



Elisabeth Haub School of Law

## GRADUATION REQUIREMENTS WORKSHEET

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 emailed 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:

|    | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Comments |
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| 1. | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
| 2. | <b>TOTAL CREDITS:</b> Students must complete a total of at least 88 academic credits.<br>Credits completed _____ Current Credits _____<br>Credits needed to Graduate _____<br>Transfer Credits? _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| 3. | <b>CUMULATIVE GPA:</b> Students must maintain a cumulative GPA of 2.30 or above in order to graduate. Current GPA: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |
| 4. | <b>Limitations on Allocation of Credits:</b> Under the Rules of the New York Court of Appeals and the ABA, of the 88 Academic credits required to graduate, no more than an aggregate 24 of those 88 Academic credits may fall into the following categories:<br><br>A. Field Placement: Credits designated as "Field Placement" in externships, practicums, and continued clinical work, not including credits earned from any seminar accompanying those credits; _____<br><br>B. Non-law graduate school: A maximum of 12 credits taken at a non-law graduate school after matriculation at the Law School as a J.D. student, either as a joint degree candidate or otherwise; _____<br><br>C. Co-curricular: A maximum of 4 credits in non-classroom based, co-curricular activities such as Moot Court or other Student Competition teams, _____<br><br>D. Law Review: A maximum of 2 credits in the first year of membership, and a maximum of 4 credits in the second and third years of membership; _____<br><br>E. Faculty-guided research: A maximum of 4 credits of Guided Research or Directed Research; and _____<br><br>F. Faculty Guided Writing Project (for the Federal Judicial Honors Program): 1 credit; _____ |          |

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|    | <p>G. A maximum of 4 credits in Teacher's Assistant credits. _____</p> <p><b>Students may not receive credit for taking the same externship twice</b></p> <p><b>TOTAL of 4) A,B,C,D, E,F, and G = _____</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |
| 4. | <p><b>TRANSFER CREDITS (from another ABA accredited law school):</b> 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.)</p> <p>Number of approved transfer credits: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Name of School? |
| 5. | <p><b>UPPER LEVEL COURSE REQUIREMENTS:</b></p> <p>Did you take all <b>1<sup>st</sup> year required courses</b> and <b>Professional Responsibility</b>?<br/>_____</p> <p><b>UPPER LEVEL WRITING REQUIREMENT:</b> including Research &amp; Citation Workshop<br/>Title of Course: _____</p> <p><b>UPPER LEVEL SKILLS REQUIREMENT 6 credits:</b><br/>NYS Skills Component _____</p> <p>Additional credits if necessary: _____</p> <p><b>PROFESSIONAL DEVELOPMENT REQUIREMENT:</b> Fulfilled Yes/ No<br/>Required for all students starting with the entering class of Fall 2015.<br/><b>1 of the 6 credits must be in diversity-based PD credit for those entering Fall 2022 and later.</b></p> <p><b>ADMINISTRATIVE LAW/ REGULATORY PROCESS REQUIREMENT:</b><br/>Title of Course: _____<br/>Required for all students starting with the entering class of Fall 2015.</p> |                 |
| 6. | <p><b>Distance Education:</b> Under the Rules of the New York Court of Appeals and the ABA, of the 88 Academic credits required to graduate, no more than 15 of those credits may be credits from Distance Education courses. Distance courses are defined as those courses "in which more than one-third of the course instruction is characterized by the separation, in time or place, or both, between instructor and student, and the instruction involves the use of technology to support regular and substantive interaction among students and between students and the faculty member, either synchronously or asynchronously." Classes that qualify as Distance Education courses under that definition shall be designated as "Distance" by the Registrar's Office.</p> <p>How many distance credits do you have _____?</p>                                |                 |
| 7. | <p>Do you plan on taking the Bar Exam? _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | What States?    |
| 8. | <p>Do you have any incomplete grades? _____</p> <p>If so, when will they be cleared? _____</p> <p>Do you have a failing grade in a required course? _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |

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| 9.  | <p>Do you plan to complete an advanced certificate?</p> <p><b>Advanced Certificate in Environmental</b> _____</p> <p><b>Advanced Certificate in International</b> _____</p> <p><b>Advanced Certificate in Health Law &amp; Policy</b> _____</p> <p>An application for these certificates can be found on the registrar's webpage. Please fill out the application and return it with this worksheet.</p> |  |
| 10. | <p><b>HOLDS:</b> 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.</p>                                                                                                                |  |

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](mailto:publicinterest@law.pace.edu) with any specific questions and continue to watch for email announcements from us.

All students must establish that they have acquired the skills and are familiar with the professional values necessary to competently practice law. See the [Skills Competency Requirement and Professional Values Bar Admission Requirement page](#) for more information.

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| <p>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 Academic Rules and Policies, and that I am responsible for meeting those requirements.</p> |              |
| <p>Student's Signature</p>                                                                                                                                                                                                                                                                  | <p>Date:</p> |

Revised 11/25/2024