

# Graduation Checklist

Last revised: January 2021

## DEGREE REQUIREMENTS

- **DEGREE PROGRESS.** Check [STAR](#) to track your progress of your degree.

**It is the responsibility of the student to ensure the degree requirements are met and to follow the policies outlined in the [Student Handbook](#).** Although you may receive counsel from the Law School's administration and faculty, you are directly responsible for meeting your graduation requirements.

- **CREDITS.** Earn a minimum of 89 law credits. Please note the course requirements below:
  - First Year Curriculum
  - Constitutional Law I
  - Professional Responsibility
  - Second Year Seminar (SYS) or Law Thesis
  - 6 Credits of Experiential Learning (EXL) Courses (2 Credits for students who entered prior to the Fall 2016 semester)

Refer to the [Student Handbook](#) for complete details regarding fulfillment of your graduation requirements.

- **PRO BONO REQUIREMENT.** Complete at least 60 hours of Pro Bono service and ensure submission of all required materials (by the student and supervisor) by May 1 (for Spring graduation), August 1 (for Summer graduation), or December 1 (for Fall graduation). A confirmation email will be sent to you upon completion of the requirement. In [STAR](#), the Pro Bono requirement will read "Completed" after 60 hours are approved and verified. Email the Director of Professional Development at [probono@hawaii.edu](mailto:probono@hawaii.edu) with questions.
- **APPLICATION FOR DEGREE.** Submit the Application for Degree to the first floor Administration desk as soon as possible no later than January 30 (for Spring and Summer graduation) or September 30 (for Fall graduation).

This form notifies UH-Mānoa and the Law School of your intention to graduate. A \$30 fee will be assessed to post the degree and to generate your diploma.

- Print your name EXACTLY as you wish it to appear on the diploma.
  - Select the appropriate semester and year in which you plan to graduate.
  - You must put a mailing address on the form. If you do not provide an address, you must coordinate with the University Registrar's Office regarding receipt of your diploma.
  - Pay the \$30 processing fee via [STAR](#). Do not enclose the fee with your Degree Application form.
  - Email the Application for Degree to the Law Registrar's Office at [lawreg@hawaii.edu](mailto:lawreg@hawaii.edu). The Law Registrar's Office will obtain the appropriate signatures and forward it to the University Registrar's Office for processing.
  - It will take at least 10 weeks after you graduate for your diploma to be sent or made available at QLC.
- **PROGRAM CERTIFICATES.** If you wish to be considered for a certificate (Environmental Law, International Law, Native Hawaiian Law, or Pacific Asian Legal Studies), check with the Program Director before you register for your last semester. Turn in your completed and signed certificate checklist to the Program Director by April 15 (for Spring and Summer graduation) or October 30 (for Fall graduation). The Program Director will forward approved certificate checklists to the Registrar.
  - **POST-GRADUATION SURVEYS.** Before you graduate, fill out the mandatory "At Graduation" survey regarding your post-graduation plans. A ten-month "Post-Graduation" survey will be sent to you in the February following your graduation. Kōkua by completing this survey as well. The Law School is required to report this data on employment and bar exams to the American Bar Association (ABA).

## HEALTH INSURANCE COVERAGE

- **HEALTH INSURANCE.** Do not let your health insurance coverage lapse. Your UH Student health coverage will expire after you graduate. [Make plans now](#) to replace your student health insurance.

## BAR EXAM PREPARATION

- **HAWAI'I STATE BAR APPLICATION.** Check the [Hawai'i State Judiciary website](#) for application deadlines and required documents. Review available [Bar Exam Resources](#), which include bar application advice from the Class of 2014, what financial aid may cover for the bar exam, and subjects tested on the Hawai'i Bar Exam.
- **DEAN'S CERTIFICATE FOR HAWAI'I STATE BAR APPLICATION.** Email a scanned copy of a signed and notarized Form 3 to the Law Registrar's Office at [lawreg@hawaii.edu](mailto:lawreg@hawaii.edu) and mail the original, notarized Form 3 directly to the Law School to:

William S. Richardson School of Law  
Attn: Law Registrar's Office  
2515 Dole Street  
Honolulu, HI 96822-2350.

Submit these forms to the Law School for processing well in advance of the Hawai'i State Bar Examiners Office's stated deadline.

- **NON-HAWAI'I STATE BAR APPLICATION.** If you are planning to take a State Bar Exam outside of Hawai'i, be sure to check the state's application procedures, deadlines, and required documents. Submit the appropriate forms and documents to the Registrar in a timely manner so that the Registrar may process and submit the form by the stated deadline.
- **MPRE.** Sign up for the [MPRE](#).

## FINANCIAL AID

- **FINANCIAL AID.** Complete Exit Loan Counseling for Financial Aid. (See link on [UH Financial Aid website](#).) Prepare for repayment of student loans. Contact the Law School Financial Aid Manager for questions about your repayment options.
- **BAR APPLICATION LOAN OPTIONS.** Contact the Law School Financial Aid Manager prior to the deadline (mid-April for Spring graduation) to request changes to your financial aid.

## FINANCIAL OBLIGATIONS

- **FINANCIAL OBLIGATIONS ON STAR.** Make sure you do not owe anything to the University (including library fines, parking tickets, application for degree fee, etc.) A hold will be placed on your record if there are any financial obligations on [STAR](#). This will affect conferral of your degree and release of your diploma.
- **LIBRARY FINES.** Make sure you have returned all books and paid any outstanding fines. A hold is placed on your record for all unpaid library fines. Failure to clear your account will affect conferral of your degree and release of your diploma (as well as Collection Agency involvement).

## LAW SCHOOL COMMENCEMENT

- **LAW SCHOOL COMMENCEMENT DETAILS** to follow. Contact Tracie Sur, [tsakuda@hawaii.edu](mailto:tsakuda@hawaii.edu), with questions.

## RETURN ITEMS BEFORE YOU GRADUATE

- **LOCKERS.** All lockers must be vacated, cleaned, and locks removed no later than one week after the Law School Commencement unless you fall under one of these exceptions: 1) attending Summer School, 2) preparing for the Bar exam, or 3) are a continuing student. If you fall under one of these exceptions, you will need to fill out a form that will be sent to you from the Student Services Office in the first week of May. If you are a bar taker, your locker must be cleared out by August 1; no exceptions.
- **LIBRARY KEY CARDS.** Return your key card to the Law Library Circulation Desk. It is important to return the cards as they are re-used for the next class and are very expensive to replace. If you do not return your card, you will incur a \$25 replacement fee and a hold will be placed on your record, which will affect conferral of your degree and release of your diploma.
- **KEYS AT WSRSL.** Return all Law School keys to the Student Services Office at the first floor administration desk.
- **PASSWORDS AND DATABASE ACCESS.** Contact the Electronic Services Law Librarian for details regarding passwords and database access upon graduation.

## AFTER YOU GRADUATE

- **ALUMNI ASSOCIATION.** Please visit the [Alumni](#) section of the website and find the WSRSL alumni page on Facebook to learn more about your fellow alumni, upcoming events, and ways to get involved. Contact the Alumni Association at [lawalum@hawaii.edu](mailto:lawalum@hawaii.edu) to be notified of alumni events.
- **@HAWAII.EDU EMAIL ADDRESS.** It will remain active for a 6 month grace period. After that, you must sign up for 'Ohana Online Services to keep your @hawaii.edu account. To learn more, visit the [ITS website](#).