



**INSTRUCTIONS:**

-Due Date:

- For students graduating in May: March 31
- For students graduating in December: October 31

-Submission:

-Submit this form and required attachments to **Kara Galvin, Director of International Programs**. Upon initial review (for accuracy and completion), the form will be forwarded to the Faculty Chair.

-Required Attachments:

- Unofficial University of Minnesota Law School transcript – print from OneStop
- Copy of any prior relevant correspondence with the Faculty Chair or Director of International Programs (e.g., approval of a course pursuant to a petition, approval of an exception to the standard academic requirements, etc.)
- Copy of research paper, **only if** used to fulfill a concentration writing requirement

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Grad. Date: \_\_\_\_\_  
 Concentration: \_\_\_\_\_ Faculty Chair: \_\_\_\_\_

**Concentration Coursework Completed**

For courses in progress, write “pending” in the “grade received” column. Attach additional sheets if needed.

**Mandatory Courses for Concentration**

| Subject<br>(i.e.<br>“LAW”) | Course<br>Number | Course Name | Instructor | Term | Grade<br>Received | Credits |
|----------------------------|------------------|-------------|------------|------|-------------------|---------|
|                            |                  |             |            |      |                   |         |
|                            |                  |             |            |      |                   |         |
|                            |                  |             |            |      |                   |         |
|                            |                  |             |            |      |                   |         |
|                            |                  |             |            |      |                   |         |

**Additional Courses for Concentration**

| Subject | Course<br>Number | Course Name/Description | Instructor | Term | Grade<br>Received | Credits |
|---------|------------------|-------------------------|------------|------|-------------------|---------|
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |

**Other Courses Approved via Petition or Special Circumstance**

| Subject | Course<br>Number | Course Name/Description | Instructor | Term | Grade<br>Received | Credits |
|---------|------------------|-------------------------|------------|------|-------------------|---------|
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |
|         |                  |                         |            |      |                   |         |

**Credits Required for the Concentration:** \_\_\_\_\_ **Total Credits Completed and Pending:** \_\_\_\_\_

**Concentration Research Paper Requirement**

Is there a writing requirement for the concentration? (Y / N) \_\_\_\_\_

If yes, how is it being fulfilled? \_\_\_\_\_

Is the writing requirement complete at this time? (Y / N) \_\_\_\_\_

If no, when will it be complete? \_\_\_\_\_

**Additional Comments - include explanation for any unusual issues in your candidacy, if applicable:**

**Student Signature**

I, \_\_\_\_\_ (name of student) hereby state that I have reviewed my academic record and the Faculty Policy on Concentrations (including the relevant appendix) and have [check one]:

- completed the requirements for the concentration for which I am applying; or
- will have successfully completed the concentration requirements pending receipt of [check all that apply]:
  - Passing grades in the following pending courses: \_\_\_\_\_

A research paper that I will submit to the Faculty Chair, and a passing grade in the following course for which the paper was prepared: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\* \* \* \* \*

**Faculty Chair Certification**

I, \_\_\_\_\_ (name of Faculty Chair) hereby certify that the above-named student has [check appropriate box]:

- successfully completed the concentration requirements; or
- will have successfully completed the concentration requirements pending receipt of [check all that apply]:
  - Passing grades in the following pending courses: \_\_\_\_\_

A research paper. I will inform the Registrar when the Research Paper requirement has been satisfied, but the Registrar must verify that a passing grade is received in the associated course: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Faculty Chair

\_\_\_\_\_  
Date

**Faculty Chairs should forward the signed form and attachments (except the research paper) to the Registrar within two weeks of receipt.**