



# THE JOHN MARSHALL LAW SCHOOL

## Dean's Certificates

1. **Purpose of Dean's Certificates:** Dean's Certificates are certificates issued by The John Marshall Law School to boards of bar examiners. Although the certificates vary by jurisdiction, most request that the law school verify that an individual has earned the J.D. degree or has completed all academic requirements for the J.D. degree. Most also request the law school to provide information about the individual's character and fitness to practice law and to submit various documents, such as the individual's transcript and admissions application (with any amendments).
2. **Students Planning to Sit for the Illinois Bar Examination:** For a currently enrolled J.D. student who plans to sit for the Illinois bar examination immediately following graduation, the law school will automatically issue the Dean's Certificate after the Registrar verifies that the student has completed all requirements to earn the J.D. degree and that a diploma can be issued. A student does not need to make any additional request.
3. **Other Individuals Who Need a Dean's Certificate:** Other individuals who need a Dean's Certificate should submit a written request to the Academic Services Office ([academicservices@jmls.edu](mailto:academicservices@jmls.edu)) and should attach the form from the specific jurisdiction. The individual also should indicate when the Dean's Certificate is due in that jurisdiction. Certificates typically take at least three business days to prepare, and the offices appreciate as much notice as possible, especially during the winter break. The Academic Services Office transmits the certificate directly to the board of bar examiners. An individual who wishes to receive a courtesy copy should request one in the email and provide a current mailing address. The individual may also pick up the courtesy copy during regular office hours.
4. **Holds:** A Dean's Certificate will not be issued if the individual has any hold on the individual's account or records at the law school.
5. **Process of Issuing a Dean's Certificate:**
  - a. The Academic Services Office initially prepares each Dean's Certificate.
  - b. Except as noted below, the Vice Dean for Academic Affairs must review and sign each Dean's Certificate before it is issued. The Vice Dean may

consult with the Dean or other individuals before signing a Dean's Certificate.

- c. The Dean must review and determine whether to issue a Dean's Certificate for an individual who has any of the following noted in that individual's student records:
  - i. A felony conviction;
  - ii. Discipline while enrolled at The John Marshall Law School;
  - iii. A Title IX violation while enrolled at The John Marshall Law School;
  - iv. An open code of conduct or Title IX investigation; or
  - v. Any amendments to the student's admission application made within 12 months of graduation, or after graduation.

*Administrative policy issued September 18, 2017; effective immediately.*