

**Saint Louis University School of Law**  
**APPLICATION FOR GRADUATION AND COMMENCEMENT**

**INSTRUCTIONS:** Students graduating January, May or August must complete and submit this application to the Law School Registrar's Office by September 19, 2008. This application must be completed in order to have your degree conferred and receive your diploma regardless of whether you want to participate in the Hooding or Commencement Ceremony. Applications are valid for the term indicated and two consecutive terms thereafter.

**Anticipated Graduation Term:**  Fall (December) 20\_\_\_\_\_  Spring (May) 20\_\_\_\_\_  Summer (August) 20\_\_\_\_\_

Name – Print EXACTLY as you want it to appear on your diploma. Use upper and lower case and any appropriate international characters. (e.g. René, JOHN DOE, JOHN DOE III) Note: all upper case is NOT recommended.

**Delete and replace the text in this form with your own. Then print, sign, and submit it.**

Current Name:

Name as it is to appear on Diploma:

Email Address

SLU Banner ID

Phone Number

Current Address or P.O. Box

City

State/Country

Zip/Postal Code

**Academic Program: (Check all that apply)**

JD Juris Doctorate Degree     LLM-Health Law     LLM-American Law for Foreign Lawyers

JD Specialization Certificate \* in: \_\_\_\_\_

Example: Employment Law, Health Law, and/or International and Comparative Law

Receiving Concentration(s) in: \_\_\_\_\_

Please mail my diploma to the address below instead of the one listed above. Effective date of address:

|                         |      |               |                 |
|-------------------------|------|---------------|-----------------|
| Street Address/P.O. Box | City | State/Country | Zip/Postal Code |
|-------------------------|------|---------------|-----------------|

Name & address of someone who does not live with you who will always know where you are.

Relationship

Phone Number  
(      )

School of Law clubs and organizations (and position held) you were affiliated with and dates. (use additional space on back if needed)

List Previous Degrees (school name, degree awarded, graduation date, exclude any associate degrees) (use additional space on back if needed)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note: If a change is made after this document has been turned in, immediately notify the Law School Registrar's Office.**

### Deadline for submitting Graduation Application

- ◆ Application for graduation for December, May and August graduation candidates are due no later than Friday, September, 19, by 5 p.m.
- ◆ A mid-year reception will be held in December, the date, time and locations is TBD. The Hooding ceremony will be held in May. The academic year begins with the fall term and ends with the following summer term. Accordingly, a graduation class consists of those who graduate in December, May and August in the same academic year. All graduation candidates will be required to attend a mandatory graduation candidates meeting.
- ◆ The Application for degree form must be submitted to the Registrar's Office. Original copies are preferred to faxed copies.

### Hooding and Commencement Participation

- ◆ Students must be in good academic standing (g.p.a. 2.0 or higher) in order to participate in the Hooding and Commencement ceremony.
- ◆ Students' names will appear in the Hooding and Commencement ceremony program as they appear on the application form.
- ◆ JD students working towards **certificates of specialization** must submit separate *JD Specialization Certificate Application* forms to the appropriate department for nations to appear in the Hooding and Commencement program, to receive certificates and to have this notation made on their transcript. (**Stephanie Haley-Employment Law, Mary Ann Jauer-Health Law, and Kay Graeff-International and Comparative Law certificate**)
- ◆ JD students working towards **concentrations** must submit separate *JD Application for Concentration* forms to the appropriate departments for nation to be made on their transcript. (**Alyssa Owens-Criminal and Civil Litigation, Stephanie Haley-Business Transactional Law and Taxation, Lori Owens-Urban Development, Land Use and Environmental Law**)

### General Credit Requirements

- ◆ If a student has an outstanding incomplete course attempt at the end of the term after which the student intends to graduate, the student must complete the course by the deadline indicated below or the student's graduation will be postponed until the term in which the course is completed. If a student does not need the credit from the incomplete course to complete the student's requirements, the student may elect to withdraw from the course instead of completing it. The deadline for completing a course before the grade is automatically converted to "W" for "Withdrawn" is not altered by these deadlines.

| <u>Term</u> | <u>Deadline for completing an incomplete course attempt in order to graduate</u> |
|-------------|--|
| Fall        | January 31   |
| Spring      | June 30  |
| Summer      | September 15   |

- ◆ Official transcripts from each school from which transfer credit is expected must be received by the School of Law Registrar's Office before the student's degree can be awarded.

### Diploma Release/Mailing Procedures

- ◆ Before diplomas will be mailed or released to students, or on a student's behalf, their account balances must be paid in full.
- ◆ Graduates' diplomas will be mailed to the address provided on the Application for Degree form. Graduates who wish to change the address to which they want their diploma mailed, they must submit an address change request form specific to their graduation application. Simply changing their current mailing address with the Registrar's Office does not change the address to which their diploma will be mailed. To change their diploma mailing addresses, graduates must amend their graduation application.

### Application Expiration

- ◆ Applications are valid for the anticipated graduation term indicated on the front of the form and two consecutive terms thereafter. Applications expire if students fail to graduate with the second consecutive term.
- ◆ If students allow their applications to expire, they will be required to submit a new application form in order to have their degrees awarded if they later fulfill their program requirements.