

**Student Checklist, Responsibilities & Agreement  
Dual-Degree Application**

Name: \_\_\_\_\_ 1L      2L

R #: \_\_\_\_\_ Dual Degree of Interest: \_\_\_\_\_

**DEADLINE TO APPLY:**

Interested students must declare their intent to pursue the dual degree no later than date indicated in the particular dual-degree program and, if not otherwise stated, no later than the fourth semester in Law School.

☐ **Read the associated materials for your degree of interest including the FAQs page on the TTU Law dual degree webpage at:**  
<http://www.depts.ttu.edu/law/academics/jdp/faq.php>

☐ **Schedule an appointment first with your law faculty advisor to find out more about the program and its associated deadlines. Contacts for the programs can be found at the TTU Law dual degree webpage. Then, meet with the department contact/advisor, the career services director and finally, the registrar at the law school.**

Signature of Law Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dept. Advisor/Contact \_\_\_\_\_ Date \_\_\_\_\_

Signature of Career Services Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Law School Registrar \_\_\_\_\_ Date \_\_\_\_\_

☐ **Apply to the Specific Department that will partner with the law school in the dual degree program.**

- Obtain the specific application information from your Department Contact.

☐ **Apply to the Texas Tech Graduate School.**

- Submit a [Texas Tech University Graduate School Application](#).
- **Note:** The application will require a \$60 application fee.

☐ **Submit Official Transcripts and/or Documentation.**

- Send official transcripts and/or documentation to [Texas Tech's Office of Graduate Admissions](#) from all colleges, universities and post-secondary institutions that you have attended.

TTU Office of Graduate Admissions  
Administration Building 328, PO Box 41030  
Lubbock, TX 79409-1030  
P: 806.742.2787

NOTE: The degree programs will accept the LSAT in lieu of the GRE or GMAT requirement. Dual degree applicants need only email [admissions.law@ttu.edu](mailto:admissions.law@ttu.edu) to request their LSAC CAS report (which contains the LSAT score, transcripts, and letters of recommendation) be sent to the Graduate School on your behalf.

☐ **Sign the statement below and submit this checklist (with signatures) to Janessa Walls, the registrar at the law school. Please keep a copy of this checklist with you until you graduate.**

I acknowledge and understand that:

- There are degree program credit requirements for both schools. I understand that it is my responsibility to seek counseling for both course scheduling and completion of requirements for both degrees.
- I will graduate only after I complete all credit requirements for both programs.
- I won't receive either degree until I complete both programs.
- If I withdraw from the non-law program, I may count only six credits (subject to approval of the Associate Dean for Academic Affairs) toward my law degree.
- Discipline in one program may implicate my standing or ability to continue in both programs.
- I will maintain a courteous and professional demeanor at all times with all faculty and staff associated with the program.
- I may access and use the career services for the department in which I am pursuing the dual degree, but that I must follow resume guidelines and rules set out by the particular program. That I am required to meet with my law school faculty advisor and department advisor at least once/year regarding my progress until I graduate.
- I am allowed to attain a total 18 hours of non-J.D. credit hours outside of classroom courses and I understand that the dual degree credit hours count toward those 18 hours as do other activities such as law review credits, externship credits and advocacy credits.
- The non-law credits earned as part of the dual-degree program will only be counted as credit and will not be counted toward my law-school GPA.
- I cannot sit for the bar exam until I have 4 or fewer law credits remaining and that I cannot be licensed to practice law until both degrees have been awarded.
- I will meet at least annually with the law-school advisor, the law school registrar, and other department's advisor for my dual degree.
- I will not receive my dual degree until I complete an exit interview with the law school registrar.

- Should I have any questions or concerns, that I will first contact my law school advisor, then my non-law degree department advisor to address the issue.
- I agree to maintain a record of all paperwork and email communications pertaining to my dual degree for reference purposes throughout the process.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Proposed Course Schedule

Law Courses That Count Toward Dual Degree	Hours	Semester/Yr. of Completion	Grade

Department Courses That Count Toward Dual Degree	Hours	Semester/Yr. of Completion	Grade

Total Hours: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_