

JURIS DOCTOR APPLICATION: https://washburnlaw.edu/students/forms/_docs/jurisdoctor.pdf

- All the December 2020 grads completed their J.D. applications back in March 2020.
- For those graduating in May, July, and August 2021, your J.D. applications are due back to Donna Haverkamp by Friday, October 30.
- Print your name exactly as you want it to appear on your diploma. It will also be printed this way in the commencement program and on the graduate composite picture.
- If you're pursuing a certificate of concentration, then check the box next to the certificate you are pursuing and have the professor 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 it to Donna.
- Everyone who completes this application will have a diploma ordered for them.

GRADUATION CHECKLIST:

After you complete your J.D. app., Donna will do a degree audit for you using the graduation checklist: https://washburnlaw.edu/students/forms/_docs/graduationchecklist-effective2019fall.pdf
Follow it and you will be fine for completing your degree.

- Everyone needs to complete all first year and upper level required courses, one Perspectives course, six hours of Skills courses, the Upper Level Oral and Writing Requirement, and 90 credit hours.
- Beginning Fall 2019, 69 of the 90 hours required for graduation must be graded credit.
- Also beginning Fall 2019, we no longer count Hybrid courses nor competition courses for the Skills requirement. Per the ABA, they do not constitute a Skills course. If you took them prior to Fall 2019, we would count them as a Skills course.
- 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. You can use the same course for the perspectives and the oral and writing requirements.
- 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, they just need to be turned in to Donna H. before graduation.
- 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. The other course is optional and can be found listed under the Course Details & Advice section of our enrollment information.
<https://washburnlaw.edu/students/academic/schedules/2020fall/2020summerfallcoursedetails.pdf>
- If you're getting a certificate, check with your advisor to make sure ALL requirements for the certificate are being met, especially extracurricular minutes. If you're getting multiple certificates, you cannot use the same course for the writing requirement.

TRANSCRIPTS FOR THE BAR:

- The Bar will want an “official” copy of your transcript from every school that awarded you a degree.
- To request a Washburn transcript, simply complete the transcript request form: <https://washburn.edu/student-life/policies-forms/forms/transcript-request.html> and take the form with payment of \$8.00 to the Student One Stop Center in Morgan Hall. Let them hold it until your degree is awarded.
- On the request form, it’s important you mark the box “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.
- All Washburn undergrad & graduate coursework will be included on your law transcript.
- Kansas Attorney Admissions does not accept electronic transcripts.
- 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 \$2.50. If you are taking the KS Bar, we discourage you from requesting one through the NCH because they take longer to process after degrees are awarded and are NOT a safe bet on getting to the KS Bar before the deadline of January 15 for the February Bar, and June 15 for the July Bar.
- 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 anytime between now and the end of the semester and ask the One Stop Center to HOLD your request and payment until your degree is awarded because there are only a few days between when grades are posted and when transcripts are due.

Check for Holds on student records. They affect the release of transcripts and diplomas.

If you need a copy of your law school application for the Bar, ask Donna H. to print a copy from your student file in Room 204. If you have any amendments to make to your application, please see Dean Lowry.

If you are taking the Bar in another State and have a Dean’s Certificate that needs to be completed, bring that form to Donna H. and she will complete it for you after graduation.

FINAL CLASS RANK AND HONORS:

The Class of 2021 consists of the December 2020; May, July, and August 2021 graduates.

- Final class ranks are not calculated until ALL your classmates receive their final grades, which may be around the last week of August. So, the rank the December grads will use until then, is the rank received after the fall 2019 grades as we did not rank students after the spring 2020 credit/no credit grades due to the pandemic.
- 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.
- Those who receive final honors will get a gold honor sticker for their diploma.