

To: All BU Law 3Ls

From: Office of the Dean

Subject: Important Information Regarding Commencement

Date: February 5, 2024

We hope your last semester is going well. We are writing today to share some important information regarding Commencement, including requirements and deadlines.

- **Graduation Application – Deadline: PAST DUE!**
- **Verify Personal Data – Deadline ASAP**
- **Order Your Cap & Gown Online – Pickup Order Deadline: March 25 | Shipping Order Deadline: April 1**
- **Deadline to request patches to cover University seal on regalia – Deadline May 1, 2024**
- **Ensure your Name is read correctly at Commencement – Deadline: April 29, 2024**
- **Federal Student Loan Exit Counseling & Loan Repayment - Deadline, April 30, 2024**
- **Outstanding Balances – Deadline: April 30, 2023**
- **Graduate Employment Survey – Deadline: Friday, April 26, 2024**

The BU Law Commencement ceremony will be held on Sunday, May 19 at 9am at the Track and Tennis Center. A reception for graduates and their guests will follow immediately after the ceremony. The All-University Commencement Ceremony will take place on Sunday, May 19 at 1pm on Nickerson Field. While this date may seem far away, it will arrive very quickly. This memo outlines the things you need to do in order to participate in the ceremonies that day.

Please visit [this special section of the website](#) to prepare for Commencement. If you have specific questions about the ceremony or Commencement-related events that you can't find answers to on the website, you may email lavevent@bu.edu

Please pay close attention to the requirements and deadlines. You must complete the requirements on time to participate in Commencement.

Have a great rest of the semester! We look forward to congratulating you at Commencement.

JD COMMENCEMENT CHECKLIST

Graduation Application – Deadline: PAST DUE!

You should have submitted your graduation application to the BU Law registrar's office before the end of Spring add/drop. If you have yet to submit your application, please do so immediately.

Verify Personal Data – Deadline ASAP

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 didn'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 program. Please check the [MyBU Student Portal](#) to be sure your name appears as you would like it to in the Commencement program. If you are unable to make changes, please contact the Diploma Office at diploma@bu.edu.

Please note that all diplomas will be mailed. 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 MyBU Student Portal, and provide a mailing address. The last day to submit this information is **Friday, May 31**. After **May 31**, you may email the diploma office of the University registrar (diploma@bu.edu) to provide a mailing address.
- The University will begin mailing diplomas to students who have met all requirements on **June 21**.
- The University registrar will hold all diplomas for students from whom they have not heard.

☐ Order Your Cap & Gown Online – Pickup Order Deadline: March 25 | Shipping Order Deadline: April 1

Cap & gown orders are placed online through Barnes & Noble @ BU's vendor, Herff Jones. **If you're participating in the in-person ceremony, you'll need the University-approved regalia.** You can place your regalia order, and order personalized commencement announcements, by visiting the [regalia page](#) and clicking on "Order Now."

- You may pick up your cap & gown at Barnes & Noble at Boston University beginning May 6th if you choose campus pickup option. *Be sure you have the right cap and gown for your degree when you pick them up at the bookstore.*
- Step-by-step ordering directions can be found on the [regalia page](#) of the BU Commencement website.
- For further information regarding cap and gown orders, please contact Barnes & Noble regalia@bu.edu
- Students who object to the [crest](#) on their regalia may request patches that will fully cover the existing patches. To ensure we have sufficient supplies, we request that you request these in advance. Patches will be available for pickup in office 1003 the week of May 13th while supplies last. **To request a patch, please email lawevent@bu.edu by May 1st.**

☐ Ensure your Name is read correctly at Commencement – Deadline: April 29, 2024

Please follow the steps below to record your name so your faculty name announcer may have a chance to learn it prior to Commencement.

1. Visit <https://learn.bu.edu> and use your BU Kerberos account to login. Then click on your name on the left side of the page.
2. Click the pencil icon next to Pronunciation or Pronouns (both options lead to the same editing window)
3. In the new window you can edit the following areas: Written pronunciation, audio pronunciation (add a recording) and pronouns.
4. When you finish click Done to save your information
5. That's it – once you record your name, the faculty name announcer will practice the pronunciation prior to Commencement.

Please email lawav@bu.edu with any questions regarding your Blackboard Profile Settings or adding your name pronunciation to your account.

☐ Federal Student Loan Exit Counseling & Loan Repayment - Deadline, April 30, 2024

Graduating students who borrowed federal student loans while at BU Law are required to complete Student Loan Exit Counseling. The exit counseling session provides important information to prepare you to repay your federal student loans. Go to the Federal Student Aid [website](#) to complete this requirement.

Important: Students who do not complete exit counseling will have their diplomas withheld by the University until the requirement is fulfilled.

Detailed loan repayment information is available on the [Federal Student Aid website](#). 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 plan a career in public interest, you should become familiar with the federal [Public Service Loan Forgiveness program](#) and the [BU Law Loan Repayment Assistance Program \(LRAP\)](#). When used with an income-driven repayment plan, these programs can provide a substantial benefit for students who pursue a career in public service.

The Law Financial Aid Office is available, now, and post-Commencement, to assist you with questions regarding your loan repayment. We're happy to meet with you individually to discuss your questions and concerns about loan repayment. We can help you to make a plan that will work with your career goals.

Contact us to schedule a meeting to discuss your specific questions and plans (617-353-3160, bulawaid@bu.edu).

Outstanding Balances – Deadline: April 30, 2024

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.

Graduate Employment Survey – Deadline: Friday, April 26, 2024

All graduating students are required to complete their graduate employment survey via [CareerHub](#) by **April 26, 2024**. This provides the law school with information that it is required to report to the American Bar Association, and it helps the CDO to identify the employment needs of graduates, so that they can assist those seeking employment beyond graduation. Reporting this information to a member of the CDO staff does not substitute for this requirement. You must fill out the survey directly in [CareerHub](#). You may update your graduate employment survey by logging in to your [CareerHub](#) account, and following these steps:

- To report a job acceptance, click on the **Profile** tab on the left side menu. Then scroll down to the **Timeline** section and under the **Post-JD Job** field, click **Add Experience or Status**. You will be prompted to fill in information about your employment. If you do not know the exact start date for your employment, then enter the first day of the month you plan to begin work. You can update your exact start date for employment in [CareerHub](#) at any time.
- If you are seeking employment, please indicate your status in the **Post-JD Job** tab. You will be prompted to enter your practice area and geographic preferences. Once you secure employment, you can update your status in [CareerHub](#) at any time.
- If you have already entered your Post-JD Job status into [CareerHub](#), then please double check before **April 26, 2024** to confirm that all information is accurate as employment start-dates, locations, or other details may have changed.

Please complete this requirement by **Friday, April 26, 2024**. Students who fail to complete this requirement will not receive a hard copy of their diploma.

Additional Information

- Student Affairs will lead a nomination and selection process for a JD Student Commencement Speaker. Look for more details in your email in the coming days.
- All students, including graduating 3Ls, will need to clean out their lockers by Monday, May 20.
- Save the date for the 3L Farewell Dinner, a faculty-served pasta dinner exclusively for the graduating class, scheduled for Tuesday, May 14, 2024.
- Student Government Association often plans some “3L Week” events during the week between exams and Commencement. Look for communications from them later in the semester.