

Graduation FAQ

Students Self Checklist for Academic Standards

1. Do I have enough total credit hours to graduate?

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV. TOTAL HOURS REQUIRED TO GRADUATE: 90

2. The writing requirement for graduation

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV. All students are still required to complete a writing requirement, either a 2 or 3 hours seminar that meets the writing requirement, or Independent Research, 3 hours.

3. Experiential Education Requirement for Graduation

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV. All students must enroll in and complete a minimum of six (6) required hours of experiential learning. Please refer to the Law School class schedule for courses satisfying the experiential education requirements, <http://www.tsulaw.edu/academics/index.html> .

4. Have I taken all required courses on the curriculum?

Compare the curriculum with the transcript. The curriculum is posted on the Law School Registrar webpage <http://www.tsulaw.edu/academics/index.html> and in the Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV. Students can view or print their own unofficial transcripts (Degree Works) from MyTSU Portal.

5. Do I meet the graduation GPA requirement?

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part V, Section 4. No student will be eligible for graduation with an overall cumulative law school (academic) average of less than 2.00 for all law courses.

6. Transfer credit hours from other ABA-approved Law Schools.

For Rule of transfer credit hours from other ABA-approved Law Schools, please review Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV, Courses Taken at Other Law School.

7. Transfer credit hours from other TSU colleges

For interdisciplinary courses taken at other TSU Colleges, please review Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part IV, Courses Taken at Other Law School.

8. Residence Requirement -Last 30 semester hours must be completed at TMSL.

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part V, Section 3 C.

9. Time in Study

Student Rules and Regulations http://www.tsulaw.edu/student_affairs/docs/student-rules-regulations-2022-2023.pdf , Part V, Section 3.

Other Graduation Issues

1. Graduation Application

From the academic year 2022-2023, the graduation application will be online through MyTSU Portal.

- December 2022 Graduation Application: September 1 to October 1, 2022.
- **Spring 2023 Graduation Application: January 2 to February 3, 2023**
- Summer 2023 Graduation Application: TBA (Will be available at the beginning of summer semester)

If you have any problem with your graduation application, please contact the Law School Registrar, Ms. Pearly Pendenque at pearly.pendenque@tmslaw.tsu.edu or by phone at 713-313-1003.

2. Name Change

If you changed your name after you were admitted to the Law School and before graduation, please fill out the form on the TSU Registrar Office webpage, <http://www.tsu.edu/registrar/pdf/name-change-request-form.pdf> , and submit it to the Law School Registrar, Ms. Pearly Pendenque at pearly.pendenque@tmslaw.tsu.edu .

If you changed your name after you graduate from Law School, please make sure that you provide State Bar Examiner Office with the name that is on the Law School record (name on the transcript). Otherwise, it may cause a delay or problem to verify records when the Bar Examiner Office contacts the Law School for any certification.

3. Exit Interview with Financial Aid Office

After the online graduation application is open, TSU Financial Aid Office (Default Management Team) will begin notifying students to set up appointments to complete Financial Aid Exit

Counseling sessions and/or requirements. Notification of available dates and time of exit counseling sessions will be directly sent to graduates by the Financial Aid Office.

4. Hooding Ceremony and Commencement

- Commencement

Commencement is hosted by the University twice a year, in December and May. The date of commencement is published on both TSU Academic Calendar and TMSL Academic Calendar.

<http://www.tsulaw.edu/academics/spring-2023-academic-calendar-11-2-22.pdf>

During the Commencement, graduates from all colleges will celebrate together.

On the Commencement booklet, TSU Graduation Office will list graduates' undergraduate degree and the institution name. Please submit the information through the link <https://forms.office.com/r/9mjsyCyneN> or scan the QR code to submit the information. The Law School will also collect the Hooding RSVP and estimate number of guests attending the Hooding Ceremony through this survey.



- Hooding Ceremony

Hooding Ceremony is hosted by the Law School. Traditionally there is only one hooding ceremony in May for graduates in both December and May. Hooding ceremony date is usually published on the TMSL spring semester academic calendar.

<http://www.tsulaw.edu/academics/spring-2023-academic-calendar-11-2-22.pdf>

- Hooder

Traditionally 3L Class students vote for three faculty members to hood the graduates. The 3L Class board coordinates this vote.

If a student prefers to have a family member graduate from TMSL (grandfather, grandmother, father, mother, siblings, or spouse) to hood him/her, he/she needs to submit the Request for TMSL Graduate Family Hooder form in advance to the Student Affairs Office. The form will be distributed to 3L students at the beginning of spring 2023.

- Regalia

The Law School does not supply regalia to students for hooding ceremony. Students can order their caps, gowns, and cords either through TSU bookstore or online. For those who would like to order through TSU Bookstore, once the Herff Jones web order link is available, Law School Student Services will forward the link to students.

➤ Cord for student organizations

Students are permitted to wear a cord with a color assigned to the student organization. A list of cord colors for student organizations will be provided by the Student Affairs Office. If student organizations would like to order the cord through TSU bookstore, please email AD Ratra at miamy.ratra@tsu.edu a graduate list in the Student Organization by October 20 for December graduates or **March 20 for May graduates**. Student Organization members can also order cords through any online platform.

➤ Accommodation requests for guests with mobile disabilities

Students must submit the Accommodation Request for Disabled Visitors form to the Student Affairs Office in advance. No wheelchairs are provided by the law school. Persons who need a wheelchair must bring their own. The Accommodation Request for Disabled Visitors form will be sent to 3L students at the beginning of spring 2023.

➤ Name Pronunciation for Hooding Ceremony

Graduates are required to RSVP for attending the Hooding ceremony. The RSVP survey link will be sent to students in February by the Student Affairs Office for May Hooding Ceremony. Every RSVP attending graduate will receive a card with his/her name and name pronunciation printed on it when attending the ceremony. The graduate will give the card to the faculty or staff who announce the name during the ceremony.

5. Official Transcript and Diploma

The Law School does not issue an official transcript or a diploma. Students need to follow the policy and procedure on the TSU Registrar webpage to order their official transcript.

Official Transcript request: <http://www.tsu.edu/registrar/transcript-request.html> .

The diploma will be printed and mailed to graduates by the TSU Registrar Office. TSU Registrar Office will inform students when the diploma is ready to pick up or be mailed out. If you have any questions regarding the diploma, please contact TSU Graduation at TSU_Graduation@tsu.edu .

6. Degree Audit by the Law School Registrar's Office

The Law School Registrar will start to do a degree audit after all 3L grades are submitted by faculty. Once the degree audit is completed, the Registrar will post the degree award date in the system that will be reported on the student transcript.

7. The End of Term Waiting Period and Degree Conferral

Law School Faculty have around 30 days to submit grades after the final exam.

After all final semester grades are posted, Law School Registrar will audit the degree completion and confer the degree.

8. Bar Examiner Certification

When a graduate applies to take a bar exam in any state, the State Bar Examiner office will contact the Law School Registrar Office or Dean's Office directly to request the Law School to verify the graduate's degree date or character and fitness.

Please be reminded that if you change your name after graduation, you need to provide the State Bar Examiner Office with the name that is on the Law School record (name on the transcript). Otherwise, it may cause a delay or a problem to verify your record when the Bar Examiner Office contacts the Law School for any certification.

9. 3L Composite Photo

Currently, the graduation photo services are provided by Candid Campus Photography, Inc. Traditionally the date and time of photo taking are coordinated by 3L Class Board with the Candid Campus. The Candid Campus Photography link to make the appointment will be provided by the company later through 3L Class Board when it is available. Regalia for a headshot is provided by Candid Campus.

Graduation Administrative Checklist

- **Student To do list**

1. Submit Online Graduation Application on MyTSU Portal. The instruction on how to submit an online graduation application is attached.
2. Pay the graduation fee
After the deadline of the online graduation application, TSU Registrar Office will provide a list to Student Account Office to charge the graduation fee.
3. Financial Aid Clearance.
TSU Financial Aid Office (Default Management Team) will notify students to set up appointments to complete Financial Aid Exit Counseling sessions and/or requirements. Notification of available dates and times of exit counseling sessions will be sent to graduates after the online graduation application is open.
4. Order cap and gown for hooding and commencement ceremony.

The hood for J.D. Regalia is purple in color.

Different vendors' supply may use different materials and has color difference. The following are examples.



It is the students' responsibility to order the cap and gown for the hooding and/or commencement ceremony. Students can order the cap and gown through TSU Bookstore or any other shops or online store. If the order is through TSU Bookstore, TSU Bookstore will forward Herff Jones order web link to TMSL Student Affairs Office when the Herff Jones website is set up and ready for students to place a rental order. The deadline to place an order will be decided by Herff Jones. TMSL Student Affairs will inform students when the Herff Jones website is ready. After Herff Jones ships the cap and gown to TSU Bookstore, students will be informed when to pick up the cap and gown.

5. Take the graduation composite photo.
3L Class Board coordinates with the photo vendor to decide the date and time of taking the photo and inform students.
6. Attend the hooding and/or commencement ceremony.
TMSL Student Affairs Office will inform students of the Hooding ceremony information. TSU Registrar Office coordinates and informs students of the commencement ceremony details.
7. Order official transcript.
The official transcript must be ordered through TSU Registrar Office. The instruction is on the TSU Registrar webpage <http://www.tsu.edu/registrar/transcript-request.html> .

8. Diploma

The diploma will be printed and mailed to graduates by the TSU Registrar Office. TSU Registrar Office will inform students when the diploma is ready to be mailed out. If you have any questions regarding the diploma, please contact TSU Graduation at TSU_Graduation@tsu.edu .