

# HOW TO DO YOUR OWN DEGREE AUDIT

STEP 1: LOG IN TO YOUR MYACCESS ACCOUNT

STEP 2: GO TO “STUDENT SERVICES”

STEP 3: GO TO MYDEGREE

STEP 4: IN A NEW BROWSER, GO BACK TO MYACCESS AND GO TO “ACADEMIC RECORDS”

STEP 5: DOWNLOAD YOUR UNOFFICIAL TRANSCRIPT \*PLEASE SELECT LAW CENTER AS YOUR TRANSCRIPT TYPE IF YOU ARE A FORMER GEORGETOWN STUDENT FROM THE DROP DOWN MENU\*

\*\*\* YOU ARE MORE THAN WELCOME TO REACH OUT TO YOUR ACADEMIC ADVISOR TO CONFIRM YOU ARE ON TRACK FOR GRADUATION.\*\*\*

## UNDERSTANDING YOUR DEGREE AUDIT:

AS AN LLM STUDENT YOUR DEGREE AUDIT WILL INCLUDE **2 BLOCKS** IF YOU ARE RECEIVING A SPECIALIZED DEGREE. IF YOU ARE A GENERAL LLM YOU WILL ONLY HAVE **ONE** BLOCK.

Master of Laws Taxation (US)						Catalog Year:
<input checked="" type="checkbox"/> <b>GPA Requirement</b>						
A min cumulative GPA of 2.00/4.00 in Law Center courses is required.						
<input type="checkbox"/> <b>Credit Requirement</b>						
	<b>LAWG 3017</b>	Survey of Employee Benefits	NA	(2)		Spring 2020
	<b>LAWG 743</b>	Transfer Pricing: Sel Topics	A	2		Spring 2019
	<b>LAWG 848</b>	Corporate Income Tax Law I	B+	2		Fall 2018
	<b>LAWG 854</b>	Income Tax Accounting	A-	2		Spring 2019
	<b>LAWG 897</b>	Tax Treaties	NA	(2)		Fall 2019
	<b>LAWG 986</b>	US Intl Inbound Tax	A-	2		Fall 2018
	<b>LAWD 756</b>	US Intl Outbound Tax	NA	(2)		Fall 2019
	<b>LAWD 805</b>	Adv Individ Income Tax	NA	(2)		Spring 2020
	<b>Still Needed:</b> 24 credits are required. You currently have 16. You still need 8 more credits.					
<input type="checkbox"/> <b>Major Requirements</b>						
	<b>Still Needed:</b> See <b>LLM - Taxation (US)</b> section					
Students participating in a certificate program should confirm their certificate requirements with the program coordinator.						
LLM - Taxation (US)						Catalog Year: GPAs:
<input checked="" type="checkbox"/> <b>Corporate Income Tax Law I</b>						
	<b>LAWG 848</b>	Corporate Income Tax Law I	B+	2		Fall 2018
<input checked="" type="checkbox"/> <b>Income Tax Accounting</b>						
	<b>LAWG 854</b>	Income Tax Accounting	A-	2		Spring 2019
<input checked="" type="checkbox"/> <b>Demystifying Finance</b>						
	<b>LAWD 3015</b>	Basic Principles of Finance	P	0		Fall 2018
<input type="checkbox"/> <b>Taxation Credit Requirement</b>						
	<b>LAWG 3017</b>	Survey of Employee Benefits	NA	(2)		Spring 2020
	<b>LAWG 743</b>	Transfer Pricing: Sel Topics	A	2		Spring 2019
	<b>LAWG 848</b>	Corporate Income Tax Law I	B+	2		Fall 2018
	<b>LAWG 854</b>	Income Tax Accounting	A-	2		Spring 2019
	<b>LAWG 897</b>	Tax Treaties	NA	(2)		Fall 2019
	<b>LAWG 986</b>	US Intl Inbound Tax	A-	2		Fall 2018
	<b>LAWD 756</b>	US Intl Outbound Tax	NA	(2)		Fall 2019
	<b>LAWD 805</b>	Adv Individ Income Tax	NA	(2)		Spring 2020
	<b>Still Needed:</b> 20 credits are required. You currently have 16. You still need 4 more credits.					
Note: Schedule changes made in MyAccess will not be reflected in MyDegree until the next business day.						

\*THIS IS AN EXAMPLE AUDIT. YOUR PERSONAL DEGREE AUDIT WILL REFLECT THE APPROPRIATE SPECIALIZED DEGREE.

- ALL COURSES WITH A “**GREEN** ✓” WILL BE NOTED AS COMPLETE
- ALL COURSES WITH A “**RED** ” WILL BE NOTED AS NOT COMPLETE
- ALL COURSES WITH A “**BLUE** ☑” WILL BE NOTED AS COURSES THAT ARE IN-PROGRESS ALSO KNOWN AS CURRENTLY ENROLLED COURSES

UNDERSTANDING YOUR DEGREE AUDIT CONTINUED:

Not Applied Towards Degree			Credits Applied: 0	Classes Applied: 1
LAWD 3015	Basic Principles of Finance	W	0	Fall 2018

COURSES UNDER THE “NOT APPLIED TOWARDS DEGREE” BLOCK ARE:

- FALL SEMESTER SECTIONS OF YEAR-LONG COURSES. IP WILL BE LISTED PERMANENTLY BUT THE GRADED PORTION FROM THE SPRING SEMESTER WILL DISPLAY IN “CREDIT REQUIREMENT” BLOCK ONCE SPRING GRADES HAVE BEEN POSTED.
- WITHDRAWN COURSES
- COURSES THAT RECEIVED A FAILING GRADE

In-progress			Credits Applied: 13	Classes Applied: 5
LAWG 235	Intl Law I: Intro to Intl Law	NA	3	Fall 2019
LAWG 483	Adv Iss in Intl Humn Rght	NA	2	Spring 2020
LAWG 790	Intl Criminal Law	NA	2	Spring 2020
LAWG 814	Intl Human Rights Law	NA	3	Spring 2020
LAWG 972	National Security Law	NA	3	Fall 2019

COURSES UNDER THE “IN-PROGRESS” BLOCK ARE COURSES THAT HAVE NOT BEEN COMPLETED.

Additional Items			Credits Applied: 2	Classes Applied: 2
LAWG 3092	Mdrn Ethics & Complince in Bus	NA	(1)	Fall 2019
LAWG 487	EU Tax Law	NA	(1)	Spring 2020

COURSES UNDER THE “ADDITIONAL ITEMS” BLOCK ARE COURSES THAT EXCEED THE 24 OR 20 CREDIT LIMIT OR THE SPECIALIZED DEGREE CREDIT LIMIT.

FOR YOUR INFORMATION:

- US TRAINED STUDENTS WILL NEED A TOTAL OF 24 CREDITS INCLUDING THE REQUIRED CREDITS FOR THEIR SPECIALIZED DEGREE.
- FOREIGN TRAINED STUDENTS WILL NEED A TOTAL OF 20 CREDITS INCLUDING THE REQUIRED CREDITS FOR THEIR SPECIALIZED DEGREE.

IF **YOU ARE NOT** ON TRACK TO GRADUATE, YOUR DEGREE AUDIT WILL DISPLAY THE NOTIFICATION BELOW. IT WILL INFORM YOU OF HOW MANY CREDITS NEEDED TO COMPLETE YOUR DEGREE REQUIREMENTS AS WELL AS THE NUMBER OF CREDITS NEEDED FOR YOUR SPECIALIZED DEGREE.

Still Needed: 24 credits are required. You currently have 12. You still need 12 more credits.

Major Requirements

Still Needed: See **LLM - Executive Taxation (US)** section

- HOWEVER, IF **YOU ARE** ON TRACK, YOU WILL **NOT** RECEIVE ANY NOTIFICATION AS TO HOW MANY CREDITS YOU STILL NEED TO COMPLETE YOUR REQUIREMENTS.

**!!!!!! THIS IS WHERE YOUR TRANSCRIPT COMES IN HANDY!!!!!!!!!!!!**

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USING YOUR UNOFFICIAL TRANSCRIPT:

LOOKING AT THE LAST SEMESTER OF COURSES WHERE YOU HAVE RECEIVED GRADES, YOU WILL FIND THE NUMBER OF CREDITS YOU HAVE EARNED THUS FAR.

EXAMPLE

	EHrs	QHrs	QPts	GPA
Current	7.00	7.00	26.35	3.76
Annual	19.00	19.00	65.03	3.42
Cumulative	19.00	19.00	65.03	3.42

- STEP 1: SUBTRACT THE TOTAL NUMBER OF HOURS REQUIRED FOR YOUR DEGREE FROM YOUR EARNED CUMULATIVE HOURS WHICH WILL THEN EQUAL THE REMAINING CREDITS NEEDED TO COMPLETE YOUR DEGREE

## REQUIREMENTS.

↵US TRAINED STUDENTS↵

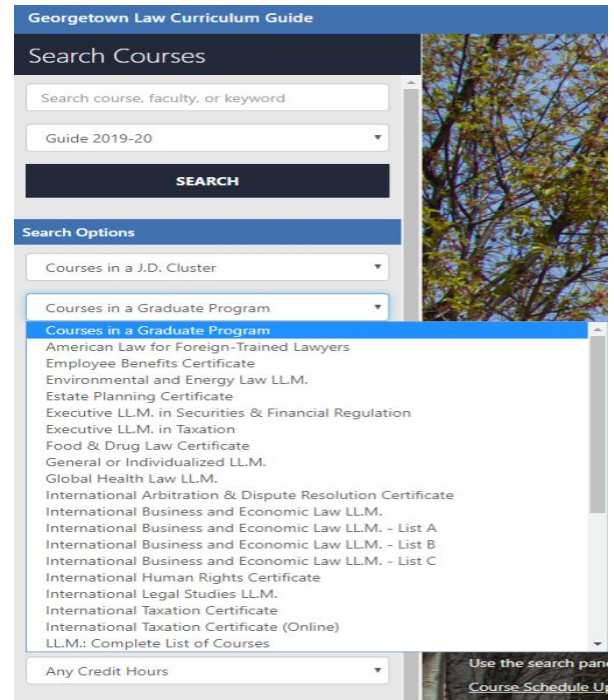
**24 CREDITS - CUMULATIVE HOURS = # OF CREDITS STILL NEEDED**

↵FOREIGN TRAINED STUDENTS↵

**20 CREDITS - CUMULATIVE HOURS = # OF CREDITS STILL NEEDED**

- STEP 2: TO DETERMINE IF YOU HAVE SATISFIED YOUR SPECIALIZED DEGREE REQUIREMENTS YOU CAN USE THE CURRICULUM GUIDE.

- CHOOSE YOUR SPECIALIZED DEGREE FROM THE DROP DOWN MENU.
- BASED ON THE COURSES YOU HAVE COMPLETED/CURRENTLY ENROLLED IN, YOU CAN DETERMINE WHICH COURSES WILL SATISFY YOUR SPECIALIZED DEGREE REQUIREMENT.
- ADD THE NUMBER OF CREDITS YOU HAVE EARNED TO DETERMINE THE NUMBER OF CREDITS STILL NEEDED TO SATISFY YOUR SPECIALIZED DEGREE REQUIREMENT.



The screenshot shows the 'Georgetown Law Curriculum Guide' search interface. It features a search bar with the placeholder text 'Search course, faculty, or keyword'. Below the search bar is a dropdown menu set to 'Guide 2019-20' and a 'SEARCH' button. Underneath is a 'Search Options' section with two dropdown menus: 'Courses in a J.D. Cluster' and 'Courses in a Graduate Program'. The 'Courses in a Graduate Program' dropdown is expanded, showing a list of specialized programs including American Law for Foreign-Trained Lawyers, Employee Benefits Certificate, Environmental and Energy Law LLM., Estate Planning Certificate, Executive LL.M. in Securities & Financial Regulation, Executive LL.M. in Taxation, Food & Drug Law Certificate, General or Individualized LL.M., Global Health Law LL.M., International Arbitration & Dispute Resolution Certificate, International Business and Economic Law LL.M., International Business and Economic Law LL.M. - List A, International Business and Economic Law LL.M. - List B, International Business and Economic Law LL.M. - List C, International Human Rights Certificate, International Legal Studies LL.M., International Taxation Certificate, International Taxation Certificate (Online), and LL.M.: Complete List of Courses. At the bottom, there is a dropdown for 'Any Credit Hours' and a small image of trees on the right side.

## **CALCULATING YOUR SPECIALIZED DEGREE CREDITS**

**TOTAL # OF S.CR'S - # EARNED S.CR'S = # OF S.CR'S STILL NEEDED**

**S.CR'S ARE SPECIALIZED CREDITS**

## ***MORE QUESTIONS?????????***

Certificates: Audits for certificate programs are not available in MyDegree. Students should confer with their program advisor to ensure they are on track to complete the certificate requirements.

Requirement Blocks: MyDegree will only include as many courses/credits as needed to satisfy a credit requirement block. If you have taken or are enrolled in more courses than necessary to meet your credit requirements, those courses may not be reflected in the credit requirement block and will appear in the “Additional Items” section of the audits.

- If you have previously satisfied a requirement and are currently enrolled in another course that will satisfy that same requirement, MyDegree will only reflect the most recent enrolled course.

The What If feature is currently unavailable for law degrees. Please discuss any requests to change your degree program with an academic advisor.

Year-Long Courses: “IP” grades are posted in March for the Fall section of year-long courses in order to get the credits to calculate correctly when the final course grades are posted. The “IP” grade causes the Fall section to drop into the “Not Applied” section of the audits. The total credits for year-long courses will be calculated in the audits when final grades are posted at the end of the Spring semester.

FURTHER ASSISTANCE:

IF YOUR DEGREE AUDIT IS INCORRECT, PLEASE EMAIL THE OFFICE OF THE REGISTRAR SO WE CAN ASSESS THE ISSUE AT [LAWREG@GEORGETOWN.EDU](mailto:LAWREG@GEORGETOWN.EDU)