



## CTLS POLICIES AND PROCEDURES Spring 2021 Semester

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## INSTITUTIONAL AFFILIATION

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Georgetown students will be registered at the Law Center while participating in virtual CTLS courses so that they are eligible for financial aid and other assistance, but they will also apply for and, upon acceptance, enroll at the Center.

A student may request to enroll in as many virtual CTLS courses as they wish during the Spring 2021 semester. The Georgetown transcript will list the student's courses with grades and credits earned. Grades are factored into the student's GPA. See [Grading and Pass/Fail section](#) for details.

## SELECTION CRITERIA

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Selection will be based on the following:

- There is a presumptive requirement that all applicants hold a GPA of 3.2 or higher
- Preference will be given to students entering their final year
- Demonstrated interest in international and transnational issues (i.e. previous coursework, work experience, internships, volunteer activities)
- Demonstrated potential for success in a semester abroad program
- Defined educational objectives

## APPLICATION PROCESS

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Interested students must submit an application to the Office of Transnational Programs (OTP). All applications must be completed via OTP's online application system, [Studio Abroad](#). To begin, students must first select a program, and then create an account. Once you have created an account you can complete the required application materials.

## SPRING ENROLLMENT

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### *Special Considerations for Graduating Students*

CTLS follows the Georgetown Academic Calendar as closely as possible; this also applies to submission and grading deadlines. Students who attend virtual CTLS courses during their last semester will receive their grades within the required timeframe to ensure their graduation.

## ADVISING AND COURSE SELECTION

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Students who are approved to study at the Center for Transnational Legal Studies may confer with one of the 2020-2021 faculty co-directors for counseling on course selection and other academic matters. Students can also contact [CTLS staff](#).

## IMPORTANT RULES AND GUIDELINES

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Students who are considering applying for the Center for Transnational Legal Studies should remember that they must successfully complete the following academic requirements in order to receive their J.D. degree:

- 85 credits, including:
  - The required first-year program
  - The upperclass legal writing requirement
  - A course in Professional Responsibility
  - For students who matriculated in Fall 2016 or later, a minimum of 6 credits must be earned in experiential courses
  - A minimum of 54 of these credits must be earned at the Law Center
- The minimum program length

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

For questions regarding academic requirements, check the [Georgetown Law Student Handbook](#) or consult with the Office of Academic Affairs.

#### *Eligibility*

Enrollment in the Center for Transnational Legal Studies is open to J.D. students who have completed the full first-year curriculum. Preference will be given to students completing their final year of courses.

#### *Part-time J.D. Students*

Part-time students who have completed the full first-year curriculum (including Criminal Justice and Property) are eligible for enrollment in the Center for Transnational Legal Studies.

#### *Transfer Students*

Transfer JD students must complete 54 credits at the Law Center. \*

\*Credits earned from Center for Transnational Legal Studies (CTLS) virtual courses **do count** toward the 54 credits that must be completed at the Law Center. Thus, transfer students are eligible for these courses without taking additional credits at the Law Center as outlined above.

#### *LL.M. Students*

All currently enrolled LL.M.s, regardless of division or country of first law degree, may apply to enroll in virtual CTLS courses prior to their graduation from Georgetown. Applications will be evaluated on a routine basis and, in all cases, after giving priority to JD candidates. If admitted, the current full time Georgetown tuition rate applies.

CTLS credits may only be applied towards the current Georgetown degree on an exceptional basis, with prior approval required with respect to individual courses and number of credits.

#### ADDITIONAL CTLS POLICIES

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Please note that CTLS has a [required attendance](#) policy and a different [late paper submission policy](#). There is also a different [recommended curve for CTLS classes](#). The curve is not strictly enforced for paper classes and it is not expected that a faculty member will assign a 1.0 or a 1.5, but students should be aware that this is the recommended curve provided to CTLS faculty.

#### GRADING AND PASS/FAIL

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As of the Fall 2012 semester, the grades Georgetown students receive at CTLS will be counted into each student's grade point average.

Students at CTLS are graded on a scale from 5.0 to 1.0, in 0.5 increments (5.0 being the highest grade). Harmonization of these numerical grades with the A to F grading scale at Georgetown will occur in the following manner:

<u>CTLS Grade</u>	<u>Georgetown Grade</u>	<u>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	0.00

### *Pass/Fail*

Courses offered at the Center for Transnational Legal Studies are eligible for the pass/fail option and do count toward the 7-credit pass/fail limit. Credits taken on a mandatory pass/fail basis at CTLS will not count toward the pass/fail limit. All policies relating to the pass/fail option apply. (See Pass/Fail Option in the Academic Evaluation and Attrition Standards of the Georgetown Law Student Handbook.)

### *Limitations on Participation*

Students enrolled in virtual CTLS courses during the Spring 2021 semester may still attend CTLS in-person in London the following year.

## TUITION AND FINANCIAL AID

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### *Tuition*

Full-time students participating in virtual CTLS courses will pay full-time Georgetown Law Center tuition.

Part-time students participating in these courses will pay Law Center tuition and will be charged by the credit hour.

### *Financial Aid*

Students enrolled in virtual CTLS courses who want to apply for financial aid should follow the regular financial aid application deadlines and requirements. The same deadlines and application procedures for renewal of aid funds should be followed as if the student were attending all courses with the Law Center.

Students should be aware that, federal loans may not be disbursed more than 10 calendar days prior to the actual start date of program classes and are disbursed manually to your account. Students should monitor their account on MyAccess and should see the funds post by the close of the first possible business day within the 10 day window.

Please note that the 10 day window opens based on the start of classes, not orientation programs or other pre-class activities, even if required by the host institution. Students must plan their finances accordingly.

## CANCELLATION

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Courses are subject to cancellation in case of unforeseen international events that could substantially inhibit operations at the host institution.

Note: Students will not be eligible for the Certificate in Transnational Legal Studies in Spring 2021 as we are not holding the CTLS Core Course or the Global Practice Exercise. Directors' List awards will also not be given out, but we will present the Best Student award for each class.