

# APPLICATION FOR CERTIFICATE IN CIVIL ADVOCACY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: **Before** you complete this form, please read “Instructions for Certificate Applications” on webpage, then complete each step of application as indicated.

•Section 1. An applicant for an NIU-COL Certificate in Civil Advocacy must earn a minimum of fifteen (15) academic credits in the courses listed in sections 1.a., 1.b. and 1.c. and must complete at least one of the additional activities described in section 1.d. below. Additionally, Certification in Civil Advocacy requires an over all cumulative GPA of 2.7 or higher, and a GPA of 3.0 or higher for courses required for the certificate. For additional information, please see: [http://law.niu.edu/law/academic/certificate\\_programs\\_guidelines.shtml](http://law.niu.edu/law/academic/certificate_programs_guidelines.shtml)

1. a. **Required Basic Courses:** Completion of the following basic courses is required for the NIU-COL Certificate in Civil Advocacy. Please indicate the semester in which you completed the courses required for 1.a., and your credits earned therein.

Course	Semester	Credits
i. Evidence;		
ii. Trial Advocacy ;		
iii. Alternative Dispute Resolution		
<b>OR</b> Mediation Theory and Practice.		
<b>TOTAL Credits for 1.a.</b>		

1. b. **Required Capstone Courses:** Completion of one of the following capstone courses is required for the NIU-COL Certificate in Civil Advocacy. Please indicate the semester in which you completed one or more of the courses required for 1.b., and your credits earned therein.

Course	Semester	Credits
i. Civil Justice Clinic		
ii. Medical/Legal Clinic		
iii. Foreclosure Mediation Clinic		
iv. Civil Externship		
v. Judicial Externship (Civil)		
vi. Other approved civil advocacy experience		
<b>TOTAL Credits for 1.b.</b>		

1. c. **Elective Courses:** An applicant for an NIU-COL Certificate in Civil Advocacy is further required to earn sufficient academic credits from the following list of elective courses in order to meet the fifteen-credit minimum described above. Please indicate the semester in which you completed the courses required for 1.c., and your credits earned therein.

Course	Semester	Credits
i. Administrative Law;		
ii. Alternative Dispute Resolution (if not counted toward 1.a.);		
OR Mediation Theory and Practice, (if not counted toward 1.a.);		
iii. Civil Claim Settlement Law;		
iv. Conflict of Laws;		
v. Federal Courts;		
vi. Illinois Civil Procedure;		
vii. Insurance Law,		
viii. Legislation,		
ix. Remedies.		
<b>TOTAL Credits for 1.c.</b>		

d. **Required Additional Skills Development Activities.** An applicant for an NIU-COL Certificate in Civil Advocacy must complete at least one of the following co-curricular or extra-curricular activities.

For purposes of this requirement, completion of an activity requires (A) participation in the preliminary rounds of an internal or external student competition and, in the case of external competitions, participation in faculty-supervised practice sessions, or (B) qualification for College of Law Approved Pro Bono Service Recognition.

Course	Semester	Credits
i. Prize Moot Court Competition;		
ii. 2L Trial Advocacy Competition;		
iii. An external moot court, trial advocacy, client counseling, negotiation, or mediation competition listed in Schedule A. If more than one, please list separately in space provided.  _____  _____		
iv. Another equivalent internal or external student competition facilitating development of practice skills that is approved in advance for certificate eligibility and added to Schedule A by the supervising faculty member. If more than one, please list separately in space provided.  _____  _____		
v. Approved Pro Bono Service, as defined by the faculty.		

Link to Schedule A [http://law.niu.edu/law/academic/certificate\\_programs\\_schedule\\_A.shtml](http://law.niu.edu/law/academic/certificate_programs_schedule_A.shtml)

**TOTALS**

The total credits earned from courses listed sections 1.a., 1.b. and 1.c. must total fifteen (15) or more, and your combined GPA for those courses must be 3.0 or higher.

Total Credits earned for Section 1. a., b., and c. \_\_\_\_\_

Does your GPA for the Section 1 courses meet or exceed 3.0?  
(worksheet attached) Yes \_\_\_\_\_ No \_\_\_\_\_

Does your overall cumulative GPA meet or exceed 2.7? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Supervising Faculty Member for the Certificate in Civil Advocacy

\_\_\_\_\_  
Associate Dean

## GPA Worksheet

The worksheet is provided to assist your certification that you have met the GPA requirement for the Section 1 courses. It is provided for your convenience. **Do not submit the worksheet with your application, but please keep it in the event verification is requested.**

Course/Credits	Credits	Numerical Grade (see below)	Credits x Grade
Sec a - Evidence			
Sec a - Trial Advocacy			
Sec a - ADR			
Sec a - Mediation			
Sec c - Administrative Law			
Sec c - ADR (if not in sec a)			
Sec c -Mediation (if not in sec a)			
Sec c - Civil Claim Settlement Law			
Sec c - Conflict of Laws			
Sec c - Federal Courts			
Sec c - Illinois Civil Procedure			
Sec c - Insurance Law			
Sec c - Legislation			
Sec c - Remedies			
<b>A. Total credits</b>			
<b>B. Total credits x grade</b>			
GPA for required courses: $B \div A$ (Rounded down to nearest .01)			

A	4.0	C+	2.33
A-	3.67	C	2.0
B+	3.33	C-	1.67
B	3.0	D+	1.33
B-	2.67	D	1.0

(See Example next page)

**Example**

Advanced Problems in Pottery	4	3.33	13.32
Melville and Me	3	3.67	11.01
A. Total credits	7		
B. Total credits x grade			24.33
GPA for required courses: B÷A (Rounded down to nearest .01)	3.47  (Rounded down from 3.4757142)		