

## **JURIS DOCTOR APPLICATION**

- All the May and Summer 2019 grads completed their J.D. apps back in October 2018.
- For those graduating in December 2019, your J.D. applications are due back to Donna H. by Friday, March 29.
- The form is self-explanatory.
- Print your name exactly as you want it to appear on your diploma. It will also be printed this way in the commencement program.
- If you're pursuing a certificate of concentration, then check the box next to the name of the certificate you're pursuing and have the prof. advising you sign the form. If you're getting multiple certificates, then have multiple professors sign the form.
- Complete the contact information at the bottom, so we can find you after graduation.
- Sign and date the form, then return to Donna H.
- Everyone who completes this form will have their name printed on a list that is posted under the glass boards in the upstairs foyer and next to the libation station, but more importantly, *will have a diploma ordered for them.*

## **GRADUATION CHECKLIST**

After you complete your J.D. app., Donna H. will do a degree audit for you. Just follow the graduation checklist (found on the web under the *Current Students / Academics / Forms, Checklists, Guidelines* tab), and you'll be fine for completing your degree.

- Everyone needs to complete all first-year and upper-level required courses, one Perspectives course, the ULOR and ULWR, and six hours of Skills courses.
- You can substitute 1 or 2 hours of a Hybrid course for the Skills requirement.
- For the Skills requirement to count, your grade must be equal to a "C" or better.
- You may not count the same course for both the Skills and ULWR.
- It's your responsibility to have the professors complete the ORAL and WRITING requirement forms for you. If you're in the process of completing them your last semester, then they just need to be turned in to Donna H. before graduation.
- Need 90 hours to graduate - 74 of the 90 hours required must be graded credit.
- For students with a GPA below a 2.60 after your first two semesters, you are required to complete two Multiple Assessment Courses. One of these MAC courses must be Multistate Legal Analysis with Prof. Griggs. The other course is optional--found listed under the Course Details & Advice section of our enrollment materials.
- If you're getting a certificate, check ALL requirements for the certificate, especially extracurricular activity minutes, service requirements, and writing requirements. Check with Donna V. in Room 331 to see how many activity minutes you have accumulated.
- Donna H. does several degree audits for the grads. If you're missing something, or if she has questions about the degree audit, she will let you know.
- Check for holds on student records. They affect the release of diplomas and transcripts.

## **TRANSCRIPTS FOR THE BAR**

- For the Bar, you will need an “official” copy of your law school transcript.
- To request one, simply complete the transcript request form (found on the University Registrar’s website) and take the form with payment of \$8.00 to the Student One Stop Center in Morgan Hall.
- On the request form, it’s very important you mark on the form “hold for degree statement” and do NOT mark the box “hold for grades.” Marking the wrong box will cause you to order another transcript and will delay getting your transcript to the Bar before the deadline; which is June 15 for July Kansas Bar.
- Attorney Admissions does not accept electronic transcripts; however, you can order a physical copy of your transcript through the National Clearinghouse and have it mailed to the Bar for an additional fee of \$2.25. We highly discourage you from requesting one through the NCH because they take a LOT longer (5-7 days) to process after degrees have been awarded and are not a safe bet on getting to the Bar before the deadline.
- Also, *be aware* that Attorney Admissions does not accept hand delivered transcripts. They must be mailed from the University Registrar’s Office.
- We suggest you complete the transcript request form early (between now and the end of the semester) and let the Student One Stop Center hold your request and payment until your degree is awarded. These transcripts only take 1-2 days to process.
- The Kansas Bar only needs two transcripts: 1) from where your undergrad degree was awarded, and 2) from where your law degree was awarded. If you received your undergrad degree from Washburn, then you only to send them one transcript as all undergrad and law coursework will be on the Washburn transcript.

## **FINAL CLASS RANK AND HONORS**

The Class of 2019 consists of the December 2018 and May/June/August 2019 graduates.

- At graduation, we announce tentative honors based on grades from the prior semester.
- These honors are not finalized until ALL your classmates receive their final grades.
- If you think you will be receiving final honors, please don’t frame your diplomas until after final class ranks have been calculated because you will be receiving a gold honor sticker for your diploma.
- Final class ranks are not calculated until ALL your classmates receive their final grades, which will be around the end of August. So, the rank you use until then, is the rank you received in January, after your fall 2018 grades.

## **LAW SCHOOL APPLICATION and BAR CERTIFICATION FORMS**

- If you need a copy of your law school application for your Bar application, then you can ask Donna H. to print a copy from your student file in Room 204. If you have any amendments to make to your application, then please see Dean Lowry.
- If you are taking the Bar in another State and have a certification form to be completed, then bring that form to Donna H., and she will complete it for you after graduation.