

Resume and 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 [CSO's Interviewing Policy](#).

Posting your resume and/or transcript on TEX 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 TEX and 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 November 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 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 grade reports are released by the law school's Student Affairs Office at the end of each semester.
- 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 you submit a resume any time between the last day of classes for any semester and the day you receive your first grade for that semester, you must indicate that the GPA does not include grades for the semester just completed. For example: GPA: 3.31 (through Fall 20XX) or GPA: 3.04 (Fall 20XX grades anticipated January X, 20XX).
- If you have received some, but not all grades for a particular semester 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 you submit a resume to an employer with grades outstanding, you have an affirmative obligation to update your resume once the remaining grades have been posted. Talk to a CSO career counselor about the best way to submit updated resumes to employers.
- You may wish to emphasize academic improvement over the previous year or semester; e.g., Cumulative GPA: 2.93; 2nd Year GPA: 3.20
- You may identify courses in which you excelled, e.g., Highest grades received: Contracts A+, Torts A, Property A-. If you decide to include or reference any grade on your resume, you must include your cumulative GPA
- 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.
- **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.

Transcripts on TEX

Students and recent graduates (up to one year after graduation) should use the [Transcript Generator](#) to upload a PDF copy onto TEX. For all other transcript requests, please visit the Student Affairs Office.