

JURIS DOCTOR APPLICATION

- If you are graduating in December 2018, your J.D. application was completed back in March.
- For those graduating in May, June, or August 2019, your J.D. Applications are due back to Donna Haverkamp by Wednesday, 10-31-18. If you are taking a summer intersession course, like ITAP, then you are a June graduate.
- 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 are pursuing a certificate of concentration, then check the box next to the name of the certificate you are pursuing and have the professor advising you sign the form. If you are 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 it 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. application, 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 will 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 is your responsibility to have the professors complete the ORAL and WRITING requirement forms for you. If you are 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 Professor Marsha Griggs. The other course is optional-- found listed under the Course Details & Advice section of our enrollment materials.
- If you are getting a certificate, check ALL requirements for the certificate, especially extracurricular activity minutes, service requirements, and writing requirements. Check with Donna Vilander in Room 331 to see how many activity minutes you have accumulated.

- If any of the requirements from the graduation checklist are not completed by graduation, then we have no choice but to hold your diploma until they are completed.
- Donna H. does several degree audits for the grads. If you are missing something, or if she has questions about the degree audit, she will let you know.

TRANSCRIPTS FOR THE BAR

- For the Bar, you will need an “official” copy of your law school transcript.
- To request an official transcript, 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. You can also request a transcript online through The National Clearinghouse for an additional processing fee of \$2.25.
- On the transcript request form, it is 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 January 15 for February, and June 15 for July.
- Complete the transcript request form early and let the University Registrar’s Office hold on to your payment until your degree is awarded. A good time to request your transcript would be during your last semester before final exams begin.
- Requesting a transcript through the NCH can take 5-7 days after your degree has been awarded; whereas, requesting one at the One Stop Center can take 1-2 days. So, to avoid a stressful phone call from the Bar letting you know they have not received your transcript yet, take your transcript requests to the One Stop Center early.
- The Bar does not accept hand delivered transcripts.

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.
- Also, if you have a certification form for another State Bar that needs to be completed, then you can bring that form to Donna H., and she will complete it for you after graduation.

FINAL CLASS RANK AND HONORS

The Class of 2019 consists of the December 2018 and May/June/August 2019 graduates. Final class ranks cannot be calculated until ALL your classmates receive their final grades, which could be around the end of August or early September 2019. They will be emailed to you individually.

The same is true for honors for your diploma. If you think you will be receiving honors, do not have your diplomas framed until after final class ranks are calculated. For those who receive honors, you will be receiving a gold honor sticker for your diploma.