GEORGETOWN UNIVERSITY LAW CENTER
SUMMER SESSION 2019 POLICIES AND PROCEDURES

The Summer Session 2019 course schedule is available on the Curriculum Guide. Select “Summer 2019” from the first drop-down menu to begin your search.

REGISTRATION

Summer registration in MyAccess opens on April 3 at 3:00 p.m. and closes on May 22 at 3:00 p.m.

Georgetown Law Students may register for courses via MyAccess. Instructions on how to add, drop, and waitlist courses can be found on the Registrar’s Course Registration Information webpage.

You may cancel your Summer 2019 registration without penalty by dropping course(s) through MyAccess before 3:00 p.m. on May 22. To drop a course without penalty after the first class meeting, you must submit a written request to the Office of the Registrar at lawreg@georgetown.edu prior to the start of the second class meeting.

Registration is first-come, first-served for most courses. Some courses with smaller enrollment limits will enroll by waitlist lottery to ensure priority enrollment for graduating students; note even though seats may be available, you must enter the waitlist to enroll. Available seats will be distributed through the waitlist lotteries according to the schedule below.

The following courses will be enrolled via the waitlist only:
- Community Development Seminar
- Criminal Justice
- Judicial Biographies Seminar
- Mediation Advocacy Seminar
- Mediation Seminar
- Negotiations Seminar (all sections)
- Parent, Child, and State: Constitutional Rights and Familial Responsibilities
- Presentation Skills for Lawyers Seminar
- Sentencing and Pre-Trial Detention: Law and Policy

Summer 2019 Waitlist Lottery Schedule:

To be included in the first waitlist lottery for limited enrollment classes, you must add yourself to the waitlist(s) in MyAccess by 3:00 p.m. on Thursday, April 18. Barring unforeseen circumstances, waitlist results will be available through MyAccess by 6:00 p.m. each time the lottery is run.

<table>
<thead>
<tr>
<th>Date</th>
<th>Waitlist Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Apr 18</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>* Students have until 3:00 p.m. on Monday, April 22 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Monday, Apr 22</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>* Students have until 3:00 p.m. on Tuesday, April 23 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Tuesday, Apr 23</td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>* Students have until 3:00 p.m. on Wednesday, April 24 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Wednesday, May 22</td>
<td>Summer Registration in MyAccess ends at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Waitlist lottery runs at 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>* Students have until 3:00 p.m. on Thursday, May 23 to claim winning waitlist seat</td>
</tr>
<tr>
<td>Thursday, May 23</td>
<td>First day of classes – see 2019 Summer Session Calendar</td>
</tr>
</tbody>
</table>
Enrollment Priority for Waitlisted Courses:

Requests for waitlisted courses received before 3:00 p.m. on April 18 will be processed in the following order:

1. Expected Summer J.D. and LL.M. graduates
2. 4L, 4E, 3L (including evening students approved to do part-time in 3-years), and 3rd year joint-degree J.D. students, and full-time and 2nd year part-time LL.M students
3. 3E J.D. students
4. 2L and 2E J.D. students, first-year part-time LL.M. students
5. 1L and 1E J.D. students
6. Graduate Certificate students
7. Non-degree students (J.D. students from other law schools and graduates)

Note that class status (2L, etc.) is based on the current academic year—that is, if you are currently finishing your first-year of law school, you are a 1L or a 1E for purposes of waitlist ranking.

Requests for waitlisted courses received after 3:00 p.m. on April 18 will be processed in the same order, except that among students with the same priority level, students who joined the waitlist in the previous waitlist period will have priority over students who joined later.

J.D. Externship Registration:

To register for a Summer Session externship, Georgetown Law J.D. students must apply through the J.D. Externships webpage. The Summer 2019 J.D. Externship Application will open on Monday, April 1. A link to the application will be available on the J.D. Externships webpage. Attendance at all class sessions is mandatory. Externs must work at least 18.5 or 27.5 hours per week for no fewer than six weeks during the summer session to earn either two or three Pass/Fail credits, respectively. An additional graded credit is awarded for the required companion seminar. Visit the J.D. Externships webpage for more information.

Full-time J.D. students will not be charged tuition for a Summer externship, with two exceptions. Full-time J.D. students who were once part-time students and continue to pay tuition on a per-credit basis will be charged for their summer externship credits, and full-time students who transfer to the part-time division or to another law school after their summer externship will have a retroactive charge for their externship credits posted to their student accounts.

NON-DEGREE ENROLLMENT

The Summer Session is open to J.D. students in good standing at other ABA-accredited law schools and to graduates of those schools. Enrollment is on a space-available basis with enrollment priority given to Georgetown Law degree candidates. Incoming J.D. transfer students interested in summer courses at Georgetown Law should apply as non-degree students.

To enroll in Summer Session courses, non-Georgetown Law students must apply to the non-degree J.D. or non-degree Graduate program through the Office of the Registrar's Non-Degree Programs webpage. A “C+” or better academic average is required. If English is not the applicant’s native language, a TOEFL score report is required. The minimum score required is 100 points on the internet-based TOEFL exam, 250 on the computer-based TOEFL exam, or 600 on the paper-based TOEFL exam. Visit the Non-Degree Programs webpage for information and additional program requirements.

The online application will be available on April 3 and close at 3:00 p.m. on May 3. The completed application and all required documentation must be received by 3:00 p.m. on Friday, May 3. No late applications will be accepted.

TUITION AND FEES

The following tuition charges apply during Summer Session 2019:

<table>
<thead>
<tr>
<th>Category</th>
<th>Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.D. (Georgetown Law and Visiting JD Students)</td>
<td>$2,223.00/credit hour</td>
</tr>
<tr>
<td>LL.M. (graduate) and graduate non-degree</td>
<td>$2,613.00/credit hour</td>
</tr>
<tr>
<td>LL.M. Summer Experience</td>
<td>$5000.00</td>
</tr>
</tbody>
</table>
Full-time LL.M. students enrolled in a one-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 Associate Dean for Graduate Programs to complete their degree requirements without payment of additional tuition. Even if permission is granted, students will be charged on a per-credit basis for credits in excess of the minimum number necessary to complete the degree.

**Tuition Equalization Fee** – Students who have been granted approval to transfer after their first year from the part-time J.D. program to the full time J.D. program will be assessed a Tuition Equalization Fee, the net result of which will be that at the end of three years, the student will have paid the same total tuition as other full-time students. The Tuition Equalization Fee amount will be based on the tuition paid at the time of the approval, and will entitle students to take a limited number of credits in any Georgetown Law summer program without paying additional tuition. Affected students should contact the Office of Student Accounts for more information. For additional information about transferring between the full- and part-time divisions, please review the Georgetown Law Student Handbook of Academic Policies.

**Summer Payment Plan** – The Summer Payment Plan allows students to pay their summer tuition in three installments, due May 17, June 17, and July 17, each of which is equivalent to one third of the balance. The minimum plan contract amount is $2,000 and there is a $50 application fee. Students may enroll online through Student Accounts Services on MyAccess from April 5, 2019 through May 16, 2019.

**Tuition Due Date** – Summer Session 2019 tuition and fees payments are due in full no later than Thursday, May 23. Student accounts with unpaid balances after May 23 will be assessed a Late Payment Fee of $60.00 and a Monthly Service Charge equal to 1.75% of the outstanding balance. The Monthly Service Charge will be assessed until all balances are paid in full. It is the student’s responsibility to obtain an updated bill online through MyAccess immediately when: (1) enrolling in each term’s course(s); (2) adding or dropping course(s); (3) classes are about to begin; and (4) the Add/Drop period closes. Any and all charges incurred after registration are due and payable at the time they are incurred.

**TUITION REFUND POLICY**

Students with federal financial aid should contact the Financial Aid Office to discuss the federally mandated refund process prior to finalizing their withdrawal. A student voluntarily withdrawing from the Summer Session after enrolling will receive a tuition refund calculated from the date the Office of the Registrar receives written notification of withdrawal. For purposes of tuition refund calculation, weeks will be computed from the official first day of class as shown on the Academic Calendar even if the student course(s) begin on a day other than the official first day of class. Exception: A student will be permitted to drop a Summer course after the first class meeting, 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.

<table>
<thead>
<tr>
<th>Time of Written Notification of Withdrawal</th>
<th>Tuition Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of classes</td>
<td>100%</td>
</tr>
<tr>
<td>1st week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week</td>
<td>50%</td>
</tr>
<tr>
<td>3rd week</td>
<td>25%</td>
</tr>
<tr>
<td>Balance of the session</td>
<td>0%</td>
</tr>
</tbody>
</table>

Georgetown University Law Center continues to partner with A.W.G. Dewar, Inc. to administer the Tuition Refund Plan, which complements and enhances the University’s published tuition refund policy. The Plan provides up to an 85% refund of the tuition paid for the semester, less any tuition refund due you from the University. Please note that the University tuition refund policy, as well as the Plan, applies to complete withdrawals only, not withdrawals from individual courses. J.D. and LL.M. students are automatically enrolled in the Plan. Students who do not wish to participate can opt-out by completing the online waiver form. The deadline to opt-out for Summer is May 31, 2019. For students who opt-out of coverage, the eligible tuition refund in the case of a medical emergency will be limited to amounts refundable under the University’s Tuition Refund Policy. This Plan is offered solely as a service to our students and families, and the University does not receive any compensation for the Plan.
FINANCIAL AID

Georgetown Law Students:

If you need financial aid to cover your summer courses and eligible living expenses, please follow the instructions on the Office of Financial Aid’s website. The application due date is April 15. This deadline has been established to ensure that summer funds will arrive on time.

Students From Other Law Schools:

If you need financial aid to cover your summer courses and eligible living expenses, please contact your home school’s Financial Aid Office. At your home school’s request, the Georgetown Law Financial Aid Office will complete a consortium agreement and return it to your home school’s Financial Aid Office to allow it to process your financial aid. Although processing procedures vary among schools, to avoid the assessment of late fees for unpaid summer tuition, we recommend following the April 15 due date to submit your summer loan forms to your home school.

HEALTH INSURANCE

Students interested in receiving information regarding Student Health Insurance should contact the Student Health Insurance Office at shi@georgetown.edu or (202) 687-4883.

SUMMER HOUSING

For information on summer housing in the Gewirz Student Center, please contact the Office of Residence Life at (202) 662-9290 or email lawhousing@georgetown.edu. Please visit the Office of Residence Life’s homepage for information on the online application for on-campus housing and for information about finding off-campus housing.

ACADEMIC AND OTHER REGULATIONS

Except as expressly modified in these Summer Session 2019 Policies and Procedures, all academic and other regulations set forth in the current edition of the Georgetown Law Student Handbook of Academic Policies are applicable to the Summer Session. A hardcopy of the Student Handbook may be obtained from the Office of the Registrar.

DISABILITY POLICY

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

---

\(^1\) 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.
considered to be an essential requirement of the program or instruction, or provide accommodations that would result in an undue financial or administrative burden or hardship on the University.

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

The Office of Disability Services provides detailed information about Georgetown University Law Center’s disability policy and procedures.

**NON-DISCRIMINATION POLICY**

Georgetown Law is accredited by the American Bar Association and is a member of the Association of American Law Schools. (Council of the Section of Legal Education and Admissions to the Bar; 321 North Clark Street, Chicago, IL 60654-7598; Telephone number 312-988-6739).

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

Inquiries regarding Georgetown University’s non-discrimination policy may be addressed to:

Institutional Diversity, Equity & Affirmative Action
37th & O Streets, NW
Suite M-36, Darnall Hall
Georgetown University
Washington, DC 20057
ideaa@georgetown.edu
http://ideaa.georgetown.edu/policies

Georgetown University is an affirmative action/equal opportunity employer.

For information and assistance call:
Office of the Registrar (202) 662-9220
Experiential Education (202) 662-9862
Office of Academic Affairs (202) 662-9041