



Requirement to Complete and Periodically Update Your Graduate Employment Survey as a Condition of Receiving Your Degree

To all members of the Class of 2019:

The Law School is relying on you to help us meet our employment data reporting requirements to the American Bar Association and other entities. To receive your degree and to be certified to sit for a bar exam, you must complete a Graduate Employment Survey online in your Symplicity profile by Tuesday, October 23, 2018, and subsequently update or reconfirm the information in your Survey prior to Commencement. During your 3L year, you will receive specific instructions from the Office of Career Services (OCS) regarding completion of these graduation requirements.

This document will help you understand how your involvement is crucial to the Law School's compliance with the ABA's requirements.

Existing Employment Data Collection and Reporting Requirements

The ABA has long required law schools to collect and report graduate employment data for each of their graduating classes as part of the accreditation process. Beginning with the Class of 2015, the ABA implemented an Employment Data Audit Protocol (the "ABA Audit Protocol") that subjects law schools to random audits of the employment data they collect, maintain and report.

Beyond enabling us to meet these ABA requirements, the employment data you provide permits the Law School to deliver to current and prospective students valuable information regarding where and with whom our graduates are finding jobs, and the starting salary information we obtain helps fellow graduates and current students negotiate salaries for post-graduate jobs. In addition, the employment data we report has a direct impact on the Law School's US News & World Report ranking and the value of your William & Mary law degree.

Requirements for Receiving Your Degree

Full compliance with the ABA Audit Protocol is critical for the Law School. Accordingly, **we need you to satisfy all of the following requirements to receive your degree and for the Law School to provide your certification to sit for the bar exam:**

- **At-Graduation Survey:** In early October 2018, OCS will provide you with access to your Graduate Employment Survey in your Symplicity profile. **Whether or not** you have obtained a post-graduate job, you must complete this Survey no later than **11:59 p.m. on Tuesday, October 23, 2018**. OCS will review your Survey response and will contact you if any part of your Survey is incomplete or requires clarification. If you do not complete this Survey by the October 23rd deadline, the Law School Registrar will place a hold on your student account, which will prohibit Spring Term registration and prevent you from obtaining transcripts.

- **Updates to At-Graduation Survey:** In November 2018 (for January 2019 graduates) or in February or March 2019 (for May 2019 graduates), you will be invited by OCS to participate in a mandatory in-person Exit Interview with an OCS Dean to verify the accuracy and completeness of your employment data or to report any changes, or, if you have not yet secured employment, to confirm information needed by OCS to assist you with your job search. You will receive instructions from OCS on how to schedule and prepare for this meeting. OCS may also contact you via email just prior to Commencement to verify the employment data in your At-Graduation Survey. These ongoing updates are a necessary part of the Law School's data reporting to the ABA.

Before Commencement, OCS will report to the Law School Registrar whether you have satisfied the above at-graduation requirements. If not, though you will be able to participate in the Commencement Exercises, your degree will not be conferred and the Registrar will not certify that you are able to sit for the bar exam until OCS confirms that you have met these requirements.

Updating Your Employment Status and Information after Graduation

In order for us to comply with the ABA Audit Protocol, we may contact you periodically to verify your employment data from the time of graduation through March 15th of the year following graduation. Your prompt response to these requests for employment information will enable the Law School to meet its reporting obligations.

Confidentiality

Employment data collected by the Law School will be released in aggregate statistical form for national surveys to the ABA, the National Association for Law Placement, US News & World Report, Princeton Review and other reporting organizations. Except as noted below, the Law School does not report individually identifiable employment data to these entities.

The Law School may be required, upon request, to release to the ABA and its auditors certain individual graduate employment information as part of an audit pursuant to the ABA's [Protocol and Statement on Review of Law Graduate Employment Data](#). In addition, your contact information and employment data will be made available, upon request, to faculty and administrative staff at the Law School.

Thank you for your assistance in helping the Law School meet its employment data reporting requirements. If you have any questions about the information contained in this memo, please contact Dean Roberts or Dean Ende.