

## Resume & Transcript Policy

Students and recent graduates wishing to participate in any of the interview programs offered by the Career Services Office (CSO) must first read and abide by the rules of both this policy and the “Interviewing Policy for On-Campus and Off-Campus Interview Programs.”

Posting your resume and/or transcript on Symplicity indicates that you have read and will abide by the following policy:

Misrepresentations of academic record, employment history, or other application materials deemed to be significant by the Administration are considered Honor Code violations (see [Institutional Rules on Student Services and Activities, Subchapter 11, Student Discipline and Conduct](#)) for all students enrolled at The University of Texas School of Law. Noncompliance with the rules identified in this policy may be penalized to the fullest extent permitted by University of Texas regulations, including possible suspension or expulsion. The CSO has the right to verify information contained in resumes and/ or unofficial transcripts uploaded to Symplicity, as well as grade sheets uploaded to the Online System for Clerkship Application and Review (OSCAR), and will audit application materials on a periodic basis.

### Resume Rules

You must update your resume whenever there is a significant change such as a change in academic or employment status.

- All resumes must include the date the resume was prepared; e.g., “Prepared on December 1, YYYY.”
- It is not required that you include law school grades on resumes. If you choose to include grades, the following rules apply:
  - It is the policy of The University of Texas School of Law not to rank its students on the basis of academic standing. Therefore, you may not estimate class standing or indicate a percentile ranking on your resume, cover letters, or applications. The CSO provides employers with general information about Texas Law’s grading system and will provide grade reports for first-, second- and third-year students indicating the GPAs that qualify as top 25 percent and top 50 percent for each class once the rankings are released by the law school’s Student Affairs Office.
  - If you include your GPA on your resume, you must report the grade to two decimal points. You may not round up your GPA. The GPA listed must be the most current GPA as reported on your law school transcript.
  - It is not required that you indicate the GPA scale when reporting your GPA. If you choose to include this information, you must indicate that Texas Law uses a scale of 4.30 rather than 4.00; e.g., 3.42/4.30 or 3.42 on a scale of 4.30.

- If all grades for a particular semester have not been received at the time your resume is prepared, you must indicate that on your resume. For example:

GPA: 3.20, based on four of five grades received as of 1/11/YYYY; or

GPA: 3.50 as of 1/11/YYYY, with two grades outstanding

- If a partial GPA is listed, you have an affirmative obligation to update your resume once the remaining grades have been posted.
- You may wish to emphasize academic improvement over the previous year or semester. To do so, grades should be reported as follows:

Cumulative GPA: 2.93; 2nd Year GPA: 3.20

- If you decide to include or reference **any grade** on your resume, the cumulative GPA that has been released by the Student Affairs Office must also be reported.
- Each semester and corresponding cumulative GPA must match that reflected on your unofficial Texas Law transcript or grade report. An inaccurately reported GPA may lead to disciplinary action, including possible suspension or expulsion.
- A letter GPA may be used in lieu of a numerical GPA. You may indicate the letter average according to the following range:

A+	4.30
A	4.00 - 4.29
A-	3.70 - 3.99
B+	3.30 - 3.69
B	3.00 - 3.29
B-	2.70 - 2.99
C+	2.30 - 2.69
C	2.00 - 2.29
D	1.70 - 1.99
F	1.30 - 1.69

- You may identify the courses in which you excelled, reporting those grades as follows:

Highest grades received: Contracts A+, Torts A, Property A-

*You may only do this if you are also including your cumulative GPA on your resume.*

- **Joint Degree Students:** If you are obtaining a joint degree and choose to list your GPAs, both degree programs and GPAs must be listed separately. You may not average GPAs or grades received from two different schools.

## Transcript Policy

- **Transcripts on Symplicity:** Symplicity requires that transcripts be less than 200K in size. Students and recent graduates (up to one year after graduation) should use the [CSO Transcript Generator](#) to upload a PDF copy of their unofficial transcript onto Symplicity.
- **Grade Sheets on OSCAR:** Judicial clerkship applicants will enter their grades through an online form provided under the “My Documents” tab on OSCAR, the Online System for Clerkship Application and Review used by federal judges in the judicial application process. OSCAR provides an electronic form for three different types of grade sheets: Law School, Undergraduate School and Other Grade (for advanced degrees). To create a grade sheet, you will need to enter the data from your transcript into the data fields provided in the electronic form. Once completed and uploaded, OSCAR will convert the electronic form into a PDF document. After the conversion, you will be able to view the final form (as the judge will see it) and be able to reopen the form and make adjustments to the final document. Judges participating in OSCAR are aware that these are unofficial transcripts.

For all other transcript requests, please visit the Student Affairs Office.