

**GEORGETOWN UNIVERSITY LAW CENTER**  
**SUMMER SESSION 2023 POLICIES AND PROCEDURES**

Georgetown University Law Center’s Summer Session 2023 course schedule is available on the [Curriculum Guide](#). Select “Summer 2023” from the first drop-down menu to begin your search. See the [2023 Summer Session Calendar](#) for important summer course schedule dates and deadlines.

**REGISTRATION**

**Summer registration in MyAccess (Georgetown Law students)**

Summer 2023 Registration Key Dates and Deadlines		
Date	Time (ET)	Registration Activity
Wed., April 5	5:15 p.m.	Summer Registration opens in <a href="#">MyAccess</a> . Please <a href="#">check your account to ensure there are no administrative holds</a> prior to registration.  Some classes will enroll <a href="#">by waitlist</a> to give priority to graduating students. This does <u>not</u> mean those classes are full.
Tues., April 11	4:15 p.m.	First waitlist lottery runs at <b>4:15 p.m.</b> * Waitlist lotteries will continue to run each weekday (excluding holidays) at 4:15 p.m. as seats become available.  Students awarded seats will have <b>23 hours</b> to claim them in <a href="#">MyAccess</a> .
Fri., April 28	3:00 p.m.	Non-Degree (Visiting Student) Application Deadline
Fri., April 28	4:15 p.m.	Last waitlist lottery before exam period registration pause. Students awarded seats will have 23 hours to claim them in MyAccess.
Mon., May 1	9:00 a.m.	Summer registration paused for exam period. No add, drop, or waitlist activity.
Mon., May 22	9:00 a.m.	Summer Registration add, drop, and waitlist activity resumes in MyAccess. Final waitlist lottery resumes at 4:15 p.m. ET.
Tues., May 23	3:00 p.m.	Summer Registration ends in MyAccess. Students should contact the Office of the Registrar at <a href="mailto:lawreg@georgetown.edu">lawreg@georgetown.edu</a> by the relevant drop deadlines for their course(s) to make any additional changes to their schedule.
Wed., May 24		First day of summer classes; Monday classes meet instead of Wednesday classes

Georgetown Law students register for courses via [MyAccess](#). Instructions on how to add, drop, and waitlist courses can be found on the Registrar’s [Registration and Enrollment Information webpage](#).

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. Students registering for these courses on the first day of Summer Registration will be instructed to add themselves to the waitlist. This does **not** mean these courses have filled. Students will be awarded seats in these classes when the first waitlist lottery runs on Tuesday, April 11 at 4:15 p.m. according to the enrollment priority for waitlists.

The following Summer 2023 courses will enroll by waitlist:

- Criminal Justice
- Criminal Justice Seminar: Confronting and Reimagining Judicial Writing in Foundational Criminal Cases
- Mediation Advocacy Seminar
- Mediation Seminar
- Negotiations Seminar
- Presentation Skills for Lawyers Seminar
- Reproductive Justice Seminar
- Sentencing and Pre-Trial Detention: Law and Policy
- Strategic Intelligence and Public Policy Seminar

You may cancel your Summer 2023 registration without penalty by dropping course(s) through [MyAccess](#) before 3:00 p.m. ET on May 23. 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](mailto:lawreg@georgetown.edu) prior to the start of the second class meeting for that course. Please note that some courses have special add/drop rules—be sure to carefully review the course description before registration.

### **Enrollment Priority for Waitlists:**

Requests for waitlisted courses will be processed in the following order:

1. Expected Summer J.D. and LL.M. graduates
2. 4L, 4E, 3L (including evening students approved for a 3-year plan), and 3rd year joint-degree J.D. students; 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 Summer waitlist ranking.

Please note that among students with the same priority level, students who joined the waitlist earlier receive higher priority than students who join the waitlist later. *There is an advantage to joining the waitlist earlier.*

### **J.D. Externship Seminar:**

To register for a Summer Session Externship Seminar, Georgetown Law J.D. students must apply through the [J.D. Externships webpage](#). The Summer 2023 J.D. Externship Application will open on Friday, March 31. Students should review the J.D. Externship Manual in its entirety before applying for the Externship Seminar. Visit the [J.D. Externships webpage](#) for more information.

Generally, full-time J.D. students will have a tuition credit applied to cover the Summer Session Externship credits, with two exceptions:

- (1) 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 these credits; and
- (2) 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.

Regular tuition rates apply for part-time (evening division) students.

### NON-DEGREE ENROLLMENT (VISITING STUDENTS)

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 March 31 at 9:00 a.m. ET and close at 3:00 p.m. ET on April 28. **The completed application and all required documentation must be received by 3:00 p.m. ET on Friday, April 28.** *No late applications will be accepted.*

### TUITION AND FEES

The following tuition charges apply during Summer Session 2023:

<b>Category</b>	<b>Tuition Charge</b>
<b>J.D. (Georgetown Law and Visiting JD Students)</b>	\$2,571.00/credit hour
<b>LL.M. (graduate) and graduate non-degree</b>	\$3,098.00/credit hour
<b>LL.M. Summer Experience</b>	\$5,000.00

**Tuition Equalization Fee:** J.D. students who have been granted approval to transfer after their first year from the part-time program to the full time 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 20, June 20, and July 20, 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 12, 2023 through May 19, 2023.

**Tuition Due Date:** Summer Session 2023 tuition and fees payments are due in full no later than Friday, May 26, 2023. Student accounts with unpaid balances after May 26 will be assessed 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.

**Students Utilizing VA Benefits:** Your request for certification must be submitted by May 9 to avoid late fee assessments (applicable for Ch 33 Post 9/11 and Ch 31 VocRehab). If there are any changes in your enrollment, you must re-submit the form with updates as soon as possible or send an email to [lawmilitarybenefits@georgetown.edu](mailto:lawmilitarybenefits@georgetown.edu) or [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu).

**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.

<i><b>Time of Written Notification of Withdrawal</b></i>	<i><b>Tuition Refund Percentage</b></i>
<b>Prior to the start of classes</b>	100%
<b>1st week</b>	80%
<b>2nd week</b>	50%
<b>3rd week</b>	25%
<b>Balance of the session</b>	0%

**TUITION REFUND PLAN**

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, available on the Law Center’s [Student Accounts webpage](#). 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, 2023. 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](mailto: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](mailto: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 2023 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.

## **DISABILITY POLICY**

Georgetown Law is committed to providing reasonable accommodations or modifications in the academic environment for students with disabilities. Students who wish to request an accommodation are responsible for reviewing the policy for requesting accommodations listed in the [Student Handbook](#) and contacting Disability Services by phone (202.662.4042) or email ([disabilityservices@georgetown.edu](mailto:disabilityservices@georgetown.edu)). If you are unsure if you require an accommodation, or want to learn more about their services, you may contact Disability Services at the number or email address listed above or by visiting the [Disability Services website](#).

## 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](mailto:ideaa@georgetown.edu)  
<http://ideaa.georgetown.edu/policies>

Georgetown University is an affirmative action/equal opportunity employer.

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### For information and assistance call:

[Office of the Registrar](mailto:lawreg@georgetown.edu) ▪ [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu) ▪ (202) 662-9220  
[Experiential Education](mailto:lawexp@georgetown.edu) ▪ [lawexp@georgetown.edu](mailto:lawexp@georgetown.edu) ▪ (202) 662-4238  
[Office of Academic Affairs](mailto:lawacademicaffairs@georgetown.edu) ▪ [lawacademicaffairs@georgetown.edu](mailto:lawacademicaffairs@georgetown.edu) ▪ (202) 662-9041

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