JD/MA IN INTERNATIONAL AFFAIRS
DUAL DEGREE PROGRAM ADVISING NOTES

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PROGRAM REQUIREMENTS	
SIS credits needed for MA	21, *plus 15 double-counted from WCL*
WCL credits needed for JD	80, *plus 6 double-counted from SIS*
TOTAL	**101**

The JD/MA is a 3½ year program (minimum time depending on the number of SIS credits taken during a student's JD semester(s)) with the Washington College of Law (WCL) and the School of International Service (SIS). Students cannot graduate from both the JD and MA in the same semester and **must complete at least six (6) credits of SIS coursework after the completing their JD degree.** In addition to their JD, students in the JD/MA program receive an **MA in International Affairs** from SIS at the completion of the program.

> Students may <u>not</u> transfer credit from other universities to count towards their MA degree. Students must complete all non-WCL MA coursework within SIS and may <u>not</u> use coursework from other AU schools (CAS, KSB, SOC, or SPA) to fulfill SIS MA requirements.

JD/MA DEGREE REQUIREMENTS
Students should track their degree progress on the JD/MA Academic Advising Worksheet

SIS COURSES (18 Credits)

THEORY (3 credits) The theory course should relate to the student's SIS concentration. Choose one of the following (parenthesis indicate the SIS MA program that offers the course, e.g. USFP= United States Foreign Policy and National Security (see "Concentration" section for more detail):
- SIS-672 Theories of Comparative and International Studies   (CRS)
- SIS-665 International Trade Relations (IER; Prerequisite: SIS-616 International Economics)
- SIS-666 International Financial Relations (IER, Prerequisite: SIS-616 International Economics)
- SIS-640 International Communication (IC)
- SIS-682 Foreign Policy: Institutions and Processes (USFP)
- SIS-689 Foreign Policy: Theories of Decision Making (USFP)
- SIS-660 Environment and Politics (GEP)
- SIS-610 Theories of Violence and War (IPCR)
- SIS-733 International Peace and Conflict Resolution Seminar I (IPCR)
- SIS-637 International Development (ID)
- SIS-619 Foundations of Global Security (GGPS)
- SIS-619 Foundations of Global Governance (GGPS)

Theory Courses Previously Available to JD/MA students that are now restricted or no longer offered.
These courses fulfill the SIS Theory requirement for JD/MA students who took them when they were available:
- SIS-619 Global International Relations Theory (GGPS)
- SIS-607 Peace Paradigms (IPCR)

METHODOLOGY (3 credits) Choose one of the following:
- SIS-600 International Affairs Statistics and Methods
- SIS-612 Qualitative Research Methods in PCR
- SIS-634 Field Survey Research Methods
- SIS-635 Field Research Methods
- SIS-750 Advanced International Statistics and Methods
- SIS-750 Advanced Analytical Techniques and Methods
- SIS-750 Big Data and Text Mining in International Affairs Research
- SIS-750 Data Analysis
- SIS-750 Human Rights Impact Analysis
- SIS-750 International Policy Analysis
- SIS-750 Project Design, Monitoring and Evaluation
- SIS-750 Program Evaluation
- SIS-750 Qualitative Methods & Methodology
- SIS-750 Political Risk Analysis (formerly SIS-619)

CONCENTRATION (12 credits) In consultation with the JD/MA Graduate Academic Advisor, students create a concentration composed of coherent and cohesive SIS courses that focus on an area of international affairs. Concentration courses allow students to develop a depth of knowledge in an area of international affairs that closely relates to their individual academic and professional goals. Concentrations can focus on a variety of topics and students can "self-design" a concentration in consultation with the JD/MA Graduate Academic Advisor. Students may choose to have their concentration focused within one of the existing MA programs in SIS (see table below):

Comparative and Regional Studies	CRS
Development Management	DM
Ethics, Peace and Global Affairs	EPGA
Global Environmental Policy	GEP
Global Governance, Politics, and Security	GGPS
Intercultural and International Communications	IC
International Development	ID
International Economic Relations	IER
International Peace and Conflict Resolution	IPCR
Social Enterprise	SE
United States Foreign Policy and National Security	USFP

Sample thematic concentrations that can be housed in a student's concentration may include (but are not limited to) a regional concentration, such as the Middle East, diplomacy, human rights, international economics, non-state actors and security, peacebuilding, communications, development, and climate change.

ELECTIVE (3 credits) Elective credits may be fulfilled with three 1-credit skills institutes, an SIS independent study, an SIS practicum, SIS internship registered for academic credit (SIS-691), or any SIS graduate-level course (600-level or higher).

WCL COURSES (12 credits)
JD/MA students need to complete LAW-516 and LAW-517 Legal Rhetoric and Writing I & II (1L year), 3 credits of international trade, international economics/economic law or international business coursework and 5 credits in general international law coursework. If students take multiple courses that fulfill the requirements, they should inform the JD/MA Graduate Academic Advisor which courses they wish to count toward the MA degree. **Students should contact the JD/MA advisor if they are unsure if a WCL course will count toward the MA requirements. Students should submit a course description and course syllabus and allow one week for the course to be reviewed**. All WCL credits applied to the MA count toward the student's MA GPA (more information can be found in the section on "MA GPA" below).

Students must inform the WCL Registrar's Office which six (6) SIS credits they want to transfer to the JD program. The courses must be approved by the WCL registrar before being transferred. The six (6) credits are in addition to the 80 JD credits taken at WCL. SIS credits are not factored into the JD GPA. Internships registered at SIS cannot be transferred. Students should contact WCL if they have questions about their JD requirements.

CAPSTONE REQUIREMENT (3 credits)
The WCL Upper Level Writing Requirement fulfills the MA Capstone requirement and therefore **must be written on an international topic**. Students should consult the JD/MA Program Director if they have questions about the applicability of their topic and must inform the JD/MA Graduate Academic Advisor of the course with which the Upper Level Writing Require (ULWR) is associated.

SIS PROFESSIONAL EXPERIENCE REQUIREMENT (NON-CREDIT)
JD/MA students must demonstrate evidence of professional experience relevant to their MA program. This may include:
- A prior or current professional experience
- An internship registered for academic credit in SIS (SIS-691)
- An internship registered for non-credit in SIS (SIS-091)
- An externship registered at WCL
- Participation in PILPP (Lawyering Peace Program) or International Human Rights Clinic at WCL

Please see the SIS Grad Advising website for additional information regarding this requirement. Students are required to file paperwork to fulfill this requirement (exception being PILPP and International Human Rights Clinic). Students should contact the JD/MA Graduate Academic Advisor if they have questions regarding which form they need to submit to have their professional experience reviewed.

SIS TOOL OF RESEARCH LANGUAGE REQUIREMENT (NON-CREDIT)
All SIS graduate students, including JD/MA students have to fulfill the non-credit language requirement, which must demonstrate proficiency in a language other than English. Proficiency is defined as:
- reading proficiency at the **intermediate** level
- ability to read an article written in the language with good comprehension using a dictionary only for specialized terminology

The majority of JD/MA students fulfill this requirement by taking the free on campus "Tool of Research" (TOR) exam offered by the Center for Language Exploration Acquisition and Research (CLEAR). Students can take the TOR exam up to three times. Neither the grade nor any exam failures are recorded on a student's transcript. Students are strongly encouraged to take the TOR exam during their 2L year and no later than their 3L fall semester. Taking the exam allows students to evaluate their current level of language proficiency and

how much time they may need to devote to language study to stay on track for their MA graduation timeline. More information about the TOR exam (including how to register) is available at http://www.american.edu/cas/clear/tor.cfm. **Please consult the SIS Graduate Advising website for information on additional ways to satisfy this requirement.**

MANDATORY POST-JD SIS CREDITS
JD/MA students are required to complete a minimum of six (6) SIS credits after graduating their JD. SIS cannot guarantee that students will be able to complete their post-JD SIS credits from outside DC. This is subject to course availability and students' remaining requirements. Students should expect to be in DC for their final MA semester. Students who are planning to leave DC after graduating their JD should contact the JD/MA Graduate Academic Advisor to discuss their options.

ADDITIONAL INFOMRATION

SIS SKILLS INSTITUTES
SIS offers 1-credit Skills Institutes (SIS-730). Skills institutes are intensive, weekend-long workshops designed to relevant professional skills. JD/MA students are not required to take skills institutes; however, many JD/MA students choose to incorporate them into their MA program. JD/MA students can take up to six (6) skills institutes, provided they count toward the student's MA degree requirements. All JD/MA students can take skills institutes to count toward their three-credit SIS elective. JD/MA students can also count skills institutes toward their SIS concentration credits, if the topic of the institutes relates to their concentration. Skills institutes are typically offered over the weekend; however, the specific dates and meeting times vary among institutes. Students are encouraged to read the Schedule of Classes closely for the meeting dates and times.

Registering Skills Institutes: As of Fall 2017, students are able to add or drop skills institutes *online* in Eagle Service up to 24 hours before the skills institute meets, including after the Add/Drop period. In general, however, students are encouraged to register early for skills institutes to reserve their space. Students who add a skills institute within 48 hours of the skills institute meeting must contact the faculty member to confirm their enrollment and obtain any course materials already distributed. Students who miss more than 2 hours of a skills institute may fail the course. Students are recommended to cross-check the Schedule of Classes for the most updated skills institute dates and/or offerings.

More information regarding skills institutes is available at http://www.american.edu/sis/skillsinstitutes/

SIS GRADUATION
JD/MA students must submit a Graduation Application at the beginning of the semester during which they expect to complete all their MA degree requirements. This is separate from students' application to graduate from WCL. **JD/MA students must have a minimum cumulative MA grade point average of 3.00 in order to be awarded the MA degree**. The graduation application link can be found online on the myAU portal under *Academics*. Prospective graduates are encouraged to meet with the JD/MA Graduate Academic Advisor before registering for their final semester to ensure they are on track to fulfill all requirements. **Students are not automatically graduated from the MA program and must remember to apply online and complete all degree requirements, including non-credit requirements**.

TUITION
While enrolled at WCL, fulltime JD/MA students are charged the JD bulk tuition for the fall and spring semesters. SIS courses taken while a student is still an active JD student are covered by the JD bulk tuition and are also included towards the WCL "credit cap" per semester. SIS credits taken during the summer semesters

in which a JD/MA student is still an active JD student (i.e. the summer between 1L/2L and 2L/3L) are billed at the WCL per-credit summer tuition rate. All SIS credits taken after the completion of students' JD degree are billed at the SIS per-credit tuition rate.

All information regarding WCL JD-tuition and fees may be found here:
https://www.wcl.american.edu/finaid/cost.cfm

All information regarding SIS MA-tuition and fees (for post-JD credits) may be found here:
http://www.american.edu/finance/studentaccounts/Tuition-and-Fees-Information.cfm

IMPORTANT AU GRADUATE REGULATIONS

CONTINUING ENROLLMENT POLICY
The University's Continuing Enrollment Policy requires MA students be in active academic status (either registered for at least one WCL or SIS credit; or, on an approved temporary leave) every fall and spring semester until all degree requirements are completed, including non-credit requirements (i.e. MA professional experience and language requirements). JD/MA students may be eligible to take a temporary leave for up to one academic year following the completion of their JD. Students who are not registered or on an approved temporary leave in a fall or spring semester are separated from the University and are required to apply for readmission if they wish to complete their MA at a later date. Readmission is not guaranteed. If readmitted, JD/MA students may forfeit any WCL credits that previously counted toward their MA. Students should contact the JD/MA Graduate Academic Advisor if they have questions about this or other University regulations. American University's Graduate Academic Regulations are available at http://www.american.edu/provost/grad/grad-rules-and-regulations-2015.cfm. Students should contact WCL for any questions regarding WCL regulations.

GRADING
All SIS courses taken toward a student's MA degree must be graded A-F. Exceptions: non-credit internships (SIS-091) and skills institutes (SIS-730), which are only graded pass/fail. For pass/fail courses, a grade of "pass" for a graduate student indicates performance of no less than a B, which indicates a numeric equivalent of 3.00. Neither "pass" nor "fail" grades are used to compute the GPA. For letter-grade courses, a grade of C or higher fulfills degree requirements. **Grades of C- or lower will not be accepted as fulfilling a degree requirement, but will be calculated in the cumulative GPA.**

MA GPA
JD/MA students have a unique GPA for their MA degree in SIS. The GPA for the MA includes all SIS credits and all WCL credits applied to the MA. Please note: This GPA is manually calculated until the student completes both degrees. For questions or a manual GPA calculation, please contact the JD/MA Graduate Academic Advisor.

SIS may place JD/MA students on academic probation if their MA GPA is below 3.0. Per the University's Graduate Academic Regulations, graduate students must maintain a 3.0 grade point average in order to be considered making Satisfactory Academic Progress. If a student fails to maintain a 3.0 grade point average or successfully complete 2/3 of all attempted coursework, the student may be granted probationary status for one semester, by the end of which they must achieve a cumulative 3.0 GPA and complete 2/3 of all attempted coursework or be academically dismissed from the University. Part-time students (less than nine (9) credits) may be granted an additional probationary semester if they demonstrate significant progress towards getting off probation in their first probationary semester. If, at any point in time while a student is on probation, it

becomes mathematically impossible to raise the student's GPA to 3.0 within the nine (9) credits allowed on probation, the student will be academically dismissed. Academic Dismissals are permanently recorded on the transcript. Academic Warnings and Academic Probation are not.

INCOMPLETES
In extenuating circumstances, JD/MA students are eligible to take an Incomplete grade in an SIS course. Please note, however, that for SIS courses, students may be given a maximum of one additional semester in which to complete the remaining coursework. This may be different from Incomplete grades taken at WCL. In order to be granted an Incomplete for an SIS course, students are expected to have completed the majority of the work in the course and must receive the permission of the instructor in advance of the assessment of final course assignments and agree on an Incomplete contract before grades are posted. Students on probation may not receive an Incomplete. **Remaining work must be completed before the end of the following semester. Faculty may assign earlier deadlines before the end of the following semester as deemed appropriate. Students who do not meet the established conditions will automatically receive the default grade, which can significantly affect their GPA.**

SIS ACADEMIC ADVISING RESOURCES

The SIS Grad Advising website can be accessed at http://www.american.edu/sis/gradadvising/index.cfm. Every week, the SIS Graduate Advising Office sends out a Weekly bulletin to all SIS graduate students, including JD/MA students. This bulletin contains important information including registration deadlines and should be reviewed every week. Students should contact the JD/MA Graduate Academic Advisor if they have questions about any news/announcements listed in the bulletin. An archived copy of Weekly Bulletins is available on the SIS Grad Advising Website under "News and Announcements".

SIS has a Graduate Academic Advisor who works with all JD/MA students (contact information on the first page of this packet). Students can contact the advisor via email or by scheduling an advising appointment/express advising meeting. Advising Appointment are 30-minutes long and can be scheduled in person, via phone, or Skype. Advising appointments allow for a review of degree progress and an opportunity to discuss degree planning. Express advising meetings are brief 15-minute meetings designed to answer quick questions related to registration. Advising appointments and express meetings are offered during different times of the semester with express meetings offered around add/drop and registration. Both advising appointments and express meetings need to be scheduled online in advance. The links to schedule a meeting/appointment are available on the homepage of the SIS Grad Advising Website.

Students should mark sisgradadvising@american.edu and the JD/MA Graduate Academic Advisor's email address as "important contacts" to help call attention to emails and avoid the spam folder.

REGISTERING FOR SIS COURSES
Full-time MA students usually take nine (9) credit hours per semester; typically, three, 3-credit courses. Students should consult the Schedule of Classes for a list of courses currently planned for the upcoming semester. **SIS graduate classes are listed under the Subject "SIS - International Service" (not SISG).** Students should make note of the prefix, course number and section number (e.g. SIS-600-005) for each course for which they wish to register. Students will enter this information into Student Planning to plan and register the courses. Students should also make note of any course restrictions and/or pre-requisites, and discuss any applicable pre-requisite waivers with the JD/MA Graduate Academic Advisor. Graduate students must register all courses that will fulfill degree requirements for the letter grade option (A-F), unless the course is only offered P/F (e.g. skills institutes and non-credit internships). *Students can review this information in more detail under the "Grading" section*

of this packet. If a course for which a student would like to register is full (including "Closed"), students can choose to add themselves to the waitlist for the course. Should a space become available in the course, students will be notified via email and have 24-hours to register for the course. It is, therefore, critical that students check their AU email daily. Graduate students may be waitlisted for a total of three (3) courses at any one time, and may only be on the waitlist for one section of any given course. **Skills institutes are not available for waitlisting**.

Please note that WCL and SIS academic calendars may not match in any given semester. Please check the appropriate academic calendar (links below) for add/drop deadlines, registration dates, and other important information. Since WCL and SIS may run on different academic calendars, **please note that there are separate terms in the Student Planner interface. When registering for SIS courses, students will either need to toggle forward to the "Regular Term" to review their planned schedule for a given semester or click the "plus [+]" sign to create a new "Regular Term" tab (instead of the "Wash Col of Law" Term) to register SIS courses.**

Students who are encountering problems accessing Student Planning, or have any technical difficulties should contact the AU Help Desk at helpdesk@american.edu. JD/MA students with specific questions about their degree requirements or classes should contact the JD/MA Graduate Academic Advisor.

JD/MA BLACKBOARD SITE
All JD/MA students have access to the JD/MA Blackboard "course" (JD/MA-900-001). The Blackboard page houses all relevant, important documents for JD/MA students, such as these JD/MA Advising Notes and the updated JD/MA Academic Worksheet. Students can also view an archived recording ("JD/MA Orientation Video") overviewing the JD/MA requirements in the JD/MA under Advising Documents.

ADDITIONAL RESOURCES AND LINKS

- The SIS Graduate Academic Advising website is available at:
  http://www.american.edu/sis/gradadvising/
- The SIS Schedule of Classes is available at:
  http://www.american.edu/provost/registrar/schedule/index.cfm (browse by SIS - Intl Service)
- The SIS Academic Calendar is available at:
  http://www.american.edu/provost/registrar/academic-calendar.cfm
- The Graduate Academic Regulations are available at:
  http://www.american.edu/provost/grad/upload/Graduate-Academic-Regulations.pdf
- The JD/MA Blackboard Page is available at:
  https://blackboard.american.edu/webapps/login/ (JDMA-900-001: JD/MA Academic Advising)
- Information regarding SIS Skills Institutes is available at:
  http://www.american.edu/sis/skillsinstitutes/
- Information regarding the SIS Language Requirement (non-credit) is available at:
  http://www.american.edu/sis/gradadvising/language.cfm