

# CTLS POLICIES AND PROCEDURES

## 2016-2017 Academic Year

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## **INSTITUTIONAL AFFILIATION**

Georgetown students will be registered at the Law Center while they are at CTLS so that they are eligible for financial aid and other assistance, but they will also apply for and, upon acceptance, enroll at the Center.

A student may receive up to 14 Georgetown credits for courses taken during a semester at CTLS. The Georgetown transcript will indicate the semester in which the student participated at CTLS and list the student's courses with grades and credits earned. Grades are factored into the student's GPA. See **Grading and Pass/Fail** section below for details.

## **SELECTION CRITERIA**

Selection will be based on the following:

- » There is a presumptive requirement that all applicants hold a GPA of 3.2 or higher
- » Preference will be given to students entering their final year
- » Demonstrated interest in international and transnational issues (i.e. previous coursework, work experience, internships, volunteer activities)
- » Demonstrated potential for success in a semester abroad program
- » Defined educational objectives

## **APPLICATION PROCESS**

Interested students must submit an application to the Office of Transnational Programs (OTP). All applications must be completed via OTP's [online application system](#). To begin, students must first select a program, and then create an account. Once you have created an account you can complete the required application materials.

Students may apply to other study abroad programs in addition to CTLS. However, a separate set of application materials must be submitted for each program and students must indicate their order of preference among the programs. The application process can be competitive, with applications outnumbering places available. Some students who do not receive initial approval from CTLS or another program may be selected as alternates.

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

For application purposes, fall and spring enrollment at the same host school should be treated as separate programs.

## **FALL AND SPRING ENROLLMENT**

CTLS accepts applications from students for both the Fall and Spring semester.

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

### **Special Considerations for Graduating Students.**

CTLS follows the Georgetown Academic Calendar as closely as possible; this also applies to submission and grading deadlines. Students who attend CTLS during their last semester will receive their grades within the required timeframe to ensure their graduation.

## ADVISING AND COURSE SELECTION

Beginning June 2016, students who are approved to study at the Center for Transnational Legal Studies may confer with one of the 2016-2017 faculty co-directors for counseling on course selection and other academic matters. Students can also contact Maike Kotterba-Wilson, the Administrative Director.

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

## IMPORTANT RULES AND GUIDELINES

Students who are considering applying for the Center for Transnational Legal Studies should remember that they must successfully complete the following academic requirements in order to receive their J.D. degree:

- » Students who matriculated at Georgetown Law in August 2008 or thereafter: 85 credits
- » Students who matriculated at Georgetown Law prior to August 2008: the credit requirement effective at Georgetown Law at the time of matriculation
- » A minimum of 54 academic credits earned at Georgetown Law (note that credits earned at CTLS *do* count toward the 54 credits)
- » The required first-year curriculum
  - \* First year students who matriculated prior to Fall 2015, must have completed the *Week One: Law in a Global Context* requirement
- » The upperclass legal writing requirement
- » A course in Professional Responsibility
- » The required time in residence as outlined in the Georgetown Law *Student Handbook*.
- » The minimum cumulative grade point average of 2.00 in Georgetown Law courses

For questions regarding academic requirements, check the Georgetown Law *Student Handbook* or consult with the Office of the Registrar

For information on the policy governing academic and graduating honors for students who visit at other schools, see the Graduation Honors Policy for Transfer/Visitor Students in the JD Program section of the Georgetown Law Student Handbook at <http://www.law.georgetown.edu/go/handbook>.

### Eligibility

Enrollment in the Center for Transnational Legal Studies is open to J.D. students who have completed the full first-year curriculum. Preference will be given to students completing their final year of courses.

#### Part-time J.D. Students

Part-time students who have completed the full first-year curriculum (including Criminal Justice and Property) are eligible for the Georgetown-approved semester abroad programs.

As with other study abroad programs, part-time students are encouraged to take at least 12 credits while abroad. (An exception to the 11-credit maximum will be granted.) Please note, part-time students who participate in the CTLS program are required to take a minimum of 10 credits. As with other study abroad programs, they will continue their part-time status at Georgetown and will be charged on a per credit basis.

#### Transfer Students

Transfer students are eligible to study at CTLS. As mentioned above, credits taken at the Center for Transnational Legal Studies *do* count toward the 54 credits that must be taken at the Law Center prior to

studying abroad: transfer students must complete the 54 Law Center credits in three full-time semesters and one summer session (or five part-time semesters and one summer session.) The summer session may be taken at the Law Center or at the Law Center’s summer program in London. This involves taking a substantial credit load each fulltime semester that the student is at the Law Center. Transfer students considering pursuing this avenue should talk to an academic advisor in the Office of JD Academic Services.

Transfer students need to complete all first-year requirements before they can study at CTLS (including Criminal Justice or Criminal Procedure).

### LL.M. Students

*For degree credit, prior to earning the LL.M:*

All currently enrolled LL.Ms, regardless of division or country of first law degree, may apply to enroll in CTLS for a semester prior to their graduation from Georgetown.

Applications will be evaluated on a routine basis and, in all cases, after giving priority to JD candidates.

If admitted, the current full time Georgetown tuition rate applies.

CTLS credits may only be applied towards the current Georgetown degree on an exceptional basis, with prior approval required with specific respect to individual courses; and number of credits.

*Following Graduation:*

All currently enrolled LL.Ms, regardless of division or country of first law degree, may apply to enroll in CTLS for the semester following their graduation from Georgetown.

Applications will be evaluated on a routine basis, but after giving priority to JD candidates. If admitted, the current full time LL.M. tuition rate applies.

CTLS credits may be applied towards a further Georgetown degree only with prior approval from the Office of Graduate Programs. Such approval will consider the courses the student proposes to take at CTLS and how they relate to the student’s overall program of study. The approval may specify what courses and the total number of credits that can be applied towards a GU degree.

### **Grading and Pass/Fail**

As of the Fall 2012 semester, the grades Georgetown students receive at CTLS will be counted into each student’s grade point average.

Students at CTLS are graded on a scale from 5.0 to 1.0, in 0.5 increments (5.0 being the highest grade). Harmonization of these numerical grades with the A to F grading scale at Georgetown will occur in the following manner:

<b><u>CTLS grade</u></b>	<b><u>Georgetown grade and Numerical Equivalent</u></b>	
5.0 and 4.5	A	4.00
4.0	A-	3.67
3.5	B+	3.33
3.0	B	3.00
2.5	B-	2.67
2.0	C+	2.33
1.5	D	1.00
1.0	F	0.00

## **Pass/Fail**

Courses offered at the Center for Transnational Legal Studies are eligible for the pass/fail option and do count toward the 7-credit pass/fail limit. Credits taken on a mandatory pass/fail basis at CTLS will not count toward the pass/fail limit. All policies relating to the pass/fail option apply. (See Pass/Fail Option in the Academic Evaluation and Attrition Standards of the Georgetown Law *Student Handbook*.)

## **Limitations on Participation**

- o Students may enroll at CTLS for one semester only;
- o Students can receive no more than a total of 14 credits from CTLS;
- o Students can do either a semester at CTLS or at another semester abroad program, but not both;
- o Students may do a non-Georgetown summer study abroad program and the CTLS, but may only transfer in a total of 14 credits. For example, if a student has already taken 4 credits at a summer study abroad program, the student could only transfer in 10 credits from the CTLS. PLEASE NOTE: Credits from the Georgetown London Summer Study Abroad Program do not count against the 14-credit limit.

## **REQUIRED ONE-ON-ONE MEETING AND INFORMATION SESSION**

Following initial approval to study at CTLS, all students must have a one-on-one meeting with a designated member of the Office of Transnational Programs staff. All students will be required to attend a pre-departure information session, date and time to be determined.

## **TUITION AND FINANCIAL AID**

### **Tuition**

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

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

### **Financial Aid**

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

Please note that CTLS has its own student living expense budget, which will vary from the on-campus living expense budget to reflect local costs and program-specific expenses. An estimated budget for the prior year is posted on the program's website. Estimated budgets for the 2016-2017 year will be posted in the Spring of 2016. Students should budget and plan accordingly in advance of their programs.

Students should be aware that, pursuant to federal regulations, federal loans may not be disbursed more than 10 calendar days prior to the actual start date of classes. Therefore, for example, if classes at the foreign institution do not start until October 18, financial aid funds will post to the borrower's student account no earlier than October 10 – the first possible business day. Please note that regulations require that the timing limitations be based on the start of classes, not orientation programs or other pre-class activities, even if required by the

institution. Students must plan accordingly.

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

### **WITHDRAWING AFTER ADMISSION**

A \$350 fee will be assessed to students who withdraw after May 13, 2016. Exceptions can be made for extenuating circumstances. Students who withdraw for a medical condition or other emergency will be excused from paying this fee if they can provide adequate documentation of the medical condition or other emergency that makes attendance impossible.

### **PAID AND UNPAID EMPLOYMENT WHILE OVERSEAS**

It is our hope that students, when not in class or studying, will spend their time pursuing the cultural and social offerings of the host city. Students who are considering pursuing employment opportunities while studying abroad are encouraged to do so only when such opportunities will provide significant educational or professional benefits.

Students wishing to pursue paid or unpaid employment will need to apply for Tier 4 visa status. Interested students should contact Maike Kotterba-Wilson ([mk639@law.georgetown.edu](mailto:mk639@law.georgetown.edu)).

### **IMPLICATIONS FOR SUMMER OR POST-GRADUATE JOB SEARCH**

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

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

### **VISAS**

Each student is responsible for applying for and obtaining his or her own visa. Upon admission to a program, students should review the Entry/Exit Requirements of the Country Specific Information on the U.S. State Department's travel website <http://travel.state.gov/content/passports/english/country.html>. Students should pay particular attention to the estimated processing time for visas and plan accordingly.

Students wishing to pursue paid or unpaid employment will need to apply for Tier 4 visa status. Interested students should contact Maike Kotterba-Wilson ([mk639@law.georgetown.edu](mailto:mk639@law.georgetown.edu)).

ATTENTION INTERNATIONAL STUDENTS: Study abroad may have an impact on the U.S. status of students who do not hold a U.S. passport. Before proceeding with an application, please consult with the Georgetown Law Center Visa Coordinator ([lawcentervisa@georgetown.edu](mailto:lawcentervisa@georgetown.edu)).

### **EDUCATION ABROAD ACCIDENT AND SICKNESS INSURANCE AND FRONTIERMEDEX EMERGENCY SERVICE PROVIDER**

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

The 2016-2017 fee for the plan is as follows for any part of the following trimesters:

- \$50.00: May, June, July, August 2016
- \$60.00: September, October, November, December 2016
- \$60.00: January, February, March, April 2017

[Enrollment, Benefit, Cost Information](#)

[Claims and Team Assist Plan \(TAP\) Information](#)

[Description of Coverage](#)

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

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

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

[International SOS Travel Assistance](#)

As mentioned above, Students enrolled in the study abroad insurance plan must rely on TAP for medical evacuation and other medical emergency services. Other travel services are provided by International SOS at no additional cost. Before students depart they should register on the ISOS website and read over the information provided at: <http://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCPA000227>.

Services include:

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

Contact information for ISOS is provided with your Education Abroad student health insurance card.

## **CANCELLATION**

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