The information that follows is an abbreviated version of the graduation requirements for the School of Law. Please consult the Academic Rules for complete rules. The information contained below will be verified by the Registrar’s Office and a letter, noting any discrepancies, will be mailed to you and a copy placed in your file. RETURN THIS FORM TO THE REGISTRAR’S OFFICE.

Name:__________________________________________________  Student ID U#: __________________________________________
Graduation Date:__________________________________________  Phone: __________________________________________
E-Mail Address: __________________________________________

**IN ORDER TO GRADUATE FROM THE SCHOOL OF LAW YOU MUST:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. Submit this Graduation Requirement Worksheet by mid-March prior to graduation in January OR mid-September prior to graduation in May or September of your last year of law school.</td>
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<tr>
<td>2. Submit a Graduation Application online at the same time the Graduation Requirement Worksheet is due. Both the Worksheet and Application are on the Registrar’s Forms website.</td>
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</table>
| 3. **RESIDENCE:** Students must have the equivalent of 6 units of residence. Calculate your residence as follows:  
  A. One full-time semester = 1 unit of residency  
  B. One part-time semester = .75 units of residency  
  C. Summer semester:  
    5 or more credits taken = .5 units of residency  
    (half a full-time semester)  
    4 credits taken = .375 units of residency  
    (half a part-time semester)  
    Less than 4 credits taken = 0 units of residence  
  Residence units completed:___  
  Units pending:___ |          |
| 4. **CUMULATIVE GPA:** Students must maintain a cumulative GPA of 2.30 or above.  
  Current GPA:________ |          |
| 5. **LIMITATIONS ON CREDITS:**  
  a. **4-Credit Limitation:** A maximum of 4 credits in co-curricular activities: Moot Court, Law Review, Guided Research, Guided Externship, Appellate or Trial Competition Teams or Continued Clinical Fieldwork. Continuing Clinic Fieldwork is continuing the clinical portion of a clinic (already taken) without taking the seminar portion.  
  How many credits have you taken from the list above within the “4-credit Limitation”?  
  Students may not receive credit for taking same externship twice.  
  Student must graduate with more than 88 credits if you go over the 4 credit limitation or total clinical credits. |          |
  b. **Outside Credits:** A maximum of 10 credits taken either as a joint degree candidate or at another graduate school of Pace University.  
  How many have been taken as “outside credits”?____________________________ |          |
  c. **Clinical Credits:** “Experiential credits” in live client clinics, externships, not including “academic credits” awarded in those courses.  
  How many credits have been taken as “clinical”?____________________________ |          |
  TOTAL of 5a, b & c.................................................................__________ |          |
  **Note:** No more than 20 clinical credits can be applied toward your degree, which includes the “4-credit limitation” (5a), “outside credits” (5b) and “clinical credits” (5c) – which are all specified above. |          |
6. **TRANSFER CREDITS (from another ABA accredited law school):** Must be approved in advance. Official transcript must be received by the Registrar’s Office so that credits can be added to your Pace transcript. (Maximum of 30 credits may be transferred.) **Name of School?**

   **Number of approved transfer credits:** ________

7. **TOTAL CREDITS:** Students must complete a total of at least **88 credits**
   - Credits completed ________
   - Current Credits ________
   - Credits needed to Graduate ________
   - Transfer Credits? ___________

8. **UPPER LEVEL WRITING REQUIREMENT:** including Citation Workshop
   **Title of Course:** ____________________________

   **UPPER LEVEL SKILLS REQUIREMENT:**
   **Title of Course:** ____________________________

9. Did you take any asynchronous courses? Please list:_________________

   (Asynchronous means all pre-recorded materials.)

   Did you take any synchronous courses? Please List:_________________

   (Synchronous means live real time interaction between professor and students using on-line technology.)

10. **Do you plan on taking the Bar?**__________

    **What States?**

11. **Do you have any incomplete grades?**______________

    If so, when will they be cleared?______________

    **Do you have a failing grade in a required course?**__________

12. **Do you plan to complete a certificate?**

    Environmental______________

    International______________

    Please make sure to complete an application for the certificate.

13. **Do you plan to complete a concentration?**

    Real Estate and Land Use___________

    Criminal Practice_____________

14. **HOLDS:** Students with holds will not be allowed to graduate. Holds are due to delinquent accounts and incomplete paperwork for financial aid, records, deferments, health insurance or unreturned Library books. Students must resolve those holds with the Bursar’s Office.

   **Reminder:** All law students seeking admission to the New York State (NYS) Bar after graduation must perform 50 hours of qualifying pro bono work. Like all components of the NYS Bar application, completion and certification of these pro bono hours is your responsibility. The Public Interest Law Center (PILC) is eager to help you understand the 50-hour requirement so that you can plan ahead and easily comply. The 50-hour requirement and accompanying information from the NYS Unified Court System is on their website. After reviewing the website, please email the PILC at publicinterest@law.pace.edu with any specific questions and continue to watch for email announcements from us.

The information on this form is true and correct to my knowledge. I acknowledge that I have read and understand the requirements for the awarding of the Juris Doctor Degree as listed in the Student Handbook and Academic Rules, and that I am responsible for meeting those requirements.

**Student’s Signature**

**Date:**

Revised 01/30/2014