

Litigation Specialization Certificate FAQs

1. How do I earn the litigation certificate?

To receive a litigation certificate, students complete 10 specialty litigation units at GGU. Students must complete courses from each of the four sections. See Litigation Specialization Certificate Requirements at ggulitigation.com. The requirements are also posted in the Baxter Room (3205), or you can email baxterfellow@ggu.edu with questions.

2. Who is the Advisor for the litigation specialization certificate?

Professor Kaelyn Romey is the Specialization Advisor. Once your paperwork is complete, please email it to kromey@ggu.edu with any approval questions.

3. How do I know I have met the litigation certificate requirements?

- A) Print and review the Litigation Specialization Certificate Requirements.
- B) Highlight each course you have taken.
- C) Email or provide a completed form, highlighted courses, and an unofficial transcript, to baxterfellow@ggu.edu.
- D) The Baxter Fellow will provide confirmation that you have met all requirements.

4. Who do I send my completed application to?

Once the Baxter Fellow has confirmed your compliance, you may email or provide the entire packet to Professor Romey: kromey@ggu.edu. Professor Romey will approve and sign your certification.

5. Is there a minimum grade requirement?

You must receive a grade of B- or better in all eligible courses used to meet the requirements of the Litigation Specialization Certificate. Externships are an exception to the requirement of a letter grade.

6. Is there an application deadline?

Begin the approval process as soon as you have fulfilled all requirements; please reach out to the Baxter Fellow or Professor Romey before the start of spring if you have any questions about qualifications.

7. Do other courses not listed fulfill the requirements?

Approval of any non-listed courses is within Professor Romey's discretion and you need written approval. Submit the request by email with all attached documentation.

8. Are there any other forms I need to fill out to apply for a specialization certificate?

Yes, you must fill out a JD Specialization Certificate Application form and submit it to the Registrar's Office by May 1 for May graduates, July 1 for July graduates, or December 1 for December graduates. More information on specialization certificates can be found here: <http://law.ggu.edu/academics/specialty-programs/specialization-certificates>.

9. How are students recognized after earning the Litigation Specialization Certificate?

You will be recognized at graduation and will receive a certificate indicating that you have satisfied all of the litigation certificate requirements. You also may purchase a specialty cord to be worn with your cap and gown at graduation. The cost is \$5 and you may order one from the Baxter Fellow in January or February.