

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

- All the May and Summer grads completed their J.D. apps. back in October 2023.
- For those graduating in December 2023, your J.D. applications are due back to Cory Payne by the last day of March.
- 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 Cory.
- Everyone who completes this application will have a diploma ordered for them.

GRADUATION CHECKLIST:

After you complete your J.D. app., Cory 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, 1 Perspectives course, 6 hours of Skills courses, the Upper Level Oral and Writing Requirement, and 90 credit hours.
- 69 of the 90 hours required for graduation must be graded credit. So, you can take 21 ungraded credits.
- Per the ABA, students must complete 2/3rds of courses required to graduate at their home school. This means you can take the maximum of 30 hours of distance education credits.
- 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 Cory Payne before graduation.
- Students with a GPA below a 2.60 after your first 2 semesters are required to complete 2 multiple assessment courses. One of these MACs must be Multistate Legal Analysis. The other course is optional and can be found listed on the backside of our graduation checklist.
- If you're getting a certificate, *CHECK WITH YOUR ADVISOR* to make sure ALL requirements are being met, especially extracurricular minutes and writing requirements. 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. So, you don’t need to request multiple transcripts from Washburn University.
- You can order a copy of your transcript through the National Clearinghouse and have it mailed to the Bar for an additional fee of \$2.50. These transcripts take a few days longer to process after your degree is awarded and that is why we encourage you to go to the Student One Stop to get a transcript. The deadline for transcripts to the KS Bar is June 15 for the July Bar, and January 15 for the February Bar.
- Also, be *aware* that Attorney Admissions **DOES NOT accept hand delivered transcripts.** They must be mailed from the University Registrar’s Office or come from the NCH.
- We suggest you complete the transcript request form anytime during your last semester, and ask the Student One Stop Center in Morgan Hall to HOLD your request and payment.

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

If you need a copy of your law school application, ask Cory Payne to print a copy from your student file. If you have any amendments to make to your application, please see Dean Dempsey-Swopes.

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

FINAL CLASS RANK AND HONORS:

The Class of 2024 consists of the December 2023; May, June, and August 2024 graduates.

- Final class ranks are not calculated until ALL your classmates receive their final grades, which may be around the last week of August.
- 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.