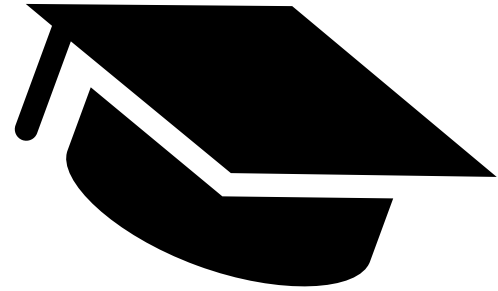




Preparing to Graduate

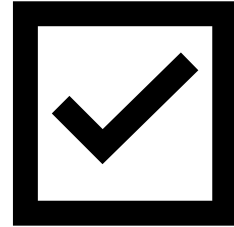


Julie Baldwin, Director of Bar Success

Emily Kite, Associate Dean for Career & Professional Development

Toni Landis, Law School Registrar

Preparing to Graduate



- Final Academic Reminders
 - ULWR, Experiential Learning, Non-Law Courses & Pass/Fail
 - Curricular Concentrations
 - Honors
- Key Dates, How-tos, and To-dos
 - Hooding details
 - Apply to Graduate, Diplomas, Transcripts, & GPA
- Diploma Privilege & Bar Information
- Pro Bono Information
- OCPD, Bar Prep, and Post-Graduation Expectations



Final Academic Reminders



Upper-Level Writing Requirement (ULWR)

Student Handbook Sec. 4.4.2



- **Temporary grades are due May 16.**
 - ULWR must be complete and confirmed by this date
 - Prior to providing the Dean's certification to the BBE

Unsure if you submitted your form? Check *My Student Info* page – email me: tllandis@wisc.edu

Experiential Learning Requirement

Student Handbook Section 4.4.2



- 6 credits
- Most have this complete, but if you are taking Lawyering Skills or something else to get you to 6 credits, be sure you are going to pass. 😊

Non-Law Classes

Student Handbook Section 2.5

- Must receive a “B” or better

Pass/Fail Option Chart



Law School letter grade reported by instructor	Grade recorded on transcript if use Pass/Fail Option	Factored into your GPA?	Counts as one of your two Pass/Fail Options
B+, A-, A or A+	B+, A-, A, or A+	Yes	Yes
C, C+, B-, or B	S	No	Yes
F, D-, D, D+, or C-	F, D-, D, D+, or C-	Yes	Yes

Grades other than “S” are factored into grade point average and count as graded credits for The Order of the Coif & Dean’s List eligibility.



Curricular Concentrations

Student Handbook Section 2.2.5

- Note any special requirements (e.g. Estate Planning requires a “B” in T&E; some require a 3.0 average)
- <https://law.wisc.edu/academics/certificate-programs/>
(this link goes to the Concentrations - Scroll down)
- Have you confirmed your courses with the faculty advisor?
- Fill out the Qualtrics circulated via email (coming soon)
 - make sure your mailing address is one that will reach you in June/early July
- Concentrations are NOT listed on transcripts or diplomas



Academic Honors

Student Handbook Sections 4.13.5 & 9.7

Dean's Academic Achievement Award – 3.5 & above

Graduation Honors - appears on official transcript & diploma

3.5-3.74 *cum laude*

3.75-3.94 *magna cum laude*

3.95-4.3 *summa cum laude*

Order of the Coif

Top 10% of Dec 2024, May 2025, & Aug 2025 combined class

*Must have 68 graded credits

Class Standing Tables will be updated in June



Key Dates, How-tos, & To-dos





Important Dates

- **May 8:** Law School Open House
 - 4-6 pm
 - UW Law School, Atrium
- **May 9:** Hooding Ceremony (Law School specific)
 - 1 pm
 - Monona Terrace Convention Center
- **May 10:** Camp Randall Ceremony (full campus event ; not required)
 - 12pm
- **May 29:** Wisconsin Bar Admission Ceremony/Swearing-in
 - time/location to be determined in April
 - you are allowed TWO guests
 - Western District is held later that afternoon



Hooding Ceremony Details, May 9

**Specific to the Law School*

- Review & Register at the website: <https://law.wisc.edu/commencement/>
- Cap & Gown
- All guests welcome
- events@law.wisc.edu contact with questions

Camp Randall Ceremony Details, May 10

(includes all disciplines across campus; not required to attend)

- Review website: <https://commencement.wisc.edu/>
- Cap & Gown
- All guests welcome
- You must “Apply to Graduate” by March 21 to get your name in the Camp Randall program



Apply to Graduate

- Apply to Graduate through your Student Center
 - Instructions: <https://kb.wisc.edu/registrar/4128>
 - The commencement ceremony referenced is @ Camp Randall (*not required*)
- Verify your name
 - <https://registrar.wisc.edu/applyforgraduation/>
 - scroll down for instructions & info on “legal name” vs. “name in use”
 - The University Registrar can add accents/diacritics to a degree name that will be used on the diploma. Email the University Registrar at registrar@em.wisc.edu. It must match your primary/legal name in the student record system.
- Verify your mailing address – **post-graduation**; diplomas may be mailed as late as July



Family Educational Rights & Privacy Act (FERPA)

It is your right to protect your directory information, however, if you would like your name in the graduation program and/or acknowledgement of any awards or honors, you must make sure that you've adjusted your settings.

Instructions found here: <https://kb.wisc.edu/registrar/18785>

OR

When you “Apply to Graduate”

*Commencement Ceremony May 2024 Commencement

I want my name in use/preferred name, not my primary/legal name, printed in the commencement program and used for other commencement-related events, publications and/or communications. Yes No

FERPA Hold Waiver: I want my name printed in the Commencement program and used for other commencement-related events, publications and/or communications regardless of my FERPA status at the time they are created or published. Yes No

Deadline Date Acknowledgement

I understand that I must apply to graduate by the deadline for the commencement ceremony term I selected above. If I do not apply by the deadline, my name will not appear in the printed commencement program.

Transcripts

Student Handbook Section 4.13.8



Official UW generated transcript:

Order from:
<https://registrar.wisc.edu/transcript/>

No charge

Guaranteed tamper-free (Parchment)

Lists:
courses taken, grades earned,
degree earned, conferral date,
Dean's List by semester, & Latin honors

You may need a letter from the Law School Registrar confirming your grade point average.

Unofficial Law School transcript:

Available through OCPD using Symplicity

No charge

No guarantee re: tampering

Lists:
courses taken, grades earned,
grade point average

You may need a letter from the Law School Registrar confirming degree conferred.



Diplomas & Degree Posting

Student Handbook Section 4.13.7

Diplomas are sent by the campus Registrar's Office and can take 6-8 weeks to arrive

- Clear all holds: <https://kb.wisc.edu/helpdesk/page.php?id=4139>
- Diplomas are sent to the address you enter when you “Apply to Graduate” – note: they may not arrive until July
 - Make sure your name is as you would like it as well
- Degree & Latin honors will appear on official transcript and diploma
 - Concentrations do **not** appear on transcript or diploma
- Conferral date will be May 11, 2025



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Diploma Privilege & Bar Information



Wisconsin Diploma Privilege

Student Handbook Section 4.6

- **Swearing-in: May 29** – **TWO** guest limit
- Files **MUST** be deemed complete by **May 9** to participate in swearing-in
- You are responsible for requesting your official transcript be sent to the BBE
- The Law School submits the Dean's Certificate; *no need to request*

[WI Board of Bar Examiners website/Diploma Privilege instructions](#)

Call BBE with any questions: (608) 266-9760

- Final deadline for **May 2025** graduates is July 1, 2025
 - ****If you miss this deadline, to be licensed in WI, you will need to take the BAR!!**
- Deadlines for **August grads**: March 17 for discount; Oct 1, 2025 is final
- Deadlines for **Dec grads**: July 15 for discount; Feb 2, 2026 is final



Certifications for Bar Admission

Student Handbook Section 4.7-12



- **U.S. District Court for the Western District of WI:** *Complete online application by **Friday, May 23** to participate in group swear-in:*
<https://www.wiwd.uscourts.gov/attorney-admissions>
 - This swearing-in takes place after the BBE and you must participate in the BBE swearing-in to be sworn in the Western District
- **U.S. District Court for the Eastern District of WI:**
Application is found here: <https://www.wied.uscourts.gov/attorney-admission/>
 - Contact Clerk's office at 414-297-3372 with questions
- **States other than Wisconsin:** All Character & Fitness and JD certifications go to Toni Landis, Law Registrar:
registrar@law.wisc.edu
 - Contact Julie Baldwin (julie.baldwin@wisc.edu) for bar prep tips!



Bar Applications

Student Handbook Section 4.12

- Planning to take a bar exam out of state?? You need to be registering **now** – deadlines vary by jurisdiction and some have passed (AL/NC/SC).
- Missing a filing deadline means **you will not sit** for that bar exam.
- If you have questions, please reach out to me so we can get you information on summer support!
- MPRE – March, Aug, Nov!
 - Julie.baldwin@wisc.edu - Message me to get updates/Canvas



Pro Bono Program

Student Handbook Section 13.4

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If you've done pro bono work during law school, you may be eligible for the Pro Bono Honor Society

- 50 / 100 hours
- Hours earned while **in** law school
- Log in Symplicity by **April 18**
- Subject to verification
- Indication in graduation program and cord
- Reach out to Lindsay Slaker with questions:
Islaker@wisc.edu



OCPD Last Steps

- Alumni Resources

Watch for email from Dean Kite for info on post-grad advising, LRAP and more

- Meet with advisor on your post-grad job search

We can also help with job negotiations!

- **Required:** ABA Required Graduation Survey

Fill it out – you'll get fewer emails from us (hooray)

Information you provide helps future students

- **Required:** 3L Exit Interviews

For those seeking a post-grad job, please schedule between March 17 & April 15



Remember to check:

1. Is your Upper-Level Writing Requirement documentation submitted and confirmed?
2. Are your 6 credits of Experiential coursework confirmed?
3. Is your paperwork for non-law classes submitted?
4. Are you reading your email carefully for updates/information/requests from Law School administration?
5. Are you reading bar application directions carefully and following the steps as outlined?



Questions?

tllandis@wisc.edu

Emily.kite@wisc.edu

Julie.baldwin@wisc.edu



Links to Bookmarks

Student Handbook: <https://law.wisc.edu/studenthandbook/>

Law School Academic Forms: <http://law.wisc.edu/current/forms.htm>

Class Standing/Ranking Tables:

https://law.wisc.edu/career/new_grading_system.html#class_standing

Law School Commencement website:

<https://law.wisc.edu/current/commencement/>

UW Law Pro Bono Program: <http://law.wisc.edu/probono/>

Official Transcripts: <https://registrar.wisc.edu/transcript/>