INSTRUCTIONS FOR COMPLETION OF
CONCENTRATION VERIFICATION FORM

Instructions for Students

1. Students must complete the Concentration Verification Form and present it to the Concentration Advisor for signature.

2. In addition to the completed Concentration Verification Form, students must also provide the following to the Concentration Advisor:

   a. A spreadsheet that lists the courses completed by the student for the Concentration and the grades received in those courses (a course may be used to satisfy only one Concentration);
   b. An unofficial copy of the student’s most current transcript (available on DORI); and
   c. A Concentration Paper Certification form, indicating the student has satisfied the paper requirement for the Concentration.

3. Students must complete a separate Concentration Verification Form for each Concentration sought.

Instructions for Concentration Advisor

a. Please review the completed Concentration Verification Form and supporting documents to ensure that all requirements have been met.

b. Confirm that the courses listed on the Concentration Form appear on the list of approved Concentration courses and on the student’s unofficial transcript.

c. Confirm that students have at least a 3.0 cumulative GPA within the courses used to satisfy the Concentration and that no course listed on the form has a grade below a “C.” The student’s spreadsheet will calculate the student’s GPA in Concentration courses.

d. Confirm that the student has met the minimum number of credits required (14 credits for a Major Concentration and 9 credits for a Minor Concentration).

e. Confirm that the student has completed one of the following: 1) a paper on an approved Concentration topic for a course and received a grade of at least a “B”; 2) a publishable quality journal article on an approved Concentration topic; or 3) a portfolio for the Civil Litigation Concentration that has been approved by a Civil Litigation faculty advisor.

2. Sign and date the form and forward it to one of the following:

   a. The Associate Dean of Academic Affairs, if all of the courses, credits, and grades that are relevant to the Concentration have been completed or earned and appear on the student’s unofficial transcript; or
   b. The Registrar, if the student is relying on yet-to-be completed courses, or unearned credits or grades to satisfy Concentration requirements.