

To: All BU Law 3Ls

From: Dean O'Rourke

Subject: Important information regarding Commencement

Date: February 25, 2016

I hope your last semester of law school is off to a good start! I am writing today to let you know about some important information regarding Commencement.

**The BU Law Commencement ceremony will be held on Sunday, May 15, 2016 at 9:00 a.m. in Agganis Arena.** A reception will follow at the Fitness and Recreation Center. The All-University Commencement ceremony will take place on Sunday, May 15, 2016 at 1:00 p.m. on Nickerson Field. While those dates may seem far away, they will arrive very quickly! This memo outlines the things you need to do in order to participate in the ceremonies that day and to ensure that you receive your diploma at the BU Law Commencement ceremony.

We've set up a special section of the website to help you get ready for Commencement. Please visit <http://www.bu.edu/law/events/commencement> for all your commencement needs. If you have specific questions about the ceremony that you can't find answers to on the website, please contact Erin Lee at [lawevent@bu.edu](mailto:lawevent@bu.edu).

**Please pay close attention to the requirements and deadlines. You must complete the requirements on time in order to receive your diploma.**

Have a great semester! I look forward to congratulating you at Commencement.

Maureen A. O'Rourke  
Dean and Professor of Law  
Michaels Faculty Research Scholar

## **J.D. COMMENCEMENT CHECKLIST**

### **❑ Graduation Application – Deadline: Monday, January 25, 2016 – PAST DUE!**

You should have submitted your graduation application to the BU Law Registrar's Office by January 25<sup>th</sup>. You must submit this application in order to participate in commencement ceremonies. If you have yet to submit your application, please do so immediately. You can access the form on the law school commencement website or by clicking on <http://www.bu.edu/law/current-students/jd-student-resources/forms/graduation-application/application-for-graduation/>.

### **❑ Academic Requirement Check – Deadline: ASAP**

At the conclusion of the add/drop period on January 25<sup>th</sup>, the BU Law Registrar's Office sent out a course confirmation to all J.D. students. The course confirmation only addresses credit requirements. Remember that you also must fulfill the Professional Responsibility, Professional Skills and Upper Class writing requirements to graduate. If you have any question about whether you have fulfilled all graduation requirements, please check with the Registrar's Office as soon as possible.

### **❑ Verify Personal Data – Deadline: Wednesday, March 9, 2016**

After you file your graduation application, you will receive an automated email from the University Registrar asking you to provide your name as you would like it to appear on your diploma. If you don't indicate otherwise, your diploma will show your name as it currently appears on University records. Any Student who has restricted the release of their name in the "Commencement Program" through the Student Link will not appear in Commencement Programs. The last date to update data restrictions and change how your name will appear in the Commencement Programs and on your diploma is March 9<sup>th</sup>.

### **❑ Order Your Cap and Gown Online – Deadline: March 16, 2016**

Cap and gown orders are placed online through Barnes & Noble @ BU's vendor, Herff Jones. If you're participating in ceremonies during Commencement Weekend, you'll need the University-approved regalia. A \$10 discount is applied to all regalia packages ordered online by March 16<sup>th</sup>. You can place your regalia order, and order personalized commencement announcements, by visiting <http://www.bu.edu/commencement/for-students/caps-gowns-announcements/> and clicking on the "Order Regalia Package" button.

- You may pick up your cap & gown at Barnes & Noble @ BU beginning April 20<sup>th</sup>. *Be sure you have the right cap and gown for your degree when you pick them up at Barnes & Noble.*
- All rentals are on a first-come, first-serve basis for sizes. Please don't wait until March 16<sup>th</sup> to place your order!
- Step-by-step ordering directions can be found on the [regalia](#) page of the BU Law Commencement website.

- For further information regarding cap and gown orders, please contact Barnes & Noble @ BU at 617-236-7402.

**❑ RSVP – Deadline: April 13, 2016**

After you file your graduation application, you will receive an automated email from the University Registrar asking you to RSVP for the All-University Commencement and Law School Commencement ceremonies. The last day to update commencement attendance is April 13<sup>th</sup>.

**❑ Federal Loan Exit Counseling & Loan Repayment – Deadline: April 30, 2016**

- If you received federal loans while at BU Law, you must complete an Exit Counseling Session by April 30th to guarantee that you will receive your diploma at graduation. Group sessions will begin the week following spring break. The schedule for group sessions is listed at <http://www.bu.edu/law/current-students/financial-aid/exit-counseling/>. You may also complete the requirement online or make an appointment to meet individually with the Law Financial Aid Office.
- Perkins Loan recipients must attend a separate Exit Counseling session offered through BU's Student Loan Accounting Office. These sessions are held in March and April. You will receive a notice indicating the session you are scheduled to attend.
- Detailed loan repayment information is available on the Federal Student Aid website at <https://studentaid.ed.gov/repay-loans>. The options for federal loans include several income-driven repayment plans, which use your adjusted gross income to determine your monthly payment – and do NOT require specific employment (such as public interest work).
- If you do plan a career in public interest work, you should become familiar with the federal Public Service Loan Forgiveness program and BU Law's LRAP. When used with an income-driven repayment plan, these programs can provide a substantial benefit for students who pursue a career in a public service field.

The Law Financial Aid Office will work with you throughout the semester and after graduation to provide the information that you need to repay your loans.

**❑ Outstanding Balances – Deadline: April 30, 2016**

If you have an outstanding balance on your student account, it must be paid by April 30 to ensure that you will receive your diploma at graduation.

**❑ J.D. Graduation Survey – Deadline: May 5, 2016**

The CDO will ask you to complete an online graduation survey via Symplicity in the middle of April. This provides us with information that we are required to report to the ABA and helps us

identify career needs of our graduates so that we can continue to work with you beyond graduation. You must complete this requirement by May 7<sup>th</sup> in order to receive your diploma at the BU Law Convocation ceremony.

### **ADDITIONAL INFORMATION**

The Boston University Registrar collects and holds all diplomas not awarded at commencement. BU Law will not have access to your diploma after the Commencement ceremony and the University will not release your diploma until the BU Law Registrar advises them that you have met all requirements.

- To obtain your diploma after Commencement, you will need to complete all requirements. Once completed, return to the Student Link — <http://www.bu.edu/studentlink> — and opt either to pick-up your diploma in person or provide a mailing address. The last day to submit this information on the Student Link is Thursday, June 9<sup>th</sup>.
- The University will begin dispensing diplomas in person to students who have met all requirements on Monday, June 13<sup>th</sup>.
- The University will begin mailing diplomas to students who have met all requirements on Monday, June 20<sup>th</sup>.
- The University Registrar will hold all diplomas for students from whom they have not heard.