



CTLS POLICIES AND PROCEDURES 2024-2025 Academic Year

Note: Students interested in studying abroad in the 2024-2025 academic year should review the [University's Travel Policy](#), as well as the [University's Covid-19 travel considerations](#). Students should also be aware that University Travel Policy can change at any time and individual programs may be canceled if global or local risk conditions warrant such action.

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INSTITUTIONAL AFFILIATION

Georgetown students will be registered at the Law Center while they are at CTLS 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 receive up to 14 Georgetown credits for courses taken during a semester at CTLS. The Georgetown transcript will indicate the semester in which the student participated at CTLS and 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

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

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.

Students may apply to other study abroad programs in addition to CTLS. However, a separate set of application materials must be submitted for each program and students must indicate their order of preference among the programs. For application purposes, Fall and Spring enrollment at the same host school should be treated as separate programs.

The application process can be competitive, with applications outnumbering places available. Some students who do not receive initial approval from CTLS or another program may be selected as alternates.

Students will only be offered a place in one program, regardless of the number of applications submitted.

Alternates are chosen from the applicants who were not admitted to any program. It is possible to be selected as an alternate to more than one program. If an approved student withdraws from a program, their seat will be offered to the first alternate. If the first alternate declines the offer, the seat is offered to the second alternate and so on.

Students who are approved for a program and accept the offer are precluded from applying to study abroad independently at another school or through another ABA approved law school's program.

FALL AND SPRING ENROLLMENT

CTLS accepts applications from students for both the Fall and Spring semester. Students should be aware that the range of courses offered to students during the Spring semester will differ from those offered in the Fall. Whereas every effort will be made that the course listings for each semester with a course description will be posted by the beginning of June, the final Spring course selection may not be available until October.

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 CTLS during their last semester will receive their grades within the required timeframe to ensure their graduation.

ADVISING AND COURSE SELECTION

Beginning June 2024, students who are approved to study at the Center for Transnational Legal Studies may confer with one of the 2024-2025 faculty co-directors for counseling on course selection and other academic matters. Students can also contact [CTLS staff](#).

Please note that CTLS cannot assure any students that they will obtain an internship following participation at CTLS.

IMPORTANT RULES AND GUIDELINES

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
 - A minimum of 6 credits must be earned in experiential courses
 - A course that teaches students to think critically about the law's claim to neutrality and the law's differential effects on subordinated groups, including those identified by race, gender, indigeneity, and class
 - 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 (2.00/4.33) in Law Center courses

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

For information on the policy governing academic and graduating honors for students who visit at other schools, see the Graduation Honors Policy for Transfer/Visitor Students in the JD Program section of the [Georgetown Law Student Handbook](#).

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 the Georgetown-approved semester abroad programs.

As with other study abroad programs, part-time students are encouraged to take at least 12 credits while abroad. (An exception to the 11-credit maximum will be granted.) Please note, part-time students who

participate in the CTLS program are required to take a minimum of 10 credits. As with other study abroad programs, they will continue their part-time status at Georgetown and will be charged on a per credit basis.

Transfer Students

Transfer JD students must complete 54 credits at the Law Center. Because semester abroad credits are not earned at the Law Center,* in order to study abroad, transfer students must complete the 54 Law Center credits in three full-time semesters and one summer session (or five part-time semesters and one summer session.) This involves taking a substantial credit load each full-time semester that the student is at the Law Center. Transfer students considering pursuing this avenue should talk to an academic advisor in the Office of JD Academic Services.

*Credits earned at the London Center for Transnational Legal Studies (CTLS) program **do count** toward the 54 credits that must be completed at the Law Center. Thus, transfer students are eligible for these programs 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 **CTLS** for a semester 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 LL.M. degree on an exceptional basis, with prior approval required with respect to individual courses and number of credits.

GRADING AND PASS/FAIL

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

CTLS has a recommended curve and faculty are asked to keep this in mind when grading:

<u>Score</u>	<u>Percentage</u>
5.0	16%
4.5	22%

4.0	32%
3.5	21%
3.0	6-9%
2.5	
2.0	0-3%
1.5 (or 1.0)*	

*A 1.0 is a failing grade. It is not expected that a faculty member will necessarily assign a failing grade

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 may enroll at CTLS for one semester only;
- Students can receive no more than a total of 14 credits from CTLS;
- Students can do either a semester at CTLS or at another semester abroad program, but not both;
- Students may do a non-Georgetown summer study abroad program and the CTLS but may only transfer in a total of 14 credits. For example, if a student has already taken 4 credits at a summer study abroad program, the student could only transfer in 10 credits from the CTLS.

HOUSING

Students should review the [Housing](#) section of the CTLS website. Students are responsible for obtaining their own housing and for all housing-related expenses.

ACCOMMODATION FOR DISABILITY

CTLS works with faculty, staff, and students to promote an environment that is accessible and inclusive. To that end, CTLS can implement reasonable accommodations to remove access barriers for students with disabilities in curricular and co-curricular environments.

Students requesting reasonable accommodations for a disability may need to provide supporting medical documentation, and should notify CTLS of their request by August 5, 2024 for the Fall 2024 semester and December 2, 2024 for the Spring 2025 semester — or earlier if possible — to allow sufficient time for review of any documentation, consultation, and implementation of any appropriate accommodations.

Students are encouraged to contact Disability Services at Georgetown Law to discuss accommodation requests early in the process to best ensure successful planning. The office can be reached at disabilityservices@law.georgetown.edu, or 202-662-4042.

REQUIRED INFORMATION SESSION

Following initial approval to study at CTLS, all students will be required to attend a pre-departure information session, date and time to be determined.

TUITION AND FINANCIAL AID

Tuition

Full-time students participating in CTLS will pay full-time Georgetown Law Center tuition for the semester that they visit abroad.

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

Financial Aid Application and Program Budgets

Students enrolled in the CTLS program who want to apply for financial aid should follow the regular financial aid application deadlines and requirements. With the exception of federal work study ("FWS"), participants are eligible to apply for financial aid through all the programs offered to students enrolled at the Law Center. (Federal regulations do not allow use of FWS funds abroad). The same deadlines and application procedures for renewal of aid funds should be followed as if the student were attending at the Law Center.

Please note that CTLS has its own student living expense budget, which will vary from the on-campus living expense budget to reflect local costs and program-specific expenses. Students should budget and plan accordingly in advance of the program. The budget provided by the program is based on housing and living standards applicable to typical graduate students in London. Students should keep in mind that these standards may be more modest than what they are used to. An estimated budget for the prior year is posted on the program's website. Estimated budgets for the 2024-2025 year will be posted in the Spring of 2024. Study abroad budget adjustment request policies and procedures differ from those that apply to Georgetown Law's DC program. Study abroad students should reach out to the [Office of Student Financial Aid](#) for guidance regarding budget adjustments.

Financial Aid Disbursement:

Students should be aware that, as with on-campus programs, federal loans may not be disbursed more than 10 calendar days prior to the program's first day of classes, rather than the first day of orientation or other pre-class activities. Funds are disbursed manually to your student account and will be posted to MyAccess. Students should plan their finances accordingly and should contact the Office of Student Financial Aid to discuss any concerns they have regarding the timing of their financial aid disbursement.

If a student enrolls in a short course at the Law Center that concludes before their study-abroad program begins, the start date of Law Center classes may apply for aid purposes. Students interested in short courses should register for the short course through the normal registration process but should also notify [Cara Morris](#) and the [Office of Financial Aid](#).

WITHDRAWING AFTER ADMISSION

A \$350 fee will be assessed to students who withdraw after July 1, 2024 for the Fall 2024 semester, and after November 1, 2024 for the Spring 2025 semester. Exceptions can be made for extenuating circumstances. Students who withdraw for a medical condition or other emergency will be excused from paying this fee if they can provide adequate documentation of the medical condition or other emergency that makes attendance impossible.

PAID AND UNPAID EMPLOYMENT WHILE OVERSEAS

It is our hope that students, when not in class or studying, will spend their time pursuing the cultural and social offerings of the host city. Students who are considering pursuing employment opportunities while studying

abroad are encouraged to do so only when such opportunities will provide significant educational or professional benefits. Students are responsible for determining if their visa status will allow them to work. The host institution will not be expected to sponsor a visa other than that which is required for short-term study at that institution, nor will the host institution be expected to provide guidance or advice as to how a different visa status can be obtained.

IMPLICATIONS FOR SUMMER OR POST-GRADUATE JOB SEARCH

Spending a semester abroad can be beneficial to your overall career goals. However, it may also have implications for the timing of your job search. For example, the application and interview process for many judicial clerkships, government honor programs, and public interest fellowships occur during the Fall of the final year of law school. In addition, students who wish to re-interview with large law firms during their last year should also be aware that interviews typically occur during the Fall.

If you have questions or concerns about this, please [make an appointment](#) with the Office of Career Services, or Office of Public Interest and Community Service. We also encourage you to meet with an OCS or OPICS advisor to discuss how going abroad fits within your overall career plans.

VISAS

Each student is responsible for applying for and obtaining their own visa. Upon admission to a program, students should review the Entry/Exit Requirements of the Country Specific Information on the [U.S. State Department's travel website](#). Students should pay particular attention to the estimated processing time for visas and plan accordingly.

ATTENTION INTERNATIONAL STUDENTS: Study abroad may have an impact on the U.S. status of students who do not hold a U.S. passport. Before proceeding with an application, please consult with [the Law Center visa team](#) (or 202-662-9319).

EDUCATION ABROAD ACCIDENT AND SICKNESS INSURANCE AND TEAM ASSIST PLAN

All students participating in study abroad or other overseas opportunities arranged by Georgetown University are required to have overseas medical coverage and travel emergency assistance benefits. The University provides this coverage through the Georgetown University World Class Coverage Plan underwritten by ACE American Insurance Company. Students should follow the links provided below for specific information. The cost of the insurance will be billed to the student's account.

The 2024-2025 fee for the plan is TBD. In 2023-2024 the fee was \$65 for any one of the following trimesters:

May, June, July, August
September, October, November, December
January, February, March, April

Information regarding next year's plan and fees will be posted as soon as it becomes available. Coverage and the cost is expected to be similar to that of last year's plan. The following links pertain to the 2023-2024 plan for reference.

- [Enrollment, Benefit, Cost Information](#)
- [Claims Information](#)
- [Description of Coverage and Team Assist Plan \(TAP\) Information](#)
- [Frequently Asked Questions](#)

The plan also includes emergency medical assistance benefits through its Team Assist Plan (TAP.)

Services available through TAP include:

- Provider Referral
- Emergency Medical Evacuation
- Travel and Technical Assistance

For a complete list of services provided by TAP see the Claims and Team Assist Plan Information above.

International SOS Travel Assistance

As mentioned above, Students enrolled in the study abroad insurance plan must rely on TAP for medical evacuation and other medical emergency services. Other travel services are provided by International SOS at no additional cost. Before students depart they should register on the [ISOS website](#) and read all the information provided there.

Services include:

- Security Evacuation Services
- Online tracking of personal travel itineraries
- Online travel health reports
- Automated security email alerts
- Referrals to clinics practicing western medicine

Contact information for ISOS can be downloaded from the website.

CANCELLATION

Programs are subject to cancellation in case of unforeseen international events that could substantially inhibit operations at the host institution or that could seriously compromise student safety.