

**Electronic Transcript/Application Information for
The U.S. Department of Justice Honors Programs
for Northeastern Students/Graduates**

The DOJ honors program requires the submission of an electronic application. On-line applications become live on July 26th and are due September 7, 2010. Information on the programs as well as a link to the on-line application can be accessed @ <http://www.usdoj.gov/oarm/>

The application asks for the submission of transcripts electronically and will not accept NUSL's lengthy narrative evaluations. Please follow the instructions below to complete the transcript information for the DOJ application.

1) Under the section which asks for a description of your school's grading system (Grade Scale Evaluation Process), the system should automatically print the following information for Northeastern applicants:

Students/Graduates who entered law school in the fall of 2007 and after:

Northeastern School of Law does not issue traditional grades or rank its students. A complete transcript includes a one page academic history, which lists all courses taken and the corresponding grade, the legal internships ("co-ops") completed, as well as copies of all course and co-op evaluations. Students selected for interviews with DOJ will provide a copy of a complete transcript at that time. For the DOJ electronic application only, students who will graduate in 2010 and forward should enter in the "grade" column the credit/fail grade received for first year classes and the pass/fail, honors or high honors grade for upper level classes. Students may be awarded honors or high honors for exceptional performance in their upper level classes; otherwise they are graded on a pass/fail basis.

Students/Graduates who entered law school before fall 2007:

Northeastern School of Law does not issue traditional grades or rank its students. Students are graded on a pass/fail basis and receive written evaluations of their course work as well as their performance as legal interns. These evaluations comprise the official transcript; a copy of which must be provided to DOJ at the time of any interview. For the DOJ electronic application only, the Associate Dean for Academic Affairs will provide applicants with a one-word adjective that assesses overall performance for each course evaluation. Applicants who attended Northeastern University School of Law may enter the appropriate adjective in the "grade" column of the transcript in lieu of "pass" or "fail." The range of adjectives is as follows: Excellent, Very Good, Good, Satisfactory, Marginal Pass, Fail."

If for some reason this information does not automatically appear, applicants should enter this text verbatim.

2) There is a different process for entering "grades" for applicants who entered law school before fall 2007. Please contact lawcareers@neu.edu if you need additional information about this process.