to transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements.
- A student who satisfies the above requirements may earn the J.D. degree no earlier than five full-time semesters (two and a half academic years) from the date of matriculation into the J.D. program. *Note:* International students in F-1 or J-1 visa status should consult with the International Student Advisor at lawcentervisa@georgetown.edu if they have any questions regarding graduating off-cycle and their employment and visa status.

Credit for Courses in the Law Center's Graduate Programs

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

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

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

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

UNDERGRADUATE AND LANGUAGE COURSES

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

GRADUATE-LEVEL COURSES

Upperclass students may apply a maximum of 6 credits of graduate-level coursework completed at the University toward their J.D. degree requirements. All graduate-level courses, credits, and grades will appear on the student's Law Center transcript, but the grades will not be calculated in the student's Law Center grade point average. Students who take graduate-level credits that count toward the J.D. degree may not exceed the Law Center's applicable per-

semester credit limit. (See the *Credit and Program Length Requirements* section of this chapter.) Students may not take graduate-level courses on the Main Campus on a pass/fail basis and have the credits count toward their J.D. degree. If a student withdraws from a graduate-level course counting toward his or her J.D. degree requirements after the applicable add/drop period, the credit associated with the course will count against the 6-credit limit described above.

ENROLLMENT POLICIES AND PROCEDURES

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

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

All requests must include:

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

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

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

Credit for Study Abroad Programs During the Academic Year

CENTER FOR TRANSNATIONAL LEGAL STUDIES

The Center for Transnational Legal Studies (CTLS) in London is a collaborative project that brings together students and faculty from law schools in over 20 countries to study international, transnational, and comparative law and policy. Upperclass Georgetown Law students may spend a semester with their counterparts from the other law schools in courses taught and co-taught by

faculty from both the common law and civil law traditions. Enrollment in CTLS is open to J.D. students who have completed the required first-year program (other than the first-year elective for part-time students). All students who transfer into Georgetown Law from another law school must complete all first-year course requirements before being eligible to study at CTLS. Preference will be given to students entering their final two semesters in law school. More detailed information on eligibility and the application process is available through the CTLS website at <http://ctls.georgetown.edu> or by contacting the Administrative Director for the Center for Transnational Legal Studies, at ctls@law.georgetown.edu.

Grading at CTLS

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

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

Credit Policies Applicable to CTLS

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

GEORGETOWN LAW SEMESTER ABROAD PROGRAM

The Georgetown Law Semester Abroad Program arranges for students to study abroad for a semester at one of a number of outstanding law schools. These semester abroad programs are open to J.D. students who have completed their required first-year program (other than the first-year elective for part-time students). Preference will be given to students entering their final two semesters of law school. Students, including part-time students, participating in the semester abroad programs sponsored by Georgetown Law can receive up to 14 credits, subject to the

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

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

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

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

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

SCIENCES PO PROGRAM

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

CREDIT POLICIES APPLICABLE TO STUDY ABROAD

- The American Bar Association limits study abroad credit to one-third of the total number of credits required to graduate with a J.D. degree. Georgetown Law requires 85 credits. Therefore, students are limited to a total of 28 study abroad credits. Due to the existing limits Georgetown Law places on the number of study abroad credits students may transfer in toward their J.D. degree, only students interested in pursuing both the Sciences Po program and a summer abroad program (including the London Summer Program) are impacted by the ABA's 28 credit limit (e.g., students will not be able to transfer in 28 credits from Sciences Po and 6 credits from London Summer Program; they will be limited to 28 credits in total).

- Except with respect to the yearlong program at Sciences Po, students may only transfer up to a total of 14 credits from a Georgetown Law Semester Abroad program toward their J.D. degree requirements. Students may do a summer study abroad program and a semester abroad through a Georgetown Law program, but may only transfer in a total of 14 credits with the exception of the Georgetown London Summer Program. For example, if a student has already taken 4 credits at a non-Georgetown Law summer study abroad program, the student could only transfer in 10 credits from any Georgetown Law study abroad program. Students may take up to 6 credits in the London Summer Program and receive up to 14 credits through a Georgetown Law semester abroad program.
- Credits earned at a Georgetown Law study abroad program (with the exception of the CTLS and the London Summer Program) will not count toward the 54 Georgetown Law credits required to graduate.
- With the exception of CTLS and the London Summer Program, individual courses taken and the grades received at the foreign school will not appear on the Law Center transcript and the grades will not be factored into the Law Center grade point average.
- The Law Center does not give credit for clinical work, internships, or externships done abroad through these study abroad programs. With the exception of CTLS and the London Summer Program, the Law Center will not accept credit for any course taken on a pass/fail basis if another evaluative grading basis is available.

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

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

Credit for Study Outside the Law Center

GENERAL PROVISIONS

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

- A minimum of 54 credits must be earned at the Law Center (including the Center for Transnational Legal Studies and the London Summer Program, if applicable).
- A passing grade is required for transfer of any credits from another school toward the J.D. degree requirements at the Law Center.
- Courses may not be taken pass/fail at another ABA-approved law school unless the course is a mandatory pass/fail course.
- All approved credits undertaken at another institution will be displayed on the student's Law Center transcript. Individual course titles and grades are not included in the student's Law Center transcript and the grades will not be factored into the student's Law Center grade point average.
- Credit for experiential courses taken at another ABA-approved law school will be accepted for transfer with prior approval from the Assistant Dean for Experiential Education or her designee.

- No credit is given for internships, externships, distance-learning, or state-law courses offered by other institutions.
- It is the student's responsibility to make sure the official transcript of grades and a degree application are submitted to the Office of the Registrar by the Law Center's grades and degree application deadlines. Students who petition to visit at another institution during their final year of study are cautioned that grades not received by the Law Center's grades deadline will affect graduation clearance and may affect bar registration.
- Please refer to the *Academic Evaluation and Attrition Standards* section of this chapter for the rules that govern how courses taken at other schools affect academic evaluation and attrition, and academic and graduation honors.

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

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

VISITING AT ANOTHER LAW SCHOOL

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

- Permission to visit away is granted only to students showing compelling personal circumstances that require their relocation.
- The Law Center reserves the right to designate the schools to which a student may apply, to approve the student's selection of courses, and to limit the number of students to whom permission to visit away is granted.
- To visit away in the 2017–2018 academic year, students must submit their request, in writing, to the Office of J.D. Academic Services by April 3, 2017. Applications received after the deadline may be approved where warranted by the situation.
- Students will not be permitted to visit at another school unless they are in good standing at Georgetown Law for the semester(s) for which they wish to visit away.
- Georgetown Law students who wish to visit at another school must have earned the minimum 2.00/4.00 grade point average required for graduation before permission to visit away will be given, since grades earned at other schools will not be calculated in a student's Law Center grade point average.
- Students requesting to visit away must complete a degree audit with the Director of J.D. Programs to assure that they can meet all degree requirements (including earning 54 credits at the Law Center). Students must complete the upperclass legal writing requirement and the required first-year program (including the first-year elective) at the Law Center.

- Students visiting at another law school must carry private medical insurance, be covered by a student medical insurance policy at the visited school, or purchase medical insurance provided by Georgetown University.
- A student with an unpaid student account balance will not be approved to visit away until the student's account is paid in full.
- There is an administrative fee of \$200.00 for each semester a student visits at another school.

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

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

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

- Students are required to show that their proposed ad hoc program of study will substantially advance a previously demonstrated academic or professional interest in a manner that would not be possible by enrolling in a Georgetown Law study abroad program. This is a higher standard than that applied to other study abroad applications.
- The Law Center will accept no more than 12 credits from non-Georgetown Law study abroad programs. Students may do a non-Georgetown Law summer study abroad program and a non-Georgetown Law semester abroad program but may only transfer in a total of 12 credits. For example, if a student takes 4 credits at a non-Georgetown Law summer study abroad program, the student may transfer in only 8 credits from any non-Georgetown Law semester abroad program.
- The Law Center reserves the right to designate the schools to which a student may apply and must approve the student's selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available.
- The health insurance requirements that apply to students participating in Georgetown Law programs apply to students doing ad hoc programs as well. See the insurance reference materials available at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/international-travel/travel_registration/travel_registration.cfm.
- A student with an unpaid student account balance will not be approved to participate in an ad hoc semester abroad program until the student's account is paid in full.

- Students participating in an ad hoc semester abroad program will be charged an administrative fee of \$500.00.

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

Credit for Summer Study

SUMMER SESSION AT THE LAW CENTER

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

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

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

SUMMER SESSION AT THE GEORGETOWN LAW LONDON SUMMER PROGRAM

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

SUMMER STUDY IN THE UNDERGRADUATE OR GRADUATE SCHOOLS OF THE UNIVERSITY

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

SUMMER STUDY IN THE UNITED STATES (NON-GEORGETOWN LAW)

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

SUMMER ABROAD PROGRAMS AT OTHER LAW SCHOOLS

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

- The Law Center will accept no more than a total of 12 credits from any combination of non-Georgetown Law study abroad programs. For example, if a student takes 4 credits at a non-Georgetown Law summer abroad program, the student could expect to transfer in only 8 credits from any non-Georgetown Law semester abroad program.
- Students may take up to 14 credits of study abroad credit when a Georgetown Law program is involved. For example, a student may earn up to 4 credits in a non-Georgetown Law summer abroad program, and then participate in a Georgetown Law semester abroad program and earn a maximum of 10 credits from that semester abroad experience.
- The Law Center reserves the right to designate the schools to which a student may apply and to approve the student's selection of courses. The Law Center does not give credit for clinical work, internships, or externships done abroad through these programs. The Law Center will not accept credit for any courses taken on a pass/fail basis if another evaluative grading process is available.
- The medical insurance requirements that apply to students participating in Georgetown Law programs apply to students doing non-Georgetown Law programs as well. See the insurance reference materials available at http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/international-travel/travel_registration/travel_registration.cfm.

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

AUDITING COURSES

At the Law Center

Enrolled J.D. students may not officially audit courses at the Law Center; however, they may unofficially audit upperclass courses at the Law Center with the permission of the professor on a seat-available basis at no additional charge. Because of their unofficial status, auditors receive no transcript notation of their attendance in class and do not have access to any online materials that are restricted to enrolled students. Auditors also do not complete any course requirements, including examinations and papers.

At the University

Enrolled J.D. students may seek to enroll in a graduate-level or undergraduate-level course on the Main Campus on an audit basis by following the process described in the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this chapter. Main Campus department policies regarding auditing will apply and may vary. Students who audit Main Campus courses may be required by the professor to complete the course requirements. Students receive an AU on their transcript for audited courses. Full-time students may audit courses on the Main Campus during the Fall and Spring semesters without additional charge. Part-time students pay for any audited courses at the applicable Law Center credit hour rate. Full-time and part-time students auditing courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

CERTIFICATE PROGRAMS

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

- Certificate in Refugees and Humanitarian Emergencies, <http://isim.georgetown.edu/academics/refugees/>
- Certificate in Transnational Legal Studies, <http://ctls.georgetown.edu/academics.cfm>
- Certificate in World Trade Organization (WTO) Studies, <http://www.law.georgetown.edu/academics/centers-institutes/iel/WTO-Studies-Certificate.cfm>

STUDENT-INITIATED SEMINAR

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

ONE PAPER FOR TWO SEMINARS

Students may submit one paper to satisfy the requirements in two Law Center seminars undertaken in the same semester by securing the written approval of both professors, the Associate Dean for the J.D. Program, and the Registrar before writing the paper. A student must submit a written request to the Office of the Registrar by the deadline for the relevant semester. (See the Office of the Registrar's website for details, at <http://www.law.georgetown.edu/campus-services/registrar/course-registration/One-Paper-for-Two-Seminars.cfm>.) The request should include (1) both professors' approvals of the proposed joint paper, (2) the page length requirement for

each seminar, and (3) the minimum number of words or pages of the proposed joint paper (at least 12,000 words excluding footnotes (approximately 50 pages)). All requests are reviewed by the Associate Dean for the J.D. Program and approval is not automatic. If permission is granted, the student will also be required to meet all other requirements of both seminars. Students shall indicate the joint nature of the paper on the cover page of all submissions. Each professor will submit a final grade independently, indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical. Any extension to the paper deadline must receive prior approval from both professors.

Students may not submit a single paper for a seminar and a Supervised Research project. Students also may not submit a single paper to satisfy the requirements of two Supervised Research projects. Students wishing to submit a single paper to satisfy the requirements of a Law Center seminar and a graduate course taken for credit on the Main Campus should contact an advisor in the Office of J.D. Academic Services for more information. (See the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this chapter for more information on taking courses on the Main Campus.) Students are never permitted to submit a paper previously evaluated in connection with a Law Center course in order to meet the requirements of a course in which they are currently enrolled.

STUDENT EMPLOYMENT DURING THE ACADEMIC YEAR

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

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

Note: International students in F-1 or J-1 student visa status are very restricted with respect to on- and off-campus employment, and must have work authorization in place before beginning off-campus employment. Students must contact the International Student Advisor at lawcentervisa@georgetown.edu for such authorization. (See www.law.georgetown.edu/go/visa for more information.)

WITHDRAWALS AND LEAVES OF ABSENCE

Students whose U.S. military obligations require them to withdraw from a course or program of study should refer to the *Georgetown University U.S. Military Service Leave and Re-Enrollment Policy* in the *General Administrative Policies* chapter of this *Handbook*.

Withdrawal from Individual Courses

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

Students who, due to withdrawals, are registered in fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, <http://studenthealth.georgetown.edu/insurance/>, and email shi@georgetown.edu with any questions.

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

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

WITHDRAWING FROM COURSES IN THE REQUIRED FIRST-YEAR PROGRAM

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

WITHDRAWING FROM COURSES IN THE UPPERCLASS PROGRAM OF STUDY

Except as otherwise provided for professor permission courses, clinics, practicum courses, or externships, an upperclass student may withdraw from a semester or yearlong course up to and including the last day of classes for the semester, as published in the Academic Calendar, or by the day of the last class meeting for mini or bookend courses, and only after consultation with and approval by an advisor. For mini or bookend courses ending on a weekend, withdrawals will be accepted the following business day. A student must contact the Office of J.D. Academic Services or the Office of the Dean of Students to seek such approval.* The advisor will advise the student of the consequences of withdrawing before authorizing a withdrawal. Withdrawals are recorded on the student's transcript as "withdrawal" or "W."

Students who wish to withdraw from a course after the add/drop period has passed must complete a "Course Withdrawal Request Form" (available on the Registrar's website, at <http://www.law.georgetown.edu/campus-services/registrar/>), have it signed by an advisor, and submit it to the Office of the Registrar by the deadline to withdraw from the course, as described in the paragraph above.

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

To withdraw from a clinic, please see the rules outlined in the Clinic Registration Handbook, <http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/clinic-applications/upload/Clinic-Registration-Handbook-2016-updated-03-15-2016.pdf>.

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

* A student who wishes to withdraw from a course taken at the Center for Transnational Legal Studies must seek approval from the Assistant Dean for Graduate and Transnational Programs.

To withdraw from a practicum course, students must obtain permission from the faculty member and the Assistant Dean for Experiential Education. The Assistant Dean will grant such withdrawal requests only when remaining enrolled in the practicum would cause significant hardship for the student.

Note that if a student does not obtain permission to withdraw from a course pursuant to the rules above, the student is expected to complete all course requirements. See the *Attendance, Examinations, and Written Work* section of this chapter for the consequences of failing to complete an examination as scheduled or failing to submit a final paper by the deadline (including any extension). Such failures may result in the student receiving an AF for the course.

Leave of Absence

VOLUNTARY LEAVE OF ABSENCE

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

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

INVOLUNTARY LEAVE OF ABSENCE

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

- (1) Failure to complete 4 credits in a semester (a one-semester leave of absence is required) pursuant to the rules set out in the *Credit and Program Length Requirements* and *Course Withdrawal From Individual Courses* sections of this Handbook.
- (2) The student is a first-year student with a cumulative grade point average after two academic semesters (excluding Summer sessions) of less than 2.00/4.00 but at least 1.33/4.00 (a one-year leave of absence is required), pursuant to the rules set out in the *Academic Attrition* section of this Handbook.
- (3) Failure to attain a D or better in any required first-year course after a second attempt (a one-year leave of absence is required), pursuant to the rules set out in the *Academic Attrition* section of this Handbook.

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

RETURNING FROM A LEAVE OF ABSENCE

Students expecting to return from either a voluntary or involuntary leave of absence must email the Office of the Registrar (lawreg@law.georgetown.edu) no later than August 1 (if returning in the Fall), December 1 (if returning in the Spring) or April 1 (if returning in the Summer). After the student completes the requirements outlined in the aforementioned sections (e.g., obtaining the permission of the Associate Dean or Dean of Students, as appropriate), the Office of the Registrar will review with the student their new graduation date (reflecting the time taken off

during the leave of absence) and make referrals to other administrative offices (i.e., Financial Aid, Student Health, Student Accounts, or Office of J.D. Academic Services).

TUITION IMPLICATIONS

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

Withdrawal From the Law Center

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

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

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

JOINT DEGREE PROGRAMS

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

Application and Degree Information

Students must apply separately to the Law Center and to the companion graduate program. Applicants who are current law students are judged by the same criteria as all other applicants to these programs. Students interested in the J.D./M.A.S.S.P. program must apply to both the M.A.

and the J.D. programs simultaneously and be independently admitted.* Students interested in the other joint degree programs must apply to the joint degree program no later than during their first year of law school, with the exception of the J.D./M.P.P., which accepts students in their second year, and the J.D./LL.M. joint degrees, which students apply to during the Spring semester before the start of their final year in the J.D. program. Applications and general information about the admissions requirements for each joint degree programs are available from the companion programs' Admissions Offices.

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

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

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

Credit Requirements

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

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

FULL-TIME JOINT DEGREE STUDENTS

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

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

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

PART-TIME JOINT DEGREE STUDENTS

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

- J.D./LL.M. in Environmental Law, Global Health Law, International Business and Economic Law, National Security Law, Securities and Financial Regulation, or Taxation
- J.D./M.A.S.S.P.
- J.D./M.A.L.A.S.
- J.D./M.A.E.R.E.S.
- J.D./M.A. in Philosophy
- J.D./M.P.P.
- J.D./Government

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

CONCURRENT DEGREE PROGRAMS

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

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

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DEGREES AND CERTIFICATES OFFERED

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

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

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

- Certificate in Employee Benefits Law
- Certificate in Estate Planning
- Certificate in Food and Drug Law
- Certificate in International Arbitration and Dispute Resolution
- Certificate in International Human Rights Law
- Certificate in International Taxation
- Certificate in Refugees and Humanitarian Emergencies
- Certificate in State and Local Taxation
- Certificate in U.S. Health Law
- Certificate in World Trade Organization (WTO) Studies

The Certificates in Employee Benefits Law, Estate Planning, Food and Drug Law, International Taxation, State and Local Taxation, and U.S. Health Law are also open to students who were admitted solely to these Certificate programs.

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

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

The Doctor of Juridical Science (S.J.D.) is the highest degree offered by Georgetown University Law Center. It is primarily designed for foreign-trained law graduates who are interested in becoming law professors, scholars, jurists or public intellectuals, or in deepening their scholarship to continue in these fields.

Admission

Admission is based upon the applicant's academic qualifications, scholarly potential, dissertation topic, high TOEFL score, and the availability of a full-time faculty member willing to supervise the applicant throughout the program. Application procedures are at <http://www.law.georgetown.edu/admissions-financial-aid/graduate-admissions/sjd-programs/index.cfm>.

Degree Requirements

To earn an S.J.D., a student must meet the following requirements:

- Two years in full-time residence
- Successful completion of required and elective courses
- Successful completion of a dissertation or, if approved, a series of substantial law review articles
- Successful oral defense of the dissertation or series of articles
- Submission of the dissertation in compliance with Graduate Program guidelines

Complete information about the S.J.D. degree requirements, including residency and coursework, the dissertation, annual review, the defense, and other requirements, is contained in the *S.J.D. Handbook*, which is updated every summer. See <https://www.law.georgetown.edu/academics/academic-programs/graduate-programs/sjd/SJD-Handbook.cfm>.

Time for Completion

S.J.D. students are expected to complete their degree within five years after commencing the program. Up to two additional years of study may be granted with the supervisor's consent and approval by the Faculty Director of the S.J.D. Program. Approval will be granted only where the student has made significant progress and is close to completion.

Tuition

Tuition for the S.J.D. degree is charged at the full-time LL.M. rate for the first year and at a rate equivalent to 4 credits each semester for the second year. Beyond the first two years, students are charged a continuing registration fee equal to the rate for 1 credit per semester.

MASTER OF LAWS IN ADVOCACY

Degree Requirements

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

- 24 months of residency during two consecutive academic years as a Clinical Teaching Fellow engaged in teaching and in the full-time supervision and instruction of J.D. students who are enrolled in a clinic.
- 24 credits awarded for satisfactory performance of some combination of the following, as determined by the student's supervising faculty member: teaching, course

development, practice of law, supervision of students, participation in clinic seminars, and completion of coursework. Grades are recorded pass/fail.

- For Clinical Teaching Fellows affiliated with the Center for Applied Legal Studies only: in addition to the requirements above, submission of a paper of publishable quality within five years of their date of matriculation.

All Fellows are eligible to receive an LL.M. degree in Advocacy *with distinction*. To achieve the *with distinction* designation, Fellows must (1) receive certification from the clinic director that they have performed outstanding work throughout their two years in residence and (2) be certified by a full-time Georgetown Law professor (either their clinic director or another member of the faculty who works in the area about which the fellow is writing and who agrees to serve as a designated faculty reviewer) that they have completed a paper of publishable quality meeting the technical requirements provided in the Clinical Programs Fellowship Handbook. If a Fellow enrolls in one or more of the Law Center's graduate or J.D. courses that are not associated with the fellowship, receipt of a low grade in the course(s) may prevent the fellow from achieving the *with distinction* designation.

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

MASTER OF LAWS DEGREE AND PROGRAM REQUIREMENTS (For Programs Other Than Advocacy)

General Requirements for All LL.M. Students (Both U.S.- and Foreign-Educated Attorneys)

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

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

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

LL.M. (INDIVIDUALIZED PROGRAM)

Requires, in addition to the general requirements:

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

LL.M. IN ENVIRONMENTAL LAW

Requires, in addition to the general requirements:

- 24 credits, including 18 credits (“specialization credits”) in courses listed under Environmental Law in the Curriculum Guide.
- As part of the required 18 specialization credits, each student must successfully complete:
 - Environmental Law, if not completed in the prior law degree. Contact the Director of the Environmental Law LL.M. program to request a waiver if you have taken a prior course that you think will satisfy this requirement;
 - the Environmental Lawyering LL.M. seminar; and
 - an externship or practicum within the field, approved by the Director of the Environmental Law LL.M. program.

LL.M. IN GLOBAL HEALTH LAW

Requires, in addition to the general requirements:

- 24 credits, including 16 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
 - As part of the required 16 specialization credits, each student must successfully complete the 4-credit course Global Health Law. Externships do not qualify as Global Health Law specialization credits for purposes of this requirement.

LL.M. IN GLOBAL HEALTH LAW AND INTERNATIONAL INSTITUTIONS

Requires, in addition to the general requirements:

- 12 credits completed at Georgetown Law, including 10 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
 - As part of the required 10 specialization credits at Georgetown Law, each student must successfully complete the 4-credit course Global Health Law.
- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown Law credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be completed during a full-time Spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:
 - Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
 - Each student must complete either an approved internship or a dissertation.
 - The internship must last for a minimum of four weeks (preferably following Spring semester), must have a dimension linked to global health legal and/or policy questions, and must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the Director of the Global Health Law LL.M. Program at Georgetown Law and the LL.M. Program Manager at the Graduate Institute at least one month prior to the beginning of the internship. At the completion of the internship, students must submit a written report to the Director of the Global Health Law LL.M. Program at Georgetown Law and to the Director of the Joint LL.M. at the Graduate Institute of no more

than 5,000 words developing themes and questions linked to global health law and/or policy addressed during the internship and be a factual account of the student's experience. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits. Students are also required to submit a brief report by their internship supervisor evaluating their work.

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

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

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at Georgetown University during the LL.M. year, count toward elective but not specialization credits.
- 24 credits, including 16 credits ("specialization credits") in courses listed in the IBEL course lists in the Curriculum Guide and approved by the student's Academic Advisor. Externships do not qualify as IBEL specialization credits for purposes of this requirement.
- As part of the 16 specialization credits, the student must successfully complete:
 - Corporations, if they did not take a comparable course in their J.D. studies,
 - at least one course that focuses on international regulation (see IBEL List A in the Curriculum Guide),
 - at least one course that focuses on international business (see IBEL List B in the Curriculum Guide), and
 - a sufficient number of additional courses from IBEL List A, List B, or List C to bring the total number of specialization credits to 16 credits.

LL.M. IN NATIONAL SECURITY LAW

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at Georgetown University during the LL.M. year, count toward the 18 specialization credits.
- 24 credits, including 18 credits ("specialization credits") in courses listed under National Security Law in the Curriculum Guide. Externships do not qualify as National Security Law specialization credits for purposes of this requirement.
- As part of the 18 specialization credits, students must successfully complete the Proseminar in National Security Law in the first semester of their LL.M. program.

LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 24 credits, including 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.
- Prior or concurrent completion of a basic course in Securities Regulation. *Note:* This course does not count toward the required 16 Securities and Financial Regulation credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 24 total credits required for the degree.
- Part-time students may request to take up to four credits of coursework online. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

EXECUTIVE LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 24 credits in a program of study approved by the student’s Academic Advisor, including a minimum of 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide.
- Prior or concurrent completion of a basic course in Securities Regulation. *Note:* This course does not count toward the required 16 specialization credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 24 total credits required for the degree.
- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 24 credits, including 20 credits in courses listed under Taxation (“tax specialization credits”) in the Curriculum Guide. Externships do not qualify as tax specialization credits for purposes of this requirement. *Note:* Any student who has not taken Taxation I in his or her J.D. program may satisfy this prerequisite by taking the online course Foundations of Federal Income Taxation prior to matriculation and receiving a passing score on the final examination.
- Completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I or Taxation II; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these three required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Master of Laws in Taxation Program; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school.

- Part-time students may request to take up to four credits of coursework online. Such requests should be made to the Director of the Graduate Tax Program and will be considered on a case-by-case basis.

EXECUTIVE LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 24 credits, including 20 credits in courses listed under Taxation (“tax specialization credits”) in the Curriculum Guide. *Note:* Any student who has not taken Taxation I in his or her J.D. program may satisfy this prerequisite by taking the online course Foundations of Federal Income Taxation prior to matriculation and receiving a passing score on the final examination.
- Completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I; and (3) Basic Principles of Demystifying Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these three required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Executive LL.M. in Taxation; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school.
- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

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

NOTE ABOUT PRACTICE-ORIENTED TRACK

Georgetown Law offers international students the option of either a traditional classroom-based track or a practice-oriented track for the following LL.M. degrees:

- General Studies
- Global Health Law
- International Business and Economic Law
- International Legal Studies
- National Security Law
- Securities and Financial Regulation
- Taxation

Students who choose the practice-oriented track of the above degree programs are required to complete at least one off-campus work experience as part of their degree requirement. These off-campus work experiences are offered as externships, practicum courses, or workshops. Note that the practice-oriented track is not an option for the LL.M. degrees in International Environmental Law and in Global Health Law and International Institutions, as they already require externship components.

It will be necessary for all F-1 and J-1 international students on a practice-oriented track to have the proper employment authorization in advance of starting their externship, practicum, or workshop. International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such

as a practicum, workshop or externship. To obtain authorization, students must follow the instructions at <http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm>. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

LL.M. (GENERAL STUDIES)

Requires, in addition to the general requirements:

- 20 credits from courses open to LL.M. students.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track*, in this chapter.

LL.M. IN ENVIRONMENTAL LAW

Requires, in addition to the general requirements:

- 20 credits, including 14 credits (“specialization credits”) in courses listed under Environmental Law in the Curriculum Guide
- As part of the required 14 specialization credits, each student must successfully complete:
 - Environmental Law, if not completed in the prior law degree. Contact the Director of the Environmental Law LL.M. to request a waiver if you have taken a prior course that you think will satisfy this requirement;
 - the Environmental Lawyering LL.M. seminar; and
 - an externship or practicum within the field, approved by the Director of the Environmental Law LL.M. program.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.

LL.M. IN GLOBAL HEALTH LAW

Requires, in addition to the general requirements:

- 20 credits, including 14 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
 - As part of the required 14 specialization credits, each student must successfully complete the 4-credit course Global Health Law. Externships do not qualify as Global Health Law specialization credits for purposes of this requirement.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing or Advanced Scholarly Writing. These courses count toward the 20 credit degree requirement but not the 14 specialization credits.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

LL.M. IN GLOBAL HEALTH LAW AND INTERNATIONAL INSTITUTIONS

Requires, in addition to the general requirements:

- 12 credits completed at Georgetown Law, including 10 credits (“specialization credits”) in courses listed under Global Health Law in the Curriculum Guide.
- As part of the required 10 specialization credits at Georgetown Law, each student must successfully complete the 4-credit course Global Health Law.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing or Advanced Scholarly Writing. These courses count toward the 12 credit degree requirement but not the 10 specialization credits.
- 39 European Credit Transfer and Accumulation System (ECTS) credits (three ECTS credits are the equivalent of 1 Georgetown Law credit) completed at the Graduate Institute of International and Development Studies in Geneva, Switzerland, to be completed during a full-time Spring semester in residence at the Graduate Institute. As part of the 39 ECTS credits at the Graduate Institute:
 - Each student must complete 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues.
 - Each student must complete either an approved internship or a dissertation.
 - The internship must last for a minimum of four weeks (preferably following Spring semester), must have a dimension linked to global health legal and/or policy questions, and must be authorized in advance by the Joint LL.M. Committee. Students pursuing an internship must submit an application to the Director of the Global Health Law LL.M. Program at Georgetown Law and the LL.M. Program Manager at the Graduate Institute at least one month prior to the beginning of the internship. At the completion of the internship, students must submit a written report to the Director of the Global Health Law LL.M. Program at Georgetown Law and to the Director of the Joint LL.M. at the Graduate Institute of no more than 5,000 words developing themes and questions linked to global health law and/or policy addressed during the internship and be a factual account of the student’s experience. The report is graded and, in conjunction with completion of the internship, counts for 15 ECTS credits. Students are also required to submit a brief report by their internship supervisor evaluating their work.
 - With the prior approval of both the Director of the Joint LL.M. at the Graduate Institute and the Director of the Global Health Law LL.M. Program at Georgetown Law, a student may undertake a dissertation instead of the required internship. A dissertation entitles the student to 15 ECTS credits.
- The academic policies of the Graduate Institute apply to credits completed at the Graduate Institute, including a dissertation, and are set forth in the Graduate Institute’s *reglement* for the degree program.

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

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at

Georgetown University during the LL.M. year, count toward the 20 credit degree requirement but not the 14 specialization credits.

- 20 credits, including 14 credits (“specialization credits”) in courses listed in the IBEL Curriculum Guide. Externships do not qualify as IBEL specialization credits for purposes of this requirement.
- As part of the 14 specialization credits, student must successfully complete:
 - Corporations (3 or 4 credits),
 - at least one course that focuses on international regulation (see IBEL List A in the Curriculum Guide),
 - at least one course that focuses on international business (see IBEL List B in the Curriculum Guide), and
 - a sufficient number of additional courses from IBEL List A, List B, or List C to bring the total number of specialization credits to 14 credits.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

LL.M. IN INTERNATIONAL LEGAL STUDIES

Requires, in addition to the general requirements:

- 20 credits, including a minimum of 12 credits (“specialization credits”) in courses listed under International Legal Studies in the Curriculum Guide. Externships do not qualify as International Legal Studies specialization credits for purposes of this requirement.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 12 specialization credits.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

LL.M. IN NATIONAL SECURITY LAW

Requires, in addition to the general requirements:

- Successful completion either prior to or during the LL.M. program of International Law I or a comparable course in public international law. These credits, if taken at Georgetown University during the LL.M. year, count toward the 14 specialization credits.
- 20 credits, including a minimum of 14 credits (“specialization credits”) in courses listed under National Security Law in the Curriculum Guide. Externships do not qualify as National Security Law specialization credits for purposes of this requirement.
- As part of the 14 specialization credits, students must successfully complete the Proseminar in National Security Law in the first semester of their LL.M. program.

- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 20 credits, including a minimum of 14 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide. Externships do not qualify as Securities and Financial Regulation specialization credits for purposes of this requirement.
- As part of the required 14 specialization credits, completion of a basic course in Securities Regulation.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. This course counts toward the 20 credit degree requirement but not the 14 specialization credits.
- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

EXECUTIVE LL.M. IN SECURITIES AND FINANCIAL REGULATION

Requires, in addition to the general requirements:

- 24 credits, including a minimum of 16 credits (“specialization credits”) in courses listed under Securities and Financial Regulation in the Curriculum Guide.
- Prior or concurrent completion of a basic course in Securities Regulation. This course does not count toward the required 16 specialization credits but, if taken as part of the student’s LL.M. program, may count as elective credit toward the 24 total credits required for the degree.
- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 20 credits, including a minimum of 16 credits (“specialization credits”) in courses listed under Taxation in the Curriculum Guide. Externships and Graduate Independent Research papers do not qualify as tax specialization credits for purposes of this requirement.
- As part of the required 16 specialization credits, completion of the courses: (1) U.S. Income Tax: Policies and Practices; (2) Corporate Income Tax Law I or Taxation II; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence.
- While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing. Students enrolling in U.S. Legal Research, Analysis and Writing should

consult with the Academic Advisor to determine whether the course will count toward specialization or elective credits.

- Additional requirement for students on a practice-oriented track: see *Note About Practice-Oriented Track* in this chapter.

EXECUTIVE LL.M. IN TAXATION

Requires, in addition to the general requirements:

- 24 credits, including a minimum of 20 credits (“specialization credits”) in courses listed under Taxation in the Curriculum Guide.
- Prior to matriculation, the completion of a basic federal income tax course at a U.S. law school or completion of the online course Foundations of Federal Income Taxation with a passing score on the final examination.
- As part of the required 20 specialization credits, completion of the courses: (1) Income Tax Accounting; (2) Corporate Income Tax Law I; and (3) Basic Principles of Finance (an online course). Basic Principles of Finance must be completed in a student’s first semester in residence. Students who have taken prior courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions to waive any of these required courses will be considered only if: (1) the student petitions the Director of the Graduate Tax Program (by email or in writing) for the waiver during the first semester of enrollment in the Executive LL.M. in Taxation; and (2) the student received a minimum grade of B in a comparable course from an ABA-approved law school.
- Students may take all coursework for their degree program online. Students may also request to take courses on campus at the Law Center. Such requests should be made to the student’s Academic Advisor and will be considered on a case-by-case basis.

J.D./LL.M. Joint Degrees

Georgetown Law offers five J.D./LL.M. joint degree programs that enable Georgetown J.D. students to earn an LL.M. in one rather than two full-time semesters after completion of the J.D. degree. They are: Environmental Law; Global Health Law; International Business and Economic Law; National Security Law; Securities and Financial Regulation; and Taxation.

J.D./LL.M. JOINT DEGREE IN ENVIRONMENTAL LAW

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take environmental law courses that will count both toward the J.D. degree and also toward an LL.M. degree in Environmental Law. Students in this program are expected, while still J.D. students, to complete the 3-credit course Environmental Law and at least 6 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in Environmental Law (“Environmental Law specialization credits”). Regardless of the number of Environmental Law specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 9 must be Environmental Law specialization credits, including the Environmental Lawyering seminar and an externship or practicum course within the field, approved by the Director of the Environmental Law LL.M. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 9 J.D. credits, including all Environmental Law specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student's LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as Environmental Law specialization credits.

Georgetown Law students apply to the J.D./LL.M. joint degree in Environmental Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Environmental Law is open only to Georgetown Law students. Students visiting from other universities are not permitted to enroll in this program.

J.D./LL.M. JOINT DEGREE IN GLOBAL HEALTH LAW

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take Global Health Law courses that will count both toward the J.D. degree and also toward an LL.M. degree in Global Health Law. Under this program, students count 12 credits completed during their J.D. studies toward the LL.M. degree. Of these 12 credits, at least 8 credits must be Global Health Law “specialization credits” listed in the Curriculum Guide. Following completion and conferral of the J.D. degree, students must complete an additional 12 credits of coursework, of which at least 8 must be Global Health Law “specialization credits.”

Following acceptance into the J.D./LL.M. degree, students must complete:

- Global Health Law (4-credit option), which will count toward the “specialization credits,” and
- A practicum listed under the Global Health Law “specialization” course list in the Curriculum Guide or an externship that must be approved by the Director of the Global Health Law LL.M. Program (*Note:* While an externship is highly encouraged, externship credits do not count toward the “specialization credits”).

Georgetown Law students apply to the J.D./LL.M. joint degree in Global Health Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Global Health Law is open only to Georgetown Law students. Students may complete the additional credits on a full-time or part-time basis. J.D./LL.M. students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

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

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take international business and economic law courses that will count both toward the J.D. degree and also toward an LL.M. degree in International Business and Economic Law (IBEL). Students in this program are expected, while still J.D. students, to complete International Law I, Corporations, and at least 8 additional credits of courses listed in the Curriculum Guide as counting toward the LL.M. in International Business and Economic Law (“IBEL specialization credits”). Regardless of the number of IBEL specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be IBEL specialization credits. Students must take at least one IBEL List A course that focuses on international regulation, and at least one IBEL List B course that focuses on international business. Students may complete their additional LL.M. credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all IBEL specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student's LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as IBEL specialization credits.

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

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

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take national security law courses that will count both toward the J.D. degree and also toward an LL.M. degree in National Security Law. Students in this program are expected, while still J.D. students, to complete the 3-credit course International Law I and at least 6 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in National Security Law ("National Security Law specialization credits"). Regardless of the number of National Security Law specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 9 must be National Security Law specialization credits, including the Proseminar in National Security Law. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all National Security Law specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student's LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as National Security Law specialization credits.

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

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

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take securities and financial regulation law courses that will count both toward the J.D. degree and also toward an LL.M. degree in Securities and Financial Regulation. Students in this program are expected, while still J.D. students, to complete Securities Regulation and at least 8 additional credits in courses listed in the Curriculum Guide as counting toward the LL.M. in Securities and Financial Regulation ("specialization credits"). Regardless of the number of specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be specialization credits. Students may complete these additional

credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, at least 12 J.D. credits, including all specialization credits taken during the J.D. phase of their studies, will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student's LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as specialization credits.

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

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

This J.D./LL.M. joint degree program permits students who are still completing their J.D. degree to take tax courses that will count both toward the J.D. degree and also toward an LL.M. degree in Taxation. Students in this program are expected, while still J.D. students, to complete Taxation I and at least 12 credits of courses listed in the Curriculum Guide as counting toward the LL.M. in Taxation ("tax specialization credits"). Regardless of the number of tax specialization credits completed during the J.D. phase of the program, all students are required, following conferral of the J.D. degree, to complete an additional 12 credits during the LL.M. phase, of which at least 8 must be tax specialization credits. Students may complete these additional credits on a full-time or part-time basis. Joint degree students are expected to complete their LL.M. credits within two years of receiving their J.D. degree.

For students in this program, all tax specialization credits taken during the J.D. phase of their studies will be shown on their LL.M. transcript, along with the additional courses taken during the LL.M. phase of the program. All of these courses will be counted toward the student's LL.M. grade point average. Students pursuing a J.D./LL.M. joint degree may not take courses during the J.D. phase of their studies on a pass/fail basis if the credits associated with those courses are to be counted as tax specialization credits. Taxation I, which is a prerequisite to matriculation in the LL.M. in Taxation program, may not be included among the 12 J.D. credits counted toward the LL.M. degree. Students must also take the following three courses required for the LL.M. in Taxation degree: (1) Income Tax Accounting; (2) Corporate Income Tax Law I or Taxation II; and (3) Basic Principles of Finance or Demystifying Finance (the J.D. course).

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

The Two-Year LL.M. Program and Certificate in Legal English

A student enrolled in the Two-Year LL.M. Program is required to be a full-time student for two full academic years. The first year of the program is a structured program of required courses. Regular and punctual attendance at all classes and completion of all assignments are mandatory requirements. Students will be tested and evaluated at the end of each semester of the

first year. Any student who misses classes or fails to complete assignments without an advance excused absence, or who does not demonstrate sufficient progress each semester may be dropped from the program during the first year.

For their work during the first year, students are awarded a Certificate in Legal English at graduation. During the second year of the program, students complete an LL.M. course of study. Students may enroll in Week One courses only in their second year.

Students in the Two-Year Program are eligible to receive any specialized degree and one additional certificate for which they satisfy the requirements. Students in the Two-Year Program who wish to specialize during the second year in Environmental Law, Global Health Law, National Security, Securities and Financial Regulation, or Taxation should meet with the Academic Advisor for that program during the Spring of the first year of their program at the latest (but preferably earlier) to discuss their interest in pursuing the specialized degree, as additional review by the Admissions Committee may be required.

Requirements for Two Separate LL.M. Degrees

Students who wish to complete a second LL.M. degree after completion of their first LL.M. degree may apply to do so. Current students should submit an updated application to the Associate Dean for Graduate Programs, who will consult with the Office of Admissions. No application fee is required for current students.

Transfer Between LL.M. Degree Programs

Students not already registered for the LL.M. degree in Environmental Law, Global Health Law, National Security Law, or Taxation who wish to change their degree to one of these degree concentrations must obtain approval from the Academic Advisor for that degree. Students wishing to transfer into one of these degree programs must consult with the Academic Advisor for the specialized degree program no later than the end of the Fall add/drop period. Students wishing to change their LL.M. degree to General, Individualized, International Business and Economic Law, International Legal Studies, or Securities and Financial Regulation do not need to consult with or obtain the approval of an Advisor and may indicate their preference on the LL.M. Degree Application, which they must then forward to the Office of the Registrar for processing, no later than the end of the Spring add/drop period.

MASTER OF STUDIES IN LAW (For Non-Lawyers)

Master of Studies in Law – Taxation

Requires, in addition to the general requirements:

- 24 credits in a program of study approved by the student's Academic Advisor, including a minimum of 24 credits ("specialization credits") in courses listed under Taxation in the Curriculum Guide.
- Prior to matriculation, the completion of a basic graduate-level federal income tax course or completion of the online course Foundations of Federal Income Taxation with a passing score on the final examination.
- As part of the required 24 specialization credits, completion of the courses: (1) Introduction to Federal Income Tax Research & Writing; (2) Income Tax Accounting; and (3) Corporate Income Tax Law I. Students who have taken prior graduate-level courses on these subjects may petition the Director of the Graduate Tax Program to have a required course waived in order to substitute a tax elective. Petitions

to waive these requirements will be considered only if: (1) the student petitions (by email or in writing) for the waiver during the first semester of enrollment in the MSL in Taxation; and (2) the student received a minimum grade of B in a course deemed comparable by the Director of the Graduate Tax Program.

CERTIFICATE PROGRAM REQUIREMENTS

Certificate programs offer students an opportunity to concentrate within one of the designated fields of study. The Law Center will not award more than one Certificate at the time an LL.M. degree is conferred. Students who have satisfied the requirements for any Certificate must designate the Certificate that they would like to receive.

With Academic Advisor permission, students who are about to receive an LL.M. from Georgetown Law may apply to continue their studies by enrolling in the Certificate in Employee Benefits Law, Estate Planning, Food and Drug Law, International Arbitration and Dispute Resolution, International Human Rights Law, International Taxation, State and Local Taxation, or U.S. Health Law as a post-LL.M. program. A student who has already received an LL.M. from Georgetown Law should submit a petition to pursue one of the above Certificate programs as a separate, free-standing program to their Academic Advisor for approval by the Assistant Dean for Graduate Programs, or the Director of the Graduate Tax Program, as appropriate.

If the student has completed any of the specialization credits during the LL.M. required for the Certificate, the student may request permission to carry those credits into the new Certificate program.

Students admitted solely for a Certificate are not eligible for graduation *with distinction* or the Dean's List.

Certificate in Employee Benefits Law

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

The following are requirements for the Employee Benefits Law Certificate:

- Candidates must successfully complete the following courses comprising 10 credits ("specialization credits"):
 - Employee Benefits: Qualified Retirement Plans (Fall, 2 credits);
 - Employee Benefits: Executive Compensation (Fall, 2 credits);
 - Employee Benefits: Health and Welfare Plans (Fall, 2 credits); and
 - Employee Benefits Practicum (Spring, 4 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

For purposes of earning the LL.M. in Taxation, Employee Benefits Law Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the Employee Benefits Law Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

Certificate in Estate Planning

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

The following are requirements for the Estate Planning Certificate:

- Candidates must successfully complete the following courses comprising 10 credits ("specialization credits"):
 - Income Taxation of Trusts, Estates, and Beneficiaries (Fall, 2 credits);
 - Estate and Gift Tax (Fall, 2 credits);
 - Special Topics in Transfer Tax (Fall, 2 credits); and
 - Advanced Private Wealth Planning (Spring, 4 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

For purposes of earning the LL.M. in Taxation, all Estate Planning Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the Estate Planning Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

Certificate in Food and Drug Law

The Food and Drug Law Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program. For U.S.-trained students, successful completion of a basic course in Administrative Law is a prerequisite to commencing work on this Certificate. Foreign-trained students desiring to complete the Certificate must enroll in Administrative Law during the Fall semester.

The following are requirements for the Food and Drug Law Certificate:

- Candidates must successfully complete a minimum of 10 credits ("specialization credits") in courses listed under the Certificate in Food and Drug Law in the Curriculum Guide.
- As part of the 10 specialization credits, students must successfully complete the course Law and Regulation of Drugs, Devices and Biologics (3 credits) and either Food Law (3 credits) or Food and Drug Law (3 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

Certificate in International Arbitration and Dispute Resolution

The International Arbitration and Dispute Resolution Certificate is available to students enrolled in a Law Center LL.M. program. The Law Center will not admit students solely for the International Arbitration and Dispute Resolution Certificate program.

The following are requirements for the International Arbitration and Dispute Resolution Certificate:

- Candidates must successfully complete International Law I (or its equivalent, Public International Law) either in prior law study in the U.S. or internationally, or complete the course during the first year at Georgetown Law. This course does not count toward the 10 specialization credits for the Certificate, but may count toward the overall LL.M. credit requirements.
- Students must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under the Certificate in International Arbitration and Dispute Resolution in the Curriculum Guide.
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

Certificate in International Human Rights Law

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

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

- Candidates must successfully complete International Law I (or its equivalent, Public International Law) either in prior law study in the U.S. or internationally, or complete the course during the first year at Georgetown Law. This course does not count toward the 10 specialization credits for the Certificate, but may count toward the overall LL.M. credit requirements.
- Students must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under International Human Rights Law Certificate in the Curriculum Guide.
- As part of the required 10 specialization credits, each student must successfully complete the basic International Human Rights Law course.
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

Certificate in International Taxation

The International Taxation Certificate is available to students enrolled in the Law Center’s LL.M. in Taxation, Executive LL.M. in Taxation, Master of Studies in Law in Taxation or Executive Master of Studies in Law in Taxation and to students who are not so enrolled but who were admitted separately to the Certificate program. For U.S.-trained students, successful completion of a basic course in federal individual income taxation is a prerequisite to commencing work on this Certificate. Foreign-trained students desiring to complete the Certificate in conjunction with the LL.M. degree must enroll in U.S. Income Tax: Policies and Practices during the Fall semester. Foreign-trained students who wish to complete the Certificate on a stand-alone basis must complete a course in U.S. corporate or partnership taxation prior to matriculation into the Certificate program.

The following are requirements for U.S.-trained students who wish to earn the International Taxation Certificate:

- Candidates must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under Certificate in International Taxation in the Curriculum Guide. As part of the required 10 specialization credits, candidates must successfully complete the following courses:
 - U.S. Taxation of Domestic Persons with Activities Outside the United States (Fall, 2 credits) and U.S. Taxation of Foreign Persons in the United States (Fall or Spring, 2 credits). Full-time students must complete both of these required courses during the Fall semester.
 - Tax Treaties (Spring, 2 credits).
 - A course dealing with transfer pricing. This requirement may be fulfilled by completing one or more of the following:
 - (1) Survey of Transfer Pricing (Fall, 2 credits); or
 - (2) Transfer Pricing: Selected Problems (Spring, 2 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

The following are requirements for foreign-trained students who wish to earn the International Taxation Certificate:

- Candidates must successfully complete a minimum of 10 credits (“specialization credits”) in courses listed under Certificate in International Taxation in the Curriculum Guide. As part of the required 10 specialization credits, candidates must successfully complete the following courses:
 - U.S. Taxation of International Transactions (Fall, 3 credits)
 - Tax Treaties (Fall or Spring, 2 credits)
 - A course dealing with transfer pricing. This requirement may be fulfilled by completing one or more of the following:
 - (1) Survey of Transfer Pricing (Fall, 2 credits); or
 - (2) Transfer Pricing: Selected Problems (Spring, 2 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

For purposes of earning the LL.M. in Taxation, Executive LL.M. in Taxation, Master of Studies in Law in Taxation or Executive Master of Studies in Law in Taxation, all International Taxation Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for this Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

Certificate in Refugees and Humanitarian Emergencies

The Certificate in Refugees and Humanitarian Emergencies is available to students earning a J.D. or LL.M. at the Law Center. For information about Certificate requirements, please see <http://isim.georgetown.edu/academics/refugees/>.

Certificate in State and Local Taxation

The State and Local Taxation (SALT) Certificate is available to students enrolled in the Law Center's LL.M. in Taxation, Executive LL.M. in Taxation, Master of Studies in Law in Taxation, or Executive Master of Studies in Law in Taxation program, and to students who are not so enrolled but who were admitted separately to the Certificate program. Successful completion of a basic course in federal individual income taxation is a prerequisite to commencing work on the SALT Certificate.

The following are requirements for the SALT Certificate:

- Candidates must successfully complete the following five courses comprising 10 credits ("specialization credits"):
 - State and Local Taxation: Income and Franchise Taxes (Fall, 2 credits);
 - State and Local Taxation: Other Business Taxes (Fall, 2 credits);
 - State and Local Taxation: Sales and Use Taxes (Fall, 2 credits);
 - Federal Limitations on State and Local Taxation (Spring, 2 or 3 credits); and
 - Special Topics in State and Local Taxation (Spring, 2 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

For purposes of earning the LL.M. in Taxation, Executive LL.M. in Taxation, Master of Studies in Law in Taxation or Executive Master of Studies in Law in Taxation, all SALT Certificate courses will be counted toward the required specialization credits in Taxation. Students who wish to apply for the SALT Certificate should do so by notifying the Director of the Graduate Tax Program no later than the end of the add/drop period of their last semester before graduation.

Certificate in U.S. Health Law

The U.S. Health Law Certificate is available to students enrolled in a Law Center LL.M. degree program and to students who are not so enrolled but who were admitted separately to the Certificate program.

The following are requirements for the U.S. Health Law Certificate:

- Candidates must successfully complete a minimum of 12 credits ("specialization credits") in courses listed under the Certificate in U.S. Health Law in the Curriculum Guide.
- As part of the 12 specialization credits, students must successfully complete the following courses:
 - Access to Health Care and Coverage: Law and Policy (3 credits);
 - Health Law and Regulation (3 credits); and
 - The Affordable Care Act: Law and Policy Governing Private Health Insurance (3 credits).
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate's specialization requirements.

Certificate in World Trade Organization (WTO) Studies

The World Trade Organization (WTO) Studies Certificate is available to students earning a J.D. or LL.M. at the Law Center. (Students earning an S.J.D. at the Law Center, and students earning graduate degrees in other related subjects at Georgetown University who are eligible to

enroll in courses at the Law Center, may obtain the WTO Studies Certificate only by permission of the Institute of International Economic Law.) Students will not be admitted solely for the WTO Studies Certificate program. Successful completion of a basic international law course, either at the Law Center or elsewhere, is a prerequisite for the WTO Studies Certificate, and this qualifying course does not count toward the 12 credits required for the WTO Studies Certificate.

The following are requirements for the WTO Studies Certificate:

- Students who wish to pursue the WTO Studies Certificate must notify the Law Center's Institute of International Economic Law (IIEL) by the end of the second week of classes in the first semester of graduate studies, or, for J.D. students, by the end of the second week of classes in the first semester of their second year.
- Candidates must successfully complete 12 credits of coursework on WTO-related subjects, selected from specific courses listed as eligible for the WTO Studies Certificate and posted on the IIEL website, at <http://www.law.georgetown.edu/academics/centers-institutes/iiel/WTO-Studies-Certificate.cfm>.
- Students must maintain an overall grade point average of B or higher.
- Students must complete a research paper on a WTO law subject approved by the IIEL.
- Students must participate in four extracurricular activities related to international trade during their course of study (such as attending a conference, a congressional, administrative or court hearing, or a similar event).

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

ENROLLMENT AND CREDIT POLICIES

Period of Study

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

Where credit has been granted for non-degree coursework completed at the Law Center prior to matriculation in the program, the maximum period of study allowed for part-time students will be reduced by one semester for every 4 credits granted. See the *Advanced Standing* sections of this chapter, below.

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

Enrollment for Bar Purposes

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

Duplication of Courses

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

Conferral of the Degree

Once a student has completed the requirements for an LL.M. degree and any Certificate that the student is pursuing, the student's final cumulative grade point average will be calculated and the degree and Certificate conferred. If a student who is pursuing a Certificate has completed the requirements for an LL.M. degree but not the requirements for the Certificate, then the student may petition to take the courses necessary to complete the Certificate. The petition should be submitted to the student's Academic Advisor for consideration by the Assistant or Associate Deans for Graduate Programs. If the petition is approved, both the degree and the Certificate will be conferred when the Certificate requirements are completed. *Note:* Students on F-1 or J-1 visas must complete their program by their program end date on the form DS-2019 or the Form I-20. They cannot extend their program in order to complete a Certificate.

Full-Time and Part-Time Enrollment Defined

In the LL.M. program, full-time enrollment is 8 to 13 credits during the Fall and Spring semesters, and 4 or more credits during the Summer session. Part-time enrollment is 7 or fewer credits during the Fall and Spring semesters. By the end of the add/drop period, students must ensure that they are enrolled in the appropriate number of credits required to maintain their full-time or part-time status.

Note: Students who are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, <http://studenthealth.georgetown.edu/insurance/>, and email shi@georgetown.edu with any questions.

Transfer Between Full-Time and Part-Time Status

A student in an LL.M. degree program may apply to transfer from full-time to part-time status, or from part-time to full-time status, subject to visa requirements, by submitting a written request detailing the reasons for requesting the transfer to their Academic Advisor.

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

Limitations on Credits Per Semester

Without the prior written approval of the Assistant or Associate Dean for Graduate Programs, full-time students may not enroll in more than 13 credits in the Fall or Spring semester, and part-time students may not enroll in more than 7 credits in the Fall or Spring semester. Students seeking approval to exceed the credit limit should submit a petition to their Academic Advisor for consideration by the Assistant or Associate Dean for Graduate Programs. Please be advised that these requests are only approved under extraordinary circumstances. Full-time and part-time students may not enroll in more than 6 credits during the Summer session. Students may not enroll in more than 30 credits during the academic year. For the purposes of

this credit limit, the academic year includes the Foundations of American Law and Professional Responsibility Law in the U.S. courses during the 2016 Summer session.

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

Consistent with the rules and procedures stated below, LL.M. students may take courses in the undergraduate or graduate schools of the University on a seat-available basis.

LL.M. students may apply a maximum of 4 credits of graduate-level coursework in the University toward their LL.M. degree with permission from both the Assistant or Associate Dean for Graduate Programs and the professor teaching the graduate course. Students should submit their petition to their Academic Advisor for consideration by the Assistant or Associate Dean for Graduate Programs. Any credits taken in the graduate school of the University are subtracted from the number of credits that can be taken at another institution (see the *Credits Earned at Other Institutions* section, below). Course descriptions may be found in the University course catalog via *MyAccess*. If a student withdraws from a graduate-level course counting toward his or her LL.M. degree requirements, the credit associated with the course will count against the 4-credit limit described above.

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

A student may not enroll in more than two Main Campus courses or a maximum of 5 credits (whichever is more) per semester regardless of whether the credits are applied toward the LL.M. degree requirements.

All courses, credits, and grades taken in the graduate schools will appear on the student's Law Center transcript, but the grades will not be counted in the student's Georgetown Law grade point average. Courses, credits, and grades taken in undergraduate and language courses will not appear on the student's Law Center transcript or be calculated in the student's Law Center grade point average.

ENROLLMENT PROCEDURES

Students do not preregister for Main Campus courses during the Law Center's preregistration process and may not enroll themselves in Main Campus courses. Students seeking approval to take a Main Campus course in the graduate or undergraduate schools should email their request to the Office of Graduate Programs at gradprog@law.georgetown.edu no later than the following deadlines:

- For Fall 2016 courses (including Business School Modules 1 and 2*): August 19, 2016
- For Spring 2017 courses (including Business School Modules 3 and 4): January 6, 2017
- For Summer 2017 courses: TBA (Please contact the Office of Graduate Programs for more information).

* Students interested in Module 1 and 2 courses will be considered on a rolling basis beginning in early Summer and are encouraged to submit their requests as early as possible.

All requests must include:

- (1) the course number;
- (2) the course name;
- (3) the number of credits;

- (4) a list of any prerequisite courses and how the student believes he or she meets those prerequisites; and
- (5) for all requests for courses outside of the Business School, students must also include the professor's email permission to enroll. *The Business School administration requests that law students not contact Business School faculty directly.* The Office of Graduate Programs will work with the Business School administration, which will coordinate their professors' permission to enroll in their courses.

The student's request will be forwarded to the Law Center's Office of the Registrar after review and approval by the Office of Graduate Programs. The Office of the Registrar will forward the request to the appropriate academic department on Main Campus for approval to enroll the student in the course on a seat available basis. The Office of the Registrar will then confirm for students their enrollment status.

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

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

Law students are enrolled in Main Campus courses on a seat-available basis at the beginning of the Main Campus add/drop period. Main Campus students have priority for these courses. Law Center students are not permitted to be waitlisted for Main Campus courses and are subject to the add/drop and withdrawal policies and grading deadlines of the Main Campus. *Note:* If the Main Campus course is cross-listed (i.e., has a Law Center section designated by LAWJ or LAWG), law students must enroll in the Law Center section of the course and follow the Law Center's add/drop and waitlist policies.

Note: International students considering taking a U.S. bar exam should be aware that non-Law Center courses may not count toward the required number of law credits necessary to be eligible to take the bar exam. Please consult your Academic Advisor for more information.

Credit for Courses in Georgetown's London Summer Program

LL.M. students may take courses in the Georgetown Law London Summer Program. All courses taken in the London Summer Program will be included on the student's transcript and all grades earned in these courses will be included in the student's grade point average. A maximum of 6 credits will be counted toward an LL.M. degree. Full-time LL.M. students may not advance the date of their graduation by completing Summer session courses. For further information, refer to https://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm or contact the Office of Transnational Programs, at transnational@law.georgetown.edu.

Credits Earned at Other Institutions

With the prior approval of the student's Academic Advisor, and subject to the conditions listed below, a student may apply to the LL.M. degree a cumulative maximum of 4 credits earned at other institutions while an LL.M. student at the Law Center. The student should apply through his or her Academic Advisor who will consider the application with the Assistant or Associate Dean. In approving such a request, the Dean will consider the institution at which the student

proposes to take the course, the level of the proposed course, how the proposed course or courses fit into the student's overall academic program, and whether a similar course is offered at the Law Center. The Law Center does not award LL.M. credit for courses taken at another institution before a student matriculated at the Law Center.

All approved credits undertaken at another institution will be displayed on the student's Law Center transcript. Individual course titles and grades are not included in the student's Law Center transcript, and the grades will not be factored into the student's Law Center grade point average.

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

Credits earned at other institutions will count toward the specialization credit requirement for any degree or Certificate program only with the prior approval of the student's Academic Advisor.

LL.M. students are limited to 4 total credits toward their degree taken outside of the Law Center. Any credits taken at another institution are subtracted from the number of credits that can be taken in the graduate school of the University (see the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section, above).

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

LL.M. students may petition to apply up to 8 credits toward their LL.M. degree for coursework completed in a non-degree program at the Law Center, provided they received a C or better in the coursework, the coursework was completed within two academic years prior to matriculation in the LL.M. degree program, and the Office of Graduate Programs has reviewed and approved the transfer of these credits toward the degree. Courses and grades will be entered on the transcript, and the grades for those courses will be included in the computation of the LL.M. grade point average. For part-time students, the maximum period of study allowed for completion of the degree will be reduced by one semester for every 4 credits of advanced standing applied under this rule.

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

Students who received their J.D. degree from the Law Center within three academic years of matriculating in an LL.M. degree program may apply up to 6 credits earned while a J.D. student toward their LL.M. degree, provided those credits were in excess of the minimum number of credits required for the J.D. degree. Courses and grades involved will remain part of the J.D. record; advanced standing credit for specific courses will be applied to the LL.M. degree. The courses and grades will be entered on the transcript, but grades for those courses will not be included in the computation of the LL.M. grade point average. For part-time students, the maximum period of study allowed will be reduced by one semester if 4 or more credits are applied.

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

Transfer of Credit to the J.D. Program

A student who received an LL.M. degree from the Law Center may, upon admission to and matriculation in the Law Center's J.D. program, transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements under the following conditions (see the

Juris Doctor Program chapter of this *Handbook* for more information on the J.D. degree requirements):

- Only a foreign-educated attorney who received an LL.M. degree from the Law Center in Spring 2012 or later, and who has satisfied all of the requirements for and been accepted into the J.D. program, is eligible for advanced standing under this paragraph.
- The student must matriculate into the J.D. program within three academic years of earning the LL.M. degree from the Law Center.
- The transferred credits will apply toward the upperclass J.D. program of study.
- Only credits earned in cross-listed courses or non-cross-listed courses taken in the J.D. program (i.e., “LAWJ” sections) can be transferred.
- A student who transfers credit from a J.D. (“LAWJ”) section of a 3-credit seminar that meets the J.D. upperclass legal writing requirement will be treated as having satisfied that requirement (see the *Upperclass Legal Writing Requirement* section of the *Juris Doctor Program* chapter).
- Even if, as an LL.M. student, the student takes and passes the course “Professional Responsibility in the United States,” the student must still complete the professional responsibility requirement during the upperclass J.D. program of study (see the *Professional Responsibility Requirement* section of the *Juris Doctor Program* chapter).
- Courses and grades for the credits transferred will remain part of the LL.M. transcript; the grades for these courses will not be included in the computation of the J.D. grade point average.
- After meeting with an advisor in the Office of J.D. Academic Services, it is the responsibility of the student to email lawreg@law.georgetown.edu before the end of his or her first year as a J.D. student indicating the student’s intention to transfer up to 12 credits earned in the LL.M. degree program toward the J.D. degree requirements.
- A student who satisfies the above requirements may earn the J.D. degree no earlier than five full-time semesters (two and a half academic years) from the date of matriculation into the J.D. program. *Note:* International students in F-1 or J-1 visa status should consult with the International Student Advisor at lawcentervisa@georgetown.edu if they have any questions regarding graduating off-cycle and their employment and visa status.

Graduate Independent Research

Graduate students may undertake a Graduate Independent Research course during their degree program. To undertake a Graduate Independent Research course, a student must first identify a faculty member with relevant expertise who is willing to supervise the course. After agreeing upon a topic, the student and the faculty supervisor both sign the registration form available from the website of the Office of Graduate Programs (<http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/current-students/gir.cfm>). The registration form is due to the student’s Academic Advisor no later than the first day of class of each semester.

The standard Graduate Independent Research course receives 2 graded credits and requires a paper of at least 6,000 words of text excluding footnotes (about 25 pages). Many Graduate Independent Research papers are longer than this minimum. Students seeking to do a major paper of publishable quality may request a 3-credit Graduate Independent Research course. The 3-credit Graduate Independent Research course requires a paper of at least 10,000 words of text

excluding footnotes (about 40 pages). Students must produce a complete first draft, receive comments from their professor, and revise the paper in light of those comments.

Requests to do a 2-credit Graduate Independent Research course must be approved by the student's Academic Advisor prior to the first day of classes and approval is not automatic. Requests to do a 3-credit Graduate Independent Research course must be approved by both the student's Academic Advisor and the Associate Dean for Graduate Programs prior to the registration deadline. A 2-credit Graduate Independent Research course for which the student submits a paper of 40 or more pages will not be converted to a 3-credit Graduate Independent Research course.

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

The student and faculty supervisor must meet regularly to discuss the course. The student must submit an outline and a draft to the faculty supervisor for review and comment on an agreed upon schedule. Final papers must be submitted to the Office of the Registrar, and a copy of the paper must also be submitted to the professor if requested, by the deadline announced by the professor. Final papers must be submitted through the Georgetown Law Online Exam/Paper Management System, at <http://apps.law.georgetown.edu/exams/>.

Note: International students considering taking a U.S. bar exam should be aware that credits earned in a Graduate Independent Research course may not count toward the required number of law credits necessary to be eligible to take the bar exam. Please consult the Assistant Dean for Graduate Programs for more information.

One Paper for Two Seminars

A student may petition to submit one paper to satisfy the requirements in two Law Center seminars undertaken in the same semester by writing to his or her Academic Advisor. The student must include the names of the two seminars and must provide a pedagogical justification for the request. After securing permission from the Academic Advisor, the student must secure the permission of both professors. All permissions must be obtained and a written request sent to the Office of the Registrar before the end of the fourth week of classes. (Contact the Office of Graduate Programs for details.) The request should include both professors' approval of the proposed joint paper, the approval of the student's Academic Advisor, the minimum number of words or pages of the proposed joint paper if greater than 12,000 words, and the page length requirement for each seminar. When permission is granted, the student will be required to write a paper of at least 12,000 words excluding footnotes (approximately 50 pages), and meet all other requirements of both seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. Each professor approving such a project will submit a final grade independently, indicating his or her judgment of the paper as it pertains to his or her course, and the final grades given for the two seminars need not be identical. Any extension to the paper deadline must receive prior approval from both professors.

Final papers must be submitted to the Office of the Registrar, and a copy of the paper must also be submitted to the professors if requested, by the deadline announced by the professors.

All extensions must be approved by both seminar professors. Final papers must be submitted through the Georgetown Law Online Exam/Paper Management System, at <http://apps.law.georgetown.edu/exams/>. Students may not submit a single paper for a seminar and a Graduate Independent Research course. Students also may not submit a single paper to satisfy the requirements of two Graduate Independent Research courses. Students are never permitted to submit a paper previously evaluated in connection with a Law Center course in order to meet the requirements of a course in which they are currently enrolled.

LL.M. Externship Program

The Law Center offers a “for-credit” externship program course for LL.M. students each semester. All current LL.M. students are eligible to participate once in the externship program, except for Council on State Taxation (COST) Scholars (who participate in a separate externship program at COST). U.S.-educated LL.M. students may register for an externship in either the Fall or Spring semester; foreign-educated LL.M. students may register for an externship in the Fall semester only if they have been enrolled in an LL.M. program in the U.S. during the prior year.

Although the Office of Graduate Programs maintains a password-protected list of externship opportunities, available at <http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/externship-opportunities.cfm>, students are responsible for securing their own placements. The work must be legal in nature and under the direct supervision of a lawyer. All placements must be in the greater Washington, D.C., area. To be eligible for credit, students may not receive pay or other compensation from the placement organization during the externship period, and students must not have prior work experience at the same placement organization. If the externship is at a for-profit entity, the student’s work product and time cannot be billed to a client.

LL.M. students who participate in the for-credit program will receive 2 credits, graded on a pass/fail basis. The LL.M. student must be registered for the 2 credits in order to participate in the program and these 2 credits will count toward the maximum of 13 credits (7 credits for part-time students) allowed per semester. Please note that the academic externship credits do not count toward the specialization credit requirements for either the LL.M. degrees or the Certificate programs. LL.M. students may not drop an externship without permission from the LL.M. Externship Director.

LL.M. externs are required to attend an orientation class in the first week of the semester and at least one additional class or meeting during the semester. LL.M. students are then required to devote a minimum of 10 hours per week for at least 11 weeks to the externship. Students must keep a weekly diary that reflects the number of hours the student has worked and describes the nature of the work performed without disclosing any confidential information. This diary must be submitted on a weekly basis to the LL.M. Externship Director. Failure to submit weekly diaries will result in the student being withdrawn from the externship program. At the end of the semester, the student will be required to submit a five to ten page paper reflecting on the externship experience.

For more information, please visit <http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.cfm>.

Note: Continuing U.S. and foreign-educated students may register for an externship in the Summer session. Please contact the Office of Graduate Programs for further information.

Note: Although LL.M. students may receive credit only once for an externship during their LL.M. program, they are free to participate in other non-credit internships, subject to visa rules.

Note: International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such as a practicum, workshop or externship. To obtain authorization, students must follow the instructions at <http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm>. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

Practicum Course Enrollment

LL.M. students may not enroll in more than one J.D. practicum course during their LL.M. program.

International students in F-1 student visa status must obtain Curricular Practical Training authorization in order to participate in a course with an outside work component, such as a practicum, workshop, or externship. To obtain authorization, students must follow the instructions at <http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/visas/f-1-students/Curricular-Practical-Training.cfm>. International students in J-1 student visa status must consult their sponsor to determine whether they are required to have Academic Training authorization before starting an externship, practicum, or workshop.

Week One Enrollment

LL.M. and Certificate students may take up to two Week One courses per academic year, receiving a maximum of two credits.

ATTENDANCE AND EVALUATION POLICIES

Attendance and Participation

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

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

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

Examinations

DEADLINES AND DEFERRED EXAMINATIONS

Written examinations are held at the end of the classwork in all courses unless otherwise indicated in the Curriculum Guide. Students should be aware that examinations for mini-courses and other classes that conclude before the end of the semester may take place earlier than the

exam period set forth in the Academic Calendar. Curricular offerings designated as “seminars” generally do not have examinations; instead, substantial written work is required.

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

LATE AND MISSED EXAMINATIONS

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

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

OTHER EXAMINATION POLICIES

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

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

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

Written Work

SUBMISSION OF FINAL PAPERS

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

DEADLINES AND PROFESSOR-APPROVED EXTENSIONS

Final papers in seminars and other courses are due, unless a different deadline is announced by the professor, by the deadline announced in the Academic Calendar. A professor may advance or extend the due date and time (the “deadline”) of all papers for the seminar (except for those of graduating students) up to the maximum extension published on the Office of the Registrar’s website (the “maximum professor-approved extension deadline”). Deadlines for papers are as firm as the dates of examinations. Individual extensions for up to the maximum professor-approved extension deadline may be granted by the professor, provided the student submits an Individual Paper Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar and online at <http://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/papers.cfm>, must be signed by the professor or the student must obtain written approval from the professor by email and must include all of the information requested on the form. The professor will determine what penalty, if any, applies to papers submitted after the deadline. Students who submit a final paper after the maximum professor-approved extension deadline will receive an AF for the seminar unless approval for a further extension is obtained from the Associate Dean (see the *Extension for Extenuating Circumstances* section, below). An AF is reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

Note for students in the F-1 and J-1 student status: U.S. visa restrictions dictate that extending the paper deadline beyond the expected date of graduation as listed in the certificate of eligibility (I-20 or DS-2019 form) can be permitted only for compelling academic and/or medical reasons. Any such paper extension must be approved in writing by the International Student Advisor in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions, students must also obtain their agreement to any such extension.

EXTENSION FOR EXTENUATING CIRCUMSTANCES (AS APPROVED BY THE ASSOCIATE DEAN)

Any request for an extension beyond the maximum professor-approved extension deadline is effective only upon review and approval of the Individual Paper Extension Form by the Associate Dean for Graduate Programs and only for extenuating circumstances. In no instance will an extension be granted beyond April 15 for papers due the preceding Fall semester, August 15 for papers due the preceding Spring semester, or October 15 for papers due the preceding Summer session.

If a student fails to submit a final paper by the deadline set by the Associate Dean, the student will receive an AF for the seminar. The AF will be reflected on the student’s transcript and factored into the student’s grade point average as an earned F.

Grading

Final grades are given on a letter system: A+, A, A-, B+, B, B-, C+, C, C-, D and F. A few courses are graded on an honors/pass/fail basis; others are graded pass/fail. Grades of AP and AF are entered administratively, as described below.

The following numerical equivalents are assigned to each letter grade:

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

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

A P grade is not factored into the student's grade point average.

An AF (Administrative F) indicates a failing grade entered in administratively and not by a course professor. The AF is given where the student failed to take the course examination or complete other course requirements. It is factored into a student's grade point average as an F. An AP (Administrative Pass) is also entered administratively and indicates that the student passed the course but did not stop writing before the time allowed for the examination expired. An AP is not factored into the student's grade point average but allows the student to earn the allotted credits. Students receive an AF and AP in the instances set forth in the *Examinations* and *Written Work* sections of this chapter and in the Student Disciplinary Code, Section 402 (Administrative Sanctions) provided in the *Conduct Policies* chapter of this *Handbook*. If a student repeats a failed course, both grades will be entered on the student's transcript and will be included for the purpose of determining the grade point average of the student. Any student accumulating three failures will be dismissed for defective scholarship.

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

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

Recommended Grading Curve

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

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

Pass/Fail Option Not Available

The option to elect that a course be graded on a pass/fail basis (available to students in the J.D. program) is not available to LL.M. students. However, there are a number of mandatory pass/fail courses that students may take or be required to take. Specifically, the Externship Program and certain other courses (including Week One courses and some courses open exclusively to foreign-trained lawyers) are graded on a mandatory pass/fail basis. There is no limit to the number of mandatory pass/fail courses LL.M. students may take during their course of study. The grading policy for S.J.D. courses varies from course to course. Students are advised to consult the S.J.D. Handbook for complete information.

Review Process for a Failing Grade

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

Grade Change Policy

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

Once the Office of the Registrar is notified by the professor(s) of a grading or examination error and confirms that correct grade for the examination can be determined, it will communicate

* 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.

the outcome and options to the student, specifically: (1) if the correct grade (i.e., the grade actually earned by the student) is *higher* than the erroneous grade, the correct grade will be automatically posted on the student's transcript; or (2) if the correct grade is *lower* than the erroneous grade, the student will have a choice between three possible options: the lower grade, a P grade, or a "CR" notation posted on the transcript. A CR is an Administrative Credit given in contexts of administration errors or irregularities and is not factored into the student's grade point average.

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

Misuse of this policy will be referred to the Ethics Counsel. Students may not discuss the substance of the examination with the professor or with any other student from the time the examination is first administered until after grades are published. Doing so constitutes a violation of the Student Disciplinary Code and will subject the student to sanctions set forth more fully in the Code. Any question concerning an examination prior to the posting of the grade must be directed to the Office of the Registrar.

Probation

LL.M. students who fail to achieve a 2.00/4.00 cumulative grade point average at the end of any semester will be placed on academic probation. If the student's cumulative grade point average remains below 2.00/4.00 after the next semester in residence (after at least 4 credits of coursework), he or she may be dismissed for failure to make satisfactory progress toward the LL.M. degree.

Academic Honors

The Law Center does not provide ranking information with respect to its students' academic performance, whether in an S.J.D., LL.M., or J.D. degree program. The faculty has, however, authorized the following academic honors for students with distinguished academic records.

Students who receive two grades of AP, AF, or a combination of both on their transcripts will not be eligible for graduation honors (i.e., graduating *with distinction* or *with honors*, Dean's List, the Thomas Bradbury Chetwood prize, or the Dorothy M. Mayer Award).

GRADUATING WITH DISTINCTION

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

LL.M. students in the Global Health Law and International Institutions program are not eligible to graduate *with distinction* but are eligible to graduate *with honors*. To graduate *with honors*, an LL.M. student in the Global Health Law and International Institutions program must attain a minimum cumulative grade point average of 3.50 at the Law Center and a minimum cumulative grade point of average of 5.0 at the Graduate Institute for International and Development Studies.

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

DEAN'S LIST

LL.M. students who graduate in the top one-third of the graduating students in their specific LL.M. degree program will be designated as Dean's List graduates for that specific LL.M. degree program. Dean's List designation will be granted for the following LL.M. degree programs: Environmental Law; Individualized; International Business and Economic Law; International Legal Studies; General Studies; Global Health Law; National Security Law; Securities and Financial Regulation; and Taxation; and the Executive LL.M. degree programs: Securities and Financial Regulation; and Taxation. Grades from any other law school will be excluded from the computation of this average. Dean's List designation will be granted only where a student has completed a minimum of 20 credits in an LL.M. degree program at the Law Center. *Note:* The difference between graduation *with distinction* and Dean's List is that graduation *with distinction* is calculated based upon the entire graduating LL.M. class and printed on the diploma and the student's transcript, whereas Dean's List is calculated based upon the graduating class within each respective LL.M. degree program and printed on the student's transcript only.

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

THE THOMAS BRADBURY CHETWOOD, S.J., PRIZES

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

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

THE DOROTHY M. MAYER AWARD

The Law Center designates a member of each year's LL.M. graduating class as the winner of the Dorothy M. Mayer Award. The award is given to a foreign-trained graduate in honor of former Assistant Dean for Graduate Programs, Dorothy M. Mayer.

The winner will be selected on the basis of academic achievement and the potential for contribution to the legal profession and to the individual's community. The winner will be selected by the Associate Dean and the Assistant Dean for International Students in the Office of Graduate Programs. The winner shall be notified after Commencement and shall receive a plaque memorializing the award.

For purposes of calculating eligibility for the Mayer award, students graduating in October and February will be included with the class that graduates the subsequent May.

OTHER PROVISIONS

Specific Visa Reporting Requirements for International Students

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

Due to U.S. visa regulations, students in F-1 and J-1 student visa status who wish to withdraw from any course or from the Law Center must obtain prior approval from the International Student Advisor at lawcentervisa@georgetown.edu, as well as obtaining the necessary approvals as described in the *Withdrawals and Leaves of Absence* section of this chapter.

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

Tuition

See the *Tuition and Fees* chapter of this *Handbook*.

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

Auditing Courses

AT THE LAW CENTER

Enrolled degree students may not officially audit courses at the Law Center; however, they may unofficially audit upperclass courses at the Law Center with the permission of the professor on a seat-available basis at no additional charge. Because of their unofficial status, auditors receive no transcript notation of their attendance in class and do not have access to any online materials that are restricted to enrolled students. Auditors also do not complete any course requirements, including examinations and papers.

Non-degree students desiring to audit a course at the Law Center may be enrolled on a seat-available basis and must pay the usual per-credit fee. The course and audit grade (AU) will appear on their transcripts.

AT THE UNIVERSITY

Enrolled graduate students may seek to enroll in a graduate-level or undergraduate-level course on the Main Campus on an audit basis by following the process described in the *Credit for Courses in the Undergraduate or Graduate Schools of the University* section of this chapter. Main Campus department policies regarding auditing will apply and may vary. Students who audit Main Campus courses may be required by the professor to complete the course requirements. Students receive an AU on their transcript for audited. Full-time students may audit courses on the Main Campus during the Fall and Spring semesters without additional charge. Part-time

students pay for any audited courses at the applicable Law Center credit hour rate. Full-time and part-time students auditing courses in a Main Campus Summer session are billed at the applicable Main Campus tuition rate.

Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one designed to command substantially all of the student's time during the academic year. Experience indicates that a student frequently cannot successfully carry a full-time course load if substantially employed in an outside job. Devoting too much time to employment is a frequent cause of disappointing academic performance and sometimes of academic failure. For these reasons, the Law Center strongly recommends that students enrolling in the full-time program be in a position to devote substantially all of their working hours to the study of law.

Note: International students in F-1 or J-1 student visa status are very restricted with respect to on- and off-campus employment, and must have work authorization in place before beginning off-campus employment. Students must contact the International Student Advisor at lawcentervisa@georgetown.edu for such authorization. All students on a practice-oriented LL.M. degree track must have the proper employment authorization in advance of starting their externship, practicum, or workshop.

Post-Graduation Employment

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

WITHDRAWALS AND LEAVES OF ABSENCE

Students whose U.S. military obligations require them to withdraw from a course or program of study should refer to the *Georgetown University U.S. Military Service Leave and Re-Enrollment Policy* in the *General Administrative Policies* chapter of this *Handbook*.

Voluntary Withdrawal from Individual Courses

Except as otherwise provided for professor permission courses, practicum courses, or externships, a graduate student may withdraw from a semester or yearlong course up to and including the last day of classes for the semester, as published in the Academic Calendar, or by the day of the last class meeting for mini or bookend courses, and only after consultation with and approval by an Academic Advisor. The Academic Advisor will advise the student of the consequences of withdrawing before authorizing a withdrawal. Withdrawals are recorded on the student's transcript as "withdrawal" or "W."

Students who wish to withdraw from a course after the add/drop period has passed must complete a "Course Withdrawal Request Form" (available on the Registrar's website, at <http://www.law.georgetown.edu/campus-services/registrar/>), have it signed by their Academic Advisor, and submit it to the Office of the Registrar by the deadline to withdraw from the course, as described in the paragraph above. In addition, because of U.S. visa regulations, all international students who wish to withdraw from a course must first obtain written approval from the International Student Advisor at lawcentervisa@georgetown.edu.

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

To withdraw from a practicum course, students must obtain permission from the faculty member and the Assistant Dean for Experiential Education. The Assistant Dean will grant such withdrawal requests only when remaining enrolled in the practicum would cause significant hardship for the student.

To withdraw from LL.M. externships, students must contact the LL.M. Externship Director. The Externship Director will grant such withdrawal requests only when remaining enrolled would cause hardship for the student.

Note that if a student does not obtain permission to withdraw from a course pursuant to the rules above, the student is expected to complete all course requirements. See the *Attendance and Evaluation Policies* section of this chapter for the consequences of failing to complete an examination as scheduled or failing to submit a final paper by the deadline (including any extension). Such failures may result in the student receiving an AF for the course. The AF will be reflected on the student's transcript and factored into the student's grade point average as an earned F.

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

Note: Students who, due to withdrawals, are registered for fewer than 8 credits in a Fall semester may not be eligible for health insurance coverage under the Premier Plan. Students should review the information found on the Student Health Insurance website, <http://studenthealth.georgetown.edu/insurance/>, and email shi@georgetown.edu with any questions.

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

Leave of Absence

LL.M. students in good standing, both academically and financially, may request a leave of absence for up to one academic year from their Academic Advisor. A leave of absence of longer than one year will be granted only in exceptional circumstances. The student requesting the leave must demonstrate that the degree can be completed within the allowed period of study, counting the time on leave of absence. (See the *Period of Study* section of this chapter.)

Withdrawal from the Law Center

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

Students who have been absent from the Law Center longer than an approved leave of absence, or who have failed to maintain matriculation by interrupting their course of study without having received approval for a leave of absence in advance, will be involuntarily

withdrawn and must reapply through the regular admissions process if they wish to seek readmission to the Law Center.

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

NON-DEGREE ENROLLMENT

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

Non-degree students may enroll in a total of no more than four graduate courses or a maximum of 8 credits, and may take no more than two courses (a maximum of 4 credits) per semester. Non-degree students must satisfy the same academic requirements and abide by the same Law Center rules and policies as candidates for graduate degrees.

Non-degree students cannot enroll in J.D. first-year, clinical, externship, or practicum courses, nor can they enroll in a Supervised Research or Graduate Independent Research course.

Non-degree students are charged a non-refundable application fee of \$100 which is due by the application deadline (August 12 for Fall 2016; December 9 for Spring 2017). Tuition is charged on a per-credit basis and must be paid in full no later than Friday, August 26 for the Fall 2016 semester and Friday, January 10 for the Spring 2017 semester. Tuition not paid by the deadline will result in the cancellation of the student's registration. Tuition refunds will be calculated from the date the Office of the Registrar receives written notification of a student's withdrawal from a course or courses. No exceptions to this policy will be approved.

Students in the Law Center's non-degree program who subsequently apply for and are accepted into an LL.M. degree program may apply up to 8 credits toward their degree for coursework in the non-degree program, provided they received a C or better, the coursework was completed within two academic years prior to matriculation in the degree program, and the Office of Graduate Programs has reviewed and approved the transfer of these credits toward the degree. Courses and grades will be entered on the transcript, and the grades for those courses will be included in the computation of the grade point average for the degree.

For part-time LL.M. students, the maximum period of study allowed for completion of the LL.M. degree will be reduced by one semester for every 4 credits of non-degree coursework applied under this rule.

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

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These general administrative policies apply to all Law Center students.

APPLICATION TO GRADUATE

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

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

Students are responsible for monitoring their progress to ensure they meet all degree requirements by their anticipated graduation date. J.D. students approved to visit away or study abroad in one or both of their final two semesters (see the *Juris Doctor Program* chapter of this *Handbook*) are cautioned that grades not received by the Law Center's grades deadline will affect graduation clearance and may affect bar registration.

Regardless of the completion of all academic requirements, a diploma will not be issued until the student has a clear student account balance. In addition, transcripts, diplomas, bar certification, and other certificates will not be released if there is an outstanding student account balance, if a student who has received financial aid has not fulfilled the federal requirement for a financial aid "exit interview," or if a student is the subject of a pending administrative or disciplinary action as described in the Student Disciplinary Code in the *Conduct Policies* chapter of this *Handbook*.

POLICY FOR AUDIO- OR VIDEO-RECORDING OF CLASSES

Students, faculty, staff, and visitors to the Law Center should not have an expectation of privacy in classrooms or any other public space at the Law Center. All classrooms, conference rooms, Hart Auditorium, and other public spaces at the Law Center may be programmed to be audio- or video-recorded at any time when classes or events are or may have been scheduled to occur. Accordingly, private conversations may be inadvertently recorded (and accessed) pursuant to this Policy, even when such conversations occur in an empty classroom or space.

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 (make-up or review session); or
- (7) other comparably urgent reasons, and not including job interviews, vacation plans, minor illness, or work conflicts.

Students submit requests for the recording of classes through the online request form located at <http://apps.law.georgetown.edu/class-recordings/>. These requests are directed to the Office of J.D. Academic Services or Graduate Programs, 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 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.

- 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 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

* Notwithstanding the Standards for Faculty set forth in the next section, the Law Center will record even without faculty permission, with prior notice to the faculty member, where 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 videotape 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 streaming format for the purposes of listening or watching.

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, or until the end of the regular exam period, whichever is sooner. 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 record a class when authorized, and students will be provided with a recording of a class session(s) in streaming 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

* Notwithstanding the Standards for Faculty set forth in this section, the Law Center will record even without faculty permission, with prior notice to the faculty member, where 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 videotape 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.

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 Policy for Audio- or Video-Recording of Classes (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 format, downloaded, or distributed in accordance with paragraph 5 of the student policy described above.

BAR ADMISSIONS, EXAMINATIONS, AND REVIEW

Each state has promulgated rules that govern eligibility to sit for the bar examination and to gain admission to the bar. Common requirements pertain to required courses, minimum course loads, program length, and similar matters. Some states require completion of courses which are not required by the Law Center. Some states also require completion of a number of hours of pro bono legal work. Most states require the successful completion of the Multi-State Professional Responsibility Examination (MPRE) prior to sitting for the bar examination. Additional information regarding the MPRE is available online at <http://www.ncbex.org/about-ncbe-exams/mpre/>.

It is the student's responsibility to become familiar with the rules and procedures, including the investigation of character, fitness, and other qualifications, and deadlines that pertain to the bar in the state in which he or she intends to practice. Early investigation of these matters is important. The Office of the Registrar has contact information and other relevant information for all state bars online, at <https://www.law.georgetown.edu/campus-services/registrar/bar-information/>. As a rule, questions should be resolved with appropriate authorities at the particular state bar admissions offices; the Law Center cannot advise as to the requirements and applicable deadlines of each state's bar and bar admissions criteria. Access to state bar admission offices may be found at <http://www.ncbex.org/>. The Law Center's Ethics Counsel will advise students on issues regarding disclosures on bar applications or other concerns about the admissions process.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

This law requires the University to prepare information on current campus law enforcement policies, crime prevention programs, and campus security statistics. The information is available upon request from the Director of Public Safety, Georgetown University Law Center, 600 New Jersey Avenue, NW, Room 101, Washington, DC 20001-2075, 202-662-9312. The latest edition of the Crime Awareness and Campus Security Report (which reports crime statistics for the three previous calendar years) is available for review electronically at <http://police.georgetown.edu/acr>.

DEFINITION OF CREDIT HOUR

Consistent with ABA Standard 310, the Law Center awards one “credit hour” for 55 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for 13 weeks, or at least the equivalent amount of work for academic activities including simulation, field placement, clinical, and other academic work leading to the award of credit hours. For purposes of this paragraph, the 13 weeks does not include the week(s) reserved for review and examinations. The Law Center awards credit hours for coursework that extends over any period of time (e.g., yearlong courses, Summer session courses) that meets the minimum total amount of classroom or direct faculty instruction and out-of-class student work described above in this paragraph. Depending on whether the course originates as a J.D.-level or graduate-level course, the Office of J.D. Academic Services or the Office of Graduate Programs, respectively, determines what constitutes a credit hour, consistent with this policy and ABA Standard 310.

DISABILITY SERVICES

Georgetown University Law Center remains committed to our longstanding policy of providing academic adjustments and auxiliary aids (“accommodations”) for students with disabilities. The faculty and staff work to provide the most appropriate accommodations for each individual student to ensure that all students have equal access to Law Center programs and activities.

The Law Center does not discriminate or deny access to an otherwise qualified student with a disability on the basis of disability.¹ Students with disabilities may be eligible for accommodations and/or special services in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA), as amended (ADAAA). In accordance with those statutes and their implementing regulations, the Law Center does not provide accommodations to students who have not requested accommodations or who have not adequately documented their disabilities. The Law Center also is not obligated to make fundamental alterations to, lower, or waive programmatic, course or degree requirements considered to be an essential requirement of the program or instruction, or provide accommodations that would result in an undue financial or administrative burden or hardship on the University.

The Law Center recognizes that disability related information is sensitive and confidential and thus takes significant precautions to keep all such information secure. Documentation will be released only if the student provides written authorization to release such information or in the unlikely event that disclosure is compelled by legal process.

Process for Requesting Accommodation

To request a housing, co-curricular or academic accommodation due to a disability, students shall provide appropriate documentation to the Director of Disability Services in order to confirm the disability and substantiate the need for accommodation. In order to determine if an accommodation is appropriate, the Office of Disability Services will consider many factors including the nature of the disability, the student’s academic history, the registration meeting with Disability Services, previous accommodations received, accommodations being requested,

¹ A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified individual with a disability is someone who meets the academic and technical standards requisite to admission to or participation in an education program or activity.

the unique characteristics of each course or program, and any other documentation provided. Accommodation decisions cannot be made until, at a minimum, the student has provided written documentation and met with the Director of Disability Services.

Georgetown Law uses the following guidelines for documentation:

- Documentation Guidelines for Learning Disabilities and/or Attention Deficit Disorder
- Documentation Guidelines for Physical and/or Chronic Health Conditions
- Documentation Guidelines for Psychological Conditions

These guidelines can be found online at <http://www.law.georgetown.edu/campus-life/disability-services/accommodations.cfm> and are based on standards promulgated by the Educational Testing Service (ETS) and are intended to provide students an overview of the type of information needed in an evaluation. However, because each student and disability is unique, every request is addressed on a case-by-case basis.

The Office of Disability Services encourages students to register before the first day of classes. At a minimum, documentation must be provided to the Office of Disability Services at least ten business days before the requested accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences).

Documentation, along with any questions or concerns, shall be directed to:

Director of Disability Services
 Georgetown University Law Center
 600 New Jersey Avenue NW, McDonough Hall 210
 Washington, DC 20001
 Phone: 202-662-4042
 Fax: 202-662-4067
 Email: disabilityservices@law.georgetown.edu
 Website: <http://www.law.georgetown.edu/campus-life/disability-services/index.cfm>

Where the documentation submitted is incomplete or inadequate, the Director of Disability Services may request additional information. Once documentation has been received and approved, the Director of Disability Services will contact the student for a meeting. During this meeting, appropriate accommodations will be discussed and approved. Following this meeting, the Director of Disability Services will email a confirmation letter to the student indicating the approved accommodations.

To ensure testing anonymity, all testing accommodations are implemented by the Director of Disability Services. Most classroom accommodations (for example, audio recordings and note-takers) are set up by the Director of Disability Services. If it's helpful to involve the faculty member in implementing an accommodation, the Director of Disability Services, in consultation with the student, may encourage the student to reach out to the faculty member directly, or will help facilitate a conversation between the faculty member and the student.

After initial registration with the office, the student may request new or modified accommodations. Most of the time, new documentation is not required; however, if the current documentation on file does not substantiate the need for the new or modified accommodation, updated documentation may be requested. New documentation and all requests to change accommodations must be provided to the Office of Disability Services at least ten business days before the requested accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences).

The accommodation process is an interactive and collaborative partnership between the Office of Disability Services and the student. If a student feels that one of his/her

accommodations is not working smoothly or is inadequate, the student is encouraged to contact the Director of Disability Services so that the situation can be remedied. This collaboration ensures that appropriate accommodations are being provided.

Appeals Process

A student who disagrees with or seeks clarification of any decision of the Director of Disability Services regarding accommodations may, within five business days of receiving written or oral notice of the decision, request an informal meeting with both the Director and the Dean of Students. That informal meeting will be scheduled as soon as possible and in most cases within ten business days of the student's request.

As soon as possible and preferably within five business days of the informal meeting, the Director will notify the student in writing of any changes to the decision.

If, thereafter, the student disagrees with the latest written decision of the Director, within five business days of receiving notice of the decision (s)he may appeal the decision in writing to the Law Center's Associate Dean for the relevant academic program. The written appeal to the Associate Dean should state in detail the basis for the appeal and include all relevant documentation in support of the appeal. The Director and Dean of Students also will provide to the Associate Dean any documentation or other information pertinent to the disputed decision. Additionally, upon request, the Director and Dean of Students will provide a written summary of communication with the student.

If the student is unable to provide a statement in writing due to his/her disability, the student should schedule a meeting with the Associate Dean by telephone or in person to request an accommodation to submit the appeal orally or in another agreed upon format.

The Associate Dean will review the appeal, supporting documentation, and latest decision of the Director, and then meet with the student. The Associate Dean also may review any additional information (s)he deems relevant to the appeal. The Associate Dean will then render a written decision to the student as soon as possible, preferably within ten business days of receiving the written appeal. The decision of the Associate Dean regarding accommodation is final.

IDEAA

While students are encouraged to resolve any disagreements as to appropriate accommodations either through informal communication with the Office of Disability Services or through the appeals process provided above, they are also welcome to bring grievances to Georgetown University's Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA"). IDEAA reviews alleged violations of the University's Non-Discrimination in Education Policy, including allegations of unlawful discrimination on the basis of disability. The University encourages any victim of unlawful discrimination and harassment to report the incident and seek redress through IDEAA's Grievance Procedures. A student need not have exhausted the Law Center's appeals process to report concerns to IDEAA. More information about IDEAA's grievance process can be found at: <http://ideaa.georgetown.edu/ADA/DiscriminationComplaint/>.

The following person has been designated to coordinate Georgetown University's compliance with Section 504 of the Rehabilitation Act of 1973:

Rosemary E. Kilkenny
Vice President for Institutional Diversity and Equity
Georgetown University

M-36 Darnall Hall
 37th & O Streets NW
 Washington, DC 20057
 Phone: 202-687-4798
 Fax: 202-687-7778

EXAM RELIEF POLICIES

Exam Accommodations

Students seeking exam accommodations for a disability should review the *Disability Services* section, above, and contact the Office of Disability Services for more information. Students seeking other exam modifications, including exam deferrals for exam conflicts or reasons involving extraordinary cause, should review the *Exam Deferral Policy* section below, and contact the Office of the Registrar with any questions.

Exam Deferral Policy

The Law Center's rules for deferred examinations are as follows:

1. Requests to defer exams will be DENIED if for:
 - a) Travel, vacation, or other personal plans; and
 - b) Employment reasons for full-time J.D. students.

Dates for all examinations are announced at the time the course schedule is released so that students may anticipate the dates of their exams and schedule personal, travel, and employment plans that do not interfere with these dates. DO NOT schedule any employment or personal travel plans during the examination period. LL.M. and part-time J.D. students may for unavoidable and extraordinary circumstances request to have an examination rescheduled for reasons of employment; documentation is required.

2. Examinations will be rescheduled for:
 - a) Exam Conflicts:
 - 1) Any student who has two examinations which BEGIN within 25 hours. Examinations which BEGIN more than 25 hours apart (for example, at 9:00 a.m. on one day and 1:30 p.m. on the following calendar day) DO NOT constitute a conflict under this rule.
 - 2) Any student who has three examinations scheduled within four consecutive days, or four examinations scheduled within five consecutive days.
 - b) Extraordinary Cause: Students may request an exam deferral for extraordinary cause. The following are reasons that will be considered in granting deferrals. The requirements of a full-time J.D. student's employment or future employment will not be regarded as an extraordinary cause (LL.M. and part-time J.D. students may for unavoidable and extraordinary circumstances request to have an examination rescheduled for reasons of current employment if supporting documentation is provided). Please also note that, absent exceptional circumstances, missed time during the semester will not be cause for an exam deferral.
 - 1) Physical or Mental Illness of Student. If you are seeking a deferred examination for medical reasons, written medical documentation from your doctor, Student Health, the Law Center Nurse Practitioner, or the emergency

room is required. All medical documentation should, absent approval from the Registrar for compelling circumstances, be provided by a clinician who has examined or treated you in person while you were experiencing the physical or mental illness. All such contemporaneous documentation must be submitted to the Office of the Registrar as soon as possible upon receipt and is subject to verification and approval. If you feel ill before beginning an exam, please contact the Office of the Registrar. If you become ill during an exam, you should immediately make the proctor, or in the case of a take-home examination the Office of the Registrar, aware of the situation and follow the instructions of the proctor or the Office of the Registrar. No post-examination relief will be granted;

- 2) Death or serious illness in immediate family;
 - 3) Automobile accident, mugging, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam;
 - 4) Subpoena requiring court appearance at the time of the exam or period immediately preceding the exam;
 - 5) Childbirth during the exam period or immediately preceding the exam period (applies to either parent);
 - 6) Religious holiday;
 - 7) Military commitment. Written military orders are required; and
 - 8) Extraordinary circumstances.
3. Permission to take a deferred examination must be sought and obtained prior to the original administration of the examination. The Office of the Registrar will automatically reschedule examinations for exam conflicts. If the Registrar does not permit a deferral, the student must take the examination as originally scheduled. Failure to take an examination or timely submit a take-home examination may result in the student receiving an AF for the course. The AF is reflected on the student's transcript and factored into the student's grade point average as an earned F. See Section 402 of the Student Disciplinary Code, as provided in the *Conduct Policies* chapter of this *Handbook*.
 4. Requests for an exam deferral must be made in writing to the Office of the Registrar at lawreg@law.georgetown.edu.
 5. Requests for exam deferral require satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval.
 6. Once an exam is deferred, the student may elect to take the exam on the originally scheduled date or on the rescheduled date.
 7. To protect your anonymity and remain in compliance with the Student Disciplinary Code, students may not indicate to the professor that an exam has been deferred, discuss any modification of the timing of an individual exam with the professor, or otherwise identify themselves in any way to the professor as the author of the exam until after grades are published. Students may not discuss the substance of the exam with the professor or with any other student from the time the exam is first administered until after grades are published.

8. Some guidelines the Office of the Registrar follows in rescheduling examinations include:
 - a) No examination will be given earlier than its original date/time;
 - b) An exam conflict does not permit the student to self-schedule examinations;
 - c) The conflicting examination to be changed will be determined by the Office of the Registrar;
 - d) In most cases, the conflicting examination which carries the lowest number of credits is changed;
 - e) Students with self-scheduled take-home examinations are responsible for avoiding conflicts with in-class examinations; and
 - f) Examinations rescheduled because of conflicts may be given at any date during the examination period or on the date listed for deferred examinations on the Academic Calendar. Please note that examinations will not be rescheduled for a date outside of the exam period, or a date not listed for deferred examinations.
9. If, after the Office of the Registrar has rescheduled an examination, there is a material change in a student's examination schedule (i.e., withdrawal from a course, substitution of a take-home examination for an in-class examination, etc.) which would eliminate the conflict, it is the student's responsibility under the Student Disciplinary Code, as outlined in the *Conduct Policies* chapter of this *Handbook*, to notify the Office of the Registrar of the change in order to determine whether he or she remains eligible for a rescheduled examination.

GOOD STANDING

Students who are eligible to continue the study of law (see the *Academic Attrition* section in the *Juris Doctor Program* chapter or the *Probation* section in the *Graduate Programs* chapter of this *Handbook*), who have no outstanding balance on their student account, and who are not subject to any ongoing student disciplinary action (see the Student Disciplinary Code in the *Conduct Policies* chapter of this *Handbook*) shall be in good standing.

HEALTH INSURANCE

Law Center students registered in a degree program for 8 or more credits per semester must have medical insurance coverage in effect for the entire academic year. Students must submit proof of private coverage or purchase insurance through the University. Plans are also available for spouse and family coverage. Health insurance rates are posted on the Student Accounts website, at <http://www.law.georgetown.edu/campus-services/student-accounts/>. The website is updated on July 1 for the upcoming academic year.

Georgetown students attending an off-campus program or visiting or pursuing a concurrent degree at another school or S.J.D. students not in residence must provide proof of private coverage or they will be covered by the Georgetown plan and the appropriate charge will be posted to their student account. Health insurance benefit information and acceptance/waiver instructions are on the Student Health Insurance website, at <http://studenthealth.georgetown.edu/insurance>.

HIGHER EDUCATION OPPORTUNITY ACT: CONSEQUENCES OF DRUG CONVICTION AND YOUR ABILITY TO RECEIVE FEDERAL FINANCIAL AID

Students who are convicted under any state or federal law for possessing or selling a controlled substance while they are receiving a federal grant, loan, or a work study award will not be eligible to receive the aid for the following time periods, starting from the date of conviction:

	<u>Possession</u>	<u>Sale</u>
1 st offense	1 year	2 years
2 nd offense	2 years	indefinite
3 rd offense	indefinite	

Students may resume eligibility earlier if they complete a drug rehabilitation program that includes two unannounced drug tests and otherwise meets Department of Education requirements or if the conviction is reversed or set aside. 20 U.S.C. § 1091(r).

We encourage you to visit the website <http://studentaffairs.georgetown.edu/policies/alcohol-and-other-drugs> for more information regarding Georgetown University policies and applicable laws and penalties related to: the use, possession, and distribution of alcohol and other drugs; information about the risks and effects of drug and alcohol use and dependence; and resources to assist students who may be having a problem with alcohol or drugs.

I.D. CARDS

The GOCard is the official Georgetown University identification card. All students, faculty, staff, and affiliates of the University need to carry the GOCard for identification purposes. The GOCard is used to gain access to Law Center buildings and Library services and has a debit account. Funds can be deposited onto the card at the Online Card Office located at <https://onlinecardoffice.georgetown.edu/> or one of the Deposit Stations on campus. The GOCard may be used to pay for items or services including textbooks, event tickets, parking access, laundry, printing and copying, and vending machine items. The GOCard may also be used in the Law Center's food service facilities, as well as several local off-campus establishments.

Please retain your GOCard throughout your years at Georgetown. If your GOCard is lost or stolen, it should be deactivated as soon as possible. You can deactivate your GOCard online 24 hours a day at the GOCard website (<http://gocard.georgetown.edu/>), or you may report the lost or stolen card to the GOCard Law Satellite Office. To receive your replacement card, you will need to go to the GOCard Office and pay the \$25 replacement fee using GOCard funds as your method of payment.

INCLEMENT WEATHER POLICY

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/>) 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.

Remote Teaching Option for Academic Continuity

When the Law Center announces a closure or delayed opening, faculty will have the option either to reschedule the class session or to conduct class remotely on the Zoom web conferencing platform. Zoom meetings allow you to host a class or seminar from any location equipped with a computer, tablet, or smartphone, along with an internet or cellular data connection. Remotely taught class sessions will occur during the regularly scheduled class period. Faculty will notify their students in advance of their plans.

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, classes will either implement the remote teaching option 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.

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 either implement the remote teaching option or be 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

When the Law Center announces an early closure, or a closure on a Saturday or Sunday, affected classes will either implement the remote teaching option or be rescheduled. Special events or programs will be canceled or rescheduled. 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/>) 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.

STUDENT COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS FOR LEGAL EDUCATION

To comply with ABA Standard 510, regarding student complaints implicating compliance with the ABA Standards, the Law Center has adopted the following policy. A J.D. or LL.M. student at the Law Center who believes there exists a significant problem that directly implicates the Law Center's J.D. program of legal education and its compliance with the ABA Standards may submit a written complaint regarding that problem to the Associate Dean for the J.D. Program at concerns@law.georgetown.edu. The complaint must include the student's name and contact information and must identify the problem in sufficient detail to permit the Associate Dean or the Associate Dean's designee to investigate the matter, including the specific ABA Standard that is alleged to have been violated. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Within 30 calendar days of receipt of a written complaint, the Associate Dean or the Associate Dean's designee shall advise the student of any action the Law Center is taking to address the matter or any further investigation into the substance of the complaint that is determined to be necessary.

Within seven calendar days of being advised of any action the Law Center is taking to address the matter, a student may request a review of the decision by the Dean of the Law Center or the Dean's designee, whose decision shall be final.

The Law Center shall keep a record of all submissions and their resolutions for a period of eight years from the date of final resolution of the complaint.

Please note that in addition to the formal complaint process outlined above, students are always free to raise matters of individual concern with the Dean of Students or any advisor in the Office of J.D. Academic Services, the Office of Graduate Programs, or the Registrar. Matters involving solely individual concerns will, in most cases, be more appropriately resolved in a less formal way than the complaint process outlined above.

STUDENT RECORDS, ACADEMIC

In compliance with federal law, the Law Center has implemented policies and procedures designed to preserve the confidentiality of a student's academic records. Unless required by law to do so, the Law Center will not release a student's record except with the student's written permission.

STUDENT RECORDS, ACCESS

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records:

1. A student has the right to inspect and review his or her education records within 45 days of the day the Law Center receives a request for access. To do so, a student should submit to the Office of the Registrar a written request that identifies the record(s) he or

- she wishes to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. A student has the right to request the amendment of the education records that the student believes are inaccurate. To do so, a student should submit to the Office of the Registrar a written request clearly identifying the part of the record he or she wants changed, and specify why it is inaccurate. If the Law Center decides not to amend the record as requested by the student, the Office of the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 3. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official can be a person in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Law Center has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as the Committee on Professional Responsibility, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Law Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

STUDENT RECORDS, DIRECTORY INFORMATION, AND CONFIDENTIALITY

Georgetown University Law Center considers the following information as “directory information,” that is, information that can be made available to the general public: name; address; email address; telephone number; date and place of birth; photographs; parents’ names; major field of study; full-time or part-time program; dates of attendance; expected graduation date; degrees and awards received; and previous educational institutions. No other items of student information will be released to any person or organizations outside of Georgetown University without the written consent of the student, except for certain categories of outside persons or organizations specifically exempted by federal law.

Under the provisions of FERPA, students have the right to instruct the University to withhold the “directory information” listed above. To do so, students need to fill out a “Request to Prevent Disclosure of Directory Information” form available at the Office of the Registrar within the first two weeks of the Fall semester in the first year of their matriculation to the Law Center.

Students should consider very carefully the consequences of a decision to withhold “directory information,” which means that the Law Center will not release this information, unless excepted by law. The Law Center assumes no liability for honoring instructions that such information be withheld.

STUDENT WORKERS, CONFIDENTIALITY

Students who work at the Law Center may be asked to sign a confidentiality statement as a condition of their employment.

GEORGETOWN UNIVERSITY U.S. MILITARY SERVICE LEAVE AND RE-ENROLLMENT POLICY

Georgetown University recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This policy applies to all University schools and programs and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

I. Military Leave and Refund Procedures

A. DEFINITION

For purposes of this policy, a “*military service leave*” is a University approved withdrawal from a University course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

B. STUDENT RESPONSIBILITIES

A student who is called up for active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the University with advanced notice of such service and the intention to withdraw. As soon as possible after receiving military orders that require withdrawal from a program or course of study, a student must contact his or her academic dean, as well as the Georgetown University Veterans Office, and present a copy of the military orders or other appropriate documentation. This advanced notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice need not include a statement of an intention to return to the University. If military necessity renders it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to the Georgetown University Veterans Office, 3520 Prospect St., NW, Room 224, Washington, DC 20007; by fax to (202) 687-2797; or by email to veteransservices@georgetown.edu.

C. UNIVERSITY PROCEDURES

Upon receiving notice of a student’s intention to withdraw from courses or a program because of military obligations, the Georgetown University Veterans Office shall promptly contact the appropriate dean and campus registrar, who shall review the notice and initiate the military service leave of the student and notify the Office of Student Financial Services and the Office of Student Accounts. The Office of Student Financial Services will review the student’s eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and about actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a

100% refund of tuition and fees charged for the semester or academic term in which they withdraw, but will be charged for housing and meal plan expenses already incurred. If the University determines that it is appropriate to award credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which credit is awarded. No refund will be provided until the University receives a copy of the military orders necessitating the withdrawal.

II. Military Re-Enrollment Procedures

A. DEFINITION

For purposes of this policy, a “*military re-enrollment*” is a University approved re-enrollment into a course or program after a military service leave.

B. STUDENT RESPONSIBILITIES

A student who has taken military service leave from the University or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

Notify the University of the intention to return to resume a course of study upon conclusion of duty or service and present appropriate documentation. To qualify for military re-enrollment, a student must provide notice to the University within three years from the time he or she is discharged from military service or is placed on inactive duty of the intention to re-enroll. Notice should be provided in writing to the appropriate academic dean, as well as to the Georgetown University Veterans Office, and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to establish that the student’s withdrawal was related to service in the uniformed services and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal with no re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.² Any student who did not give written or oral notice of service to the campus Registrar or the Veterans Office prior to withdrawal because of military necessity may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student’s absence from the University.

C. UNIVERSITY PROCEDURES

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the University, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military leave. The student will be charged the same tuition and fee amounts for the first year after re-enrollment as were charged in the semester of withdrawal.³ However, if military or veterans’ education benefits will cover the

¹ The University shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

² The appropriate point in a course or program for a student to resume studies, the timing of re-enrollment, and the determination of the “same course of study” will be determined by the University taking into account the unique characteristics and requirements of that course or program and the modes in which it is offered (e.g., non-degree vs. degree, evening vs. day program, special program vs. standard program). If the program in which the student was enrolled has been discontinued or is no longer offered, the University will enroll the student in the program that it determines to be most similar to that program or in a different program for which the student is qualified.

³ The appropriate tuition and fee amounts will be reflected on the bill that the student receives.

difference between the tuition and fee amounts currently charged other students and the amount charged in the semester of withdrawal, the University may charge the amounts currently charged to other students.

If a student is not academically prepared to resume a course of study in which he or she was previously enrolled or is unprepared to complete a program, the University will determine whether reasonable means are available to help the student become prepared. The University may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the University on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition his or her dean for consideration of military re-enrollment.⁴ A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

GEORGETOWN UNIVERSITY WHISTLEBLOWER PROTECTION POLICY

Faculty, staff, and students are expected to report suspected violations of laws or regulations or of University policies or procedures to the appropriate University office. Reports should normally be made through the regular channels that the University defines for handling a particular type of matter, but in the event that an individual feels uncomfortable using such channels or they are otherwise inappropriate, the Georgetown University Compliance Helpline is available and provides the opportunity for anonymous reporting. Those who make good faith reports of suspected violations are protected from retaliation by the University's Whistleblower Protection Policy.

The Compliance Helpline is accessible by telephone at 888-239-9181 or online at <https://secure.ethicspoint.com/domain/media/en/gui/17731/index.html>.

Whistleblower Protection Policy

Georgetown University strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, staff and students to conduct their activities in accordance with University policies and applicable law. The University strongly encourages all faculty, administrators, staff and students to report suspected or actual wrongful conduct by Georgetown employees through channels that the University establishes for such reporting. No University faculty member, administrator, staff member or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. The University will take whatever action is necessary and appropriate to address a violation of this policy.

⁴ This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

WRITING CENTER AND LEGAL ENGLISH STUDIES CENTER POLICIES

Writing Center Policies

Georgetown Law's Writing Center helps students transition to the legal discourse community and supports the Law Center's goal of developing strong legal writers across the curriculum. All Georgetown Law students are free to make appointments to discuss questions they have on a writing assignment in any class at Georgetown, a journal note, or a writing project in conjunction with an extracurricular activity. Students may not submit privileged, confidential, or work product material drafted in connection with a summer job, internship, or externship without first obtaining the express permission of their supervising attorney.

All students may sign up for one 45-minute conference each week. Students must sign up online at <https://georgetown.mymvonline.net/> and provide the Senior Writing Fellow, who is a trained upperclass student, with an electronic copy of their documents at least 24 hours in advance. In addition, students making appointments must complete a short questionnaire identifying specific objectives of the conference. Senior Writing Fellows provide individualized feedback with a focus on helping students become better writers; Senior Writing Fellows do not provide written feedback, do not rewrite documents, and do not provide proofreading, citation, or editing services.

In addition to individual conferences, the Writing Center also publishes a number of handouts of various writing topics. These handouts are available for download from the Writing Center website, <http://www.law.georgetown.edu/academics/academic-programs/legal-writing-scholarship/writing-center/>, as well as in hard copy outside Room 540 McDonough.

The Center opens at the beginning of the school year and stays open throughout the academic year. The Center is not open during exams, school breaks, or the summer. For additional information about the Writing Center, please review the Writing Center website, <http://www.law.georgetown.edu/academics/academic-programs/legal-writing-scholarship/writing-center/>, visit the Legal Research and Writing Office in Room 540 McDonough, or email writingcenter@law.georgetown.edu.

The Center for Legal English Studies' Language Center Policies for Foreign-Trained LL.M. Students

The Center for Legal English Studies' Language Center at Georgetown Law offers LL.M. students opportunities to enhance their English speaking and writing skills through non-credit, short-term, limited enrollment conversation and writing workshops. Both the conversation and writing workshops are designed to foster a supportive, collegial, and rigorous environment for advanced English language learning and acquisition. In addition to introducing students to U.S. academic legal discourse, the writing workshop frames a process for conceptualizing and drafting a scholarly paper in English at a U.S. law school.

In the conversation workshops students increase their English fluency and enhance their conversation skills while discussing current topics. Students receive individual feedback on their speaking skills at the end of most sessions. Students may attend a conversation workshop in both Fall and Spring semesters.

A linguist and a lawyer conduct the writing workshops, guiding students in the writing of their scholarly papers. Students develop their chosen topics and are eligible to receive individual written feedback on their writing through consistent workshop attendance. Students should attend the writing workshop either during Fall or Spring semester while they are concurrently

writing a seminar paper. Students who attend the writing workshop during Fall semester may also receive feedback on their writing during Spring semester.

In addition, the Center for Legal English Studies offers other workshops throughout the academic year. Topics have ranged from Self-Editing and Revising a Draft to Preparing a Scholarly Paper for Publication.

To provide opportunities to enhance English fluency off campus, the Center for Legal English Studies' 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, meeting researchers at the Law Library of Congress, and attending a Hoyas basketball game. These outings are available to all LL.M. students.

The Center for Legal English Studies is available to 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 group or writing workshop, or to receive notification of the visits to cultural landmarks, go to the Canvas page "Language Center 2016–2017." For additional information about the Center for Legal English Studies' Language Center, contact the Center for Legal English Studies' Language Center Faculty Director at *languagecenter@law.georgetown.edu*

CONDUCT POLICIES

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The faculty expects all students to exhibit high standards of academic and professional responsibility. This chapter of the *Handbook* contains policies governing the behavior of members of the Law Center community.

ADMINISTRATIVE MEASURES TO PROTECT COMMUNITY WELFARE

Georgetown University Law Center is committed to promoting an environment that supports its educational mission and preserves the health and safety of its members. Sometimes a student may engage in behavior that threatens his or her well-being or the welfare of the community or is otherwise harmful or disruptive. Such behavior could include but is not limited to threats or attempts to harm oneself or others, disruptive behavior in or outside of class, or abusive behavior directed toward students, faculty, or staff. In these cases, the Law Center reserves the right to take appropriate administrative steps for the well-being of the students and of the community, which may include requiring a student to take an involuntary leave of absence.

STUDENT DISCIPLINARY CODE (as amended May 2015)

Preamble*

Students at the Georgetown University Law Center, as present and future members of a self-regulated profession, are required to conduct themselves with the highest degree of honesty, integrity and trustworthiness. Doubts about the propriety of particular conduct should be resolved in favor of avoiding even the appearance of impropriety. Each matriculating student is held to have notice of the high standard of conduct demanded by the Law Center. A student's failure to satisfy this standard of conduct in connection with academic or nonacademic activities subjects the student to sanctions under this disciplinary code. Jurisdiction is not limited to the territorial limits of the Law Center or to conduct which affects other members of the Law Center community. Allegations of minor misconduct are processed under the informal provisions of the Code governing administrative violations. Allegations of more serious misconduct, involving a degree of moral offensiveness or untrustworthiness that may call into question a student's suitability for the practice of law, are processed under the more formal provisions of the Code governing disciplinary violations. The Code is administered by a student-faculty disciplinary committee that is guided in its interpretation and implementation by the Code's overriding purpose of promoting among law students the highest degree of honesty, integrity and trustworthiness. If special circumstances so require, the Law Center may override the provisions of this Code.

Part One: Substantive Violations

§ 101 STANDARD OF CONDUCT

Without regard to motive, intentional student conduct that is dishonest, evidences lack of integrity or trustworthiness, or may unfairly impinge upon the rights or privileges of members of the Law Center Community is prohibited.¹

* Please note and read the "Notice to Law Center Community Regarding Disciplinary Proceedings Involving Sexual Misconduct (April 5, 2006, as amended, August 24, 2007, December 22, 2011, and June 1, 2015)" on page 110.

¹ The fact that conduct is negligent or motivated by a benign purpose does not preclude that conduct from being intentional, as long as the student intended the act upon which the charge is based. Unintentional acts that nevertheless

§ 102 ADMINISTRATIVE VIOLATIONS

Prohibited conduct that does not evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct constitutes an administrative violation, but does not constitute a disciplinary violation.

§ 103 DISCIPLINARY VIOLATIONS

Prohibited conduct that does evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct constitutes a disciplinary violation.

Part Two: Procedures

§ 201 GENERAL

- a. The Professional Responsibility Committee shall oversee operation of the Student Disciplinary Code. It will be composed of faculty and students. The Registrar, Ethics Counsel and those faculty members who are assigned as defense counsel will be members ex officio. The Committee Chair will be responsible for creating panels from the faculty and student members of the committee to hear disciplinary charges. Each panel shall consist of two faculty members and one student; panels are authorized to act by majority vote.
- b. The Ethics Counsel will be a member of the bar and an employee of the University, appointed by the Dean. The Ethics Counsel will investigate and resolve all administrative charges, and prosecute all disciplinary charges. In every case, the Ethics Counsel will act in accordance with fairness to the accused student, the need for accurate and prompt resolution of complaints, and the imperative for high standards of honesty by Law Center students. The Ethics Counsel is authorized to act on information received from any source, including a student seeking advice. The Ethics Counsel shall administer his or her duties with careful regard for the educative value of the Code and the rights of students.

result in unfairness do not come within the scope of this Code but, rather, are handled by the Dean and the Law Center administration. Nonexhaustive examples of prohibited conduct include: plagiarism (see the Plagiarism section), cheating or assisting another student to cheat in connection with an examination or assignment; unauthorized breach of anonymity in connection with a blind-graded examination; possession or use of unauthorized materials in connection with an examination or assignment; failure to follow the instructions given for an examination or assignment, such as unauthorized communication with other students, possession or use of unauthorized material, or failure to stop work at the prescribed time; receiving, providing, requesting or offering to provide unauthorized information concerning a deferred examination or assignment; unauthorized use of another student's work; unauthorized use of a student's own work for multiple purposes; unauthorized use, concealment or removal of library books or other University property; and neglect or abuse with respect to a clinic client.

Prohibited conduct also includes: misrepresentation in connection with an application for admission to the Law Center or for financial aid; misrepresentation in connection with a Law Center course, assignment, or competition; and misrepresentation on a transcript, or in connection with an application for employment or bar admission. Misrepresentation includes submitting a resume which lists journal membership without specifying a date of termination, if the student or graduate resigned or was suspended from the journal. The Code prohibits the use, transfer, possession and/or sale of illegal drugs on campus. In addition, conduct that may be independently illegal, for example, theft, destruction or mutilation of property, assault, sexual harassment, and sexual assault, is also prohibited by the Code to the extent that it interferes with the rights and privileges of the members of the Law Center community or it calls into question the student's suitability to the practice of law.

The Code also prohibits unauthorized refusal to cooperate with the disciplinary committee; failure to maintain required confidentiality in connection with administrative or disciplinary proceedings; failure to comply with an administrative or disciplinary sanction; and attempting or conspiring to commit an act prohibited by the Code. The examples are provided by way of illustration only. Whether or not particular conduct is prohibited is determined by the standard of conduct imposed under §101, not by whether it falls within the scope of the foregoing nonexhaustive examples.

- c. All students formally charged with violating the Student Disciplinary Code or questioned by Ethics Counsel in the course of an investigation of a complaint, shall have a right to counsel. Upon request, after the right attaches, counsel will be appointed for the student by the Committee Chair from a list of faculty prepared to be defense counsel maintained by the Chair. The student may also be represented by any other full-time faculty member who agrees to do so on a pro bono basis. The student also retains the right to retain outside counsel of the student's own choice and at the student's own expense.

§ 202 COMPLAINTS

Complaints regarding student conduct may be made by any member of the Law Center community. They should be directed to the Ethics Counsel and may be in writing or oral. The Ethics Counsel will decide whether the allegations should be processed as potential administrative or disciplinary charges. In close cases, before a final charging decision is made, the Ethics Counsel is encouraged to consult with the Committee Chair. The Ethics Counsel may not add charges unrelated to the allegations in a complaint without the approval of the Chair. All complaints of student misconduct shall be investigated promptly by the Ethics Counsel.

§ 203 ADMINISTRATIVE CHARGES

- a. If a complaint alleges administrative violations, the Ethics Counsel has the authority to dismiss the complaint or to bring and adjudicate administrative charges. If the Ethics Counsel elects to dismiss a complaint that alleges administrative violations, notice of the filing and disposition shall be given to the student named in the complaint. Administrative charges shall be in writing and filed with the Registrar who shall provide the student with a copy of the charges. Before finding an administrative violation, the Ethics Counsel must provide the student with notice of the charges and a fair opportunity informally to explain or defend his or her conduct. In the course of the investigation of the alleged administrative violation, if the Ethics Counsel wishes to speak to the student before deciding to proceed with administrative charges, the student must be advised of the right to counsel. The right to counsel otherwise attaches when the administrative charges are filed.
- b. The Ethics Counsel shall provide a written report to the Associate Dean for the J.D. or Graduate Programs, as appropriate, explaining the disposition of each administrative complaint. Such reports do not become part of any official student record, nor do they fall within the scope of outside requests for disciplinary information about particular students.²

§ 204 DISCIPLINARY CHARGES

- a. If a complaint alleges disciplinary violations, the Ethics Counsel may dismiss the complaint or bring disciplinary charges. If disciplinary charges are brought, the Ethics Counsel may reach an agreed disposition with the student, or prosecute the charges before a hearing panel. If, in the course of the investigation, the Ethics Counsel wishes to speak to the student before deciding whether to bring charges, the student must first be advised of the right to counsel.
- b. If the Ethics Counsel brings disciplinary charges they shall be in writing and filed with the Registrar who shall provide the charged student with a copy of the charges. The right to counsel, if it has not attached pursuant to § 204(a), attaches when the charges are filed.

² The Law Center does not have complete control over what information will be called for by bar admission's character committees and others outside the institution. The Law Center will, however, consistent with its obligation for candor, seek to prevent administrative violations from becoming a permanent stain on a student's record.

- c. If the Ethics Counsel dismisses the complaint, the Ethics Counsel shall notify the student and submit a brief written report to the Committee Chair and responsible Associate Dean, describing the complaint and the reason for the dismissal.
- d. The Ethics Counsel and the charged student may agree to a disposition of the charges. Such a disposition must be in writing and submitted to the Committee Chair for approval. The Ethics Counsel shall report approved dispositions to the responsible Associate Dean. In cases in which the Committee Chair rejects the disposition, the matter shall be referred to a hearing panel.
- e. If the charge or charges are referred to a hearing panel, the student may plead guilty, not guilty or no contest. Regardless of the plea entered, the panel must conduct a fair hearing and decide the charges only upon the evidence or stipulated facts that are presented. However, formal rules of evidence will not apply and procedural irregularities should be considered only when they result in actual prejudice.³ The hearing panel may acquit the student, or find the student guilty of a disciplinary or administrative violation and impose an appropriate sanction or sanctions. If the charges are contested, the hearing panel may convict only upon clear and convincing evidence of a violation. The hearing panel should submit to the Committee Chair and responsible Associate Dean a brief written report explaining its disposition. Convictions and approved dispositions of disciplinary charges normally become part of the student's official record. Disciplinary charges resulting in acquittals should not appear in a student's official record.

Part Three: Appeals

§ 301 GENERAL

Only appeals from final dispositions are permitted. No appeals from agreed dispositions approved by the Committee Chair are permitted.

§ 302 ADMINISTRATIVE APPEALS

Within 15 calendar days of the Ethics Counsel's finding of an administrative violation, a student may appeal to the Committee Chair by submitting a written notice of appeal to the Registrar. The written notice of appeal should conform to the requirements of § 304. An appeal may be taken only on the grounds that the penalty is disproportionately severe to those imposed on other students for similar conduct. No further review of administrative sanctions is authorized.

§ 303 DISCIPLINARY APPEALS

Within 15 calendar days after a hearing panel decides a disciplinary charge, either party may appeal to the full Professional Responsibility Committee by submitting a written notice of appeal to the Registrar. The written notice should conform to the requirements of § 304. The only grounds for appeal are a serious misreading of the Student Disciplinary Code, gross insufficiency of the evidence, or a gross impropriety that tainted the proceedings.

³ Charged students shall be accorded the basic components of procedural fairness, including a copy of the complaint, advance notice of the identities of adverse witnesses, the right to present relevant evidence, the right to cross-examine adverse witnesses, the right to forego a hearing by admitting guilt, the right to admit guilt but nevertheless appeal jurisdiction or sanction, the right to request a particular sanction, and the right to place in the record the student's own comment on committee action.

§ 304 PROCEDURE FOR FILING AN APPEAL

The only written document that will be required for all appeals will be a written notice indicating the date the appeal is filed with the Registrar, the ruling being appealed, the Disciplinary Code authority for the appeal and the entity or person to whom the appeal is taken. The Registrar shall notify the parties, the Committee Chair and the reviewing entity of the pendency of the appeal. Administrative appeals shall be presented orally. Disciplinary appeals may be presented orally but written presentations should be used by counsel to the extent practicable or as directed by the Committee. Appeals shall be heard as promptly as possible consistent with protecting the rights of the charged student.

§ 305 ADVISORY OPINIONS

If the Ethics Counsel or the chairperson is uncertain whether charged conduct, if proven, constitutes a serious offense, he or she may ask for an advisory opinion from the full committee. The ex parte ruling shall control the charging process and the track determination.

Part Four: Sanctions

§ 401 GENERAL

Sanctions shall be appropriate to the nature and severity of the violations to which they attach.⁴ When possible, sanctions should seek to educate the student about the nature and importance of honesty and mutual respect. Community service may constitute all or part of any sanction.

§ 402 ADMINISTRATIVE SANCTIONS

The Ethics Counsel may establish, in consultation with the Associate Deans, sanctions for administrative violations. Sanctions relating to the late return of take-home examinations, late arrivals to in-class examinations, missed examinations, and submission of the wrong document for grading are specified in §§ 402(a)–402(c).

§ 402(a) Late Return of Take-Home Examinations

- i. Requirements for returning take-home examinations.

All students must stop writing, save, and upload examinations to Georgetown's online examination system before the time allowed for taking the examination expires. Students must certify that they stopped writing before the time expired when they upload the examination. If a student experiences problems that prevent successful uploading of the examination to the online examination system before the time allowed expires, she must email a copy of the saved examination to examdropbox@law.georgetown.edu and contact the Registrar⁵ by email or by telephone within 10 minutes after the examination time expires to report the problem encountered in uploading the examination.

⁴ A nonexhaustive list of authorized sanctions, in order of increasing severity includes: warning; reprimand; probation, with or without conditions such as counseling; additional work such as writing extra papers, or accumulating extra credits in order to graduate; grade or credit reduction; imposition of a failing grade; suspension with or without automatic reinstatement; expulsion; and withdrawal of a degree. Administrative and disciplinary officials are encouraged to formulate additional sanctions appropriate to particular violations. When authorized, a transcript notation may be required to satisfy the Law Center's obligation of candor to those outside the Law Center community. Accordingly, a transcript notation can accompany both mild and severe sanctions, or it can be imposed as a sanction in and of itself.

⁵ Unless otherwise specified, references to the Registrar means the Registrar or her designee.

ii. Penalties.

1. All students who download⁶ their examination but fail to upload within twenty-four hours after the time allowed expires will be assigned a grade of AF (Administrative F) on the exam by the Registrar.
2. Examinations submitted within sixty minutes after the time allowed expires, but not in conformity with § 402(a)(i), will be graded and subject to the following penalties:
 - a. *First offenses:* If the student receives a passing grade in the course from the course professor, the Registrar will enter an AP (Administrative Pass) on the transcript. The student will earn the allotted credits for taking the course, and the AP grade will not factor into the student's GPA. The Registrar will notify the grading professor and the student when this action is taken.

If the student receives a failing grade in the course, the Registrar will enter an F on the transcript. The student will not earn the allotted credits for taking the course, and the F grade will factor into the GPA.
 - b. *Second and subsequent offenses:* After a student has received an AP grade for the late submission of a take-home examination or has been penalized for submitting a take-home examination more than sixty minutes after the time allowed expired, any additional, late returns of take-home examinations by that student will be processed under the Student Disciplinary Code.
3. Take-home examinations submitted more than sixty minutes after the time allowed expires shall be processed under the Student Disciplinary Code.
4. Students who receive two grades of AP, AF (see § 402(b)(ii)), or a combination of both on their transcript will be ineligible for honors upon graduation.

iii. Request for Waiver of Penalties.

Any student subject to the AP penalty under this provision shall have the right to request that the late return penalty be waived. Requests must be made to the Registrar by email or in writing within twenty-four hours after the Registrar notifies the student that a penalty applies. All requests will be referred to the Ethics Counsel who shall meet with the student.

The student bears the burden of establishing that the failure to comply with this rule was excusable and that the violation did not allow the student to gain an unfair advantage. A saved copy of the examination indicating that it was completed within the time allowed is critical evidence in these cases. The Ethics Counsel will determine promptly whether the penalty will be waived.

A student may appeal an adverse decision by the Ethics Counsel to the Chair of the Professional Responsibility Committee. No further appeals will be allowed. Procedures for this review shall be specified in writing and provided to students affected by this provision.⁷

⁶ A student who fails to download the take-home examination should refer to section 402(b), as they will be treated under "Missed Examinations."

⁷ The Ethics Counsel may, in the course of his review, require students to submit their computer, external drives, or other relevant equipment for inspection to determine whether the time-stamp affixed to the saved copy of the examination is accurate and authentic. It is anticipated that this type of review will not be routine for first offenders, but second offenses will likely incur closer scrutiny.

§ 402(b) Late Arrivals and Missed Examinations

- i. A student who arrives late to an in-class examination may not enter the room once the proctor has placed the “Examination in Progress” sign on the exam room door. If a student arrives and the sign is on the door, the student must immediately proceed to the Office of the Registrar. The Registrar will advise the student of the right to take the examination during the remaining scheduled examination time with no grade penalty and, if that option is selected, escort the student to the examination room. These instructions shall be posted on the door of an examination room once the examination commences. If the remaining time is insufficient to complete the examination, or the student chooses to reschedule the examination, she will be treated under § 402(b)(ii).
- ii. Although the student may raise this issue first, within twenty-four hours after an examination ends (whether in-class or take-home), the Registrar will email all students who arrived too late to take the examination, missed the examination altogether, or failed to download the examination advising them of the problem. To avoid receiving a failing grade on the examination, the student must request that the examination be rescheduled within twenty-four hours from the time the email is sent. The student bears the burden of establishing that her failure to take the examination was due either to extenuating circumstances (illness or other emergency) or to a “good-faith” mistake (e.g., oversleeping, a car breaking down, a mistake as to time or date of the examination).

If the Registrar determines that the failure to take the examination was due to extenuating circumstances, the examination will be rescheduled as soon as practicable with no penalty imposed. If the failure was due to a “good-faith” mistake, the examination may be rescheduled as soon as practicable subject to a one-step grade reduction to be applied to the final grade for the course. Students may reschedule an examination missed due to a “good-faith” mistake once during their enrollment at the Law Center.⁸

If the student fails to establish extenuating circumstances or a “good-faith” mistake as a reason for failure to take an examination, the student will receive a grade of AF that will be reflected on the student’s transcript. The student will not earn the allotted credits for taking the course, and the AF grade will factor into the GPA as an earned F.

- iii. Students who receive two grades of AP, AF, or a combination of both on their transcript will be ineligible for honors upon graduation.

§ 402(c) Submission of the Wrong Document for Grading

If, before a grade is recorded, the Registrar is placed on notice that the wrong document or the wrong version of a document has been submitted, the Registrar will request that the student bring in her computer or other relevant equipment for inspection so that the correct document may be retrieved from the computer and submitted for grading. If a genuine, timely document is retrieved and submitted for grading, the student’s course grade will be subject to a one-step grade reduction. If the Registrar is unable to retrieve a genuine and timely correct document, the student will be allowed to have the previously submitted document processed as originally submitted. The one-step grade reduction may be used once during a student’s enrollment at the Law Center. Thereafter, the second submission of the wrong document for grading will be graded as submitted. This rule also applies to papers submitted for grading.

⁸ “Once during their enrollment at the Law Center” means once per degree received at the Law Center. Thus, an LL.M. student who also received her J.D. from the Law Center may invoke this “good-faith” mistake once for the J.D. and once for the LL.M.

§ 403 DISCIPLINARY SANCTIONS

Any appropriate sanction may be imposed for a disciplinary violation, including expulsion, suspension, failing grades, and transcript notation.

Part Five: Confidentiality and Reporting

§ 501 CONFIDENTIALITY

Confidentiality shall be maintained with respect to all proceedings under this Code, except that students charged with disciplinary violations have a right to a public hearing if they so desire.

§ 502 CENTRAL REPORTING

Notwithstanding the requirement of confidentiality, convictions involving suspension or expulsion may, to the extent permitted by law, be reported to a central collection service such as the Law School Data Assembly Service for use by other schools.

§ 503 PUBLICATION

The disciplinary committee shall publicize, without identifying details, the results of its disciplinary proceedings. In addition, each year the disciplinary committee shall publish, in summary form and without identifying details, a report disclosing the number of cases handled during the previous year, and the nature and disposition of each case. Copies of annual reports issued by the committee shall be available for inspection by students in the Office of the Registrar.

Plagiarism

Every law student must grasp the overriding importance of scrupulous honesty in the study and practice of law. In the presentation of written work, such honesty is the soul of academic integrity and, for the lawyer, at the heart of credible and effective assistance of counsel. The damage to reputation (and to a cause) which springs from deceit in the presentation of ideas will commonly prove both devastating and enduring. One becomes known as untruthful, or at least untrustworthy, and in either case careless of the rights of others. These are contingencies devoutly to be avoided.

This notion of deceit is not easily translated into an all-inclusive description of plagiarism. The Law Center, therefore, has not attempted a definition so meticulously crafted as to be worthy of inclusion in a criminal code. But surely some central propositions are declarable, and understandable, and no student can fail to be aware of the broad thrust of the notion that the work of others must never be claimed as one's own.

Here are several of those propositions. The use of another's work typically takes the form of either a direct quotation, where the other author's exact words are used, or a paraphrasing, where the true author's ideas or language are recast in the words of the borrower. Both these forms require that he or she who thus uses the work of another person give adequate credit to that person. Perhaps as important as the fact that the credit is given is the manner in which it is given. Where exact words are used, they must be designated as a quotation (quotation marks or indentation) and footnoted in the obligatory form, identifying source and precise page of location. Similar attribution is called for in the use of charts, tables, diagrams, and like presentations of rather more visual evidence, when originated by someone else. Paraphrasing, too, demands that the paraphraser candidly and fully account for the derivation of that which the paraphraser has reworded. As a general proposition, prolonged paraphrasing is to be discouraged, but when lengthy paraphrasing does occur the true source is not sufficiently cited when it is cited only at the

end, and generally. The rule should rather be that each discrete subportion of the material thus used receive its own recognition, in quite precise form, including page citation.

Of course, matters of general knowledge, and terms so commonly employed as to have entered the public domain need not be footnoted,⁹ just as this brief essay does not footnote the widely recognized truths appearing in the foregoing lines. But we strongly agree that, in any case involving the slightest doubt, you will be better served to grant rather than to withhold recognition of your dependency on the work of another. Attributions that are arguably unnecessary in these marginal instances will at the very least direct the reader to material which could be useful, and so advance the possibility for learning.

Finally, note that plagiarism can be said to have occurred without any affirmative showing that the student's use of another's work was intentional. Intent is presumed in any disciplinary case where the source of the material is both plain and unattributed. It will be for the affected student to demonstrate that the copying or restatement was, in any such case, innocent.

Forewarned is forearmed (no citation needed).

NOTICE TO LAW CENTER COMMUNITY REGARDING DISCIPLINARY PROCEEDINGS INVOLVING SEXUAL MISCONDUCT (April 5, 2006, as amended August 24, 2007, December 22, 2011, and June 1, 2015)

The "Clery Act," 20 U.S.C. § 1092f, the Department of Education (DOE) regulations promulgated thereunder, 34 C.F.R. §§ 668 et. seq., Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et. seq., the Violence Against Women Reauthorization Act of 2013, Pub Law 113-4, and regulations promulgated thereunder, as interpreted by DOE's Office for Civil Rights, require the University to implement particular procedures in certain disciplinary proceedings. In order to ensure compliance with the law and fair and responsive processes, the Law Center hereby directs the following:

In all disciplinary cases involving alleged conduct that implicate Georgetown University's Policy Statement on Sexual Misconduct¹, including allegations of sexual harassment, sexual assault, relationship violence, domestic violence, and stalking, in which the accused is a Law Center student, the following procedures shall be implemented. These policies and procedures are designed to provide for prompt, thorough, and equitable investigation and resolution of complaints involving sexual misconduct filed against Law Center students.

Initiation of a Complaint

a. Complaint.² Individuals (Complainants) may submit a complaint of violations of the University's Policy on Sexual Misconduct by a Law Center student by providing a written statement setting forth the allegations of sexual misconduct to the Ethics Counsel.³

b. Notification to the Accused. Upon the receipt of a complaint against a Law Center student, Ethics Counsel will promptly notify the accused (Respondent) of the existence of the complaint.

⁹ See Comment, *Plagiarism in Legal Scholarship*, 15 TOLEDO L. REV. 233, 235 n.12 (1983).

¹ See Student Handbook of Academic Policies, Conduct Policy, p.102.

² As described more fully in the University Policy on Sexual Misconduct, individuals may also choose to file a criminal complaint with the Metropolitan Police Department.

³ The Ethics Counsel may also initiate a complaint against a student on behalf of the Law Center.

c. Protective Measures and Interim Accommodations. At the initiation of a complaint, the Ethics Counsel will notify the Deputy Title IX Coordinator, and the Deputy Title IX Coordinator will determine what protective measures and interim accommodations are to be put in place during the pendency of the disciplinary investigation. The Deputy Title IX Coordinator may direct that both the Complainant and the Respondent refrain from contact with the other, either directly or indirectly, during the pendency of the disciplinary investigation and at any other times as appropriate. In addition, upon request of the Complainant or Respondent, they may change the student's academic and/or University-controlled living conditions, if the changes are deemed to be reasonable.

d. Right to Counsel. Both the Complainant (if a student or employee of Georgetown University) and the Respondent shall be entitled to counsel to represent them in these proceedings. If either side requests that the Law Center provide counsel to them, the Chair of the Professional Responsibility Committee will secure counsel at Law Center expense. The determination of the counsel to be secured at Law Center expense shall be a Law Center decision. Both Complainant and Respondent shall have the right to have their counsel present at the disciplinary hearing, appeal, and other proceedings.⁴ If the Complainant is not a student or employee of Georgetown University, he/she may be represented by counsel at his/her own expense. In addition, Complainants and Respondents may have an advisor of their choosing accompany them throughout all aspects of the disciplinary proceedings.

Investigation and Hearing

e. Investigation. The Ethics Counsel, and/or an appointed investigator, shall investigate complaints. The investigation may include interviews of the parties, relevant witnesses, statements submitted by the parties or witnesses or other evidence in the discretion of the investigator. The investigator may provide the parties timelines for submitting their information or testimony. At the conclusion of the investigation, the investigator will submit an investigative report to the parties and the Hearing Panel at least five days prior to the hearing. The investigative report shall not make recommendations or findings. No documents may be submitted by either party after the conclusion of the investigation, unless otherwise permitted by the Hearing Panel.

f. The Hearing. The hearing will be conducted by a Hearing Panel, consisting of two faculty, one of whom will be designated as the panel Chair, and one student from the Professional Responsibility Committee and named by the Committee Chair. The Committee Chair will take steps to ensure there are no conflicts of interest between the members of the Hearing Panel and any party. The Hearing Panel Chair will determine the date, time, and manner of conducting the hearing. The parties will be provided with advance notice of the identities of witnesses that are scheduled to appear at the hearing, the right to present witnesses and relevant evidence, the right to cross-examine adverse witnesses, the right to propose a particular sanction. Under no circumstances shall the Respondent be allowed to personally question or cross-examine the Complainant, nor shall the Complainant student be allowed to personally question or cross-examine the Respondent, at any disciplinary proceeding. In addition, information regarding the Complainant's sexual history with anyone other than the Respondent is not permitted to be introduced. Furthermore, when requested by either party, the Hearing Panel Chair will arrange the hearing such that the Complainant and Respondent do not have to be present in the same room at the same time. The Hearing Panel shall be permitted to question the

⁴ The requirement that counsel be a faculty member that previously was provided here and otherwise exists under the Code is no longer in force here. The Chair of the Professional Responsibility Committee may request that the Dean provide reasonable compensation to attorneys who are not members of the faculty and accept appointments under this provision.

parties. The standard of proof to be applied by the hearing panel shall be a preponderance of the evidence standard (more likely than not).

g. Informal Resolution of Complaint. All forms of sexual misconduct, with the exception of sexual harassment or stalking must be resolved via a hearing. In cases of sexual harassment or stalking, the Complainant and Respondent may choose to resolve the complaint via an informal method of resolution, such as mediation. In such cases where both parties choose to resolve the complaint in this manner, the Ethics Counsel will work with the parties to determine the appropriate means of resolution. Either party may choose to stop pursuing informal resolution at any time.

h. Training. The Hearing Panel and Ethics Counsel will receive training on handling sexual violence complaints, as well as the Policy Statement on Sexual Misconduct and the rules relating to disciplinary proceedings.

i. Confidentiality. The investigation, the investigative report, and the disciplinary hearing shall be confidential and not open to the public.

j. Timing of Resolution. The hearing panel must conduct its hearing within 45 days of the filing of a complaint and render its report within 15 days of the conclusion of the hearing. This time limit, and all time limits contained herein, are not jurisdictional and may be extended for good cause shown by the Chair of the Professional Responsibility Committee.

k. Outcome and Sanctions. The Hearing Panel may acquit the student, or find the student guilty of a disciplinary or administrative violation, including a violating the Policy Statement on Sexual Misconduct, and may impose an appropriate sanction or sanctions. Sanctions for findings of violation include expulsion, suspension, and any sanction that appropriately addresses the nature and severity of the conduct as determined by the Hearing Panel.

l. Notice of Outcome. Both the Complainant and the Respondent shall be concurrently notified of the outcome of the disciplinary proceeding, including any sanctions imposed, in writing.

Appeal

m. Right to Appeal. The Complainant and the Respondent shall both have the right to appeal as provided by Sections 303 and 304 of the Student Disciplinary Code. An appeal must be resolved within 15 days after all briefs have been filed or after oral argument is concluded, whichever occurs later. These time limits are not jurisdictional and may be extended for good cause shown by the Chair of the Professional Responsibility Committee. Both the Complainant and the Respondent shall be concurrently notified of the outcome of any appeal proceedings in writing.

Other Rules and Procedures

Past and future guidance directives from the Department of Education and the Office for Civil Rights, such as the April, 2011 “Dear Colleague” letter, are incorporated into these provisions by reference and shall be followed by hearing panels to the extent that they impose requirements not otherwise provided here or in the Student Disciplinary Code.

To the extent that any of these provisions is inconsistent with provisions of the Student Disciplinary Code, the Code is hereby overridden, as authorized by the Code “if special circumstances so require.” These superseding provisions shall take effect immediately and apply to all disciplinary proceedings pending at this time or arising thereafter, regardless of when the

underlying conduct occurred. This announcement shall be distributed to the Law Center Community and included in the next published Handbook.

On-Campus Resources for Students

The Law Center offers resources for students who have experienced sexual misconduct.

1. Confidential Counselors

Counselors are available to assist students in accessing medical care, crisis support, navigating disciplinary proceedings, safety planning, academic modifications, support groups, and housing relocation:

Sexual Assault and Relationship Violence Liaison (SARVL)

Nicole M. Sandoz, J.D., McDonough Hall 212, 202-662-9293, ns1028@law.georgetown.edu
<http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/sarvl/>

Counseling and Psychiatric Services (CAPS)

Dr. Laura Lokker and Dr. Jamila Cunningham, Gewirz Center, Room L-101-G,
 202-687-6985; after hours 202-444-7243 to reach the on-call clinician

2. Additional Resources

Deputy Title IX Coordinator for Law Center Students

Consistent with Title IX of the Education Amendments of 1972, Georgetown will respond to reported incidents of sexual misconduct in order to protect and maintain the safety of the University community.

To report an incident of sexual misconduct, or to receive guidance, law students may contact the Deputy Title IX Coordinator for the Law Center, Mitchell Bailin, Dean of Students, 202-662-4066, titleixlaw@georgetown.edu

Title IX Coordinator for Georgetown University

Laura M. Cutway
 Office of Institutional Diversity, Equity, and Affirmative Action
 M-36 Darnall Hall
 37th and O Streets, NW
 Washington, D.C. 20057
 Phone: 202-687-4798

For more information about resources for students, confidentiality and employees' duty to report, and how you can help prevent sexual misconduct, please visit sexualassault.georgetown.edu.

DISCIPLINARY HEARING PROCEDURES FOR SEXUAL MISCONDUCT CASES (as approved by the Professional Responsibility Committee, April 2016)

Introduction

These procedures apply to sexual misconduct disciplinary cases. The Professional Responsibility Committee adopted them to help implement the Law Center policies and procedures that apply to Disciplinary Proceedings Involving Sexual Misconduct, as amended through June 1, 2015 (hereinafter, "Sexual Misconduct Procedures"). Those policies and procedures are published in the Student Handbook ("Notice to Law Center Community Regarding Disciplinary Proceedings Involving Sexual Misconduct") and are available at: http://www.law.georgetown.edu/campus-services/registrar/handbook/upload/conduct_policies.pdf.

Any conflict between these rules and published procedures shall be resolved in favor of the published procedures.

1. The Hearing Panel and Its Mandate

A hearing panel will be named by the Committee Chair within five calendar days of the filing of the investigative report. Every effort will be made to conduct hearings as soon as practicable following the conclusion of the investigation, ideally within 21 calendar days after the hearing panel is named.

The hearing panel determines whether the Student Disciplinary Code has been violated, and, if so, imposes appropriate sanctions. The hearing panel consists of three Committee members (two faculty and one student member) trained in evaluating sexual misconduct cases.¹

The hearing panel submits its decision in writing to the Chair of the Professional Responsibility Committee at the conclusion of the case. The parties shall receive copies of the decision.

2. Sexual Misconduct Hearings-Course of Proceedings

The hearing panel will have the opportunity to thoroughly review the investigative report and documentation submitted by the investigator(s) prior to the hearing. It may request that the investigator(s) conduct further investigation or gather additional evidence before or after a hearing has commenced. Notice of such requests shall be given to the parties. Whenever possible, the hearing panel chair should give the complainant and respondent at least five calendar days' notice to prepare for the hearing. The hearing is a closed proceeding.

The general course of the hearing in sexual misconduct cases will be as follows, whenever possible:

- Chair of the hearing panel will start the proceeding, identify everyone in the room, and announce that the hearing will be recorded.
- Complainant statement (oral-may be made by counsel)
- Respondent statement (oral-may be made by counsel)
- Questions to the complainant from the hearing panel
- Questions to the respondent from the hearing panel
- Witness testimony and questioning by the hearing panel (if the hearing panel determines it is necessary)
- Clarification from the investigator (if the hearing panel determines it is necessary)
- Follow-up questions to the parties from the hearing panel
- Closing statement by respondent (oral-may be made by counsel)
- Closing statement by complainant (oral-may be made by counsel)
- Any rebuttal statements permitted by the hearing panel

The hearing panel may impose reasonable time limits on any stage of the hearing process.

¹ The Sexual Misconduct Procedures provide that "The Hearing Panel and Ethics Counsel will receive training on handling sexual violence complaints, as well as the Policy Statement on Sexual Misconduct and the rules relating to disciplinary proceedings." (§ h).

3. Guidelines for Sexual Misconduct Hearings

A. GENERAL

Unless otherwise noted here or allowed by the hearing panel, all submissions from parties will be in writing and provided to the hearing panel and opposing party on a timetable established by the panel. Whenever a party is represented by counsel, service of written submissions shall be through counsel and in a manner that protects confidentiality.²

The hearing is designed to supplement the investigative report, and the hearing panel shall determine what evidence it needs in addition to the statements from the parties. When the complainant, respondent, or witnesses are not able to be present for the hearing, the hearing panel may make arrangements for them to participate via alternate means (e.g., phone).

Only the panel may ask questions at the hearing. Both parties shall have the opportunity to propose questions to be posed to parties or witnesses by submitting the questions to the panel in writing prior to the hearing. The parties are not required to serve proposed questions on the other party, but copies of the submissions will be made available to the parties after the panel determines whether the charged student is culpable. The hearing panel reserves the right to revise or decline to ask submitted questions on the grounds that they are irrelevant or duplicative.

An audio recording of the hearing (guilt and penalty phase (if any)) will be kept for the use of the panel and for purposes of appeal. This recording may be transcribed at the request of the Committee Chair if needed for an appeal.

B. WITNESSES

The parties may request in writing that witnesses be called, but the request must include an explanation for why that testimony is needed. The hearing panel by majority vote will then determine the witnesses (if any) that will be asked to testify.

C. EVIDENCE

Before the hearing, parties may submit evidence to the investigator and identify potential witnesses to be contacted as part of the investigation. Additional testimony and evidence may be submitted at the hearing to the extent the hearing panel deems it necessary or appropriate.

D. EVIDENCE OF SEXUAL HISTORY

The Sexual Misconduct Procedures (§ f), provide that “information regarding the Complainant’s sexual history with anyone other than the Respondent is not permitted to be introduced.”³

E. SUPPORTER AND COUNSEL

Both the respondent and the complainant are entitled to have counsel and/or another supporter present at the hearing and during any pre-hearing meetings with the Hearing Panel. The Committee Chair will arrange for counsel for a student who is a party to the proceedings and requests this assistance. The central function of counsel is to provide advice to the student

² If filing and/or service is by email, care should be taken to not use the names of the parties in the e-mail transmission. The case number may be used in the subject line.

³ Although the Sexual Misconduct Procedures do not address the sexual history of the defendant, it would appear that the same rule should apply to both parties but that question is not addressed here.

about the hearing process and ensure that all relevant evidence and testimony is presented to the hearing panel.

F. PENALTY PROCEEDINGS

At the conclusion of the hearing, either before or after a finding of culpability, the parties shall have the opportunity to address the issue of appropriate sanctions and answer any questions from the hearing panel.

STUDENT CONDUCT IN THE JOB SEARCH PROCESS

Students are expected to exhibit high standards of professional responsibility in all of their job-seeking activities. Students are cautioned to avoid even the appearance of impropriety in the preparation of their job resumes, letters, and application forms. The inclusion of material that is misleading, inaccurate, or false may be a violation of the Student Disciplinary Code. Students are expected to attend all scheduled interviews, unless the student cancels in a timely and appropriate manner. Students should view the acceptance of an offer, whether for a paid or unpaid position, as a binding commitment, and after accepting an offer, students should withdraw from consideration any applications(s) that are pending with other employers. Failure to honor commitments may have implications for the student's reputation and that of the Law Center. If unusual or extenuating circumstances arise following an acceptance of an offer, students should consult with a career advisor at the Law Center before taking actions that may violate this policy.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURES RELATING TO THE JOB SEARCH PROCESS

This policy is administered by the Office of Career Strategy, the Office of Public Interest and Community Service, and Graduate Career and Professional Development.

Policy Statement

The policy of Georgetown University Law Center is to provide equal opportunity in its programs, activities, and employment practices; to prohibit discrimination and harassment in education and employment because of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation, personal appearance, family responsibility, gender identity or expression, genetic information, marital status, political affiliation, veteran's status, or any other factor prohibited by law; and to promote the realization of equality of opportunity in education and employment throughout the Law Center in accordance with the policy expressed in the University-wide Affirmative Action Plan.

This internal grievance procedure has been established to provide a mechanism for any Law Center degree candidate who believes that under the standards stated in the above policy he or she has been the subject of discrimination by a prospective employer recruiting students to fill part-time, temporary, and full-time positions.

Students who have a question about whether a particular action or statement might constitute improper conduct should speak with a counselor in the Office of Career Strategy, the Office of Public Interest and Community Service, or Graduate Career and Professional Development.

Requirements for Filing Grievances

Any degree candidate, enrolled as a student at the Law Center when the alleged discriminatory act occurred, has the right to file a discrimination complaint with the Office of Career Strategy (private sector and clerkships), the Office of Public Interest and Community Service (government and non-profit), or Graduate Career and Professional Development (LL.M. and S.J.D. students).

Complainants must file a grievance within 30 days of the alleged discriminatory act. Earlier filing is encouraged, including a confidential statement of probable intention to file based upon specific allegations of misconduct. Later filing may be permitted for good cause shown.

A grievance must be filed with either the Assistant Dean of the Office of Career Strategy (OCS), the Assistant Dean of the Office of Public Interest and Community Service (OPICS), or the Director of Graduate Career and Professional Development. The grievance may be filed using the grievance form available in OCS, OPICS, or the Office of Graduate Programs, but any written submission containing the information requested by that form will be satisfactory. In addition to briefly describing the event in question, the complaint should set forth as precisely as possible any allegedly offensive language that was part thereof.

Procedures for Processing Grievances

Upon receipt of the complaint the Assistant Dean (or Director, for LL.M. and S.J.D. students) shall first determine whether the complaint states a violation of the Law Center non-discrimination policy set forth above. If the Assistant Dean or Director finds that no violation has been stated, the student shall be promptly informed and may appeal the decision to the Dean, who may confirm the decision or forward the matter for handling under the next process described. If the complaint states a violation, the Assistant Dean or Director shall immediately apprise the individual respondent(s) and the organization's ultimate hiring authority of the charge and request a written response to the allegations.

The Assistant Dean or Director shall seek to resolve the complaint within 21 working days from the notification of the respondent. The Assistant Dean or Director may conduct interviews with all relevant persons and seek information in any other relevant form. The Assistant Dean or Director may delegate the interviewing and information seeking functions to the Law Center's Ethics Counsel.

If a mutually acceptable resolution is achieved through the efforts of the Assistant Dean or Director, the case shall be closed. A written notice shall list findings and indicate the agreement reached. The agreement shall be retained in the files of OCS or OPICS and copies provided to the complainant, the respondent and his/her ultimate hiring authority.

If no mutually acceptable resolution can be achieved, the Assistant Dean or Director shall make, and provide the parties with, a written finding on the merits of the complaints.

Upon a finding adverse to the respondent, sanctions may be imposed depending on the severity of the offense, including but not limited to requesting a written apology or other conciliatory steps, issuing a reprimand to the individual and/or the organization, placing the individual and/or the organization on probation, or denying the individual or organization recruiting access to Law Center facilities and services for a specified time. The sanctions of probation or denial of individual or organization recruiting access may only be imposed by the Law Center Dean upon the recommendation of the Legal Profession and Career Services Committee. Refusals of an individual or organizational respondent to issue an apology or take some other conciliatory step as may be called for by the Assistant Dean or Director shall be

referred to the Legal Profession and Career Services Committee for a determination of appropriate further sanctions to be recommended to the Dean.

Appeal to the Dean

The complainant or the respondent shall have the right to file a written appeal of the decision of the Assistant Dean or Director to the Dean of the Law Center within ten days of receiving the decision. The notice of appeal shall indicate the reasons for the party's appeal. The Dean may with written explanation affirm or remand the matter for further consideration by the Assistant Dean or Director.

Record

The Assistant Dean or Director shall submit to the Chair of the Legal Profession and Career Services Committee a bimonthly summary of all grievances filed during that period, and of further action taken with regard to all such cases previously pending. Confidentiality with regard to these summaries shall be maintained so far as is possible.

Nothing contained herein shall be considered as limiting a complainant's right to pursue any other remedy provided by federal or local law, or as requiring the University to pursue any process other than those described by this code.

USE OF PERSONAL ELECTRONIC RESOURCES

The use of personal computers, tablets, cell phones, and similar personal electronic resources in classrooms should be limited to activity directly related to course content and note-taking as directed or permitted by the professor. Use of electronic resources for other purposes (e.g., browsing the Internet, playing games, using email, streaming video, watching or listening to DVDs, etc.) is inappropriate to the classroom, and may provide a significant and unwanted distraction to those near the student using these devices.

GEORGETOWN UNIVERSITY INSTITUTIONAL DIVERSITY, EQUITY, AND AFFIRMATIVE ACTION POLICY STATEMENT ON HARASSMENT (RELATING TO PROTECTED CATEGORIES) (revised February 25, 2014)

Harassment is a form of discrimination prohibited by law. It is the policy of Georgetown University to prohibit harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin and accent, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or other factors prohibited by federal and/or District of Columbia law ("Protected Categories"). Sexual harassment is addressed under the University's Policy Statement on Sexual Misconduct.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of a Protected Category as specified above, when such conduct has the purpose or effect of: unreasonably interfering with an individual or third party's academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual or third party's academic or employment opportunities.¹

¹ This policy does not apply to conduct that is unrelated to a Protected Category.

Harassment may include, but is not limited to: verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures. Harassment may include conduct carried out through the internet, email, social media, or other electronic means.

Interpretive guidance:

- A hostile, intimidating, or offensive environment exists when conduct is severe or pervasive. Factors to be considered in determining whether conduct is severe or pervasive include the nature, scope, frequency, and duration of the conduct and the number of persons involved. Simple teasing, offhand comments, or isolated incidents that are not severe or pervasive do not create a hostile or offensive environment.
- If an issue of harassment is raised in strictly academic areas, such as coursework, the matter will be handled in consultation and coordination between IDEAA and the Executive Vice President or Dean of the faculty member's school because such matters may also concern issues of academic freedom.
- To constitute harassment, the conduct in question must be objectively intimidating, hostile or offensive, and must interfere with a person's ability to participate in employment or educational programs or activities of the University. The injured party's perception of the offensiveness of the alleged conduct, standing alone, is not sufficient by itself to constitute harassment.
- Harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, harassment unfairly exploits the power inherent in a faculty member's or supervisor's position. Although harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that harassment may also occur between people of equivalent status. This includes peer harassment.

This policy applies to any allegations of harassment against an employee (including faculty and staff) or student of Georgetown University or a Georgetown University operated program, regardless of where the alleged conduct occurred.

This Policy Statement on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. Training will be provided to employees and students for the purpose of preventing harassment and promoting a respectful community. All employees are responsible for completing training identified as mandatory.

Reporting Obligations for Faculty and Staff

The University recognizes that supervisors (including those who supervise employees and those who supervise students) bear a particularly important responsibility to deter harassment. Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798, within 24 hours, or as soon as possible. If in doubt as to whether certain conduct violates this policy, or if you have any questions about this policy or its application, call IDEAA for a consultation.

Procedure for Filing Complaints

Any member of the University community who believes conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact IDEAA at 202-

687-4798. This Office is staffed with trained individuals, and administers both a confidential mediation process and a confidential grievance procedure. A full description of the IDEAA Grievance Procedures to Investigate Allegations of Discrimination and Harassment may be obtained from IDEAA and is also located on IDEAA's website.

Allegations against students are handled under the following disciplinary procedures:

- Code of Student Conduct (for students in the College of Arts and Sciences, the Business School, the School of Foreign Service, the School of Nursing and Health Sciences, Biomedical Graduate Education, and the School of Continuing Studies).
- Law Center Student Disciplinary Code (for students at the Law Center)
- School of Medicine Student Code of Professionalism (for students in the School of Medicine)

Where an accused individual is both a student and employee of the University, the procedures that apply will depend on the status of the individual during the alleged incident. If there is ambiguity regarding which procedures shall apply, the Vice President of Institutional Diversity and Equity shall decide.

Bias Reporting

Any member of the University community can make a report about a possible bias incident or hate crime through the Bias Reporting System. For more information go to <http://biasreporting.georgetown.edu/>. Making a report through the Bias Reporting System is not the same as filing a complaint under the grievance procedures described above. The Bias Reporting System allows the University to track and review bias-related incidents, offer supportive counseling services and other resources, and may lead to an investigation under which the accused may be held accountable for his or her acts. Anonymous reports are permitted under the Bias Reporting System.

Other Reporting Avenues

Complainants are encouraged to exhaust internal procedures established to enforce this policy before pursuing administrative remedies outside the University. However, the University acknowledges the rights of complainants to seek redress from any external enforcement agency, including the District of Columbia Office of Human Rights, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

Retaliation Prohibited

This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It also prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of harassment. Retaliation should be reported promptly to IDEAA and may result in disciplinary action up to and including dismissal.

GEORGETOWN UNIVERSITY INSTITUTIONAL DIVERSITY, EQUITY, AND AFFIRMATIVE ACTION POLICY STATEMENT ON SEXUAL MISCONDUCT (effective February 25, 2014)

Georgetown University has adopted this Policy Statement on Sexual Misconduct in recognition of our commitment to provide a safe and hospitable environment for all members of our community to work and study. Sexual misconduct subverts the University's mission,

diminishes the dignity of both victim and perpetrator, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff.

This policy prohibits sexual misconduct that constitutes sexual harassment, sexual assault, relationship violence, stalking, and related claims of retaliation.

Sexual harassment is a form of sex discrimination and is prohibited by University policy, Title VII of the Civil Rights Act of 1964 (“Title VII”), Title IX of the Education Amendments of 1972 (“Title IX”), and the District of Columbia Human Rights Act. Sexual assault, relationship violence and stalking are also forms of sexual misconduct, and are prohibited by law and this policy.

Both women and men may be victims of sexual misconduct. Sexual misconduct may occur between persons of the same or opposite sex. In the case of sexual harassment, the injured party does not have to be the person harassed but could be anyone affected by the offensive conduct. This policy applies to any allegations of sexual misconduct against faculty and staff (an “employee”) or student of Georgetown University or a Georgetown University operated program, regardless of where the alleged conduct occurred.

The actions of third parties (e.g., contractors, vendors, recruiters) that impact students and/or employees may also be subject to review under this policy. If a third party is the accused, IDEAA will refer the grievance to an appropriate authority for resolution.

This Policy Statement on Sexual Misconduct will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined and updated as appropriate. Training will be provided to employees and students on this policy for the purpose of preventing sexual misconduct and promoting a respectful community. All employees are responsible for completing training identified as mandatory. Investigations involving alleged violations of this policy shall be conducted by officials who receive training on issues related to sexual harassment, sexual assault, relationship violence, and stalking as well as on how to conduct a grievance process that protects the safety of survivors and promotes accountability.

Definitions of Sexual Misconduct and Related Terms¹

Sexual misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation.

Sexual harassment is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic relationship; or
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
3. Such conduct has the purpose or effect of interfering with an individual’s work or academic performance, denying or limiting an individual’s ability to participate in or

¹ The definitions used in this policy are based on federal and/or state law, as applicable. Under the Violence Against Women Act, institutions are required to define terms in accordance with state law. In such circumstances, this policy uses terms as defined in the District of Columbia.

benefit from the University's education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit.

Interpretive guidance:

- A hostile or offensive environment exists when conduct is severe or pervasive. Factors to be considered in determining whether conduct is severe or pervasive include the nature, scope, frequency, and duration of the conduct and the number of persons involved. Simple teasing, offhand comments, or isolated incidents that are not severe or pervasive do not create a hostile or offensive environment.
- If an issue of sexual harassment is raised in strictly academic areas, such as coursework, the matter will be handled in consultation and coordination between IDEAA and the Executive Vice President or Dean of the faculty member's school because such matters may also implicate issues of academic freedom.
- To constitute sexual harassment, the conduct in question must be objectively intimidating, hostile or offensive, and must interfere with a person's ability to participate in employment or educational programs or activities of the University. The victim's perception of the offensiveness of the alleged conduct, standing alone, is not sufficient by itself to constitute sexual harassment.
- Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position. Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that sexual harassment may also occur between people of equivalent status. This includes peer sexual harassment. Regardless of the form it may take, the University will not tolerate unwelcome conduct of a sexual nature that creates an unacceptable working or educational environment.

Sexual assault is a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person. Sexual assault is divided into five categories, described below. Sanctions may vary depending on the category of offense.

1. Engaging in a sexual act with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.
2. Engaging a sexual act where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).
3. Engaging in sexual contact with another person with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.
4. Engaging in sexual contact where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).

5. Engaging in a sexual act or sexual contact with another person with knowledge or reason to know that the sexual act or sexual contact was committed without the person's permission or consent.

For purposes of this definition, the following terms are defined:

Sexual act is penetration, however slight, of the anus or vulva of another by a penis; contact between the mouth and the penis, vulva, or anus; or the penetration, however slight, of the anus or vulva by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. The emission of semen is not required to be considered a sexual act.

Sexual contact means the touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Consent is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question.

Interpretive guidance:

- The willingness to participate must be clearly indicated prior to any sexual act or sexual contact.
- If at any time during the sexual act or sexual contact any confusion or ambiguity should arise on the issue of consent, it is incumbent upon the individual to stop the activity and clarify, verbally, the other's willingness to continue.
- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- The absence of an overt action or an explicit verbal response to a verbal request for consent constitutes lack of consent.
- It is expected that, once consent has been established, a person who changes his/her mind during the sexual act or sexual contact will communicate through words or overt actions his/her decision to no longer proceed.
- Past consent to sexual act or sexual contact does not imply future ongoing consent, and the fact that two persons are in an on-going relationship shall not preclude the possibility that sexual misconduct might occur within that relationship.
- A person's use of alcohol and/or other drugs shall not diminish such person's responsibility to obtain consent.
- Lack of verbal or physical resistance, or submission by the unwilling participant, when such submission results from the use of force, threats, or coercion by the respondent shall not constitute consent.
- A person is considered incapable of giving consent if he/she is asleep, unconscious, and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs (signs of incapacitation include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.).

Force means the use or threatened use of a weapon; the use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or the use of a threat of harm sufficient to coerce or compel submission by another person.

Forcible is defined as any sexual act or sexual contact directed against another person, with force and/or against that person's will; or without force or against the person's will where the victim is incapable of giving consent.

Relationship violence means a violent or threatening familial or intimate partner relationship that causes one to fear for his/her safety or causes physical or psychological injury, pain, or illness. Relationship violence includes:

Domestic violence: an intrafamily offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

Dating violence: an offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

Stalking is a course of conduct directed at a specific individual with the intent to cause that individual (or where the person knows or should have known that it would cause the individual) to fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

Student means an individual who is registered or enrolled as a student at the University (or where there is an expectation of continued enrollment) at the time the alleged sexual misconduct occurred and at the time a complaint is made to the University. For purposes of this policy, a student includes a graduate student with instructional responsibilities.

Employee means a person who is employed by the University at the time the alleged sexual misconduct occurred and at the time the grievance procedures are invoked.

Title IX Coordinator and Deputy Title IX Coordinators

The following person has been designated as the Title IX Coordinator to coordinate Georgetown University's compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, including sexual harassment and sexual assault:

Title IX Coordinator (Laura M. Cutway)
Georgetown University
M-36 Darnall Hall
37th & O Streets NW, Washington, DC 20057
Phone: 202-687-4798
Email: titleixidea@georgetown.edu

Our Deputy Title IX Coordinator for the Law Center is:

Associate Vice President and Dean of Students (Mitchell C. Bailin)
Georgetown University Law Center
600 New Jersey Ave., NW, Washington, DC 20001
Phone: 202-662-4066
Email: titleixlaw@georgetown.edu

A list of other Deputy Title IX Coordinators is available on the University's website at <http://sexualassault.georgetown.edu/titleix>.

Reporting Obligations for Faculty and Staff

The University recognizes that supervisors (including those who supervise employees and those who supervise students) bear a particularly important responsibility to deter sexual misconduct. Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the appropriate Deputy Title IX Coordinator within 24 hours, or as soon as possible. Only those individuals who are statutorily prohibited from reporting (such as health professionals and certain members of Campus Ministry to whom the pastoral privilege applies) shall not have a duty to report to the Deputy Title IX Coordinators. If in doubt as to whether certain conduct violates this policy, or if you have any questions about this policy or its application, call IDEAA for a consultation.

Confidentiality

Complaints and investigations under this policy are treated as confidential. IDEAA expects complainants, respondents, and witnesses who participate in this process to maintain confidentiality due to the sensitive nature of grievances. The University will preserve the confidentiality of information provided in connection with enforcement of this policy to the extent possible, consistent with the goals of prompt and thorough investigation and resolution as well as compliance with the law. The University complies with the Family Educational Rights & Privacy Act (FERPA) / Health Insurance Portability and Accountability Act (HIPAA) at all times in the course of investigations. To the extent permissible by law, all publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other victims who choose not to file a grievance.

Procedure for Filing Complaints

Any member of the University community who believes conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact the Office of Institutional Diversity, Equity and Affirmative Action (IDEAA) or one of the Deputy Title IX Coordinators.

The Deputy Title IX Coordinators will assist complainants in initiating a complaint under the applicable grievance procedures that apply to complaints of sexual misconduct:

For allegations against a Georgetown University employee (including faculty and staff): IDEAA Grievance Procedures to Investigate Allegations of Discrimination and Harassment.

For allegations against a student, including student-on-student sexual misconduct:

- Code of Student Conduct (for students in the College of Arts and Sciences, the Graduate School of Arts and Sciences, the Business School, the School of Foreign Service, the School of Nursing and Health Sciences, Biomedical Graduate Education, and the School of Continuing Studies).
- Law Center Student Disciplinary Code (for students at the Law Center)
- School of Medicine Procedures of the Sexual Misconduct Subcommittee (for students in the School of Medicine)

Where an accused individual is both a student and employee of the University, the procedures that apply will depend on the status of the individual during the alleged incident. If there is ambiguity regarding which procedures shall apply, the Title IX Coordinator shall decide.

Time limits, if any, for filing grievances are determined under the applicable grievance procedures. Individuals are encouraged to report sexual misconduct immediately in order to

maximize the University's ability to obtain evidence, and conduct a thorough, impartial investigation. Failure to report promptly may impair the University's ability to enforce this policy.

In accordance with the guidelines of the Equal Employment Opportunity Commission and the Office for Civil Rights of the Department of Education, all complaints will be investigated promptly, reliably, and impartially. Corrective or disciplinary action will be taken where appropriate for violations of this policy.

Sanctions for Violations of This Policy

Individuals who have been found to have violated this policy may be subject to sanctions, which may include, but are not limited to: written reprimand; restitution; training; no-contact order; referral; housing suspension; housing expulsion; probation (academic or employment); reduction in salary or rank; demotion; removal of administrative appointment; suspension (academic or employment); termination of employment; expulsion; or any other sanction that is determined by the decision-maker to be fair and proportionate to the violation. Faculty members who are subject to sanctions under this policy will receive the procedural protections set forth in the Faculty Handbook.

Administrative Action

In the event that an aggrieved individual declines to pursue a grievance and resolution, Title IX nonetheless requires the University to investigate and take reasonable action in response to the information provided. However, the University's ability to respond may be limited. The University will consider the seriousness of the alleged misconduct, whether there have been complaints against the same accused individual, the accused's rights to receive information about the allegations, and other factors in determining how to proceed. The University reserves the authority to take reasonably necessary action. The University will take steps to prevent recurrence of any sexual misconduct and to correct its discriminatory effects on the complainant or third parties, as appropriate. The University will also ensure that appropriate steps are taken to protect the complainant from any deleterious acts related to the complaint during investigation and resolution.

Other Reporting Options

In the event of a safety emergency, individuals should call the Georgetown Law Department of Public Safety (202-662-9325 or <https://www.law.georgetown.edu/campus-services/public-safety/>) or the Metropolitan Police Department (MPD) (<http://mpdc.dc.gov/>). Complainants may also choose to file a complaint with Public Safety or MPD at any time. At a complainant's request, IDEAA or a Title IX Coordinator, as applicable, is available to assist in notifying MPD. All complainants have the right to seek a protective order or similar lawful order issued by a criminal or civil court.

A complainant who wishes to file a criminal complaint or seek a protective order is urged to take steps to preserve evidence, as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.

Because the standards for finding a violation of a criminal law are different from the standards articulated in this policy, criminal investigations or reports are not determinative of whether a violation of this policy has occurred. The filing of a complaint under this policy is independent of any criminal investigation or proceeding. The University's investigation may be temporarily delayed while the criminal investigators gather evidence. However, the University will not wait for the conclusion of any criminal investigation or proceeding before beginning its own investigation or taking interim measures to protect the complainant and the University community, if necessary.

Complainants are encouraged to exhaust internal procedures established to enforce this policy before pursuing administrative remedies outside the University. However, the University acknowledges the rights of complainants to seek redress from any external enforcement agency, including the District of Columbia Office of Human Rights, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education. The filing of an external complaint or investigation will not preclude the University from investigating and addressing issues or concerns raised to the University, nor will it preclude a complainant from receiving assistance from the University in changing academic, living, transportation or working conditions, if such arrangements are reasonably available.

Support Resources

Concerned individuals are encouraged to seek confidential counseling and other support resources offered by the University and third parties. Individuals are encouraged not to wait to seek confidential counseling, and University counselors can take proactive steps to assist concerned individuals. A description of these resources is available on the University's website at: <http://studenthealth.georgetown.edu/health-issues/sexual-assault-relationship-violence-stalking/>. In addition, a description of the Faculty Staff Assistance Program is available at: <http://hr.georgetown.edu/fsap/>.

Retaliation Prohibited

This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It further prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of sexual misconduct. Retaliation should be reported promptly to IDEAA or the Title IX coordinators and may result in disciplinary action up to and including dismissal. The University encourages individuals to make good faith reports.

GEORGETOWN UNIVERSITY INSTITUTIONAL DIVERSITY, EQUITY, AND AFFIRMATIVE ACTION GRIEVANCE PROCEDURES TO INVESTIGATE ALLEGATIONS OF DISCRIMINATION AND HARASSMENT (revised February 25, 2014)

Introduction

Georgetown University complies with federal laws and regulations and the District of Columbia Human Rights Act and acts in accordance with the University's Affirmative Action Plan. Therefore, the University has established these grievance procedures for the Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA") to review, investigate, and resolve alleged violations of the University's Equal Opportunity and Non-Discrimination in Employment and Non Discrimination in Education Policies, Affirmative Action Policy, the Policy Statement on Harassment, and the Policy Statement on Sexual Misconduct.¹

These procedures cover allegations of unlawful discrimination and harassment in employment or education on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran status and other factors prohibited by law.

¹ The definitions in the Policy Statement on Harassment and the Policy Statement on Sexual Misconduct are incorporated in this procedure.

These internal Grievance Procedures to Investigate Allegations of Discrimination and Harassment provide a mechanism for faculty, staff, students, third parties and applicants for employment and admission to receive a prompt, fair, and impartial investigation and resolution on grievances of discrimination, harassment, and related retaliation. Proceedings involving grievances of sexual misconduct shall be conducted by officials who receive training on issues related to sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence) and stalking and how to conduct a grievance process that protects the safety of injured parties and promotes accountability.

With respect to allegations of sexual misconduct, these procedures apply to situations in which a faculty or staff member is the accused. Students may also use these procedures to address off-campus behaviors, which may violate the policies on harassment and discrimination as they relate to educational and employment opportunities. If a student is the accused, the disciplinary codes of conduct of each of the campuses shall govern.² If an outside third party is the accused, IDEAA may refer the grievance to an appropriate authority for resolution and coordinate necessary corrective actions. A complainant may report a violation of the Policy on Sexual Misconduct to IDEAA or any Deputy Title IX Coordinator identified below, regardless of the identity of the accused individual or the place of occurrence of the alleged conduct, and IDEAA or the Deputy Title IX Coordinator will ensure that the report is forwarded to the correct individual.

The University strongly encourages any victim of unlawful discrimination, harassment, and/or related retaliation to report the incident and seek redress through IDEAA's Grievance Procedures. The University will provide a prompt investigation and thorough and careful resolution.

Complainants are encouraged to exhaust these procedures with regard to any grievance before pursuing remedies outside the University. However the University acknowledges the rights of Complainants to seek redress from any external enforcement agency including the District of Columbia Human Rights Commission, the Equal Employment Opportunity Commission, the Office of Civil Rights of the United States Department of Education and the United States Department of Labor's Office of Federal Contract Compliance. Complainants may also file a criminal complaint with the Metropolitan Police Department. The filing of an external complaint or investigation will not preclude the University from investigating and addressing issues or concerns raised to the University.

It is a violation of this policy to file a discrimination or harassment complaint for the purpose of injuring the reputation or causing harm to another person. Without minimizing the injury that can be suffered by the victim of discrimination or harassment, the University also recognizes that the filing of a discrimination or harassment complaint can have serious consequences for the person accused. That person, too, has rights that the policies on discrimination and harassment must preserve and protect. Therefore, any person who abuses this policy by knowingly filing a false complaint will be subject to discipline if IDEAA determines that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints. All complaints will be treated as confidential, as described further below.

² If the alleged perpetrator is both a University student and an employee, IDEAA will coordinate with the student's campus to determine the grievance procedures to apply. If an employee is the complainant and a student is the accused, the employee may consult with IDEAA in the investigation of the complaint, and IDEAA will coordinate with the student's campus to determine any sanctions.

Confidentiality

IDEAA expects complainants, respondents, and witnesses who participate in this process to maintain confidentiality due to the sensitive nature of grievances. IDEAA will preserve the confidentiality of information provided in connection with a grievance to the extent possible, consistent with the goals of a prompt and thorough investigation and resolution as well as compliance with the law. Educational Rights & Privacy Act (FERPA) / Health Insurance Portability and Accountability Act (HIPAA) at all times in the course of investigations. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other victims who choose not to file a grievance, to the extent permissible by law.

Requirements for Filing Grievances

- 1) Any applicant for employment or admission, current or former employee or student, or third party (hereinafter referred to as “Complainant”) of Georgetown University may file a discrimination or harassment complaint with IDEAA. With respect to complaints of sexual misconduct where the accused is a student, a Complainant should contact the Deputy Title IX Coordinator of the student’s campus who will explain the process for filing a complaint.
- 2) Complainants must file a grievance in writing within 180 days following the alleged act of discrimination, harassment, or related retaliation or the date on which the Complainant knew or reasonably should have known of the act. Nevertheless, individuals are encouraged to report acts immediately in order to maximize the University’s ability to obtain evidence, and conduct a thorough, impartial investigation. Failure to report promptly may impair the University’s ability to enforce its policies. IDEAA may, in its sole discretion, review grievances filed after one year under special circumstances.
- 3) A grievance must be filed in writing with IDEAA at M-36 Darnall Hall, electronically at ideaa@georgetown.edu, or by fax at (202) 687-7778.

Provisions on Time Limits

All of the time limits contained within these grievance procedures may be extended solely at the discretion of IDEAA. Any party requesting an extension must do so in writing. In cases of sexual misconduct complaints, IDEAA will make every effort to be reasonably prompt in investigating and resolving complaints. A typical investigation will conclude within ninety days from receipt of the grievance. IDEAA’s investigation may be temporarily delayed while criminal investigators gather evidence. In the event any time frames need to be extended, IDEAA will inform both parties.

Retaliation Prohibited

University policies prohibit retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment/discrimination or otherwise exercising rights protected by law. University policies further prohibit taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of Prohibited Conduct. Retaliation should be reported promptly to IDEAA or the Deputy Title IX Coordinators and may result in disciplinary action up to and including dismissal. The University encourages individuals to make good faith reports.

Administrative Review

IDEAA has the authority to initiate an administrative review at any time when, in the judgment of the Vice President for Institutional Diversity and Equity (who is also the Title IX Coordinator), such action is warranted. A department head or other University official may also request IDEAA to conduct an administrative review, if this official becomes aware of alleged discrimination, harassment, or related retaliation. In cases where IDEAA conducts an administrative review and a respondent is identified, IDEAA will proceed to Step II of the Procedures for Processing Grievances below.³

Conflict of Interest

If there is a conflict of interest between the fact-finder or decision-maker and the Complainant or the accused (hereinafter referred to as the “Respondent”), the Director of Affirmative Action Programs will designate an alternate fact-finder or decision-maker. If the Director of Affirmative Action Programs has a conflict of interest, the Vice President of IDEAA will designate an alternate fact-finder or decision-maker. If the Vice President of IDEAA has an actual conflict of interest, the matter shall be referred to the Office of the President, which will designate an alternate fact-finder or decision-maker.

Procedures for Processing Grievances

INTAKE

- 1) IDEAA staff shall schedule an intake meeting with a potential complainant in order to provide the individual with a general understanding of the relevant policy and this grievance procedure, as well as University support resources, as appropriate. The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the individual’s academic, University housing, and/or University employment arrangements.
- 2) At the request of the individual, IDEAA staff shall proceed to Step I Mediation, or the Step II Investigation process detailed below. Mediation shall not be used to resolve allegations of sexual misconduct, except in instances of alleged sexual harassment where both the individual and the accused request to proceed to Step I Mediation. If the individual wishes to proceed with Step I Mediation or Step II Investigation, then IDEAA staff will meet with the respondent (hereinafter, the “Respondent”) to provide the Respondent a general understanding of the relevant policy and this procedure.

If the individual does not wish to pursue resolution or requests that his or her complaint remain confidential, IDEAA staff will inform the Complainant that the University’s ability to respond may be limited. In certain circumstances, IDEAA may determine that a Step II Investigation is necessary, even if the Complainant elects a different course of action. In such cases, the Step II Investigation will proceed as an Administrative Review, as outlined above.

In the event the Respondent is a member of a collective bargaining unit, IDEAA will coordinate with Human Resources or the appropriate administrative unit to ensure that all required notices are provided to the union. Questioning of a witness or party who is a member of a collective bargaining unit will proceed in accordance with applicable law, policies, and collective bargaining agreements.

³ These procedures will proceed without a Complainant.

STEP I. MEDIATION

- 1) IDEAA shall propose mediation to a Complainant desiring to resolve a dispute between himself/herself and a potential Respondent. If the Complainant agrees to mediate, the potential Respondent will be informed about the issue and asked to participate in mediation. If there is no agreement to mediate, the Complainant may proceed to Step II. In cases where sexual misconduct is alleged related to a student, IDEAA will not offer mediation to resolve Complainant's allegations, except in instances of alleged sexual harassment where both the Complainant and the Respondent request to mediate, and the Complainant will not be asked to resolve his or her concerns directly with the alleged perpetrator.
- 2) If both parties agree to mediate, IDEAA's staff or a representative chosen by IDEAA will conduct the mediation within a prompt and reasonable time frame.
- 3) If a mutually acceptable resolution is achieved through mediation, a written agreement between the parties will reflect the resolution and shall be signed and dated by the parties. Copies will be provided to both parties and IDEAA will monitor compliance with the terms of the agreement by both parties. The case will then be closed.
- 4) If mediation fails, IDEAA will inform the Complainant about the option to proceed to Step II.
- 5) All Complainants and Respondents have a right to end the Step I Mediation process at any time and can ask in writing for IDEAA to begin a Step II Investigation.

STEP II. INVESTIGATION BY IDEAA

- 1) An individual or group of individuals may initiate a formal complaint by providing IDEAA a written and signed statement and any supporting documentation detailing the allegations of discrimination, harassment or related retaliation and identifying the individuals who engaged in the alleged conduct (the Respondent(s)).
- 2) IDEAA shall provide the Respondent and his/her supervisor, if applicable, a copy of the formal complaint and its supporting documents. The Respondent shall have an opportunity to submit a written response to the allegations and any supporting documents within twenty days of receipt of the formal complaint and its supporting documents. The Complainant will be provided a copy of this response and given the opportunity to submit a written rebuttal to Respondent's statement within ten days of receipt of the response. Respondent will be given a final opportunity to respond in writing to Complainant's written rebuttal within ten days of receipt of the rebuttal. Both Complainant and Respondent may present evidence and identify witnesses who can provide information relevant to the allegations.
- 3) IDEAA shall within a prompt and reasonable time frame investigate the complaint and shall have access to all necessary information to do so and the opportunity to interview witnesses, as well as Complainant and Respondent.
- 4) Upon completion of the investigation, IDEAA shall prepare a written report. IDEAA uses the standard of preponderance of the evidence to ascertain if the University's policies have been violated. IDEAA shall maintain documentation to support the findings in its report, including, as applicable written findings of fact, and at the discretion of IDEAA, transcripts, and audio recordings.

STEP III. NOTIFICATION

- 1) When IDEAA finds that no violation of policies governing harassment or discrimination has occurred, IDEAA will provide notice of the results to the parties on the same day, which shall be within thirty days of the conclusion of its investigation. Such notification will include an explanation of the appeal procedures in Step V.

- 2) When IDEAA finds that a violation of policies governing harassment or discrimination has occurred, IDEAA will:
 - a) Provide notice of the results to the parties on the same day, to the extent consistent with the confidentiality accorded to University personnel actions,⁴ and within thirty days of the conclusion of its investigation. Such notification will include an explanation of the appeal procedures in Step V.
 - b) Forward its report to the Respondent's Executive Vice President or Senior Vice President, or his or her designee, or other University officials on a need-no-know basis, consistent with the above provisions addressing confidentiality.⁵
 - c) Direct that prompt remedial action be taken to correct the situation. Any sanction that is fair and proportionate to the violation may be imposed. In determining an appropriate sanction, any record of past violations of University policies, as well as the nature and severity of such past violations, may be considered. Sanctions will be determined with consideration given to applicable University policies.

STEP IV. CORRECTIVE ACTION

If corrective actions are imposed, IDEAA shall monitor their implementation. The appropriate Executive Vice President or Senior Vice President shall ensure that the approved corrective actions are smoothly implemented and take measures to protect against retaliatory actions related to the allegations resulting in the corrective actions.

STEP V. APPEAL

An appeal may be made by Complainant or Respondent within 14 business days of IDEAA's notification of the results.

1) Grounds for Appeal

There are certain limited circumstances under which a case may be appealed. The appellant must demonstrate:

- a) A material failure to follow these Grievance Procedures during the investigation.
- b) Significant evidence was not considered, which would have altered the outcome of the investigation.

The other party (ies) will be given a chance to respond to the request for an appeal within [5] business days. The Vice President for Institutional Diversity & Equity, or her/his designee, will determine whether the request for an appeal is warranted. The parties will be informed of the decision within ten business days of receiving the request for appeal.

2) Appeal Procedures

- a) If the request for an appeal is granted, IDEAA shall notify the appropriate Vice President, Executive Vice President or Senior Vice President. This notification shall include a copy of the formal complaint naming the Complainant and Respondent and will explain the grounds on which the appeal was granted.

⁴ Where IDEAA finds a violation of the Policy Statement on Sexual Misconduct, IDEAA may notify the Complainant of the sanction or remedial action imposed on the Respondent where the sanction or remedial action relates to the Complainant.

⁵ For purposes of these procedures, if the Executive Vice President or Senior Vice President is a party to the matter, the President will be informed of the results and take the required actions.

- b) IDEAA shall then initiate the selection procedures to form a three member Grievance Panel selected from the Equal Opportunity Examining Board made up of Georgetown University administrators, faculty and staff.⁶ Grievances involving discriminatory denials of tenure, promotion or reappointment of faculty members shall be heard by panels composed of faculty or academic administrators only. The three member Grievance Panel to serve on an appeal shall be selected in the following manner:
 - i) Within five days from the date of IDEAA's decision to grant an appeal, the Complainant shall select one member of the Equal Opportunity Examining Board, and the Respondent shall select another.
 - ii) IDEAA shall promptly convene a meeting of these two selected panelists who shall choose the third member from the Equal Opportunity Examining Board to form the Grievance Panel.
- c) A member of IDEAA's staff shall present information about the complaint to the panel members who shall recuse themselves if they have prior knowledge of the complaint, the circumstances surrounding the incidents, or any other reason which might prevent them from rendering an impartial decision. If the panelist selected by the Complainant is recused, then Complainant shall select another panelist. If the panelist selected by Respondent is recused, then Respondent shall select another panelist. If the panelist selected by the two selected panelists is recused, then the two selected panelists shall select another panelist.
- d) The Grievance Panel is charged with reviewing IDEAA's investigation and determining whether the procedures were properly followed and that significant evidence was properly considered and weighed.
- e) The Grievance Panel shall have access to all relevant information and the opportunity to interview witnesses, including the opportunity to interview the IDEAA investigator(s), Complainant, and Respondent separately.
- f) The information presented to the Grievance Panel and its deliberations is confidential.
- g) Each party may choose an Advisor to accompany him/her to meet with the Grievance Panel. The Advisor may not speak on behalf of the party or otherwise represent the party, but may provide support and consult with the party outside of the presence of the Grievance Panel. Any party who will be accompanied by an Advisor who is an attorney must notify the Grievance Panel at least three business days prior to the meeting, so that arrangements may be made for the University's attorney to attend.
- h) The Grievance Panel shall by majority vote reach one of the following results:
 - i) support the full results of IDEAA's investigation;
 - ii) support the results but recommend different corrective actions than those recommended by IDEAA; or
 - iii) reach different results and, if necessary, recommend different corrective actions than those recommended by IDEAA.
- i) Within 45 business days from its formation, the Grievance Panel shall submit a report of its results to the Vice President for Institutional Diversity & Equity, or his/her designee, who will forward it with his or her approval and/or comments (if, for example, the

⁶ The members of the Equal Opportunity Examining Board are selected by IDEAA and include a diverse cross section of University employees. The Faculty Senate will also appoint at least two members to this Board.

Panel has not supported the full results of IDEAA's investigation) to the appropriate Executive Vice President or Senior Vice President. The appropriate Executive Officer may accept the Panel's recommendations or may reasonably modify the results with the concurrence of the Vice President for Institutional Diversity & Equity, or his/her designee. This official's decision is final and will be made within ten business days of receipt of the Grievance Panel's report. IDEAA shall provide notice on the same day to the Complainant, Respondent, and his/her supervisor, if applicable, of the final result.

- j) If corrective actions are imposed, IDEAA shall monitor their implementation. The appropriate Executive Vice President or Senior Vice President shall ensure that the approved corrective actions are smoothly implemented and take measures to protect against retaliatory actions relating to the appeal or the underlying investigation or allegations.

GEORGETOWN UNIVERSITY POLICY ON CONSENSUAL SEXUAL RELATIONSHIPS¹ BETWEEN SENIOR AND JUNIOR MEMBERS OF THE UNIVERSITY COMMUNITY (revised October 16, 2009)

Introduction

There are various approaches an institution could take to address the issue of consensual sexual relationships between a "senior" and a "junior" person. (See definitions below.) One extreme is to ban all such relationships. The other is to pretend such relationships do not exist. The University has taken a middle ground in this policy.

The policy not only points out the potential legal and ethical pitfalls of consensual sex in the University setting, but also, and more specifically in the section called "Standards and Procedures," asserts the University's right to protect the integrity of its own operations from the conflicts of interest and disruptions in the academic and employment environments that can arise from consensual sexual activity involving members of the University community.

The Nature of the Problem

Consensual sexual relationships between "senior" and "junior" members of the Georgetown community—that is, between two persons where one party (the "senior") possesses direct academic, administrative, counseling, or extracurricular authority over the other (the "junior")—do not violate laws prohibiting sex-based discrimination.² Nevertheless, such relationships are a matter of significant concern to the University because of the ethical and administrative problems they can pose. Those problems are most severe when a consensual relationship takes place between a teacher (e.g., professor, teaching assistant, clinical fellow) and a student and the student is enrolled in one of the teacher's courses for which the student will receive a grade, or when the student is likely to be enrolled in such a course in the future. These problems can also be very severe in a counseling setting between counselors and counselees. Given the potential for such problems, the University strongly recommends that members of the University

¹ This policy does not apply to married couples. The policy on nepotism offers clarification on this point. This policy does not replace *The Benefit of this Establishment: A Student Code of Conduct*.

² "Consensual" means a sexual relationship between two people who both genuinely desire the relationship and neither of whom is coerced into having the relationship. The term consensual is used throughout this document to mean such a relationship. "Extracurricular" refers to participation in extracurricular student activities such as a student newspaper or law review. A "senior" student is sometimes in a position to influence whether a "junior" student will gain some desired position within the organization.

community avoid any senior-junior consensual sexual relationships. This recommendation has particular force with regard to undergraduate students. At Georgetown University, virtually all undergraduate students are between the ages of eighteen and twenty-two, and many are living away from home for the first time. Because of the unique susceptibility of these young men and women, teaching professionals are under a special obligation to preserve the integrity of the teacher-student relationship in situations involving undergraduate students. If members of the community choose by mutual consent to enter into such relationships, however, the University requires that they take specific steps to minimize the problems that may arise from them. Sanctions shall be commensurate with the magnitude of the harm, if any, caused.

The Problems

There are many ways problems can arise when a senior member of the Georgetown community engages in a consensual sexual relationship with a junior member. First, when one person has the ability to grade, advance, promote, recommend, or otherwise influence the employment or academic status of the other, there is the possibility that what appears to be a consensual relationship is falsely perceived to be so. Some recipients of sexual advances may fear that refusal will result in loss of an employment or academic benefit. They may go along with the requested relationship even though it is in fact unwelcome to them (and may even cause them psychological harm). The United States Supreme Court has ruled that such a person is a victim of illegal sexual harassment, and that a school can be liable for monetary damages for a teacher's coercive intercourse with a student.³ Apart from a policy of avoiding legal liability for such conduct, the University wants to ensure that it provides an environment free from sexual coercion and intimidation in which to study and work.

The person in the position of authority who may desire a sexual relationship with a junior nevertheless has strong reasons to avoid it, since what seems initially to be consensual may turn out to be unwelcome or coercive from the perspective of the junior participant. The junior participant may file an internal grievance or a formal lawsuit, creating a risk that the person in authority will suffer negative career consequences and may have to pay damages to the victim. Because of the serious consequences to the senior participant, that person also subjects himself or herself to the possibility of coercion or blackmail.

Even when such a relationship is genuinely consensual (and therefore does not constitute sexual harassment or raise the other concerns noted above), the relationship can cause problems for both parties and harm the academic and work environment at the University. There is the appearance and often the reality of a conflict of interest on the part of both parties to the relationship. Others may believe that the senior favors the junior because of the sexual relationship, thus creating an atmosphere of suspicion and resentment among other juniors who think the junior in the relationship is obtaining undeserved benefits. The junior person's professional reputation or academic standing may be injured because of the perception that the benefits were due to the sexual relationship, rather than to the junior's own work or study.

There is also a serious risk that either party may exploit the other. The senior person may be interested in the junior solely for purposes of sexual gratification, but the junior may construe that attention as related to the junior's intellect, as revealed through his or her studies or work. If

³ *Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986); *Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992) (unlimited damages). Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, now provides for monetary damages for victims of sexual harassment in federal employment discrimination suits as well. 42 U.S.C. Section 1981(a)(b)(3) (maximum damages of \$300,000 for employers of more than 500 employees). See also *Harris v. Forklift Systems*, 510 U.S. 17 (1993).

the junior participates in a sexual relationship and then discovers the true situation, there is a potential for a damaging loss of self-esteem by the junior (especially where the two are teacher and young student and there is a significant age disparity between them). There is also the risk of the junior exploiting the senior. For example, a junior might seek out a relationship solely because of a desire to obtain some academic or employment benefit from the relationship (such as a higher grade or a promotion).⁴

Standards and Procedures

For the reasons expressed in the previous section of this Policy, the University strongly urges members of the University community to refrain from engaging in consensual sexual relationships with another member of the University community when one person possesses direct authority over the other, whether that authority is used by one who is a teacher, counselor or supervisor of the other or by someone who can directly influence the academic or work status of the other (e.g., a senior professor serving as a member of the tenure committee for a junior professor, a professor serving as the thesis advisor for a graduate student, a senior student on the editorial board of a newspaper or journal voting whether a junior student should attain the same status, a supervisor filling out a performance evaluation for his or her subordinate).

If the two nevertheless commence such a relationship, the University requires that they take the following measures, in order to lessen or minimize the conflict of interest and disruption of the academic and employment environment that can arise in such situations. The University emphasizes that the following measures cannot eliminate entirely the substantial likelihood of conflict and disruption, and that the course of action strongly preferred by the University would be for the two to refrain from engaging in consensual sexual relations for as long as necessary to prevent conflict and disruption.

A. RELATIONSHIPS BETWEEN TEACHERS AND STUDENTS

The University has determined that there is an inherent conflict of interest when a faculty member and a student simultaneously maintain both a direct student-teacher relationship and a consensual sexual relationship, and therefore prohibits simultaneous participation in both roles. Thus, if one party to a consensual sexual relationship is a student of the other person in a course for which the student will receive a grade, the student should immediately withdraw from the course and should never again take a course with that teacher. In such case it is the duty of the teacher to take all steps, including if necessary consultation with the appropriate Dean, to assure that the student's enrollment in the course is promptly terminated. If the student is not currently enrolled in any of the teacher's courses when the relationship begins, the student should refrain from taking any future course with the teacher. The policy of not taking courses with the teacher should continue even after the relationship has ceased.

B. COUNSELORS AND COUNSELEES

Because of the potential for emotional harm, individuals should not engage in both a consensual sexual relationship and an official counselor/counselee relationship. If a consensual sexual relationship commences during an official relationship, the official relationship should immediately be terminated and never be started again. Similarly, individuals in, or who have been in a consensual sexual relationship should thereafter never enter into an official counseling relationship.

⁴ A number of problems analogous to those described in this section affect consensual sexual relationships among members of the University community of relatively equal status, but these rules do not apply to this behavior, which may become subject to disciplinary action for other reasons.

C. ALL OTHER SENIOR–JUNIOR RELATIONSHIPS

In any other situation where a senior has direct authority over a junior, and can thus advance, promote, recommend, or in any other way directly influence the academic or work status of the junior, the senior person should recuse himself or herself from any decision involving the status of the junior.⁵ If the fact of recusal causes the senior to experience difficulty with a superior, the senior should explain the reason for the recusal to the person in authority. The senior's obligation to explain also exists where an unexplained failure to participate might create an inference of a negative evaluation of the junior by the senior.

Sanctions for Violations of this Policy; Review; Other Limitations

Any teaching professional who violates the procedures outlined in this Policy, or any other individual engaged in a consensual sexual relationship who violates any of the procedures outlined in this Policy, shall be subject to sanctions commensurate with the severity of the offense. The sanction shall be determined in the case of a teaching professional, by the appropriate Dean or Executive Vice President, after consultation with the chair, if any, of the teaching professional's department; and in the case of other individuals covered by this section, by the appropriate director or other supervisory official, including the Senior Vice President for Georgetown University. But in the case of a student violating these procedures sanctions shall be determined by the appropriate Dean on that student's campus.

The imposition of any sanction imposed under this Policy may be subject to review under any applicable provision of an established University grievance procedure.

GEORGETOWN UNIVERSITY FACULTY RESPONSIBILITIES CODE

The Faculty Handbook identifies faculty rights and faculty responsibilities. Consistent with the Faculty Responsibilities Code, anyone—including students, faculty, staff, and administrators—with a concern that a faculty member may not be fulfilling his or her responsibilities may express the concern to an appropriate Unit Head (department chair or dean of the unit in which the faculty holds a primary appointment). The concern will be resolved consistent with the procedures of the Faculty Responsibilities Code in the Faculty Handbook (<https://facultyhandbook.georgetown.edu/toc/section3>).

GEORGETOWN UNIVERSITY COMPUTER SYSTEMS ACCEPTABLE USE POLICY

The Law Center follows Georgetown University's Technology Policies and Procedures (<http://security.georgetown.edu/technology-policies/>), including the *Computer Systems Acceptable Use Policy* excerpted below, and Georgetown University's Copyright Information (<http://www.georgetown.edu/copyright-information/>).

Guiding Principles

Our community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a

⁵ For example, a senior faculty member who has had a relationship with a junior faculty member should not participate in the deliberations of a tenure committee concerning the junior, or on an academic personnel committee deciding such issues as salary increases for the junior. Similarly, a teacher should not provide a letter of recommendation for a student with whom the teacher has had a relationship even if the relationship began after the course was completed (and thus did not violate the University policy on teacher-student relationships.) Another example is that a senior student on a student publication editorial board should not vote on whether a junior student with whom the senior has had a relationship should be promoted to the editorial board.

multitude of views on current and historical issues promotes the interest, information and enlightenment of the Georgetown University community. Consistent with other University policies, the *Acceptable Use* and *Copyright in the Information Age* policies were written to promote and respect the rights and obligations of academic freedom. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector.

The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

The University's computing and network resources are to be used only for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited, and should be used wisely and carefully with consideration for the needs of others. Computers and network systems are powerful communication tools. When used appropriately, these tools can enhance dialog and communications. However, when used unlawfully or inappropriately, they can infringe on the beliefs or rights of others.

Responsibilities

The following examples, though not covering every situation, specify some of the responsibilities that accompany computer and network use at Georgetown University.

1. Users may not attempt to modify or destroy the University's network facilities or computing systems. Users may not tamper with any software protections or restrictions placed on computer applications or files.
2. Users may only use their own computer accounts. Users may not supply false or misleading data, or improperly obtain another person's account information to gain access to computers, network systems, data or information. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users should not attempt to subvert the restrictions associated with their computer accounts.
3. Users are responsible for all use of their computer account(s). They should make appropriate use of the systems and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
4. Users may not encroach on others' use of computer resources. Such activities would include, but are not limited to, game playing; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, and other types of broadcast messages; using excessive amounts of storage; intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs to Georgetown University hardware or software; physically damaging systems; or running grossly inefficient programs when efficient ones are available.
5. Users are responsible for following all copyright and licensing restrictions as listed in the various University policies. Georgetown University equipment and software may not be used to violate copyrights or the terms of any license agreement. No one may

inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or other software without proper authorization.

6. Users must remember that information distributed through the University's computing and networking facilities is a form of publishing, and that some of the same standards apply. For example, anything generated at Georgetown University that is available on the Internet represents Georgetown University, not just an individual. Even with disclaimers, the University is represented by its students, faculty and staff; thus appropriate language, behavior and style is warranted.

Administration and Implementation

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. While respecting users' confidentiality and privacy, the University reserves the right to examine all computer files. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University may restrict the use of its computers and network systems when faced with evidence of a violation of University policies or federal or local laws. The University reserves the right to limit access to its network through University-owned or other computers, and to remove or limit access to material posted on University-owned computers.

All users are expected to conduct themselves in a manner that is consistent with these responsibilities and policies. Abuse of computing privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Georgetown University resources will be treated as an abuse of computing privileges at the University. If necessary, restrictive actions can and will be taken by system or network administrators pending further disciplinary action; the loss of computing privileges may result.

The University recognizes that all members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the District of Columbia.

TUITION AND FEES

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Tuition and fees for the 2016–2017 academic year are as follows. Tuition and fees are subject to change without prior notice. Please check the Office of Student Accounts website for updates (<http://www.law.georgetown.edu/campus-services/student-accounts/index.cfm>).

JURIS DOCTOR PROGRAM

To review the credit requirements for full-time and part-time students, see the *Juris Doctor Program* chapter of this *Handbook*.

Full-Time Students & Visitors	\$57,576.00 per academic year \$28,788.00 per semester
Part-Time Students & Visitors	\$2,056.00 per credit hour
Summer Session 2016 Tuition	\$2,056.00 per credit hour <i>Note:</i> For tuition, fee schedules, budgetary considerations, and other tuition rules for the London Summer Program, please visit http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm .

JOINT DEGREE PROGRAMS

Note: Students enrolled in joint degree programs may be charged additional fees for language labs or other courses necessary to earn their degree.

J.D./M.B.A.; J.D./M.S.F.S.; J.D./M.A.A.S.; J.D./M.A.E.R.E.S.; J.D./M.A.G.E.S.; J.D./M.A.L.A.S.; J.D./M.A.S.S.P.; or J.D./M.P.P.	Students pay Georgetown Law tuition for their first year in the J.D. program. Students pay Georgetown University's graduate school tuition during the one year when they take courses exclusively at the Main Campus master's degree program. Students pay Georgetown Law tuition in the years when they take courses on both campuses. This is typically in the third and fourth years of the joint degree programs.
J.D./Ph.D. in Government; or J.D./Ph.D. or Master in Philosophy	Prior to completing all J.D. courses and at least 24 credits in government or philosophy: Georgetown Law tuition (part-time or full-time). After completing all J.D. courses and at least 24 credits in government or philosophy: graduate school tuition.
J.D./M.P.H.; or M.P.H./LL.M. in Global Health Law	While at Georgetown Law: Georgetown Law tuition (to Georgetown Law). While at Johns Hopkins: Johns Hopkins tuition (to Johns Hopkins).

GRADUATE PROGRAMS

To review the credit requirements for full-time and part-time graduate students, see the *Graduate Programs* chapter of this *Handbook*.

Full-Time LL.M. Students	\$57,576.00 per academic year \$28,788.00 per semester
Part-Time LL.M. Students	\$2,340.00 per credit hour
Summer Session 2016 Tuition	\$2,340.00 per credit hour <i>Note:</i> For tuition, fee schedules, budgetary considerations, and other tuition rules for the London Summer Program and the LL.M. Summer Experience, please visit http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm (London Summer Program), and http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/foundations/ (LL.M. Summer Experience).
Non-Degree Students	\$2,250.00 per credit hour
S.J.D. Students	1 st year: \$27,627.50 per semester 2 nd year on campus: \$9,360.00 per semester 3 rd , 4 th , & 5 th years: \$2,340.00 per semester

SPECIAL TUITION RULES APPLICABLE TO PART-TIME STUDENTS

- For part-time upperclass students, tuition for additional courses enrolled in during the add/drop period must be paid by the end of the add/drop period. Tuition will be refunded for courses dropped or from which students are withdrawn based on the Tuition Refund Policy, described below.
- Part-time students in their final semester of law school may take more than 85 credits and will not be charged for those extra credits, under the below conditions:
 - The student pays for 85 Law Center credits. Transfer students and students who receive scholarship and grants are ineligible for tuition relief under this policy. Additionally, the following are not counted as paid Law Center credits for purposes of this policy:
 - credits earned at other law schools (i.e., transfer students are not eligible);
 - credits earned in a study abroad programs other than CTLS and the London Summer Program;
 - credits earned in Main Campus courses taken in the summer (when Main Campus rates apply).
 - The student cannot exceed the 12 credit per-semester maximum (or 8 credit maximum if the student's final semester is a Summer session).
 - Any extra credits taken must be taken in Law Center courses.

- The Registrar, in consultation with the Office of Student Accounts, must provide approval.
- Graduating part-time J.D. students are permitted, in their final semester at the Law Center, to take the minimum number of credits needed to graduate.

TUITION EQUALIZATION FEE

For the policies and procedures governing how to transfer between the part-time and the full-time programs, see the *Juris Doctor Program* chapter or the *Graduate Programs* chapter of this *Handbook*.

PART-TIME TO FULL-TIME (J.D. PROGRAM)

J.D. students approved to transfer to the full-time program immediately after their first year of the part-time program will pay a tuition equalization fee, the net result of which will be that, at the end of three years, the student will have paid the same total tuition as other full-time students. The fee, which is assessed in the summer session, is as follows:

- \$18,512.00 for students having completed 19 credits
- \$16,456.00 for students having completed 20 credits

These students are entitled to take up to 11 credits (or 12 credits if they did not take the optional first-year course Week One: Law in a Global Context) in the Georgetown Law Summer programs in D.C. or London without paying any additional summer tuition. See the *Transfer Between Full-Time and Part-Time Programs* section of the *Juris Doctor Program* chapter of this *Handbook* for more information.

Consistent with Law Center policies about receiving credit for courses taken at other schools, students may take summer courses at other ABA-approved law schools with prior approval. (See the *Special Credit Policies* section of the *Juris Doctor Program* chapter of this *Handbook*.) In this instance, students are still required to pay the full amount of the part-time tuition equalization and those credits do not count as part of the credits they are entitled to take free of charge.

PART-TIME TO FULL-TIME (LL.M. PROGRAM)

An LL.M. student who begins in part-time status and transfers to full-time status will continue to pay tuition on a per credit basis.

FULL-TIME TO PART-TIME PROGRAM (J.D. AND LL.M. PROGRAMS)

Full-time J.D. and LL.M. students seeking to transfer to their respective part-time programs may be subject to a tuition equalization fee. The equalization fee is assessed in the semester during which the transfer is effected.

OTHER FEES

Application Fee	
J.D. students & J.D. non-degree students	\$85.00
LL.M. students & Graduate non-degree students	\$90.00
Student Medical Health Insurance (12 months)	
Student only	\$2,460.00
Student and spouse	\$4,920.00
Student and one child	\$4,920.00
Student, spouse, and one child	\$7,380.00
Student and two or more children	\$7,380.00
Student, spouse, and two or more children	\$9,840.00
Tuition Relief Administrative Fee (J.D.)	\$1,500.00 per semester
Tuition Deferment Fee	\$50.00
Late Payment Fee	\$60.00 per semester
Monthly Service Charge on Overdue Debt	1.75% of the balance outstanding
Transcript Fee	\$5.00 per transcript
Visiting Away Fee	\$200.00 per semester (Georgetown Law student approved to visit away in his or her final year at another ABA-approved U.S. law school)
Concurrent Degree Fee	\$200.00 per concurrent degree (Georgetown Law student approved to pursue concurrent degree program; the fee is charged in the first semester spent at the concurrent program)
Study Abroad Fee	\$500.00 per semester (Georgetown Law student approved to visit away at an ad hoc study abroad program during the academic year)
Yates Field House	\$210.00 per semester
Course Materials	There is a charge for certain course materials produced by Georgetown Law when such materials are used in lieu of, or in addition to, a regular textbook.

	Additional fees may apply to skills-based courses to cover commercial materials purchased by Georgetown Law on behalf of enrolled students (e.g., role-play simulations used in Negotiations courses). This additional fee will be placed directly on a student's account.
Printing	\$0.10 per page
Returned Check Fee	\$80.00

BILLING POLICIES

Any and all charges incurred after registration are due and payable at the time they are incurred.

Georgetown University does not issue paper bills. It is the student's responsibility to monitor his or her account online through *MyAccess* should any change occur in the student's schedule of courses. In general, bills will be issued for active students with debit balances on a monthly basis. At the beginning of the Fall and Spring semesters, additional bills may be issued to ensure that students are kept fully apprised of changes to their accounts. Unofficial billing calendars, listing anticipated billing dates, will be posted online. For information on how to view your bill, tuition and fee schedules, and billing policies and procedures, please visit <https://studentaccounts.georgetown.edu/>.

PAYMENT OF TUITION AND OUTSTANDING BALANCES

TUITION DEADLINES

Full payment of tuition and fees must be made by the scheduled due dates:

- Fall 2016: July 25, 2016 (all first-year J.D. and incoming graduate students); August 26, 2016 (all continuing, non-degree, transfer, and visiting students)
- Spring 2017: January 10, 2017 (all students)
- Summer 2017: May 25, 2017

Note for Non-Degree Students: The application fee for non-degree students is due by the application deadline (August 12 for Fall 2016 and December 9 for Spring 2017).

FAILURE TO PAY TUITION AND OUTSTANDING BALANCES

- Tuition not paid by the deadlines listed above for the applicable semester will result in the cancellation of the student's registration. Tuition refunds will be calculated from the date the Office of the Registrar receives written notification of a student's withdrawal from a course or courses.
- The due date for any monthly bill is the date published on the bill; this date takes precedence over any due date published elsewhere.
- The due date for any installment of an active monthly payment plan for the Fall or Spring is the 27th day of the month.

- Students will not be permitted to attend class until they have paid all outstanding balances on their student accounts, or until they have received approval from Georgetown Law Office of Student Accounts for alternate financial arrangements. No deduction can be made for absence from classes.
- Students with an outstanding account balance will not be permitted to register for subsequent semesters and will not receive grades, transcripts, any certifications, and diplomas.

FINANCIAL RESPONSIBILITY OF STUDENT

- By the act of registration, class attendance, or participation in other activities associated with enrollment at Georgetown Law, the student accepts financial responsibility for charges assessed on the student's account. This financial responsibility is not relieved until payment has actually been made for any charges incurred.

PAYMENT OPTIONS

Georgetown accepts the following payment methods:

- **Electronic check:** This option allows students to make payments 24-hours a day via *MyAccess*, under Student Accounts Services. A valid ABA routing number and account number from a personal checking or savings account at a U.S. bank must be entered on the payment profile. Payments made by electronic check are acknowledged immediately on the account. Electronic checks returned for any reason may be subject to an \$80.00 returned check fee.
- **Check or money order:** The university accepts personal checks, cashier's checks, traveler's checks and money orders. Checks must be drawn from a U.S.-based bank, and in U.S. dollars. Please include the student's 9-digit Georgetown University I.D. number in the memo field. Checks are accepted at the cashier's window in McDonough, Room 581 or mailed to: Georgetown Law, Office of Student Accounts, 600 New Jersey Avenue, N.W., Washington, DC 20001. Paper checks must be received by the due date to avoid the assessment of service charges. Checks returned for any reason may be subject to an \$80.00 returned check fee.
- **Credit card via PayPath:** Students may pay using major credit cards online via Student Account Services, accessed through *MyAccess*. Students electing to use this method will be charged a 2.5% convenience fee, which covers the cost of processing credit and debit card payments; this non-refundable fee is paid to the credit card processor, not to Georgetown University, and will not appear on the student's university account history.
- **Wire transfer:** Please contact the Law Center's Office of Student Accounts at 202-662-9057 or myaccount@law.georgetown.edu for the relevant banking information.
- **International transfer of funds via FlyWire:** International students wishing to wire funds from bank accounts not denominated in U.S. dollars may elect to use the services of FlyWire, a firm which leverages its high volume of international wire transactions to negotiate more preferable exchange rates. Students electing to use this method may do so by visiting the FlyWire website at <https://www.flywire.com/school/georgetown>.
- **Cash:** Accepted at the cashier's window in McDonough, Room 581 between the hours of 9:00 a.m. and 5:00 p.m. Never send cash through the mail.

Acceptable payment arrangements include:

- Submission of a complete financial aid application

- Submission of a valid contract or billing authorization to invoice a third party (see the *Third-Party Billing* section below)
- Application of Veterans Affairs (VA) Benefits
- Application of Georgetown Employee Tuition Assistance Benefits (TAP)
- Enrollment in a payment plan at Student Account Services (accessible via *MyAccess*)

Please note that payment arrangements only suffice to the extent that the full amount billed is covered by such arrangements, and do not relieve the student of financial responsibility should the arranged payment not be made.

FINANCIAL PENALTIES AND HOLDS

- All accounts with an overdue balance will be assessed a late payment fee of \$60.00 per semester and a monthly service charge of 1.75% of any overdue amount. To avoid financial penalties, students must complete their loan application prior to June 1 for the Fall semester and prior to November 1 for the Spring semester.
- Any account with a past due debt to the University is subject to a financial hold. Financial holds prevent registration action, the generation of official transcripts, and the issuance of a diploma, certificate, or any form of certification. Financial holds are not released until the past due debt is paid in full; payment arrangements are not sufficient to release a financial hold, except in the case where Student Accounts has appropriate documentation from the Office of Financial Aid. Holds may not be released until Georgetown is satisfied that the originating financial institution will honor a submitted payment.

THIRD-PARTY BILLING

The Office of Billing and Payment Services (OBPS) offers to invoice directly third-party sponsors (such as the U.S. Federal Government, foreign governments, or private companies) for the educational cost of Georgetown students, at no cost to the student.

To satisfy FERPA requirements and to ensure that bills are issued only for eligible students, official documentation endorsed by the sponsors detailing the third party's obligation to the student must be submitted to OBPS. Any such authorizing document must contain the following (authorizations which fail to meet any of these requirements may be deemed insufficient):

- Student name
- Georgetown University ID number (the 9-digit code beginning with "G00")
- Name, physical address, and email address of the sponsor
- Academic terms covered
- Types of charges covered (i.e., tuition, fees, housing, etc.)
- Expected dollar amount of coverage
- Any special invoicing requirements of the sponsor

Examples of acceptable documentation include the U.S. Government Training Authorization Form (SF-182), Contract for Commercial Items (SF-1449), a financial guarantee from a foreign government, or any award letter on official letterhead containing the above items.

To ensure prompt processing, authorizations should be sent via email as PDF attachments to thirdpartybilling@georgetown.edu. In the event that the student does not have access to an

electronic copy of the document in question, and does not have access to a scanner, authorizations can be faxed to 202-687-1963 or mailed to our office.

The OBPS reserves the right to refuse to (1) invoice any third-party, and (2) grant temporary credit for anticipated payments.

When possible, invoices will be sent to the sponsoring entity within 72 hours of receipt of the authorization. In the event that the authorization is sent prior to the registration period for a given term, and the student has not pre-registered for courses, invoices will be sent following the end of the add/drop period. During the summer terms, invoices will be sent following the receipt of authorization and the assessment of charges.

Georgetown University expects sponsors to process invoices and submit payment upon the issuance of an official invoice. If the billing authorization is submitted at the beginning of the semester, an exemption from late fees and service charges will be granted through the date on which financial holds are placed to any balance covered by a sponsor, to give the sponsor ample time to process the invoice. If the sponsor fails to make payment after this point, financial responsibility will revert to the student. Any outstanding balance will be subject to late fees, service charges, and the student will have a registration hold placed on his or her account. Financial holds will only be removed when the balance is paid in full.

Any student sponsored by an agency that refuses to remit payment until after the completion of a course or semester, or by an agency that will not remit payment upon receipt of an invoice for any reason, will not be granted an exemption from late fees or service charges. In instances such as these, it will be the student's responsibility to arrange for payment of his or her balance by the payment due date, and then recoup the funds from any subsequent payment by the agency in question.

Any student sponsored by an agency that intends to remit payment directly to the student (as opposed to paying Georgetown directly) must make arrangements to settle his or her balance by the due date. Any late fees which accrue against an unpaid balance after this date will not be reversed.

VETERANS AFFAIRS BENEFITS

The Office of the Registrar at the Law Center handles certification of enrollment for all Law Center veteran students. To receive educational benefits from the U.S. Department of Veterans Affairs (VA) and guidance in applying for VA Benefits, eligible students should contact the School Certifying Official in the Office of the Registrar, at lawreg@law.georgetown.edu.

To learn more about benefits offered by the U.S. Department of Veterans Affairs and to access benefits applications, please consult <http://www.gibill.va.gov>. The phone number for general and comprehensive information is 1-888-GI-BILL-1.

POST-9/11 GI BILL EDUCATION BENEFITS (CHAPTER 33)

If you are entitled to 100% of Post-9/11 GI Bill benefits, the U.S. Department of Veterans Affairs, under the Post-9/11 GI Bill, pays up to \$21,970.46 per academic year for a private school, effective August 1, 2016. Information on eligibility, including rate tables and a benefits calculator, is provided by the U.S. Department of Veterans Affairs at <http://www.gibill.va.gov>.

YELLOW RIBBON PROGRAM

As part of the Veterans Affairs Yellow Ribbon program, Georgetown Law currently provides up to \$10,000 per academic year to eligible Georgetown Law degree-seeking veteran

students completing coursework at the Law Center. Thus, with Veterans Affairs matching contribution, veteran students may receive up to \$20,000 toward eligible degree program tuition and fees.

VETERANS AFFAIRS PAYMENTS AND REFUNDS OF VETERANS AFFAIRS BENEFITS

Post-9/11 VA Benefits are applied to the student account as a payment. If these benefits do not cover the account balance in full, the student is responsible for paying the difference by the tuition payment due date. If there is an overpayment and the VA sends you a letter requesting repayment, please send a copy of the letter to the School Certifying Official so the University can return any excess funds to the VA.

Montgomery GI Bill Benefits (Chapter 30) or Survivors' and Dependents' Educational Assistance Program (Chapter 35) benefits will be sent to the student directly; the student is responsible for paying the difference by the tuition payment due date.

TUITION DEFERMENTS

- All semester charges must be paid in full by the scheduled payment due date. In the event of an unforeseeable personal emergency, an approved tuition deferment can be obtained from Georgetown Law Office of Student Accounts. This deferment must be obtained no later than the tuition due date.
- A \$50.00 handling charge is applied to all tuition deferments and a monthly service charge of 1.75% is assessed on any unpaid balance.
- Tuition deferments are not granted automatically and should not be expected more than once in an academic year.
- Tuition is deferred for a maximum of 30 days.

PAYMENT PLANS

The Office of Student Accounts offers three types of payment plans that are designed to assist students in paying their tuition and fees. For complete details, please visit <http://studentaccounts.georgetown.edu/paymentplans>.

TUITION RELIEF POLICIES

LL.M. STUDENTS

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

J.D. STUDENTS

A J.D. student may submit a Tuition Relief Application to the Registrar requesting permission to complete his or her remaining J.D. degree requirements without additional tuition charges, where he or she has:

1. matriculated in a given year but extended his or her graduation date as a result of (a) withdrawals for which no tuition credit was approved and/or (b) failure to successfully meet the course or degree requirement(s); and
2. has at least 95 “cumulative attempted” credit hours of Law Center coursework. “Cumulative attempted” credit is defined as earned credits plus credits for which the student received a withdrawal (EW, W) or a failing grade (F, AF). *Note:* Any course that has been dropped from a student’s transcript will not be included in determining “cumulative attempted” credit hours.

The Tuition Relief Application must be submitted to the Registrar prior to the start of the semester in which the relief is to be applied but no later than the first day of classes, as published in the Law Center’s Academic Calendar.

If the student’s Tuition Relief Application is approved, no additional tuition charges will be applied for the remainder of the student’s J.D. degree program. The student will be charged an administrative fee of \$1,500.00 each semester in which the student is enrolled in order to complete his or her J.D. degree requirements.

No tuition refund will be permitted. Submission of a Tuition Relief Application does not guarantee approval. Also note that this Tuition Relief provision is not retroactive. Tuition relief will only be provided upon determination that:

1. the student has already paid more tuition than the student’s entering cohort paid for their J.D. degrees (excluding scholarships or grants the student has received, as confirmed by the Offices of Student Accounts and Financial Aid); and
2. the student has consulted with and received written approval from the Registrar or an advisor in the Office of J.D. Academic Services or the Office of the Dean of Students.

TUITION REFUND POLICY

Tuition refunds will be calculated from the date the Office of the Registrar and/or the Office of Admissions receives written notification of a student’s withdrawal from a course or courses or from the Law Center.

FOR WITHDRAWALS FROM THE LAW CENTER

Entering first-year students who want to withdraw from Georgetown Law prior to the deadline set by the Office of Admissions and/or prior to the first-year Registration and Orientation must give notice in writing to the Office of Admissions, via email to hotline@law.georgetown.edu (J.D.) or llmadmis@law.georgetown.edu (LL.M.). Students who want to withdraw after this date must notify the Office of the Registrar via email to lawreg@law.georgetown.edu. All continuing, transfer, visiting, and non-degree students who want to voluntarily withdraw from Georgetown Law must notify the Office of the Registrar via email to lawreg@law.georgetown.edu. For further information, refer to the *Withdrawals and Leaves of Absence* section in the *Juris Doctor Program* or the *Graduate Programs* chapter, as applicable, of this *Handbook*.

FOR LEAVES OF ABSENCE

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan—a tuition insurance plan provided by an external insurer (A.W.G. Dewar, Inc.) described later in this chapter. In rare circumstances, a student who is not fully covered under the Tuition Refund

Schedule or Tuition Refund Plan, and who returns from an approved leave may receive from Georgetown University a non-refundable tuition adjustment for of the tuition paid during the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Dean of Students. A student who is insured under the tuition refund plan may receive up to 100% tuition refund from A.W.G. Dewar, Inc.

FOR INDIVIDUAL COURSE WITHDRAWALS

Individual course withdrawals must be approved by an advisor. For further information, refer to the *Withdrawals and Leaves of Absence* section in the *Juris Doctor Program* or the *Graduate Programs* chapter, as applicable, of this *Handbook*. Refunds will be calculated based on the *Tuition Refund Schedule* below.

For purposes of refund calculation, weeks will be computed from the official first day of class as shown on the Academic Calendar even if the student's course(s) began on a day other than the official first day of class.

Exception: A student will be permitted to drop a course which meets for the first time after the add/drop period, without a transcript notation, if a student submits a written request to the Office of the Registrar prior to the second class meeting. In this instance, students who are charged tuition by the credit hour will receive a 100% refund for the course.

No reduction of tuition will be made for being absent from class.

TUITION REFUND SCHEDULE

The following Tuition Refund Schedule should be read in conjunction with the Tuition Refund Policy immediately preceding this section.

FALL 2016 - ENTERING FIRST-YEAR J.D., LL.M., AND S.J.D. STUDENTS

Prior to Registration and Orientation Week, August 22	100%
Registration and Orientation Week, August 22–26	80%
August 29–September 13	80%
September 14–27	50%
September 28–October 11	25%
After October 11	0%

FALL 2016 – ALL OTHER STUDENTS

August 29–September 6 (add/drop and waitlist activity)	100%
September 7–September 13	80%
September 14–27	50%
September 28–October 11	25%
After October 11	0%

SPRING 2017 – WEEK ONE COURSES

Prior to January 10*	100%
After January 10	0%

* Week One courses begin Monday, January 9th. Students who wish to drop their Week One course without charge or transcript notation must do so by emailing the Office of the Registrar (lawreg@law.georgetown.edu) prior to the second class session.

SPRING 2017 – REGULAR-SEMESTER COURSES

Prior to January 13**	100%
January 13–23 (add/drop and waitlist activity)	100%
January 24–31	80%
February 1–February 14	50%
February 15–March 1	25%
After March 1	0%

** Please note that in Spring 2017, the add/drop period will begin on a Friday.

SUMMER 2017

Prior to first class date	100%
First week***	80%
Second week	50%
Third week	25%
After third week	0%

*** A student will be permitted to drop a Summer course after the first class meeting, without a transcript notation, if the student submits a written request to the Office of the Registrar (lawreg@law.georgetown.edu) prior to the second class meeting. In these instances, students who are charged tuition by the credit hour will receive a 100% refund for the course.

Important Note: Refunds for students who have federal student loans and who withdraw are governed by the refund procedures established by the Department of Education for return of student loan proceeds to the appropriate federal student loan lender. Students borrowing federal loans should consult with the Financial Aid Office prior to initiating the withdrawal process. The regulations require a student to “earn” federal financial aid on a daily basis as the term progresses. For example, if there were 100 days in the semester, a student withdrawing on the 30th day will have earned 30% of their federal aid. As of the 60% point in a given semester, the student is considered to have earned 100% of the federal loans borrowed for that term. Withdrawal before then requires Georgetown Law to return loan funds to the lender even though, based on the tuition refund schedule shown above, this may result in the student owing a balance to Georgetown Law. Before officially withdrawing, a student should consult the Financial Aid Office for more information on the financial implications of this decision. The Georgetown Law tuition refund policy is subject to change at any time due to federal regulatory and/or school policy revisions or updates.

TUITION REFUND PLAN – A.W.G. DEWAR, INC.

The Tuition Refund Plan (TRP) can protect you and your family from tuition loss should an illness or injury cause you to withdraw from school after the start of the semester. We *strongly* encourage our students to participate in this low-cost insurance program. This elective plan provides coverage for semester tuition and Gewirz housing. This plan significantly extends and enhances the Georgetown Law published tuition refund policy. Subscribers are assured of up to 100% tuition refund for medical withdrawals; up to 75% tuition refund for mental health withdrawals. Definitions can be found at <http://www.collegerefund.com> (select Georgetown Law).

The table below illustrates how the TRP complements the University's refund schedule.

Time of Withdrawal	Georgetown Law Tuition Refund	TRP Tuition Refund*	Student Receives
1 st week	100%	0%	100%
2 nd week	80%	20%	100%
3 rd through 4 th week	50%	50%	100%
5 th through 6 th week	25%	75%	100%
Balance of semester	0%	100%	100%

* For mental health withdrawals, a student is guaranteed a maximum refund of 75%.

COSTS PER SEMESTER:

J.D. & LL.M. Full-Time	\$152.00
J.D. Part-Time (8–11 credits per semester)	\$103.00
J.D. Part-Time (less than 8 credits per semester)	\$65.00
LL.M. Part-Time	\$68.00
Gewirz Housing	\$35.00

COSTS TO COVER TUITION FOR SUMMER 2016:

J.D.	\$36.00
LL.M.	\$31.00
Part-Time Tuition Equalization (\$15,755.00)	\$86.00

Those who wish to participate in the plan must submit their application and payment online to A.W.G. Dewar prior to the last day of add/drop as shown on the Academic Calendar.

Detailed information and online application can be found at <http://www.collegerefund.com>; simply select Georgetown Law from the list of participating schools.

REFUNDS OF EXCESS FINANCIAL AID AND OVERPAYMENTS

The Office of Billing and Payment Services (OBPS) generally requires a student's request in order for a refund to be generated; students may request a refund whenever total payments to the student's account exceed total charges to the student's account. Negative values in the "Amount Due" field may not reflect a refundable balance, as this value can reflect memo items connected with payment arrangements (such as anticipated payments from third-party sponsors).

OBPS will automatically issue refunds in two circumstances: (1) when payments for a particular semester from Title IV sources exceed institutional charges (as required by federal law and regulations); and (2) when the student has become inactive while retaining a credit balance, the action leading to the inactivity being deemed as creating a request for a refund.

The OBPS processes refund requests within three business days of submission. Additional processing time for the generation and mailing of a refund check, or for the execution of an electronic transfer of funds, is outside the control of the OBPS.

The OBPS reserves the right to hold or deny a refund request when there is the possibility that the charges on the student account were not properly assessed, or when payments are subject to adjustment. If for any reason a refund request is not approved, an email will be sent to the student indicating the reason and the contact person with whom the student should discuss the matter. If, after further analysis, it is determined that the student is eligible for a refund, a new request must be submitted online.

If the student has established an electronic refund profile, refunds will be deposited to the account indicated via ACH (Automated Clearing House) transaction. If the account information is inaccurate, or if the account has been closed, the student will be notified via email of the failed transaction.

If the student has not established an electronic refund profile, refunds will be issued via paper check and mailed to the student's local address, if one is on file, otherwise to the permanent address on file. If the paper check is not received in a reasonable amount of time, the student should contact the Office of Billing and Payment Services and request a stop payment of the missing check. When this has been accomplished, the student will need to verify the address on file, and again request the refund.

OBPS does not issue refunds via wire transfer.

Students who paid with a credit card via PayPath will have the refund issued to the credit card account that was used to make the payment. The convenience fee assessed at the time of payment will *not* be refunded.

If a student receives a refund to which he or she was not entitled, any outstanding balance that may result must be paid back to the student account immediately to prevent penalties.

EMERGENCY LOANS

Enrolled students may apply for an emergency loan with the Office of Billing and Payment Services (OBPS). Approval is entirely at the discretion of OBPS. The amount of any approved loan is charged to the student account, and must be repaid in full if a student is to avoid a financial hold.

INACTIVE STUDENTS AND COLLECTION PROCEDURES

Debt to the University is immediately due at the time a student becomes inactive. Students will be declared inactive when they:

- Fail to register for a term they would otherwise be expected to register for as part of their academic program;
- Graduate or complete their program and have not been admitted into another Georgetown program;
- Withdraw from school during the current term for any reason; or
- Begin a leave of absence.

Students who become inactive for any reason should contact the Office of Student Accounts immediately. The Office of Billing and Payment Services (OBPS) will issue a final billing statement to inactive students with debt; payment is due within 30 calendar days of the statement's generation and transmission (not its receipt). Any inactive student who fails to make payment in full of this debt by the due date listed on the final statement is subject to having the debt referred to a collection agency. The collection agency assesses a collection fee of one third of the referred debt; Georgetown has no ability to waive or forgive this fee. The referred debt will also be subject to a monthly interest charge of 1.75%. Once debt has been referred to a collection agency, all payments are processed by the collection agency. The collection agency may also report the debtor to credit bureaus.

APPENDIX: STATE-SPECIFIC INFORMATION FOR ONLINE DEGREE AND CERTIFICATE PROGRAMS

The following information is required by individual states with respect to students enrolled in our online degree and certificate programs.

Information for Residents of Arkansas

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Information for Residents of Georgia

Procedures for filing a complaint (to be printed in 18-point font).

Please see Student Handbook page 94. If you have additional questions or concerns, you may also contact:

William Treanor, Dean
600 New Jersey Avenue N.W.
McDonough 508
Washington, DC 20001
(202) 662-9030
wtreanor@law.georgetown.edu

Students also have the right of appeal of the final institutional decision to:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300
www.gnpec.org

Information for Residents of Iowa

The information in this handbook is provided to students in compliance with Iowa Code § 261B.9.

Additionally, Per Iowa Code § 261.9(1)(g), Georgetown University has adopted the following policy for residents of Iowa who are students within Georgetown's online legal degree programs: Not less than the following options will be offered to an Iowan online law student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty: (a) withdraw from the students' entire registration and receive a full refund of tuition and mandatory fees; (b) make arrangements with the student's instructors for

course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; and (c) make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Information for Residents of Louisiana

Georgetown University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that the programs are certifiable by any professional agency or organization.

Information for Residents of Maryland

Refund Policy

Georgetown University online programs will follow refund policies that conform with the minimum refund policy provided by the State of Maryland (provided below). If the program's own refund policy is more beneficial for the Maryland students, the program will follow its refund policy.

Maryland Minimum Refund Policy

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination and Applicable Tuition Refund:

- Less than 10%: 90% refund
- 10% up to but not including 20%: 80% refund
- 20% up to but not including 30%: 60% refund
- 30% up to but not including 40%: 40% refund
- 40% up to but not including 60%: 20% refund
- More than 60%: No refund

Information for Residents of Minnesota

Georgetown University is registered as a private institution with the Minnesota Office of Higher Education pursuant to §136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Information for Residents of North Carolina

A copy of the Guaranty Bond is located in the Georgetown University Office of General Counsel at 37th and O Streets N.W., Washington D.C. 20057.

Information for Residents of Washington State

Georgetown University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review. The Council may be contacted for a list of currently authorized programs. Authorization

by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or applicability of those requirements to the institution may contact the Council at P.O. Box 4340, Olympia, WA 98504-3430.

Information for Residents of Wisconsin

Students are not required to purchase textbooks, materials and supplies from Georgetown.

The refund policy for residents of Wisconsin will follow under Wis. Adm. Code § EAB 8.05 (partial refund) as follows: Week 1 – 90%; Week 2 – 80%; Week 3 – 80%; Week 4 – 70%; Week 5 – 60%; Week 6 – 60%; Week 7 – 50%; Week 8 – 40%; Week 9 – 40%; Week 10–15 – 0%.

Per Wis. Adm. Code § EAB 8.05, Georgetown will send the appropriate refund to the student within 40 days after dismissal or notification of withdrawal. In addition to the existing withdrawal policies listed in the *Georgetown Law Student Handbook of Academic Policies*, Georgetown also complies with Wis. Stats. 38.50(7)(e).

SEARCH TERMS AND ACRONYMS

When searching the PDF of this *Handbook*, note that academic degrees contain periods when abbreviated (i.e., to find information on JD/LLM joint degrees, search for “J.D./LL.M.”).

ABA	American Bar Association
academic honesty <i>search for</i>	Student Disciplinary Code
academic honors and distinction <i>search for</i>	academic honors
academic performance	
<i>Graduate students search for</i>	probation, annual review (S.J.D.)
<i>J.D. students search for</i>	academic attrition
AF	Administrative Fail
AP	Administrative Pass
AU	Audit (transcript notation)
auditing courses <i>also search for</i>	non-degree enrollment
blind grading policy <i>search for</i>	examinations, exam deferral policy
CAPS	Counseling and Psychiatric Services
changing programs	
<i>Graduate students search for</i>	transfer between LL.M. degree programs, tuition equalization
<i>J.D. students search for</i>	transferring between programs, tuition equalization
class rank <i>search for</i>	academic honors
class standing <i>search for</i>	academic honors
confidentiality <i>also search for</i>	student records
COST	Council on State Taxation
counseling <i>also search for</i>	advising
cross-registration at other schools and departments	
<i>Graduate students search for</i>	Georgetown University, courses in the undergraduate and graduate schools
<i>J.D. students search for</i>	special credit policies
CTLS	Center for Transnational Legal Studies
curriculum, required <i>search for</i>	degree requirements
degree and program requirements <i>search for</i>	degree requirements
DOE	Department of Education
disciplinary matters <i>search for</i>	Student Disciplinary Code
dual degrees <i>search for</i>	concurrent degrees, joint degree programs
ECTS	European Credit Transfer Accumulation System
emergencies <i>search for</i>	Student Services Quick Guide
FERPA	Family Educational Rights and Privacy Act
foreign students <i>search for</i>	international students
GPA	grade point average
grading, system for <i>also search for</i>	pass/fail option, grade review and change policies
graduating early <i>J.D. students search for</i>	program length
grievance <i>also search for</i>	student complaints
HIPAA	Health Insurance Portability and Accountability Act
holds (financial) <i>search for</i>	outstanding account balance, outstanding balance
honor code <i>search for</i>	Student Disciplinary Code
IBEL	International Business and Economic Law
IDEAA	Georgetown University's Office of Institutional Diversity, Equity, and Affirmative Action
IIEL	Institute of International Economic Law
independent research	
<i>Graduate students search for</i>	graduate independent research
<i>J.D. students search for</i>	supervised research
interdisciplinary study <i>J.D. students search for</i>	concurrent degrees, joint degree programs
internship for credit <i>search for</i>	externship, practicum course

JD program requirements	<i>search for</i>	Juris Doctor Degree Requirements
job search	<i>search for</i>	conduct policies, employment
joint degrees	<i>also search for</i>	concurrent degrees
late take-homes	<i>search for</i>	exam, examination, Section 402(c)
main campus courses		
	<i>Graduate students search for</i>	Georgetown University, courses in the undergraduate and graduate schools
	<i>J.D. students search for</i>	special credit policies
OCS	Office of Career Strategy
ODOS	Office of the Dean of Students
OPICS	Office of Public Interest and Community Service
outside work experience	<i>search for</i>	externship, practicum course
overloading		
	<i>J.D. students search for</i>	credit minimum and maximum
papers	<i>search for</i>	written work
part-time jobs	<i>search for</i>	student employment
penalties for late papers and examinations	<i>search for</i>	written work, examinations, Section 402
probation		
	<i>Graduate students search for</i>	appropriate progress, probation
	<i>J.D. students search for</i>	academic attrition
repeating courses		
	<i>Graduate students search for</i>	duplication of courses, grading
	<i>J.D. students search for</i>	academic attrition, grading system
residency	<i>search for</i>	program length
SALT	State and Local Taxation
summer courses		
	<i>Graduate students search for</i>	limitations on credits, London Summer Program
	<i>J.D. students search for</i>	credit for summer study
student conduct	<i>search for</i>	conduct policies
study outside	<i>search for</i>	credit for study outside the Law Center, credit for summer study, visiting at another law school
supervised research		
	<i>Graduate students search for</i>	graduate independent research
	<i>J.D. students search for</i>	supervised research
taking courses at another law school	<i>search for</i>	credit for study outside the Law Center, credit for summer study, visiting at another law school
thesis		
	<i>J.D. students search for</i>	writing requirement
	<i>S.J.D. students search for</i>	dissertation
time off	<i>search for</i>	leave of absence
TOEFL	Test of English as a Foreign Language
TRP	Tuition Refund Plan – A.W.G. Dewar, Inc.
TWEN	The West Educational Network
underloading		
	<i>J.D. students search for</i>	credit minimum
working while a student	<i>search for</i>	student employment
WTO	World Trade Organization

Georgetown Law is accredited by the American Bar Association and is a member of the Association of American Law Schools. (Council of the Section of Legal Education and Admissions to the Bar; 321 North Clark Street, Chicago, IL 60654-7598; Telephone number 312-988-6739).

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.

Inquiries regarding Georgetown University's non-discrimination policy may be addressed to:

Institutional Diversity, Equity & Affirmative Action
37th & O Streets, NW
Suite M-36, Darnall Hall
Georgetown University
Washington, DC 20057
ideaa@georgetown.edu
<http://ideaa.georgetown.edu/policies>

Georgetown University is an affirmative action/equal opportunity employer.

GEORGETOWN LAW

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