**GEORGETOWN UNIVERSITY LAW CENTER ACADEMIC CALENDAR (2018–2019)**

### 2018 Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., July 30</td>
<td>Tuition due for first-year J.D. students and incoming graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 20</td>
<td>Registration and Orientation for incoming J.D. transfer students, incoming J.D. visiting students, and new foreign-trained graduate students</td>
</tr>
<tr>
<td>Mon., Aug. 20–Fri., Aug. 24</td>
<td>Orientation for full-time first-year J.D. students and new foreign-trained graduate students</td>
</tr>
<tr>
<td>Tues., Aug. 21</td>
<td>Registration and Orientation for part-time first-year J.D. students and new U.S.-trained graduate students</td>
</tr>
<tr>
<td>Tues., Aug. 21–Fri., Aug. 24</td>
<td>Orientation for new U.S.-trained graduate students</td>
</tr>
<tr>
<td>Wed., Aug. 22</td>
<td>Registration for full-time first-year J.D. students</td>
</tr>
<tr>
<td>Fri., Aug. 24</td>
<td>Tuition due for continuing, transfer, and visiting students</td>
</tr>
<tr>
<td>Mon., Aug. 27</td>
<td>Classes begin for all students</td>
</tr>
<tr>
<td>Mon., Aug. 27–Tues., Sept. 4</td>
<td>Add/drop and waitlist activity for Fall and Spring courses</td>
</tr>
<tr>
<td>Mon., Sept. 3</td>
<td>LABOR DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Mon., Oct. 8</td>
<td>COLUMBUS DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Tues., Oct. 9</td>
<td>Monday classes meet instead of Tuesday classes</td>
</tr>
<tr>
<td>Fri., Oct. 19–Fri., Oct. 26</td>
<td>Mini-course/bookend take-home exams</td>
</tr>
<tr>
<td>Thurs., Nov. 8–Mon., Nov. 19*</td>
<td>Legal Practice take-home exam (evening section)</td>
</tr>
<tr>
<td>Fri., Nov. 9–Mon., Nov. 19*</td>
<td>Legal Practice take-home exam (day sections)</td>
</tr>
<tr>
<td>Wed., Nov. 21–Sun., Nov. 25</td>
<td>THANKSGIVING HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Sat., Dec. 1</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Sat., Dec. 1 &amp; Mon., Dec. 3</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td>Tues., Dec. 4–Sat., Dec. 15</td>
<td>Final exams</td>
</tr>
<tr>
<td>Tues., Dec. 4–Thurs., Dec. 13*</td>
<td>Take-home window unless faculty choose an abbreviated window</td>
</tr>
<tr>
<td>Fri., Dec. 14</td>
<td>All papers due unless other due date set by the professor</td>
</tr>
</tbody>
</table>

### 2019 Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Jan. 7</td>
<td>Week One elective classes begin for first-year J.D. students (Monday–Thursday)</td>
</tr>
<tr>
<td>Mon., Jan. 14</td>
<td>Regular, semester-long classes begin for all students</td>
</tr>
<tr>
<td>Mon., Jan. 21</td>
<td>MARTIN LUTHER KING HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Mon., Feb 18</td>
<td>PRESIDENTS DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Tues., Feb. 19–Wed., Feb. 20</td>
<td>Faculty Retreat: No classes meet</td>
</tr>
<tr>
<td>Mon., Feb. 25</td>
<td>Spring tuition due for all students</td>
</tr>
<tr>
<td>Mon., Mar. 10–Sun., Mar. 17</td>
<td>SPRING BREAK: No classes meet</td>
</tr>
<tr>
<td>Fri., Mar. 22–Fri., Mar. 29</td>
<td>Mini-course/bookend take-home exams</td>
</tr>
<tr>
<td>Thurs., Apr. 4–Mon., Apr. 15*</td>
<td>Legal Practice take-home exam (evening section)</td>
</tr>
<tr>
<td>Fri., Apr. 5–Mon., Apr. 15*</td>
<td>Legal Practice take-home exam (day sections)</td>
</tr>
<tr>
<td>Fri., Apr. 19–Sun., Apr. 21</td>
<td>EASTER BREAK: No classes meet</td>
</tr>
<tr>
<td>Sat., Apr. 27</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon., Apr. 29</td>
<td>Rescheduled classes and reading day</td>
</tr>
<tr>
<td>Mon., May 13–Tues., May 14</td>
<td>May graduates’ papers due unless an earlier due date set by the professor</td>
</tr>
<tr>
<td>Tues., Apr. 30–Sat., May 11</td>
<td>Final exams</td>
</tr>
<tr>
<td>Tues., Apr. 30–Thurs., May 9*</td>
<td>Take-home window unless faculty choose an abbreviated window*</td>
</tr>
<tr>
<td>Mon., May 13–Tues., May 14</td>
<td>May graduates’ exam deferral dates</td>
</tr>
<tr>
<td>Tues., May 14</td>
<td>All papers due unless graduates’ papers or other due date set by the professor</td>
</tr>
<tr>
<td>Sun., May 19</td>
<td>Commencement</td>
</tr>
<tr>
<td>Tues., May 21–Thurs., May 23</td>
<td>Spring 2019 exam deferral dates</td>
</tr>
</tbody>
</table>

* Subject to change.
ASSOCIATE DEAN'S 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. Our online version of the Handbook 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 101-106 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 descriptions in the Curriculum Guide, as well as a host of other academic, personal, and career services through the “Student Portal” (accessible through the “Students” tab at the top of our homepage). 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,

Paul Ohm
Associate Dean
for Academic Affairs
**Emergency Numbers**

Public Safety ................................................................. 202-662-9325

Counseling and Psychiatric Services (CAPS)
  Monday-Friday, 9:00 a.m.–5:00 p.m. .................................. 202-687-6985
  After Hours Pager ......................................................... 202-444-PAGE (7243)

Poison Control ................................................................. 800-222-1222

DC Rape Crisis Center (24/7 hotline) .................................. 202-333-7273

**Nearest Hospitals**

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

**Switchboards**

Georgetown Law Switchboard ........................................... 202-662-9000
Main Campus Switchboard .............................................. 202-687-0100

**Dean, Associate Deans, and Vice Presidents**

William M. Treanor, Executive Vice President and Dean of the Law Center
Mitchell C. Bailin, Associate Vice President and Dean of Students
Andrew P. Cornblatt, Associate Vice President for Graduate Admissions and Enrollment and
  Dean of Admissions
James V. Feinerman, Associate Dean for Graduate and International Programs
Kristin N. Henning, Associate Dean for Clinics, Centers, Institutes, and Experiential Learning
David S. Mao, Associate Vice President and Chief Operating Officer
John Mikhail, Associate Dean for Research and Academic Programs
Paul Ohm, Associate Dean for Academic Affairs
Julie O’Sullivan, Associate Dean for Professional Development and External Programs
Michelle Wu, Associate Dean for Library Services
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@georgetown.edu.
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 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.

**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. See Optional Overload for First-Year Part-Time Students, below. Students who begin their J.D. studies at Georgetown Law must complete the required first-year program 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

Additional First-Year Options

Optional First-Year Week One Simulation Courses
First-year students have the opportunity to request a seat in an optional, 1-credit simulation course during Week One, which takes place January 7–10, 2019. 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.

Optional Overload for First-Year Part-Time Students
In addition to the 19 required credits, first-year part-time students may earn up to 4 additional credits in the Spring semester from one or more of the following:
- A Week One Simulation Course (1 credit); and
- A course designated as meeting the first-year elective requirement (3 credits, otherwise taken in the upperclass years); or
- A day section of Criminal Justice or Property (4 credits, otherwise taken in the upperclass years).

In the Fall semester, the Office of the Registrar will announce the procedures for requesting these courses.

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 are not required to take the first-year course Criminal Justice or a course designated as meeting the first-year elective requirement. Transfer students will not be admitted into the optional first-year Week One courses. Transfer students should consult with an advisor in the Office of Academic Affairs or the Office of the Registrar if they have questions about any of the curricular requirements.

Upperclass Legal Writing Requirement
The upperclass legal writing requirement builds upon the first-year Legal Practice course by developing students’ ability to independently engage in a sustained, in-depth research and writing project for a legal audience. Students choose topics, submit outlines, prepare and submit a first draft, and complete the final paper in consultation with faculty members.

Working on the paper challenges students to hone their research skills, engage in complex legal analysis, develop and test a thesis or argument, gain mastery over a specific topic, and enhance the clarity and precision of their writing—all components of the art of legal writing that are valued in practice regardless of the particular field that the student might pursue. The
upperclass legal writing requirement also gives students the opportunity to think critically about a problem, engage in deep and sustained research into a wide range of materials, explore possible problem-solving options, advocate for a solution, and advance the body of knowledge relevant to their paper topic.

Students have two options for completing the upperclass legal writing requirement: (1) successfully completing a seminar designated in the Curriculum Guide as meeting the upperclass legal writing requirement; or (2) successfully completing a Supervised Research project that has been approved by the Associate Dean for Academic Affairs, as described below. The upperclass legal writing requirement must be completed at the Law Center.*

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. Submission of an outline;
2. Submission of a first draft of at least 6,000 words (excluding footnotes);
3. Submission of a revised final paper of at least 6,000 words (excluding footnotes) based on the professor’s comments; and
4. Use of legal forms of citation (when appropriate).

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

A paper that meets the upperclass legal writing requirement must comply with the Student Disciplinary Code’s policies on plagiarism and be a product of the student’s own work in consultation with the supervising professor. Students should not receive written comments, edits, or other 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, a peer review required by the professor, or where the professor grants express permission, such as in a referral to the Center for Legal English). For policies relating to services offered by the Writing Center or the Center for Legal English, please see the General Administrative Policies section of this Handbook. 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.

Requests to undertake a Supervised Research project are reviewed by the Associate Dean for Academic Affairs, 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. 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 approved by the Associate Dean for

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

**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 that satisfy the Professional Responsibility requirement are listed in the Curriculum Guide. Students may not complete their Professional Responsibility requirement by taking the course on a pass/fail basis or by taking the course prior to matriculating in a J.D. degree program. 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, or simulation courses. Courses that meet the experiential course requirement are designated as such in the Curriculum Guide. 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, 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 Learning website, https://www.law.georgetown.edu/experiential-learning/. Students should also review any applicable state bar rules regarding experiential coursework requirements and limitations.

Note: 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 an International Student Advisor at lawcentervisa@georgetown.edu.

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 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 remedial, distance-learning, state-law, or bar examination preparation courses offered by other institutions, or for any other course deemed to be incompatible with the Georgetown Law curriculum. 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 meet all degree requirements by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, or by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu). Students on F-1 student visas, who must complete their degree in three years, should consult with an International Student Advisor.
### Full-Time Program

<table>
<thead>
<tr>
<th>1L year</th>
<th>Total credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First-year students who take the elective Week One</strong>&lt;br&gt;One course earn 31 credits</td>
<td>30–31</td>
</tr>
<tr>
<td><strong>Upperclass semesters (Fall and Spring)</strong>&lt;br&gt;To earn 85 credits in three years, students must average 13–14 credits per semester</td>
<td>10–16*</td>
</tr>
<tr>
<td><strong>Dean's List eligibility</strong>&lt;br&gt;Credits earned in the preceding Summer will be included in the “academic year” calculation</td>
<td>24</td>
</tr>
</tbody>
</table>

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

### Part-Time Program

<table>
<thead>
<tr>
<th>1E year</th>
<th>Total credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First-year students earn 19 required credits and may earn up to 4 additional credits from the following:</strong>&lt;br&gt;• Week One course (1 credit)&lt;br&gt;• A course designated as meeting the first-year elective requirement (3 credits)&lt;br&gt;• A day section of Criminal Justice or Property (4 credits)</td>
<td>19–23</td>
</tr>
<tr>
<td><strong>Upperclass semesters (Fall and Spring)</strong>&lt;br&gt;To earn 85 credits in four years with no Summer coursework, students must average 10–11 credits per semester</td>
<td>8–12**</td>
</tr>
<tr>
<td><strong>Dean's List eligibility</strong>&lt;br&gt;Credits earned in the preceding Summer will be included in the “academic year” calculation</td>
<td>16</td>
</tr>
</tbody>
</table>

** Part-time students may request to overload to 13 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 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 unless the Dean of Students approves a waiver. In the absence of such a waiver, the student’s graduation date will be extended by two academic semesters. Successful completion of one or more courses in the Summer following a Spring semester in which a student completes fewer than 4 credits does not relieve the student of the requirement to take a leave of absence in the subsequent Fall semester, absent a waiver from the Dean of Students, but it may be taken into account in assessing grounds for waiver of the required leave. 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 the following circumstances:

(1) Part-time students may enroll in 6 or 7 credits in any upperclass semester(s) with the permission of an Academic Advisor in the Office of Academic Affairs.

(2) Part-time students in their final semester may enroll in the minimum credits necessary to graduate with the permission of an Academic Advisor in the Office of Academic Affairs.

(3) Full-time students seeking to take fewer than 10 credits, and part-time students seeking to take fewer than 6 credits (in a semester other than their last), 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 https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/minimum-credit-requirement-jd-students/ and contact the Office of Academic Affairs for approval.

If a student receives permission to underload in any of the above scenarios and fails to complete the approved, reduced credit minimum, the Office of the Registrar will 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.

Optional Summer Sessions

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 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@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 Academic Affairs to create a plan for how they will meet their J.D. requirements and to seek approval to adjust their graduation date. Advisors and students will discuss the student’s plan to manage a heavier credit load. Approved students may be subject to a tuition equalization fee. Approved students may have the option to transfer into the full-time program after their third part-time semester as part of their plan to graduate in three or three and a half years. Any such students will continue to pay tuition on a per-credit basis.
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 by the Dean of Students and Associate Dean for Academic Affairs. 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 Policies 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 Academic Affairs 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 Academic Affairs. 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. (Thus, part-time students who 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 Academic Affairs 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 Academic Affairs.
**Transfer From Part-Time Program to Full-Time Program**

Requests to transfer from the part-time program to the full-time program that are made after three or more semesters will be reviewed on a case-by-case basis. Students approved under this provision will continue to pay tuition on a per-credit basis and may be subject to a tuition equalization fee. (See the *Tuition and Fees* chapter of this Handbook.)

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 after two semesters only when there is a demonstrated significant change in circumstances. A student interested in such a transfer should meet with an advisor from the Office of Academic Affairs and submit a written request. That request must include a statement of the student’s demonstrated significant change in circumstances.

Students approved to transfer to the full-time program after two semesters must pay a tuition equalization fee. (See the *Tuition and Fees* chapter of this Handbook.) This tuition equalization fee will entitle approved students 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 programs 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.

Part-time students interested in remaining in the part-time program but graduating in six semesters should review the Program Length section of this chapter for information about the part-time in three years option.

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.

**Transfer From Full-Time Program to Part-Time Program**

Students seeking to transfer from the full-time program to the part-time program must submit a request in writing to the Office of Academic Affairs. Students approved under this provision will pay tuition on a per-credit basis going forward. 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, international students in F-1 or J-1 status are required to report their initial arrival to their International Student Advisor and complete a document check-in process. Students should follow the instructions emailed by their International Student Advisor to complete this process. They are also required to attend an F-1 or J-1 Orientation session given by the International Student Advisors during orientation. Visa and regulatory information is also available at the Graduate Programs website, [www.law.georgetown.edu/go/visa](http://www.law.georgetown.edu/go/visa). For further information, please contact an 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 an International Student Advisor at lawcentervisa@georgetown.edu in addition to 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 an 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. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 may 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 Fail) indicates a failing grade entered 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 in 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 in 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; in the Exam and Paper Administrative Policies section of the General Administrative Policies chapter; and in the Student Disciplinary Code, § 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.

Recommended Grading Curve

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12%</td>
</tr>
<tr>
<td>A-</td>
<td>19%</td>
</tr>
<tr>
<td>B+</td>
<td>28%</td>
</tr>
<tr>
<td>B</td>
<td>31%*</td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>5–10%*</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Faculty teaching non-exam courses use the historical grade distribution (subject to change year to year) as guidance, and grades that are significantly above or below the historical distribution must be discussed with the Associate Dean for Academic Affairs. The historical grade distribution for such classes can be found at https://www.law.georgetown.edu/academics/academic-resources/registrar/faculty-services/. Because of the nature of seminars and other non-exam courses, grades in these courses tend to be higher, though they vary based on the nature of the course and instruction.

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 average. J.D. students who have completed their first year 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

* 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 pass/fail option online and receive instructions on how to do so from the Office of the Registrar.

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, as indicated in the “Course Requirements” for the course in the Curriculum Guide; and
- 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).

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.

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.

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. Faculty are not informed of who is taking their course on a pass/fail basis, and students should not inform them.
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.

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. 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, including attempts that end in a course withdrawal rather than a grade of F or AF, 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 Academic Affairs. 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 at the end of each future academic year 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.

Rules Applicable to Upperclass Students

1. An upperclass 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 of absence.
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 Success 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.

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 Academic Affairs 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 Academic Affairs 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 Academic Affairs on a petition for reinstatement is final and not appealable.

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. 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); and/or
- 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 in the semester. 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 the Exam and Paper Administrative Policies section of the General Administrative Policies chapter of this Handbook.

For policies on late take-home examinations and documents submitted in error, see the Submission of the Wrong Document for Grading section in the General Administrative Policies chapter of this Handbook. 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.

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/academics/academic-resources/registrar/general-exam-information/exam-review/) 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-arcive/.
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 exam system.

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 up to the maximum professor-approved extension deadline may be granted by the professor, provided the student submits to the Office of the Registrar an Individual Paper Extension Form, available at the Office of the Registrar and online at https://www.law.georgetown.edu/academics/academic-resources/registrar/general-exam-information/papers-2/.

Late Papers and Extension for Extenuating Circumstances

The professor will determine what penalty, if any, applies to papers submitted after the approved 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 for Academic Affairs.

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 Academic Affairs 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, but may petition the Dean of Students for conversion of that AF to a withdrawal (W) if they can demonstrate that a compelling health or personal emergency interfered with their capacity to complete the paper by the deadline.

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 an International Student Advisor in advance of the paper submission deadline. Students must also obtain faculty member approval to any such extension.

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 (https://www.law.georgetown.edu/academics/academic-resources/registrar/general-exam-information/exam-review/) 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 a mechanical, transcription, or procedural error in the reporting process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process.

Once the Office of the Registrar is notified by the professor(s) of a remediable grading error and confirms that the 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 may request that the Registrar submit that examination or paper for review. 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 review process. 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, COMMENCEMENT, AND ACADEMIC HONORS**

**Degree Conferral**

The Office of the Registrar will notify expected graduates of the degree application deadlines and provide them with instructions for submitting their degree applications.

Students are responsible for tracking their graduation progress to ensure that they meet all degree requirements by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, or by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu). 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. 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.
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 their actual graduation under the following conditions:

- The student has met with an Academic Advisor and that advisor has confirmed 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 emailed lawreg@georgetown.edu no later than April 26, 2019 to officially request permission to participate in the May commencement exercises.

Approved prospective graduates will not appear in the May Commencement Program but will be included in the diploma section site list and their names announced. Please note that the Registrar reserves the right to approve or deny any such request.

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. 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. 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 the 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). Neither mandatory pass/fail credits, nor optional pass/fail credits that result in a pass, are counted toward the 64 graded credits.

**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.
Note for F-1 international students: F-1 students may only count one distance education course per semester toward the full course of study requirement. Students should contact an International Student Advisor at lawcentervisa@georgetown.edu with any questions about the full course of study requirement.

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 Academic Affairs, it is the responsibility of the student to email the Office of the Registrar at lawreg@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 an 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., unless enrolled in a joint degree program. 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 or part-time students taking Summer courses are billed at the applicable undergraduate or graduate school’s 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 an optional 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 courses in the undergraduate or graduate schools of the University during the Law Center’s preregistration process and may not enroll themselves in these courses. Students seeking approval to take a course in the undergraduate or graduate schools must submit their request to the Office of Academic Affairs at lawjdas@georgetown.edu no later than the following deadlines:

- For Fall 2018 courses (including Business School Modules 1 and 2): August 17, 2018
- For Spring 2019 courses (including Business School Modules 3 and 4): January 4, 2019
- For Summer 2019 courses: May 17, 2019

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) requests for courses in the Graduate School of Arts and Sciences, the School of Continuing Studies, the School of Medicine, and the School of Nursing & Health Sciences must also include the professor's email permission to enroll. Students should not contact faculty directly regarding requests for courses in the School of Business, the School of Foreign Service (including the Securities Studies Program), or the School of Public Policy.

The student’s request will be forwarded to the Law Center’s Office of the Registrar after review and approval by an Academic Advisor. The Office of the Registrar will forward the request to the appropriate academic department for approval to enroll the student. The Office of the Registrar will confirm for students their enrollment status.

Note: Law students are enrolled in courses in the undergraduate or graduate schools of the University on a seat-available basis at the beginning of those programs’ add/drop period. Undergraduate and graduate students have priority for these courses. Law Center students are not permitted to be waitlisted for these courses and are subject to the add/drop, withdrawal, and grading policies and deadlines of the undergraduate and graduate schools. If the 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 Law Center does not follow the same academic calendar as the undergraduate and graduate schools of the University, and it is the student’s responsibility to determine when a course 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 of the University.

Credit for Study Abroad Programs During the Academic Year

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 the London Summer Program; they will be limited to 28 credits in total).

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 to 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
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:

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

Credit Policies Applicable to CTLS

- Students may attend CTLS for only one semester. Students may transfer a maximum of 14 credits from CTLS to 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 transfer a maximum of 10 credits from CTLS. Students may take up to 6 credits in the London Summer Program and transfer up to 14 credits through CTLS.
- Credits earned at CTLS will count as “Law Center” courses for purposes of the 54 Law Center credit requirement outlined in the Credit and Program Length Requirements section above.
- 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 the 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 the Fall 2018 semester, the following foreign law schools are part of the Georgetown Law Semester Abroad program:
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**

- 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 Law Center 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.

• Students seeking to enroll in and receive credit for experiential courses (including clinics, practicum courses, externships, and simulation courses) at another ABA-approved law school must contact the Assistant Dean for Experiential Education prior to registration. Courses will not be approved where they fail to meet the Law Center’s standards for experiential education, as determined by the Assistant Dean or her designee.

• No credit is given for remedial, distance-learning, state-law, or bar examination preparation courses offered by other institutions, or for any other course deemed to be incompatible with the Georgetown Law curriculum.

• 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 Academic Affairs 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 the Dean of Students. 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 related to their health and wellbeing or that of an immediate family member that require their relocation.

- The Law Center reserves the right to designate the schools which a student may attend, 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 2018–2019 academic year, students must submit their request, in writing, to the Office of the Dean of Students as soon as practicable after the circumstances occasioning the request arise.

- 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.
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 https://www.law.georgetown.edu/academics/transnational-programs/international-travel-policy/student-international-travel-registration/.

- 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.

Additional information regarding studying abroad at other law schools is available at https://www.law.georgetown.edu/academics/transnational-programs/semester-abroad-opportunities/non-georgetown-ad-hoc-study-abroad-2/.

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 https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/. 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.

J.D. students may not graduate in five semesters by completing Summer session courses.

**Summer Session at the Georgetown Law London Summer Program**

When offered, 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 https://www.law.georgetown.edu/academics/transnational-programs/london-summer-program/ or contact the Office of Transnational Programs, at lawtransnational@georgetown.edu.

**Summer Study in the Undergraduate or Graduate Schools of the University**

Upperclass students may take courses in the undergraduate or graduate schools of the University 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.

**Summer Study in the United States (Non-Georgetown Law)**

Students must seek approval from an advisor in the Office of Academic Affairs 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 which a student may attend 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 https://www.law.georgetown.edu/academics/transnational-program/international-travel-policy/student-international-travel-registration/.

Application and other information regarding summer study abroad at other law schools is available at https://www.law.georgetown.edu/academics/transnational-program/.

### 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 do not complete any course requirements, including examinations and papers.

#### At the University

Enrolled J.D. students may seek to enroll in a course in the undergraduate or graduate schools of the University 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. University department policies regarding auditing will apply and may vary. Students who audit these 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 undergraduate and graduate courses 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 Summer courses are billed at the applicable undergraduate or graduate school’s tuition rate.

### 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 Academic Affairs. 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 Academic Affairs, 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 https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/one-paper-for-two-seminars/) 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 Academic Affairs 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 Academic Affairs 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.

**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.

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 an International Student Advisor at lawentrvisa@georgetown.edu in addition to the necessary approvals described below.

Tuition will not be refunded in the event of a withdrawal or leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan. (See the Tuition and Fees chapter of this Handbook for more information.) Students receiving financial aid should review the note in the Tuition Refund Schedule section of the Tuition
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 Academic Affairs to discuss any such implications.

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. Successful completion of one or more courses in the Summer following a Spring semester in which a student completes fewer than 4 credits does not relieve the student of the requirement to take a leave of absence in the subsequent Fall semester, absent a waiver from the Dean of Students, but it may be taken into account in assessing grounds for waiver of the required leave. Students required to take a leave of absence will have their graduation date extended by two academic semesters.

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.

Withdrawal 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. Students who withdraw from a course in the required first-year program must re-take that course as soon as practicable in subsequent semesters.

Withdrawal 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. For mini or bookend courses ending on a weekend, withdrawals will be accepted the following business day. A student must contact the Office of Academic Affairs or the Office of the Dean of Students to seek such approval.* Withdrawals are recorded on the student’s transcript as “withdrawal” or “W.”

Students may freely drop courses before and during the add/drop period without notation on their transcripts. Students who wish to withdraw from a course after the add/drop period must complete a “Course Withdrawal Request Form” (available on the Registrar’s website, at https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/course-withdrawals-upperclass-students/), consult with an advisor in Academic Affairs, 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

* A student who wishes to withdraw from a course taken at the Center for Transnational Legal Studies must seek approval from the Executive Director of Transnational Programs.
Guide), students must also obtain written permission from that professor. Most experiential courses, including clinics, practicum courses, externships, and simulation courses, have restrictions on and/or require additional permission(s) to withdraw. Students should check the Clinic Registration Handbook, available at http://www.law.georgetown.edu/experiential-learning/clinics/, and the Curriculum Guide for specific instructions for their course.

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.

**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. Petitions for a leave of absence should include a short explanation for the reason for the leave and the length of leave requested. The petition should be sent by email directly to 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 Academic Affairs.

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 and generally not before the ninth week of the semester.

Students expecting to return from a voluntary leave of absence must email the Office of the Registrar (lawreg@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, 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. Students who have sought and been granted a voluntary medical leave of absence by the Dean of Students will need to follow any additional notification and other requirements set forth in the written approval of the medical leave of absence by the Dean of Students.

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan. (See the Tuition and Fees chapter of this Handbook for a description of both.)

**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 the duration of 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.

CERTIFICATE PROGRAMS

Georgetown Law J.D. students have the option of pursuing a certificate in either Refugees and Humanitarian Emergencies, Transnational Legal Studies, or World Trade Organization Studies. J.D. students may be awarded only one Certificate, and students who have satisfied the requirements for more than one Certificate program will be asked to designate their preferred one. Students completing a J.D./LL.M. joint degree program may earn one certificate per degree.

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 (J.L.M.). In addition, joint degrees are also offered in cooperation with the Johns Hopkins Bloomberg School of Public Health (M.P.H.) and with King’s College London (LL.B./J.D.).

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 a Main Campus or Johns Hopkins joint degree program must apply to the companion 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. Students interested in pursuing a J.D./LL.M. joint degree should apply 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.

Detailed information is available at https://www.law.georgetown.edu/academics/jd-program/joint-dual-degree-programs/.

The J.D./LL.M. joint degrees are addressed in the Graduate Programs chapter of this Handbook.

The LL.B./J.D. program is open to students in the second year of their LLB degree at King’s College London. Application and general information can be found on the King’s College website at https://www.kcl.ac.uk/law/International-links/Undergraduate/America.aspx.

Current J.D. students who are enrolled in or plan to apply to a joint degree program should contact the Office of Academic Affairs to make an appointment with the Director of J.D. Programs.
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 Academic Affairs 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 from the concurrent degree program. The following rules apply:

- Graduate coursework completed prior to a student’s matriculation in the J.D. program cannot be applied toward the J.D. degree.
- Courses taken in a concurrent degree program will not be listed on the student’s Law Center transcript and 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 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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GRADUATE DEGREES AND CERTIFICATES

Full-time enrollment is required for the S.J.D. program, the LL.M. in Advocacy, the LL.M. in Global Health Law and International Institutions. Students relying on a student visa must also be enrolled on a full-time basis. Otherwise, the graduate programs below are designed both for full-time and part-time students.

Graduate Programs

- Doctor of Juridical Science (S.J.D.)
- Master of Laws in Advocacy (Clinical Teaching Fellowship)
- Master of Laws (DCALF Fellows)
- Master of Laws (Individualized/General Studies)
- Master of Laws in Environmental and Energy Law
- Master of Laws in Global Health Law
- Master of Laws in Global Health Law and International Institutions
- 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

J.D./LL.M. Joint Degree Programs:

- J.D./LL.M. Joint Degree in Environmental and Energy Law
- J.D./LL.M. Joint Degree in Global Health Law
- J.D./LL.M. Joint Degree in International Business and Economic Law
- J.D./LL.M. Joint Degree in National Security Law
- J.D./LL.M. Joint Degree in Taxation

Certificates

- 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 Securities & Financial Law
- Certificate in State and Local Taxation
- Certificate in U.S. Health Law
- Certificate in World Trade Organization (WTO) Studies
- Two-Year LL.M. Program with a Certificate in Legal English

The certificates in Employee Benefits Law, Estate Planning, Food and Drug Law, International Taxation, Securities & Financial Law, State and Local Taxation, and U.S. Health Law are also open to students admitted solely to these certificate programs.
ACADEMIC ADVISING FOR GRADUATE STUDENTS

Graduate Academic Advisors provide academic and personal advising on course selection; underloading/overloading; leaves of absence; withdrawal from courses or the Law Center; enrollment in classes outside the Law Center, approval for Graduate Independent Research; academic policies; and advice on certificate requirements.

LL.M. Academic Advisors

General Studies/Individualized, IBEL, ILS... Caryl Voland, Assistant Dean
Environmental and Energy Law ... Sara Colangelo, Program Director
Executive and Online Programs... Cynthia Rockwell, Program Director
Global Health Law... Sarah Roache, Program Director
National Security Law... M. Tia Johnson, Program Director
Securities and Financial Regulation... Russ Stevenson, Faculty Director
Taxation... Ellis Duncan, Program Director

Two-Year Program with Certificate in Legal English... Marta Baffy, Faculty Director

Certificate Advisors

International Arbitration and Dispute Resolution... Anne Marie Whitesell, Faculty Director
Refugees and Humanitarian Emergencies... Andy Schoenholtz, Faculty Director
World Trade Organization (WTO) Studies... Christine Washington, IIEL Director
Clinical Teaching Fellows (Master of Laws in Advocacy) Kristin Henning, Associate Dean
DCALF Fellows (Master of Laws in General Studies) Rachel Camp, Program Director
Doctor of Juridical Science (S.J.D.) Alexa Freeman, Faculty Director
Office of Academic Affairs Tiffany Joly, Executive Director

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 https://www.law.georgetown.edu/admissions-aid/graduate-admissions/sjd/.

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; and
- 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/graduate-programs/degrees/s-j-d-degree/.

Time for Completion

S.J.D. students are expected to complete their degree within five years of commencing the program. Upon a showing of exceptional need, 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 earn the degree of Master of Laws in Advocacy, a student must complete 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 receive certification both (1) from the clinic director that they have performed outstanding work throughout their two years in residence and (2) from 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. That Handbook supersedes the policies set forth in this Handbook in the event of any inconsistency.

### MASTER OF LAWS DEGREE AND PROGRAM REQUIREMENTS (PROGRAMS OTHER THAN ADVOCACY AND DCALF)*

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

Candidates for all Master of Laws (LL.M.) degrees (with the exception of Advocacy and DCALF) must:

- Complete the required number of credits for the degree, including the 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; and
- 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.

Students are responsible for tracking their progress to ensure that they meet their degree requirements (including specialization credits) by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, or by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu).

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

**LL.M. (Individualized Program)**

In addition to the general requirements, U.S.-educated students must complete 24 credits in a program of study approved by 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 and Energy Law**

In addition to the general requirements, U.S.-educated students must complete 24 credits, including 18 “specialization credits” in courses listed under Environmental and Energy 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 Program Director for the Environmental and Energy Law LL.M. program to request a waiver if you have taken a prior course that you think would satisfy this requirement);
- The Environmental Lawyering LL.M. seminar; and
- An externship or practicum within the field, approved by the Program Director for the Environmental and Energy Law LL.M. program.

* DCALF Fellows should refer to the Handbook for the D.C. Affordable Law Firm (DCALF) program, which supersedes the policies set forth in this Handbook in the event of any inconsistency.
LL.M. in Global Health Law

In addition to the general requirements, U.S.-educated students must complete 24 credits, including 16 “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

In addition to the general requirements, U.S.-educated students must complete:

- 12 credits at Georgetown Law, including 10 “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) at the Graduate Institute of International and Development Studies in Geneva, Switzerland, during a full-time Spring semester in residence at the Graduate Institute. These credits must include:
  - 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues;
  - Either an approved internship or a dissertation.

For students completing an approved internship, the internship must take place after the conclusion of the Spring semester at the Graduate Institute. Internships must be authorized in advance by the Joint LL.M. Committee and must have a dimension linked to global health legal and/or policy questions. 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 from 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 choose to 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 Règlement for the degree program.

LL.M. in International Business and Economic Law (IBEL)

In addition to the general requirements, U.S.-educated students must complete 24 credits, including International Law I (if not completed prior to starting the LL.M. program) and 16 “specialization credits” in courses listed in the IBEL course lists in the Curriculum Guide.
These specialization credits must include:

- Corporations (unless a comparable course was completed 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.

Externships do not qualify as IBEL specialization credits for purposes of this requirement.

**LL.M. in National Security Law**

In addition to the general requirements, U.S.-educated students must complete 24 credits, including International Law I or a comparable course in public international law (if not taken prior to the LL.M. program) and 18 “specialization credits” in courses listed under National Security Law in the Curriculum Guide. These specialization credits must include the Pro-Seminar in National Security Law in the first semester of the LL.M. program.

Externships do not qualify as National Security Law specialization credits for purposes of this requirement.

**LL.M. in Securities and Financial Regulation**

In addition to the general requirements, U.S.-educated students must complete 24 credits, including Securities Regulation (if not taken prior to the LL.M. program) and 16 “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.

Part-time students may request to take up to 4 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**

In addition to the general requirements, U.S.-educated students must complete 24 credits, including Securities Regulation (if not taken prior to the LL.M. program) and 16 “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.

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**

In addition to the general requirements, U.S.-educated students must complete 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);
• Income Tax Accounting;
• Corporate Income Tax Law I or Corporate Income Taxation; and
• Basic Principles of Finance (an online course; must be completed in the 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 the 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.

*Note:* Any student who has not taken Federal Income Taxation 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.

Part-time students may request to take up to 4 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**

In addition to the general requirements, U.S.-educated students must complete 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);
• Income Tax Accounting;
• Corporate Income Tax Law I or Corporate Income Taxation; and
• Basic Principles of Finance (an online course; must be completed in the 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 the 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.

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 a traditional classroom-based track or a practice-oriented track for the following LL.M. degrees:

• General Studies;
• International Business and Economic Law;
• International Legal Studies;
• National Security Law;
• Securities and Financial Regulation; and
• 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: the practice-oriented track is not an option for the LL.M. degrees in Environmental and Energy Law and in Global Health Law and International Institutions, as they already require externship components.

All F-1 and J-1 international students on a practice-oriented track must 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 https://www.law.georgetown.edu/admissions-aid/international-students/f-1-students/curricular-practical-training/. 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)**

In addition to the general requirements, foreign-educated students must complete 20 credits from courses open to LL.M. students.

While not required, we strongly recommend enrolling in U.S. Legal Research, Analysis and Writing.

**LL.M. in Environmental and Energy Law**

In addition to the general requirements, foreign-educated students must complete 20 credits, including 14 “specialization credits” in courses listed under Environmental and Energy 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 and Energy 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 and Energy 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**

In addition to the general requirements, foreign-educated students must complete 20 credits, including 14 “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 Advanced Scholarly Writing or U.S. Legal Research, Analysis and Writing. These courses count toward the 20-credit degree requirement but not the 14 specialization credits.

**LL.M. in Global Health Law and International Institutions**

In addition to the general requirements, foreign-educated students must complete:

- 12 credits at Georgetown Law, including 10 “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 Advanced Scholarly Writing or U.S. Legal Research, Analysis and 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) at the Graduate Institute of International and Development Studies in Geneva, Switzerland, during a full-time Spring semester in residence at the Graduate Institute, including:
  - 24 ECTS credits through coursework including the two compulsory courses, International Health Law and Global Public Health: Current and Emerging Issues; and
  - Either an approved internship or a dissertation.

For students completing an approved internship, the internship must take place after the conclusion of the Spring semester at the Graduate Institute. Internships must be authorized in advance by the Joint LL.M. Committee and must have a dimension linked to global health legal and/or policy questions. 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 from 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 choose to undertake a dissertation instead of the required internship.

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 *Règlement* for the degree program.
LL.M. in International Business and Economic Law (IBEL)

In addition to the general requirements, foreign-educated students must complete 20 credits, including International Law I or a comparable course in public international law (unless taken prior to the LL.M. program) and 14 “specialization credits” in courses listed in the IBEL Curriculum Guide.

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. Externships do not qualify as IBEL specialization credits for purposes of this requirement.

LL.M. in International Legal Studies

In addition to the general requirements, foreign-educated students must complete 20 credits, including a minimum of 12 “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.

LL.M. in National Security Law

In addition to the general requirements, foreign-educated students must complete 20 credits, including a minimum of 14 “specialization credits” in courses listed under National Security Law in the Curriculum Guide. These credits must include International Law I, Foreign Relations Law, or a comparable course in public international law (if not completed prior to the LL.M. program) and the Pro-Seminar in National Security Law (must be completed in the first semester of the 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 Securities and Financial Regulation

In addition to the general requirements, foreign-educated students must complete 20 credits, including a minimum of 14 “specialization credits” in courses listed under Securities and Financial Regulation in the Curriculum Guide, which must include a basic course in Securities Regulation.
Externships do not qualify as Securities and Financial Regulation 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 14 specialization credits.

**Executive LL.M. in Securities and Financial Regulation**

In addition to the general requirements, foreign-educated students must complete 24 credits, including a basic course in Securities Regulation (if not completed prior to the LL.M. program) and a minimum of 16 “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.

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**

In addition to the general requirements, foreign-educated students must complete 20 credits, including a minimum of 16 “specialization credits” in courses listed under Taxation in the Curriculum Guide. These credits must include:

- Corporate Income Tax Law I or Corporate Taxation; and
- Basic Principles of Finance (an online course that must be completed in a student’s first semester in residence).

Externships and Graduate Independent Research papers do not qualify as tax specialization credits for purposes of this requirement.

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.

**Executive LL.M. in Taxation**

In addition to the general requirements, foreign-educated students must complete 24 credits, including a minimum of 20 “specialization credits” in courses listed under Taxation in the Curriculum Guide. Externships do not qualify as tax specialization credits for purposes of this requirement. These specialization credits must include:

- Income Tax Accounting;
- Corporate Income Tax Law I; and
- Basic Principles of Finance (an online course; must be completed in a student’s first semester in residence).

Prior to matriculation, students must have completed either a basic federal income tax course at a U.S. law school or the online course Foundations of Federal Income Taxation with a passing score on the final examination.
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.

The Two-Year LL.M. Program with a 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.

This is a two-year, four-semester program. Students may not shorten the time needed to complete the degree by taking classes during the summer.

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 may do an externship during the summer between their two years, or during the second year of their program.

Students in the Two-Year LL.M. Program are eligible to receive any specialized degree and one additional certificate for which they satisfy the requirements. Students in the Two-Year LL.M. Program who wish to specialize during the second year in Environmental and Energy 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.

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 full-time semester, rather than two, after completion of the J.D. degree. They are: (1) Environmental and Energy Law; (2) Global Health Law; (3) International Business and Economic Law; (4) National Security Law; and (5) Taxation.

J.D./LL.M. Joint Degree in Environmental and Energy 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 toward the J.D. degree and an LL.M. degree in Environmental and Energy 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 and Energy Law (“Environmental and Energy Law specialization credits”). Regardless of the number of Environmental and Energy 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 and Energy Law specialization credits, including the Environmental Lawyering seminar and an externship or practicum course within the field, approved by the Program Director for the Environmental and Energy Law LL.M. degree. 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 and Energy 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 and Energy Law during the Spring semester before the start of their final year. The J.D./LL.M. joint degree in Environmental and Energy 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.”

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

- Global Health Law (4-credit option), which will count toward the “specialization credits” (Note: With the prior approval of the Program Director for the Global Health Law LL.M., students who completed the 3-credit option during their J.D. studies may be allowed to meet this requirement with a Graduate Independent Research course during their LL.M. semester); 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 Program Director for the Global Health Law LL.M. 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 visiting from other universities are not permitted to enroll in this program. 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 Pro-Seminar 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 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 Federal Income Taxation 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. Federal Income Taxation, 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 Corporate Taxation; and (3) Basic Principles of Finance or Business and Financial Basics for Lawyers (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 Federal Income Taxation 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.

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 Office of Admissions who will consult with the Associate Dean for Academic Affairs. 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 and Energy 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 Master of Laws (Individualized/General Studies), International Business and Economic Law, International Legal Studies, or Securities and Financial Regulation should consult with an Academic Advisor and must email lawreg@georgetown.edu no later than the end of the Spring add/drop period to indicate their intention to transfer to one of these LL.M. degree programs.
MASTER OF STUDIES IN LAW (For Non-Lawyers)

Master of Studies in Law – Taxation

In addition to the general requirements, students must complete 24 credits in a program of study approved by the student’s Academic Advisor, including a minimum of 24 “specialization credits” in courses listed under Taxation in the Curriculum Guide.

Prior to matriculation, students must complete either a basic graduate-level federal income tax course or the online course Foundations of Federal Income Taxation with a passing score on the final examination.

As part of the required 24 specialization credits, students must complete:

- Introduction to Federal Income Tax Research & Writing;
- Income Tax Accounting; and
- 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 a certificate must designate the certificate that they would like to receive.

Students who anticipate receiving 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. degree 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.

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 “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); and

- 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 “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); and

- 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 “specialization credits” in courses listed under the Certificate in Food and Drug Law in the Curriculum Guide, including the courses:

- Law and Regulation of Drugs, Devices and Biologics (3 credits); and
- Food and Drug Law (3 credits); and

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 the 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 during the first year at Georgetown Law;
- Candidates must successfully complete a minimum of 10 additional “specialization credits” in courses listed under the Certificate in International Arbitration and Dispute Resolution in the Curriculum Guide; and
- 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;
- Candidates must successfully complete a minimum of 10 additional “specialization credits” in courses listed under International Human Rights Law Certificate in the Curriculum Guide, including the basic International Human Rights Law course; and
- 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, or 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. 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 Corporate Income Tax Law I either prior to matriculation or during the student’s first semester in residence (in addition to the 10 credits required to complete the Certificate).

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 “specialization credits” in courses listed under Certificate in International Taxation in the Curriculum Guide, including the following courses:
  - U.S. International Inbound Tax (Fall, 2 credits);
  - U.S. International Outbound Tax (Fall, 2 credits);
  - Tax Treaties (Fall or Spring, 2 credits);
  - At least one 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 Topics (Spring, 2 credits); and

- 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 “specialization credits” in courses listed under Certificate in International Taxation in the Curriculum Guide, including:
  - U.S. Taxation of International Transactions (Fall, 3 credits);
  - Tax Treaties (Fall or Spring, 2 credits);
  - At least one 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 Topics (Spring, 2 credits); and

- 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 or 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/](http://isim.georgetown.edu/academics/refugees/).
Certificate in Securities & Financial Law

The Certificate in Securities & Financial Law is available to students enrolled in the General Studies LL.M. program or the International Business & Economic Law LL.M. program. The Certificate may also be completed on a stand-alone basis.

The following are requirements for the Certificate in Securities and Financial Law:

- Candidates must successfully complete a minimum of 10 “specialization credits” from courses listed under the Certificate in Securities & Financial Law in the Curriculum Guide;
  - U.S. students who did not take Securities Regulation as part of their J.D. degree must take it prior to or concurrently with their first Certificate classes, but it will not count toward the specialization credits;
  - Foreign-trained students must take Securities Regulation as part of the specialization credits to earn the Certificate; and
- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

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, or 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 “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);
  - Special Topics in State and Local Taxation (Spring, 2 credits); and
- 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, or 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 “specialization credits” in courses listed under the Certificate in U.S. Health Law in the Curriculum Guide, including the following courses:
  - Health Law and Policy (4 credits);
  - Health Law and Regulation (3 credits);
  - The Affordable Care Act: Law and Policy Governing Private Health Insurance (3 credits); and

- A minimum grade point average of B- must be attained in the courses that are counted toward the Certificate’s specialization requirements.

Full-time Global Health Law LL.M. students pursuing the U.S. Health Law Certificate should consult with the Director of the Global Health Law LL.M. programs.

**Certificate in World Trade Organization (WTO) & International Trade Studies**

Georgetown Law’s Institute of International Economic Law (IIEL) offers Georgetown students the opportunity to obtain a certificate evidencing special competence in World Trade Organization (WTO) and international trade studies in addition to their respective degrees.

The WTO & International Trade 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 who are eligible to enroll in a sufficient number of Law Center courses to complete the Certificate requirements may obtain the Certificate by permission of the Institute. Students who wish to pursue the Certificate should contact the IIEL to express interest as early as possible. Successful completion of a basic international law course, either at the Law Center or elsewhere, is a prerequisite for the WTO Studies Certificate; this qualifying course does not count toward the 12 credits required for the WTO Studies Certificate.

The following are the requirements for the WTO Studies Certificate:

- Candidates must successfully complete coursework on trade-related subjects selected from an approved list of WTO & International Trade Certificate Courses, including one Category 1 basic trade course and two Category II specialized trade courses (*Note: Academic credit transferred from other institutions and/or graduate programs will not count toward the WTO & International Trade Certificate without written approval from IIEL*);

- Candidates must successfully complete a capstone experience in international trade (moot court, practicum/clinic or trade-related research paper);

- Candidates must maintain a minimum cumulative grade point average of B or higher; and

- Candidates must complete all degree requirements for the J.D., LL.M., or S.J.D.

*Note:* Students who began the pursuit of the Certificate prior to 2018 will be grandfathered in under the former operating guidelines and requirements.

Please contact Christine Washington, IIEL’s Director of Programs and External Affairs, with any questions or to request a copy of the approved WTO & International Trade Certificate course list at cgwu@georgetown.edu and lawiiel@georgetown.edu.
ENROLLMENT AND CREDIT POLICIES

Conferral of the Degree

The Office of the Registrar will notify expected graduates of the degree application deadlines and provide instructions for submitting their degree applications.

Students are responsible for tracking their graduation progress to ensure that they meet all degree requirements by their expected graduation date, and may do so using the online degree audit tool, MyDegree Audit, or by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu).

Once a student has completed the requirements for an LL.M. degree and any certificate 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. 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.

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 their actual graduation under the following conditions:

- The student has met with an Academic Advisor and that advisor has confirmed 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 emailed lawreg@georgetown.edu no later than April 26, 2019 to officially request permission to participate in the May commencement exercises.

Approved prospective graduates will not appear in the May Commencement Program but will be included in the diploma section site list and their names will be announced. Note that the Registrar reserves the right to approve or deny any such request.

Period of Study

The LL.M. and certificate programs ordinarily must be completed within three years from the date of matriculation. Full-time students are expected to graduate within one year from the date of matriculation unless a waiver is granted. Part-time students are expected to complete the degree within three years of matriculation. A student may petition in writing to extend the three-year time limit for up to two additional years. The petition should be submitted to the student’s Academic Advisor. 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.

**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. Students enrolled in 0 credits at any point in a given semester must seek approval for a leave of absence from the relevant Academic Advisor.

Note: Students who are registered for fewer than 8 credits 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/](http://studenthealth.georgetown.edu/insurance/), and email shi@georgetown.edu with any questions. Students on F-1 or J-1 visas may not be enrolled in fewer than 8 credits per semester without permission of the International Student Advisor.

**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**

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. Please be advised that these requests require a demonstration of 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 4 credits that foreign-trained LL.M. students may potentially earn during the Summer Experience program.

**Georgetown University Courses**

Consistent with the rules and procedures stated below, LL.M. students may take courses in the University’s graduate schools (for credit) or undergraduate school (uncredited) on a seat-available basis.

Full-time students may take Georgetown University 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 courses are billed at the applicable graduate or undergraduate school’s tuition rate.
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 their Academic Advisor and the professor teaching the graduate course. Students should submit their petition to their Academic Advisor. 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 of this chapter). 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. 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.

Language classes and undergraduate courses may be taken on a space-available basis; however, students will not receive credit for these courses toward their degree. Courses, credits, and grades taken in undergraduate and language courses will not appear on the student’s Law Center transcript and will not be calculated in the student’s Law Center grade point average.

Enrollment in Georgetown’s non-Law Center courses is limited to two courses or a maximum of 5 credits per semester, regardless of whether the credits are applied toward LL.M. degree requirements.

Georgetown University Course Enrollment Procedures

Students do not preregister for courses in the undergraduate or graduate schools of the University during the Law Center’s preregistration process and may not enroll themselves in these courses. Students seeking approval to take a course in the graduate or undergraduate schools should email their request to langgradprog@georgetown.edu no later than the following deadlines:

- For Fall 2018 courses (including Business School Modules 1 and 2*): August 17, 2018
- For Spring 2019 courses (including Business School Modules 3 and 4): January 4, 2019
- For Summer 2019 courses: May 17, 2019

* 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. requests for courses in the Graduate School of Arts and Sciences, the School of Continuing Studies, the School of Medicine, and the School of Nursing & Health Sciences must also include the professor’s email permission to enroll. Students should not contact faculty directly regarding requests for courses in the School of Business, the School of Foreign Service (including the Securities Studies Program), or the School of Public Policy.

The student’s request will be forwarded to the Law Center’s Office of the Registrar after review and approval by an Academic Advisor. The Office of the Registrar will forward the request to the appropriate academic department for approval to enroll the student. The Office of the Registrar will confirm for students their enrollment status.
Note: Law students are enrolled in courses in the undergraduate or graduate schools of the University on a seat-available basis at the beginning of those programs’ add/drop period. Undergraduate and graduate students have priority for these courses. Law Center students are not permitted to be waitlisted for these courses and are subject to the add/drop, withdrawal, and grading policies and deadlines of the undergraduate and graduate schools. If the 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 Law Center does not follow the same academic calendar as the undergraduate and graduate schools of the University, and it is the student’s responsibility to determine when a course 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 of the University.

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

When offered, 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/transnational-programs/london-summer-program/ or contact the Office of Transnational Programs, at lawtransnational@georgetown.edu.

Note that foreign-educated students who wish to qualify for the New York Bar exam on the basis of their LL.M. may not include credits taken in the London Summer Program toward the New York Bar requirements.

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 enrolled as an LL.M. student at the Law Center. The student should apply through his or her Academic Advisor. In approving such a request, the Academic Advisor 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 has matriculated at the Law Center.

The name of the institution and the number of approved credits will be displayed on the student’s Law Center transcript. Individual course titles and grades are not included 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.

No more than 4 credits taken outside of the Law Center will be applied to an LL.M. degree. Any credits taken at another institution are subtracted from the number of credits that can be
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 student’s Academic Advisor 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 Academic Affairs, it is the responsibility of the student to email lawreg@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 status should consult with an International Student Advisor at lawcentervisa@georgetown.edu if they have any questions regarding graduating off-cycle and their employment and visa status.

**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 Spring semester and may enroll 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 Career Services maintains a password-protected list of externship opportunities, available at https://www.law.georgetown.edu/your-life-career/career-exploration-professional-development/for-ll-m-students/password-protected-career-resources/, students are responsible for securing their own placements. The work must be legal in nature and performed 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 LL.M. degree and certificate programs unless otherwise specified. 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 https://www.law.georgetown.edu/experiential-learning/externships/for-ll-m-students/opportunities/.

Continuing U.S. and foreign-educated students may register for an externship in the Summer session.

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 https://www.law.georgetown.edu/admissions-aid/international-students/f-1-students/curricular-practical-training/. 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 https://www.law.georgetown.edu/admissions-aid/international-students/f-1-students/curricular-practical-training/ https://www.law.georgetown.edu/admissions-aid/international-students/f-1-students/curricular-practical-training/. 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.

### Graduate Independent Research

Graduate law students may undertake Graduate Independent Research (GIR) during their degree program. Interested students should contact their Academic Advisor to request to undertake a GIR. GIR requests are reviewed by the student’s Academic Advisor and will not be granted automatically.

Prior to submitting the request, students should identify a faculty advisor and develop a topic suitable for a substantial scholarly paper. In addition, the student should demonstrate the selected topic is not adequately addressed in an existing Law Center course or seminar. Students are limited to one GIR course during their degree program. Enrollment in a second GIR course may be requested if approved by the student’s Academic Advisor by petitioning the Associate Dean for Academic Affairs.
Once a GIR request is approved, the student and faculty advisor must establish the paper deadline and schedule regular meetings. The student must submit an outline and a draft paper to the faculty advisor and the faculty advisor must provide substantive comments in return. Final papers must be submitted to the Office of the Registrar, and a copy of the paper must be submitted to the faculty advisor, if so requested by the deadline set forth. To submit the paper to the Registrar, the student should go through the Georgetown Law exam system.

The standard GIR course receives 2 graded credits and requires a paper of at least 6,000 words excluding footnotes (approximately 25 pages). A 2-credit GIR paper may exceed the minimum required text. Students seeking to produce a paper of publishable quality may request a 3-credit GIR course. The 3-credit course requires a paper of at least 10,000 words excluding footnotes (approximately 40 pages).

A 2-credit GIR course for which the student submits a paper of 40 or more pages will not be converted to a 3-credit GIR course.

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 New York bar exam. Please consult the Assistant Dean for International Students for more information.

One Paper for Two Seminars

A student may request permission to submit one paper intended to satisfy the requirements of two Law Center seminars undertaken in the same semester. The student should submit a written petition to his or her Academic Advisor that includes the course titles and professors’ names. In addition, it must include a pedagogical justification for the request.

Once permission is granted by the Academic Advisor and professors, a written request must be sent to the Office of the Registrar no later than the end of the fourth week of classes. The request must include the relevant approvals, the minimum number of words or pages of the proposed joint paper and the minimum number of words or pages for each seminar.

Upon the Registrar’s approval, 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 the relevant seminars. Students will be expected to indicate the joint nature of the paper on the cover page of all submissions. The professor or professors for each course will submit a final grade independently, judging the paper as it pertains to his or her course. The final grades given for the two seminars need not be identical. Any extension to the paper deadline must receive prior approval by the professor or professors for each course.

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.

Duplication of Courses

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

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 session is required. Student participation is expected in all courses. A student who, 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 discretion:

- The student may be withdrawn from the course;
- 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); and/or
- 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 in the semester. 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 and it becomes 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, during an examination, a student becomes ill 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.

Students should 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 and Paper Administrative Policies* section of the *General Administrative Policies* chapter in this *Handbook*) will be subject to the sanctions set forth in the *Exam and Paper Administrative Policies* section of the *General Administrative Policies* chapter of this *Handbook*.

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 the *Submission of the Wrong Document for Grading* section in the *General Administrative Policies* chapter of this *Handbook* for the treatment of documents 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 ([https://www.law.georgetown.edu/academics/academic-resources/registrar/general-exam-information/exam-review/](https://www.law.georgetown.edu/academics/academic-resources/registrar/general-exam-information/exam-review/)) 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 so requested, by the deadline announced by the professor. Final papers must be submitted through the Georgetown Law exam system. See the *Submission of the Wrong Document for Grading* section in the *General Administrative Policies* chapter of this *Handbook* for the treatment of papers submitted in error.

**Deadlines and Professor-Approved Extensions**

Final papers are due by the deadline announced in the Academic Calendar unless a different deadline is announced by the professor. A professor may advance or extend the due date and time (the “deadline”) of all papers for the course (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 to the Office of the Registrar an Individual Paper Extension Form, available at the Office of the Registrar and online at https://www.law.georgetown.edu/academics/academic-resources/registrar/general-exam-information/papers-2/. 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 of Academic Affairs (see the Extension for Extenuating Circumstances section).

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 an International Student Advisor 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

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 Academic Affairs 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.

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

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 may not receive an A+.

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

An AF (Administrative Fail) 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, § 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12%</td>
</tr>
<tr>
<td>A-</td>
<td>19%</td>
</tr>
<tr>
<td>B+</td>
<td>28%</td>
</tr>
<tr>
<td>B</td>
<td>31%*</td>
</tr>
<tr>
<td>B-</td>
<td>5–10%*</td>
</tr>
<tr>
<td>C+</td>
<td>5–10%*</td>
</tr>
<tr>
<td>C</td>
<td>5–10%*</td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Faculty teaching non-exam courses use the historical grade distribution (subject to change year to year) as guidance, and grades that are significantly above or below the historical distribution must be discussed with the Associate Dean for Academic Affairs. The historical grade distribution for such classes can be found at [https://www.law.georgetown.edu/academics/academic-resources/registrar/faculty-services/](https://www.law.georgetown.edu/academics/academic-resources/registrar/faculty-services/). Because of the nature of seminars and other non-exam courses, grades in these courses tend to be higher, though they vary based on the nature of the course and instruction.

**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

* 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.
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 a mechanical, transcription, or procedural error in the reporting process. After grades are posted, students should communicate directly with the professor if the student suspects that an error has occurred in the grading process.

Once the Office of the Registrar is notified by the professor(s) of a remediable grading error and confirms that the 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.

**ProbationAcademic Attrition**

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 placed on an involuntary leave of absence or will be withdrawn from the Law Center dismissed for failure to make satisfactory progress toward the LL.M. degree. Students withdrawn for failure to make satisfactory progress toward the LL.M. degree must, absent a successful appeal, seek readmission to the Law Center by applying through the Office of Admissions. See the Involuntary Leave of Absence and Administrative Withdrawal from the Law Center Withdrawals and Leaves of Absence section of this chapter.
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, S.J. 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. The Dean’s List designation is available for the following LL.M. degree programs: Environmental and Energy Law; Master of Laws (Individualized and General Studies); International Business and Economic Law; International Legal Studies; Global Health Law; National Security Law; Securities and Financial Regulation; and Taxation. The Dean’s List designation is also available for the Executive LL.M. degree programs: Master of Studies in Law; Securities and Financial Regulation; and Taxation. Note: Each program has discretion whether to award the Dean’s List designation in a given academic year.

Grades from any other law school will be excluded from the computation of this average. The 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 the 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 the 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 the 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 and Energy 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 Academic Affairs, 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 for Academic Affairs in consultation with the Assistant Dean for International Students. 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

International students in F-1 or J-1 status are required to report their initial arrival to their International Student Advisor and complete a document check-in process. Students should follow the instructions emailed by their International Student Advisor to complete this process. They are also required to attend an F-1 or J-1 Orientation session given by the International Student Advisors 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 an International Student Advisor at lawcentervisa@georgetown.edu in addition to 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 an 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. 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 Academic Affairs 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.

Note: Students enrolled in an Executive LL.M. program are subject to the financial requirements, deadlines and penalties set forth in the Tuition and Fees chapter of this Handbook.

Auditing Courses

At the Law Center

Enrolled degree students may not officially audit courses at the Law Center; however, they may unofficially audit upperclass J.D. and LL.M. courses with the express permission of the professor(s) on a seat-available basis at no additional charge. Due to their unofficial status, auditors are subject to the following restrictions:

- Participation in course requirements (including examinations and papers) is not permitted
- Access to online materials will not be granted (access is granted to enrolled students only)
- Attendance will not be recorded on the auditing student’s transcript

Non-degree students desiring to audit a course at the Law Center may be enrolled on a seat-available basis. Two-Year LL.M. students may choose to audit their first-year elective classes. Persons who audit a course pay the standard per-credit tuition and must pay the usual per-credit fee. The course and audit grade (AU) will appear on their transcripts. The following restrictions apply:

- Non-degree students must submit the request for changes during the add/drop period. Changes to audit status are not allowed beyond the add/drop period. The last day for non-degree students to request to audit a course is the last day to add a course for that semester. See the Academic Calendar for dates.
- Once a student registers for an audit, it is not possible, under any circumstances, to record a letter grade for that course.

At the University

Enrolled graduate students may seek to enroll in a Georgetown University graduate-level or undergraduate-level course on an audit basis by following the process described in the Georgetown University Courses section of this chapter. The policies set forth by the relevant school regarding auditing will apply and may vary. Students who audit courses may be required by the professor to complete the course requirements. Students receive an AU on their transcript for audited Georgetown University courses.

Full-time students may audit Georgetown University courses 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 Summer session are billed at the applicable school’s tuition rate.
Restrictions on Student Employment

The program of instruction in the full-time program is a demanding one designed to command most of the student’s time during the academic year. Experience indicates that a student 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 their 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 Careers staff assist graduate 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.

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 an International Student Advisor at lawcentervisa@georgetown.edu in addition to the necessary approvals described below.

Tuition will not be refunded in the event of a withdrawal or leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan. (See the Tuition and Fees chapter of this Handbook for more information.) Students receiving financial aid should review the note in the Tuition Refund Schedule section of the Tuition and Fees chapter of this Handbook and contact the Office of Financial Aid with any questions prior to withdrawing.

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 the day of the last scheduled class for mini or bookend courses. After the add/drop period, students must obtain approval from their Academic Advisor prior to withdrawing from a course (see next paragraph). The Academic Advisor will advise the student of the consequences 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 https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/course-withdrawals-upperclass-students/), 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 F-1 and J-1 international students who wish to withdraw from a course must first obtain written approval from an 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, any refunds of tuition will be calculated from the date the Office of the Registrar receives written notification of the withdrawal, 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.

Voluntary Leave of Absence

LL.M. students who intend not to enroll in classes during a given Fall or Spring semester, or a full academic year, should seek a voluntary leave of absence prior to the end of the add/drop period for the relevant semester. To seek voluntary leave, students must be in good standing at the Law Center, both academically and financially. Generally, voluntary leaves of absence are granted for one semester, but may be granted for up to one academic year. In extraordinary circumstances, a student may request leave for more than one year by submitting a written petition to the Associate Dean of Academic Affairs.

Under extraordinary circumstances, students may request a voluntary leave of absence after the last day of a given semester’s add/drop period. If a student enrolls in classes and fails to properly seek a voluntary leave of absence, the student may be subject to the financial and academic penalties set forth in the section titled Voluntary Withdrawal from Individual Courses unless a student seeks a waiver due to a medical or personal emergency.
To initiate a request for a voluntary leave of absence, a student must submit the Leave of Absence Request Form found at [https://apps.law.georgetown.edu/forms/?formid=1164](https://apps.law.georgetown.edu/forms/?formid=1164). Absent extraordinary circumstances, the form must be submitted no later than the last day of the add/drop period in the semester in which the leave is to begin.

The requesting student must demonstrate when and how the degree can be completed within the allowed period of study, counting the time on leave. (See the Period of Study 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 Office of Academic Affairs.

**Involuntary Leave of Absence and Administrative Withdrawal**

Students may be put on an involuntary leave of absence or administratively (involuntarily) withdrawn for one or more of the following reasons:

1. **Failure** The student has failed to successfully complete at least 1 credit in two or more consecutive semesters without an approved leave of absence.
2. The student has earned a cumulative grade point average of less than 2.00/4.00 after a semester of academic probation; or,
3. The student has been absent from the Law Center longer than an approved leave of absence or failed to maintain matriculation by interrupting their course of study without having received approval for a leave of absence in advance.

Students who are administratively withdrawn must reapply through the regular admissions process if they wish to seek readmission to the Law Center.

See the Appeals Process section of this chapter for the appeals procedures for students who are placed on an involuntary leave of absence or are administratively withdrawn. See also the Probation section of this chapter of the Handbook.

**Returning From a Leave of Absence**

Students expecting to return from either a voluntary or involuntary leave of absence must email their Academic Advisor and the Office of the Registrar (lawreg@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).

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 as necessary (i.e., Financial Aid, Student Health, Student Accounts, or Academic Affairs).

**Appeals Process**

As soon as practicable after grades are due each semester, the Registrar shall notify a student in writing if the student failed to meet the minimum standard of academic performance (see the Probation Academic Attrition section of this chapter). The Office of Academic Affairs may then place the student on an involuntary leave of absence or involuntarily withdraw the student from the Law Center.

The student may submit to the Associate Dean of Academic Affairs a written petition within 14 business days after receiving written notice of involuntary leave or an administrative withdrawal; seeking reconsideration. All appeals must include documentation to substantiate the circumstances described. As part of the appeal, the Associate Dean for Graduate Programs Academic Affairs shall review whether the student has provided sufficient
documentation to overcome the presumption that the student should not continue in the relevant degree program. The Associate Dean for Academic Affairs may require the student to take an involuntary leave of absence prior to reinstatement in granting a petition.

The decision of the Associate Dean for Graduate Programs on a petition for reinstatement is final and not appealable.

**Voluntary Withdrawal from the Law Center**

Students may voluntarily withdraw from the Law Center at any time. Students who wish to withdraw on a voluntary basis should first consult with their Academic Advisor, then 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.

**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. Applicants should 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 (see the Office of the Registrar’s website for details and deadlines, at https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/non-degree-programs/). Tuition is charged on a per-credit basis and must be paid in full no later than Friday, August 24 for the Fall 2018 semester and Tuesday, January 8 for the Spring 2019 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.
GENERAL ADMINISTRATIVE POLICIES

Application to Graduate....................................................................................................................... 8180
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These general administrative policies apply to all Law Center students.

APPLICATION TO GRADUATE

The Office of the Registrar will notify expected graduates of the degree application deadlines and provide them with instructions for submitting their degree applications.

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 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.

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/academics/academic-resources/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.

GEORGETOWN UNIVERSITY LAW CENTER CLASSROOM AND EVENT RECORDING POLICY

Because of the Law Center’s baseline recording policy for all classes, and because many activities and events are also recorded, please realize that collateral private conversations and behavior occurring in recordable spaces may end up being recorded and disseminated. Recordable spaces include all classrooms and meeting rooms. From time to time, public events occurring in other spaces (e.g., a lecture in the McDonough, Hotung, or Fitness Center atrium) may also be recorded; during such events, those spaces also should be considered recordable spaces.
So, for example, a conversation or other behavior that takes place during the scheduled time for baseline recording of a class or in an event room during a break between sessions may be captured in the scheduled recording. Even if the class or event starts a bit late, ends a bit early, or regularly includes break time in the middle, the baseline recording policy for classes and the ordinary recording policy for special events mean that the recording equipment will be running for the entire scheduled time. If a special event runs over time, the equipment may continue to run. A conversation or other behavior that takes place in an atrium during a public special event may also be captured.

Please also note that, although dissemination of class recordings is limited in accordance with the policy on class recordings, dissemination of event recordings may be more widespread. Unfortunately we lack the ability to review every recording beforehand to make sure that private personal conversations and other private behavior have not been captured.

Please exercise appropriate caution when conducting private conversations or engaging in other behavior intended to be private in recordable spaces. PLEASE NOTE: Your voluntary participation in activities in recordable spaces constitutes waiver of claims that otherwise might be made under applicable DC, state or federal law with respect to private conversations and behavior that happen to be captured and recorded.

**Authorized Law Center Class Recordings**

In order to ensure compliance with applicable laws, such as the Americans With Disabilities Act, all classes—except those that have been designated classes in which confidential information is likely to be discussed—will routinely be video recorded by the Law Center using a camera-based recording platform that has been integrated into the Law Center’s Canvas Learning Management System. By default, those class recordings will be made available for personal use by all students registered in a recorded class. However, students are not authorized to copy, download, or disseminate those recordings to others.

Professors who do not wish to make video classroom recording generally available can designate their courses as audio-recorded classes or as classes for which recordings will not be disseminated at the beginning of each semester. Although recordings will still be made of those classes in order to ensure compliance with applicable law, individual professors can adopt their own policies governing when recordings that are not required by law will be disseminated. Professors who do not make classroom recordings generally available may wish to make such recordings available for illness, bad weather, religious holidays, rescheduled classes, or other reasons.

**Unauthorized Recordings**

Students, faculty, staff, and visitors to the Law Center are not permitted to make audio or video recordings of classes, presentations, activities, or other events unless expressly so authorized by the Law Center. Unauthorized recordings—including personal recordings made by students in class—do not fall within the scope of consent established by the Law Center recording policy. As a result, the making or dissemination of such recordings can violate federal, state, or other laws that restrict the involuntary recording of conversations. Individual professors or event leaders typically have the ability to authorize private recordings of their classes or events, but if they do so, they should ensure that all attendees at those classes or events have notice of private recordings that is sufficient to serve as a basis for inferring consent to those recordings.
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

ABA Standard 310 defines a “credit hour” as (1) not less than 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for 15 weeks (including one week for exams), or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities including simulation, field placement, clinical, and other academic work leading to the award of credit hours.

The Law Center has determined that this definition is met by 13 weeks of not less than 55 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week plus a fourteenth week reserved for review and examination, or the equivalent amount of work over a different amount of time (e.g., yearlong courses and Summer session courses).

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 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.

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.
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, 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 on the Disability Services website 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@georgetown.edu  
Website: https://www.law.georgetown.edu/your-life-career/campus-services/office-of-disability-services/

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 would be 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 Academic Affairs. 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.

**Temporary Conditions**

Georgetown Law recognizes that individuals with temporary medical or mental health conditions that do not qualify for accommodation under the ADA or Section 504 may nevertheless benefit from access to services, resources, and course or co-curricular modifications. Examples of such temporary disabilities may include, but are not limited to, broken limbs, hand injuries, concussions, or a virus such as mononucleosis. Although post-secondary institutions are not required by law to accommodate students with these types of temporary conditions, it is Georgetown Law’s general practice to facilitate modifications that are reasonable on a short-term basis. Students whose illnesses or injuries are expected to last longer than one semester should register with the Office of Disability Services for disability
accommodations. Students who need assistance for a temporary disability (i.e., of less than one semester) should:

(1) submit documentation of illness or injury to the Dean of Students. The documentation must be from a treating clinician and must include a short explanation of the diagnosis, resulting physical or cognitive limitations, prognosis for recovery, and estimated duration of the illness or injury; and

(2) schedule a meeting with the Dean of Students to discuss reasonable modifications, at 202-662-4066 or lawdeanofstudents@georgetown.edu. In some cases the Office of Disability Services may help implement modifications for students with temporary disabilities, at the request of the Dean of Students. The decision of the Dean of Students is final and not subject to appeal.

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 AND PAPER ADMINISTRATIVE POLICIES (for Violations not Subject to the Student Disciplinary Code)

Exam policy infractions that are not considered Student Disciplinary Code violations are described here. For infractions that violate the provisions of the Student Disciplinary Code, see Part Four of the Code on page 105 of the Conduct Policies chapter of this Handbook.

Requirements for Returning Take-Home Examinations

All students must stop writing, save, and upload examinations to Georgetown’s 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 examination
system before the time allowed expires, she must email a copy of the saved examination to examdropbox@law.georgetown.edu and contact the Registrar by email or by telephone within 10 minutes after the examination time expires to report the problem encountered in uploading the examination.

**Penalties**

1. All students who download their examination but fail to upload within 24 hours after the time allowed expires will be assigned a grade of AF (Administrative Fail) on the exam by the Registrar.

2. First offence for submitting an examination within sixty minutes after the time allowed expires, but not in conformity with the policy described here and in § 402(a)(i) of the Student Disciplinary Code, will be graded and subject to the following penalties:
   
   a. 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.

   b. 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.

**Request for Waiver of Penalties**

1. 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 24 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.

2. 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.

3. 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.

**Late Arrivals and Missed Examinations**

1. 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

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1 A student who fails to download the take-home examination will be treated under the Late Arrivals and Missed In-Class Examinations section of this chapter.

2 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.
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 section 2, below.

2. Although the student may raise this issue first, 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 24 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.\(^3\)

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.

**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.

**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.

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\(^3\) “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.
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 less than 24 hours apart. Examinations which BEGIN within 24 hours (for example, at 9:00 a.m. on one day and 9:30 a.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 § 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@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 https://www.law.georgetown.edu/your-life-career/campus-services/student-accounts/. The website is updated on July 1 for the upcoming academic year.

Georgetown students attending an off-campus program, visiting or pursuing a concurrent degree at another school, or not in residence (S.J.D. students) 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:

<table>
<thead>
<tr>
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<th>Possession</th>
<th>Sale</th>
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<tbody>
<tr>
<td>1st offense</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years</td>
<td>indefinite</td>
</tr>
<tr>
<td>3rd offense</td>
<td>indefinite</td>
<td></td>
</tr>
</tbody>
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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. It must be presented to University officials when requested. 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. An announcement will also be sent by email and text message via Georgetown’s Emergency Notification System (HOYAlert).

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 safety and snow/ice clearing functions.

When the Law Center announces a closure, classes will either implement the remote teaching option (Instructional Continuity) 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.

**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. An announcement will also be sent by email and text message via Georgetown’s Emergency Notification System (HOYAlert). 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.

**PREGNANCY ADJUSTMENTS AND ACCOMMODATIONS**

Georgetown University is committed to creating an accessible and inclusive environment for pregnant and parenting students. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. This prohibition includes discrimination against pregnant and parenting students. Students may request adjustments based on general pregnancy needs or accommodations based on a pregnancy-related complication.

**Adjustments Based on General Pregnancy Needs**

Students seeking an adjustment to a curricular or co-curricular program or services as the result of pregnancy or childbirth should complete a Pregnancy Adjustment Request Form, available at https://georgetown.app.box.com/s/k46cyw4vzyeczg7ce286ogx30j6p4y5, noting the requested reasonable adjustment. Each adjustment request is addressed on a case-by-case basis and will depend on medical need and academic requirements. Some examples of adjustments include a larger desk, breaks during class, permitting temporary access to elevators, rescheduling tests or exams, excusing absences for a short period, submitting work after a missed deadline, and providing alternatives to make up missed work.

Please contact Maura DeMouy, Director of Academic Success and Deputy Title IX Coordinator, 202-662-9121, titleixlaw@georgetown.edu, to submit the form and request an
adjustment. The Deputy Title IX Coordinator will discuss the request with the pregnant or parenting student and may ask for documentation that supports the requested adjustments.

**Disability Accommodations for Pregnancy-Related Complications**

In certain situations, a pregnancy-related complication may be protected under the Americans with Disabilities Act (ADA) entitling the student to a reasonable accommodation. Please contact Mara Bellino, Director of Disability Services, at 202-662-4042 or mcb260@georgetown.edu to request an accommodation. The Director of Disability Services will discuss the request with the pregnant or parenting student and will ask for documentation that supports the requested accommodations.

**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 Academic Affairs 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, any advisor in the Office of Academic Affairs, 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, honors, and awards received; and previous educational institutions and degrees. 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.

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 veteranservices@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.² 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

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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.
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. However, if military or veterans’ education benefits will cover the 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. 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.

3 The appropriate tuition and fee amounts will be reflected on the bill that the student receives.
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 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. All Georgetown Law students are free to make appointments to discuss any document except students may not submit privileged, confidential, or work product material drafted in connection with a summer job, internship, clinic, practicum, 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.mywconline.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.

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: Policies for Foreign-Trained LL.M. Students

The Center for Legal English 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. Students develop their chosen topics and are eligible to receive individual written feedback on their writing through consistent workshop attendance.

The Center for Legal English is available to LL.M. students throughout the academic year, during the winter break in January, and in the summer. It also offers limited space in workshops for J.D. students. 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 their TWEN page. For additional information about the Center for Legal English, contact the Faculty Director at centerforlegalenglish@georgetown.edu.
# Conduct Policies

**Law Center Policies**

- Administrative Measures to Protect Community Welfare ........................................... 101
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- Disciplinary Hearing Procedures for Sexual Misconduct Cases ......................................... 110
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**Georgetown University Policies**

- Institutional Diversity, Equity, and Affirmative Action Policies
  - Policy Statement on Harassment (Relating to Protected Categories) .......................... 115
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  - Grievance Procedures to Investigate Allegations of Discrimination and Harassment ................................................................. 124
  - Policy on Consensual Sexual or Romantic Relationships ............................................. 131
- Computer Systems Acceptable Use Policy ............................................................................. 134
- Faculty Responsibilities Code ................................................................................................... 137
- Policy on Speech and Expression ............................................................................................ 137
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 April 2017)*

**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

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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
§ 101(a) Plagiarism

Plagiarism is conduct prohibited under Section 101 of the Student Disciplinary Code. Plagiarism is the use of another’s words or ideas as one’s own without proper attribution to the source. Law students who plagiarize in examinations, papers, articles, or other law school-related assignments may be charged with administrative or disciplinary violations of the Code. See §§ 102 and 103.

Some of the circumstances under which plagiarism can occur are discussed more fully on the Georgetown University Main Campus Honor Council website at the following links:

1. They Said It So Much Better. Shouldn’t I Use Their Words? https://honorcouncil.georgetown.edu/system/what-is-plagiarism/i
2. What is a Paraphrase, Anyway? https://honorcouncil.georgetown.edu/system/what-is-plagiarism/ii
3. My Friends Get Stuff From the Internet https://honorcouncil.georgetown.edu/system/what-is-plagiarism/iii
4. I Don’t Have Time to Do It Right https://honorcouncil.georgetown.edu/system/what-is-plagiarism/iv
5. A Citation is Not a Traffic Ticket https://honorcouncil.georgetown.edu/system/what-is-plagiarism/v
7. In My Country/High School, Using Someone Else’s Work is a Sign of Respect https://honorcouncil.georgetown.edu/system/what-is-plagiarism/vii
8. I Really Didn’t Do It! https://honorcouncil.georgetown.edu/system/what-is-plagiarism/viii
9. What About Copyright?  
https://honorcouncil.georgetown.edu/system/what-is-plagiarism/ix

10. Examples of Plagiarism  
https://honorcouncil.georgetown.edu/system/what-is-plagiarism/x

11. Acknowledging Work of Others  
https://honorcouncil.georgetown.edu/system/what-is-plagiarism/xi

All law students are expected to be familiar with the Law Center’s prohibition against plagiarism and the above-referenced materials.

§ 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.

§ 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.

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 Academic Affairs, 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.

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

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2 The Law Center does not have complete control over what information will be called for by bar admission 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.
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. 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.

§ 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.

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.
§ 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. 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 (except as provided in § 402(a)), late arrivals to in-class examinations, missed examinations, and submission of the wrong document for grading are not subject to the provisions of this Code and are addressed in the General Administrative Policies chapter of the Student Handbook.

§ 402(a) Late Return of Take-Home Examinations That are Processed Under the Student Disciplinary Code

i. Requirements for returning take-home examinations

All students must stop writing, save, and upload examinations to Georgetown’s 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 examination system before the time allowed expires, she must email a copy of the saved examination to examdropbox@law.georgetown.edu and contact the Registrar by email or by telephone within 10 minutes after the examination time expires to report the problem encountered in uploading the examination.

ii. Code Violations

1. Take-home examinations submitted more than sixty minutes after the time allowed expires shall be processed under the Student Disciplinary Code.

2. Second and subsequent offenses: After a student has received an AP grade for the late submission of a take-home examination pursuant to the General Administrative Policies chapter of this Handbook 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.

4 A non-exhaustive 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.
§ 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.

NOTICE TO LAW CENTER COMMUNITY REGARDING DISCIPLINARY PROCEEDINGS INVOLVING SEXUAL MISCONDUCT


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

¹ See Student Handbook of Academic Policies, Conduct Policy, p. 100.
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.
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.

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. 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

- **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.

- **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

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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.
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 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. [Note: for more information concerning the disciplinary hearing procedures, please see the Disciplinary Hearing Procedures for Sexual Misconduct Cases, which follows this section.]

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 Student 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@georgetown.edu
https://www.law.georgetown.edu/your-life-career/health-fitness/sexual-assault-relationship-violence-services/

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, Maura DeMouy, Director of Academic Success, 202-662-9121, titleixlaw@georgetown.edu.

Title IX Coordinator for Georgetown University
Samantha Berner
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/go/handbook/.

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.” (¶ b).
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 email 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 the Office of Graduate Careers.

**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 or sexual misconduct, which includes sexual harassment, 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 the Office of Graduate Careers. Students who have a question about whether a particular action or statement might constitute sexual misconduct, which includes sexual harassment, should speak with Nicole M. Sandoz, Sexual Assault and Relationship Violence Liaison (SARVL), a completely confidential resource, 202-
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 the Office of Graduate Careers (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 Executive Director of the Office of Graduate Careers. The grievance may be filed using the grievance form available in OCS, OPICS, or the Office of Graduate Careers, 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 Careers and Clerkships 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 Careers and Clerkships 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 Careers and Clerkships 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.

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**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

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.

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1 This policy does not apply to conduct that is unrelated to a Protected Category.
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/](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.

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**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 Terms

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 benefit from the University’s education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit.

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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.
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 (Samantha Berner)
Georgetown University
M-36 Darnall Hall
37th & O Streets NW, Washington, DC 20057
Phone: 202-687-4798
Email: titleixideaa@georgetown.edu

Our Deputy Title IX Coordinator for the Law Center is:

Maura DeMouy, Director of Academic Success
Georgetown University Law Center
600 New Jersey Ave., NW, Washington, DC 20001
Phone: 202-662-9121
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 by calling 202-662-9325 (or http://www.law.georgetown.edu/campus-services/public-safety/) or the Metropolitan Police Department (MPD) by calling 911 (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
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.

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

1 The definitions in the Policy Statement on Harassment and the Policy Statement on Sexual Misconduct are incorporated in this procedure.
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. 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.

**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

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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.
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.

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

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3 These procedures will proceed without a Complainant.
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, 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-to-know basis, consistent with the above provisions addressing confidentiality.
   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.

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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, than 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

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\(^6\) 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, OR ROMANTIC RELATIONSHIPS
(revised June 8, 2017)

Introduction

Georgetown University is committed to providing a safe, equitable, and hospitable academic and work environment for all members of our community. Sexual or romantic relationships between members of the University community in unequal positions of power or authority can undermine this commitment and raise significant legal, administrative, and ethical risks.

There are many ways problems can arise when members of the University community in unequal positions of power engage in a sexual or romantic relationship. 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 not so. Some recipients of sexual advances may fear that refusal will result in loss of an employment or academic benefit, and thus enter into such a relationship even though it is in fact unwelcome. Such situations may constitute sexual harassment, which is illegal.

The person in the position of greater authority who may desire a sexual or romantic relationship also 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 participant with less power. The fact that a relationship was initially consensual or that the person with greater power genuinely thought it was consensual does not insulate that person from a sexual harassment grievance or lawsuit.

Even when such a relationship is genuinely consensual (and therefore does not constitute sexual harassment), 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, and the relationship could lead to damaging claims or concerns of favoritism or exploitation.

Accordingly, the University has established this Policy to protect the members of its community and the integrity of its academic and work environment from the conflicts of interest and disruptions that can arise from consensual sexual or romantic relationships involving members of the University community in unequal positions of power or authority.
Definitions

For the purposes of this Policy:

- “Faculty” means all faculty members, including but not limited to tenure-line, non-tenure-line, part-time and full-time faculty.
- “Staff” means all staff, Academic and Administrative Professional Employees (“AAP’s”), and Fellows. “Staff” shall not include student-employees or others whose primary relationship with the University is that of a student.
- “Direct Authority” means direct academic, financial, evaluative, counseling, supervisory, or formal mentoring authority over any individual (and in addition, direct extracurricular or co-curricular authority over the individual, if the individual is a student).

Standards and Procedures

A. Relationships Between Faculty and/or Staff

No faculty or staff member shall enter into a sexual or romantic relationship with another faculty or staff member over whom he or she has Direct Authority. Conversely, no faculty or staff member shall exercise Direct Authority over any other faculty or staff member with whom he or she has, or previously had, a sexual or romantic relationship.

If such a situation preexists or arises, it will not be considered a violation of this Policy if the party in the position of greater authority promptly recuses him or herself from any role with Direct Authority over the other party, and discloses the relationship to his or her Chair, Dean, other appropriate supervisor, or the Office of Institutional Diversity Equity and Affirmative Action. If the supervisory individual or individuals to whom the disclosure is made determine that a simple recusal will eliminate the conflict of interest (e.g., recusing oneself from a single tenure committee decision), no further action is required.

In all other cases, where simple recusal will not eliminate the conflict of interest (e.g., if one party would be supervising the other on an ongoing basis, or routinely making evaluative decisions affecting the other), the party in the position of greater authority must promptly follow the Disclosure and Conflict Management process set forth in this Policy, so that any potential conflicts and risks can be managed.

B. Relationships Between Faculty/Staff and Students

No faculty or staff member shall enter into a sexual or romantic relationship with a student over whom that faculty or staff member has Direct Authority. Conversely, no faculty or staff member shall exercise Direct Authority over a student with whom he or she currently has, or previously had, a sexual or romantic relationship.

Additionally, no student serving in a teaching or evaluative role for a specific course (e.g., as a teaching assistant or teaching associate) shall enter into a sexual or romantic relationship with any student then-enrolled in that course. Conversely, no student serving in a teaching or evaluative role for a specific course shall exercise academic authority over any student in that course with whom he or she currently has, or previously had, a sexual or romantic relationship.

Further, no faculty member shall enter into or engage in a consensual sexual or romantic relationship with a student who is enrolled in any academic program (e.g., J.D. or M.D. program) or department in which the faculty member participates.

If any of the above situations preexist or arise, the party in the position of greater authority must promptly recuse him or herself from any role with Direct Authority over the other party,
and follow the Disclosure and Conflict Management process set forth in this Policy, so that any potential conflicts and risks can be managed.

Special Considerations regarding Faculty and Undergraduate Students: The legal, administrative, and ethical concerns expressed in this Policy apply with particular force to sexual or romantic relationships between faculty and undergraduate students. Because of the heightened risk of a real or perceived power imbalance between faculty and undergraduate students, no faculty member shall engage in a sexual or romantic relationship with any student currently enrolled as an undergraduate at Georgetown, regardless of whether the faculty member exercises academic or other authority over that student.

IDEAA, after consultation with the relevant Chair or Dean, may permit exceptions to this section of the Policy regarding undergraduate students in limited appropriate circumstances (e.g., a non-traditional undergraduate student who takes no classes in the same department as the faculty member).

**Disclosure and Conflict Management**

As set forth above, this Policy requires that in certain situations, relationships must be disclosed promptly so that any potential conflicts can be managed. Specifically, in these situations, the party in the position of greater authority must notify (a) the University’s Office of Institutional Diversity, Equity, and Affirmative Action (“IDEAA”), or (b) his or her Chair, Dean, or other appropriate supervisor, about the existence of the relationship.

IDEAA, or the appropriate supervisor in consultation with IDEAA, will determine how to eliminate or minimize the conflict of interest and disruption of the academic or work environment. Where appropriate, this may include development of a written conflict management plan, a copy of which shall be retained by IDEAA. In the event that IDEAA or either party to the relationship disagrees with the proposed conflict management plan, the relevant Vice President (for Staff) or Executive Vice President (for faculty) may review, and shall have final authority to amend or approve, the plan. Failure to promptly notify in accordance with this section will be considered a violation of the Policy.

**Complaint Procedures and Consequences of Violations**

Those who wish to file a complaint regarding a violation of this Policy may contact IDEAA, which will address such complaints under its Grievance Procedures. Faculty or staff members who violate this Policy may be subject to discipline in accordance with the Faculty Handbook or Human Resources Policy Manual, as appropriate. Students who violate this Policy while acting in a teaching or academic role may be subject to discipline in accordance with the relevant code of student conduct or other relevant policies.

**Additional Information**

Those individuals who carry out this Policy – including those to whom disclosures are made and those involved in developing and implementing conflict management plans – shall do so in a manner that respects the privacy of the parties involved to the greatest extent possible and shall share information only to the extent necessary to provide a safe, equitable, and hospitable academic and work environment for all members of the Georgetown community, and to comply with the law.

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1 Note that prompt disclosure of a sexual or romantic relationship does not insulate the disclosing party from a claim, or finding, that the conduct nonetheless violated other University policies (e.g., a finding of sexual harassment or sexual assault under the University’s Policy Statement on Sexual Misconduct).
Individual University schools, divisions, and departments may establish their own, more restrictive policies (e.g., prohibit a broader range of relationships), but may not establish policies that contravene or conflict with this University-wide Policy.

Related policies include the University’s Financial Conflicts of Interest Policy, Policy on Sexual Misconduct, and the Faculty Handbook’s Policy on “Academic Authority, Supervisory Responsibility, and Impartiality: Personal Relationships in General” (Section III.C.11.E).

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 current as of July 2018, and Georgetown University’s Copyright Information (http://www.georgetown.edu/copyright-information/). For the most recent version of the University’s Acceptable Use Policy, please visit: https://security.georgetown.edu/it-policies-procedures/computer-systems-aup. Students that notice incidents of electronic abuse should report those incidents at Abuse@georgetown.edu.

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 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. Also, consistent with other University policies, an individual’s right of access to information technology resources and materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

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.

Disclaimer

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 resources and communications are warned that they may come across or be recipients of material they find offensive.

Responsibilities

The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at Georgetown and/or on networks to which Georgetown is connected.
1. Functionality and Availability: You must ensure that your actions and the computers you own or that are assigned for your use do not negatively impact the functionality and availability of the Georgetown University computer systems, enterprise and application systems, and network services. You must ensure that your computer is properly maintained, including having up-to-date anti-virus protection and operating system patches. Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources could result in degradation of systems or performance elsewhere on the network. You must not disrupt routine operations by tampering with any hardware, networks, applications, system files or other users’ files without authorization or permission; circumventing or altering software or physical protections or other restrictions placed on computers, networks, software, applications or files (other than your own files or applications you manage). Similarly, you may not make resources available to circumvent or alter software protections or other restrictions placed on computers, networks, applications or files (other than your own files).

2. Computer Accounts: You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data nor improperly obtain another’s password in order to gain access to computers or network systems, data or information. The negligence or naiveté of another person in revealing an account name or password is not considered authorization of use. You should not use the convenience of file or printer sharing as justification for sharing a computer account.* You must not attempt to subvert the restrictions associated with your computer accounts or network access.

3. Information Security: You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all NetIDs, accounts and passwords assigned for your use. Passwords must never be shared. You are expected to abide by the Georgetown University Information Security Policy.

4. Shared Resources: You may not encroach on others’ use of computer resources. Such activities would include, but are not limited to, tying up computer and network resources for illegally downloading or sharing music, movies, software or other files, or other non-University related applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, spam and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage; launching attacks or probes, or otherwise attempting to subvert the security of any system or network at Georgetown University or on the Internet; intentionally or irresponsibly introducing computer viruses, worms, Trojan Horses, or other rogue programs to hardware, software, systems or networks at Georgetown University or on the Internet; or physically damaging systems.

* In the event emergency access is needed, a user should contact the cognizant Systems and Network Administrator.
5. **Intellectual Property**: You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Georgetown University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

6. **Publication**: You should remember that information you distribute through the University’s web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Georgetown, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.

7. **Personal Information**: You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of privacy, identity theft, and other possible dangers that could result from the individual’s distribution of personal information.

### 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 owned and operated computer systems and electronic/digital resources. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; 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 will comply with, and respond to, all validly issued legal process, including subpoenas. 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 and/or network privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of computing and/or network 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 though it occurred at the University. When appropriate, restrictive actions will be taken by system or network administrators pending further disciplinary or legal action.

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.
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 POLICY ON SPEECH AND EXPRESSION1 (revised June 8, 2017)

As an institution of higher education, one specifically committed to the Catholic and Jesuit tradition, Georgetown University is committed to free and open inquiry, deliberation and debate in all matters, and the untrammeled verbal and nonverbal expression of ideas. It is Georgetown University’s policy to provide all members of the University community, including faculty, students, and staff, the broadest possible latitude to speak, write, listen, challenge, and learn.

The ideas of different members of the University community will often and naturally conflict. It is not the proper role of a University to insulate individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Deliberation or debate may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or ill conceived.

It is for the individual members of the University community, not for the University as an institution, to judge the value of ideas, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting those arguments and ideas that they oppose. Fostering the ability of members of the University community to engage with each other in an effective and responsible manner is an essential part of the University’s educational mission.

The freedom to debate and discuss the merits of competing ideas does not mean that individuals may say whatever they wish, wherever they wish. The University prohibits expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the University’s harassment policy, or unjustifiably invades substantial privacy or confidentiality interests. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution. Finally, to the extent that appointment letters, confidentiality agreements or policies, professional conduct policies, or HR policies regulate conduct that may include speech and expression, they are not superseded by this policy. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions not be used in a manner that is inconsistent with the University’s commitment to a free and open discussion of ideas.

As a corollary to the University’s commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed by other members of the community, or by individuals who are invited to campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only

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1 This policy borrows from the Report of the Committee on Freedom of Expression of the University of Chicago and the 1989 statement of Rev. James Walsh, S.J., Department of Theology (https://studentaffairs.georgetown.edu/policies/speech-expression#Preamble).
to promote a lively and fearless freedom of deliberation and debate, but also to protect that freedom when others attempt to restrict it.

In 1990 Ernest Boyer, President of Carnegie Foundation wrote, “[A] university is an open, honest community, a place where freedom of expression is uncompromisingly protected, and where civility is powerfully affirmed.” Because it is essential to free and open inquiry, deliberation, and debate, all members of the University community share in the responsibility for maintaining civil and respectful discourse. But concerns about civility and mutual respect can never be used as a justification for closing off the discussion of ideas, no matter how offensive or disagreeable those ideas may be to some members of our community.

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TUITION AND FEES

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Tuition and fees for the 2018–2019 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 (https://www.law.georgetown.edu/your-life-career/campus-services/student-accounts/).

**JURIS DOCTOR PROGRAM**

To review the credit requirements for full-time and part-time students, see the Juris Doctor Program chapter of this Handbook.

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Students &amp; Visitors</th>
<th>Part-Time Students &amp; Visitors</th>
<th>Summer Session 2019 Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$62,244.00 per academic year</td>
<td>$31,122.00 per semester</td>
<td>$2,223.00 per credit hour</td>
</tr>
</tbody>
</table>

**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.I.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 or M.B.A. tuition during the one year when they take courses exclusively at the Main Campus master’s degree program. Graduate School tuition in that year is assessed at a flat rate equal to the Graduate School rate per credit hour multiplied by twenty-four. In 2018–2019, this will be $49,560.00 per year or $24,780.00 per semester. 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. |
To review the credit requirements for full-time and part-time graduate students, see the Graduate Programs chapter of this Handbook.

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Full-Time LL.M. Students</strong></td>
<td>$64,272.00 per academic year</td>
<td>$32,136.00 per semester</td>
</tr>
<tr>
<td><strong>Part-Time LL.M. Students</strong></td>
<td>$2,613.00 per credit hour</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Session 2018 Tuition</strong></td>
<td>$2,613.00 per credit hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> For tuition, fee schedules, budgetary considerations, and other tuition rules for the London Summer Program and the LL.M. Summer Experience, please visit <a href="https://www.law.georgetown.edu/academics/transnational-programs/london-summer-program/">https://www.law.georgetown.edu/academics/transnational-programs/london-summer-program/</a> (London Summer Program), and <a href="https://www.law.georgetown.edu/academics/graduate-programs/student-services/student-advising/ll-m-summer-experience/">https://www.law.georgetown.edu/academics/graduate-programs/student-services/student-advising/ll-m-summer-experience/</a> (LL.M. Summer Experience).</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Degree Students</strong></td>
<td>$2,613.00 per credit hour</td>
<td></td>
</tr>
<tr>
<td><strong>S.J.D. Students</strong></td>
<td>1\textsuperscript{st} year: $31,197\text{}</td>
<td>$136,00 per semester</td>
</tr>
<tr>
<td></td>
<td>2\textsuperscript{nd} year on campus: $10,142.00 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3\textsuperscript{rd}, 4\textsuperscript{th}, &amp; 5\textsuperscript{th} years: $2,536.00 per semester</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL TUITION RULES APPLICABLE TO PART-TIME STUDENTS**

Tuition for any 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 Policies, described below.

Part-time J.D. 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 on a per-credit basis. Transfer students, students who have switched to the full-time division, 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;
  - credits earned in a study abroad programs other than CTLS and the London Summer Program; or
  - 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. Interested students must submit their request to the Registrar using the J.D. Part-Time Tuition Provision Form (available at https://www.law.georgetown.edu/academics/academic-resources/registrar/course-registration/) no later than the first day of classes for the applicable semester.

**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. These students are entitled to take up to the number of credits specified in the table below 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.

<table>
<thead>
<tr>
<th>First-Year Part-Time Credits Completed</th>
<th>Tuition Equalization Fee</th>
<th>Which Entitles the Student to Take Up to This Many Georgetown Law Summer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 credits</td>
<td>$19,987.00</td>
<td>12 credits</td>
</tr>
<tr>
<td>20 credits</td>
<td>$17,784.00</td>
<td>11 credits</td>
</tr>
<tr>
<td>22 credits</td>
<td>$13,338.00</td>
<td>9 credits</td>
</tr>
<tr>
<td>23 credits</td>
<td>$11,115.00</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Application Fee</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>J.D. students &amp; J.D. non-degree students</td>
<td>$100.00</td>
</tr>
<tr>
<td>LL.M. students &amp; Graduate non-degree students</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student Medical Health Insurance (12 months)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student only</td>
<td>$2,905.00</td>
</tr>
<tr>
<td>Student and spouse</td>
<td>$5,810.00</td>
</tr>
<tr>
<td>Student and one child</td>
<td>$5,810.00</td>
</tr>
<tr>
<td>Student, spouse, and one child</td>
<td>$8,715.00</td>
</tr>
<tr>
<td>Student and two or more children</td>
<td>$8,715.00</td>
</tr>
<tr>
<td>Student, spouse, and two or more children</td>
<td>$11,620.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tuition Relief Administrative Fee (J.D.)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,500.00 per semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tuition Deferment Fee</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Late Payment Fee</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$60.00 per semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Monthly Service Charge on Overdue Debt</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.75% of the balance outstanding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transcript Fee</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10.00 per transcript</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Visiting Away Fee</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Concurrent Degree Fee</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Study Abroad Fee</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500.00 per semester (Georgetown Law student approved to visit away at an ad hoc study abroad program during the academic year)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Yates Field House</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$210.00 per semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course Materials</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**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/](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 2018:** July 30, 2018 (all first-year J.D. and incoming graduate students); August 24, 2018 (all continuing, non-degree, transfer, and visiting students)
- **Spring 2019:** January 8, 2019 (all students)
- **Summer 2019:** May 17, 2019
- 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.

*Note for Non-Degree Students:* The application fee for non-degree students is due by the application deadline (August 10 for Fall 2018 and December 7 for Spring 2019).

**Financial Penalties and Holds**

- 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.
- 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 settle completely any balance due by the due date articulated on their billing statement. For students expecting financial aid to cover their balance due, this includes completing 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.

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. Charges include those for tuition, mandatory fees, room, board, and fines (such as late payment penalties, library fines, and fees associated with the cost of collection in the event of a delinquency, among others). 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 may be mailed to: Georgetown University, Office of Billing & Payment Services, 3700 O St. NW, White Gravenor, Lower Level, Washington, DC 20057; or to: 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 2.85% 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.

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.

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 the OBPS 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@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](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 $23,671.94 per academic year for a private
school, effective August 1, 2018. 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](http://www.gibill.va.gov).

**Yellow Ribbon Program**

As part of the Veterans Affairs Post-9/11 GI Bill, Georgetown Law currently provides
Yellow Ribbon Program benefits to an unlimited number of veteran-eligible J.D. and LLM
students which, when matched with VA Yellow Ribbon contributions dollar-for-dollar, cover
the full amount of Georgetown Law tuition charges (after the application of scholarships, grants

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3 GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information
about education benefits offered by VA is available at the official U.S. government Web site
at [https://www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill).
and other tuition benefits). The Yellow Ribbon program is not available to active duty students and military spouses receiving transferred benefits from a spouse on active duty. Joint degree students should consult the relevant school regarding coverage levels for enrollment periods with non-Law Center tuition.

**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](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 Academic Affairs 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 Academic Affairs 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, according to the *Tuition Refund Schedule* immediately following this section.

**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 lawhotline@georgetown.edu (J.D.) or lawllmadmis@georgetown.edu (J.L.M.).

Students who want to withdraw after this date must notify the Office of the Registrar via email to lawreg@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@georgetown.edu. Tuition will not be refunded in the event of a withdrawal 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. 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 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 85% 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. For students who are charged tuition by the credit hour, 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 2018 - Entering First-Year J.D., LL.M., and S.J.D. Students

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Registration and Orientation Week, August 20</td>
<td>100%</td>
</tr>
<tr>
<td>Registration and Orientation Week, August 20–24</td>
<td>80%</td>
</tr>
<tr>
<td>August 25–September 11</td>
<td>80%</td>
</tr>
<tr>
<td>September 12–25</td>
<td>50%</td>
</tr>
<tr>
<td>September 26–October 92</td>
<td>25%</td>
</tr>
<tr>
<td>After October 92</td>
<td>0%</td>
</tr>
</tbody>
</table>

Fall 2018 – All Other Students

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27–September 4 (add/drop and waitlist activity)</td>
<td>100%</td>
</tr>
<tr>
<td>September 5–September 11</td>
<td>80%</td>
</tr>
<tr>
<td>September 12–25</td>
<td>50%</td>
</tr>
<tr>
<td>September 26–October 92</td>
<td>25%</td>
</tr>
<tr>
<td>After October 92</td>
<td>0%</td>
</tr>
</tbody>
</table>

Spring 2019 – Week One Courses

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 8*</td>
<td>100%</td>
</tr>
<tr>
<td>After January 8</td>
<td>0%</td>
</tr>
</tbody>
</table>
* Week One courses begin Monday, January 7th. Students who wish to drop a Week One course without charge or transcript notation must do so by emailing the Office of the Registrar (lawreg@georgetown.edu) prior to the second class session.

**Spring 2019 – Regular-Semester Courses – All Students**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 4514</td>
<td>100%</td>
</tr>
<tr>
<td>January 4514–22 (add/drop and waitlist activity)</td>
<td>100%</td>
</tr>
<tr>
<td>January 23–29</td>
<td>80%</td>
</tr>
<tr>
<td>January 30–February 14–12</td>
<td>50%</td>
</tr>
<tr>
<td>February 14–February 27–20</td>
<td>25%</td>
</tr>
<tr>
<td>After February 27–20</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Summer 2019**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first class date</td>
<td>100%</td>
</tr>
<tr>
<td>First week***</td>
<td>80%</td>
</tr>
<tr>
<td>Second week</td>
<td>50%</td>
</tr>
<tr>
<td>Third week</td>
<td>25%</td>
</tr>
<tr>
<td>After third week</td>
<td>0%</td>
</tr>
</tbody>
</table>

*** 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@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 (the Plan) 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. The Plan is offered solely as a service to our students and families; the University does not receive any compensation for the Plan. We strongly encourage our students to participate in this low-cost insurance program, which significantly extends and enhances the Georgetown Law published tuition refund policy. If you must withdraw mid-semester for a medical reason, the Plan provides up to an 85% refund of the tuition paid for that semester, less any tuition refund due you from the University under the Tuition Refund Policy. Note: The Tuition Refund Policy and the Plan apply only to complete withdrawals and not to withdrawals from individual courses.
The table below illustrates how the Plan complements the University’s refund schedule.

<table>
<thead>
<tr>
<th>Georgetown Law Tuition Refund*</th>
<th>Plan Tuition Refund</th>
<th>Student Receives</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>80%</td>
<td>5%</td>
<td>85%</td>
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<tr>
<td>50%</td>
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</tr>
</tbody>
</table>

*See the Tuition Refund Policy and Tuition Refund Schedule sections of this chapter for more information regarding calculations of Georgetown Law Tuition Refunds.

All J.D. and L.L.M. students will be automatically enrolled in the Plan. The charge for the Plan is $158 per semester for full-time students and $69 per semester for part-time students, and will be included on the Fall and Spring tuition statements. The cost for the Plan does not cover the Summer session.

Students who do not wish to participate in the Plan can opt-out by completing the online waiver form at http://tuitionprotection.com/glaw. The charge for the Plan will be removed within 5–7 business days after completion of the online waiver form. The deadline to opt-out is September 15, 2018 (for Fall) and January 23, 2019 (for Spring). For students who opt-out, the eligible tuition refund in the case of a medical emergency will be limited to amounts refundable under the Tuition Refund Policy.

Please contact A.W.G. Dewar, Inc., directly at 617-774-1555 or trp@dewarinsurance.com with questions. For more information about coverage details or to opt-out of the Plan, visit http://tuitionprotection.com/glaw.

**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) direct deposit 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 Office of Student Accounts, and/or the Office of Financial Aid. 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 9493. 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@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** search for .......................................................................Student Disciplinary Code

**academic honors and distinction** search for ....................................................academic honors

**academic performance**

  Graduate students search for........................................................................probation, annual review (S,J,D.)

  J.D. students search for ...........................................................................academic attrition

**AF** ...........................................................................................................Administrative Fail

**AP** ...........................................................................................................Audit (transcript notation)

**auditing courses** also search for ..................................................................non-degree enrollment

**blind grading policy** search for ......................................................................examinations, exam deferral policy

**CAPS** ...........................................................................................................Counseling and Psychiatric Services

**changing programs**

  Graduate students search for .......................................................................transfer between LLM degree programs, tuition equalization

  J.D. students search for ...............................................................................transferring between programs, tuition equalization

**class rank** search for ....................................................................................academic honors

**class standing** search for ...............................................................................academic honors

**confidentiality** also search for ......................................................................student records

**COST** ...........................................................................................................Council on State Taxation

**counseling** also search for ...........................................................................advising

**cross-registration at other schools and departments**

  Graduate students search for .......................................................................Georgetown University, courses in

  J.D. students search for ...............................................................................the undergraduate and graduate schools

**CTLS** ...........................................................................................................Center for Transnational Legal Studies

**curriculum, required** search for ..................................................................degree requirements

**degree and program requirements** search for ..............................................degree requirements

**DOE** ...........................................................................................................Department of Education

**disciplinary matters** search for ..................................................................Student Disciplinary Code

**dual degrees** search for ...............................................................................concurrent degrees, joint degree programs

**ECTS** ...........................................................................................................European Credit Transfer Accumulation System

**emergencies** search for ...............................................................................Student Services Quick Guide

**FERPA** ...........................................................................................................Family Educational Rights and Privacy Act

**foreign students** search for ..........................................................................international students

**GPA** ...........................................................................................................grade point average

**grading, system for** also search for ..............................................................pass/fail option, grade review and change policies

**graduating early** J.D. students search for ......................................................program length

**grievance** also search for ............................................................................student complaints

**HIPAA** .........................................................................................................Health Insurance Portability and Accountability Act

**holds (financial)** search for ...........................................................................outstanding account balance, outstanding balance

**honors code** search for ..................................................................................Student Disciplinary Code

**IBEL** ...........................................................................................................International Business and Economic Law

**IDEAA** ...........................................................................................................Georgetown University’s Office of Institutional Diversity, Equity, and Affirmative Action

**IIEI** .............................................................................................................Institute of International Economic Law

**independent research**

  Graduate students search for .......................................................................graduate independent research

  J.D. students search for ...............................................................................supervised research

**interdisciplinary study** J.D. students search for ............................................concurrent degrees, joint degree programs

**internship for credit** search for .....................................................................externship, practicum course
JD program requirements search for ......................................................... Juris Doctor Degree Requirements
job search search for ................................................................................ conduct policies, employment
joint degrees also search for ................................................................ concurrent degrees
late take-homes search for ........................................................................ exam, examination, § 402(c)
main campus courses
  Graduate students search for ................................................................ Georgetown University, courses in
the undergraduate and graduate schools
  J.D. students search for .......................................................................... special credit policies
OCS ........................................................................................................ Office of Career Strategy
ODOS .................................................................................................. Office of the Dean of Students
OPICSOS .......................................................................................... Office of Public Interest and Community Service
outside work experience search for ..................................................... externship, practicum course
overloading
  J.D. students search for ........................................................................ credit minimum and maximum
papers search for .................................................................................. written work
part-time jobs search for ........................................................................ student employment
penalties for late papers and examinations search for .................... written work, examinations, § 402
probation
  Graduate students search for .......................................................... appropriate progress, probation
  J.D. students search for .................................................................. academic attrition
repeating courses
  Graduate students search for .......................................................... duplication of courses, grading
  J.D. students search for .................................................................. academic attrition, grading system
residency search for ................................................................................ program length
SALT ........................................................................................................ State and Local Taxation
summer courses
  Graduate students search for .......................................................... limitations on credits, London Summer Program
  J.D. students search for .................................................................. credit for summer study
student conduct search for .................................................................. conduct policies
study outside search for ........................................................................ credit for study outside the Law Center, credit for
summer study, visiting at another law school
supervised research
  Graduate students search for .......................................................... graduate independent research
  J.D. students search for .................................................................. supervised research
taking courses at another law school search for .................. credit for study outside the Law Center, credit for
summer study, visiting at another law school
thesis
  J.D. students search for ................................................................. writing requirement
  S.J.D. students search for ................................................................. dissertation
time off search for ................................................................................ leave of absence
TOEFL ................................................................................................ Test of English as a Foreign Language
TRP ....................................................................................................... Tuition Refund Plan – A.W.G. Dewar, Inc.
derunderloading
  J.D. students search for ................................................................. credit minimum
working while a student search for ...................................................... 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 of the American Bar Association; 321 North Clark Street, Chicago, IL 60654; Telephone number 312-988-6738).

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.