

# REQUEST FOR RANK-IN-CLASS

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Touro Law Center ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Please check one of the following:  Please return to my student mailbox  
 Please mail to the address above  
 I prefer to pick up from the Registrar's Office

PLEASE CHECK THE CLASS AND DIVISION FOR THE SEMESTER YOU LAST COMPLETED:

Class:  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  4<sup>th</sup> Year Division:  Full-time  Part-time

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### TO BE COMPLETED BY THE REGISTRAR'S OFFICE ONLY

This is your Rank-in-Class, based on your cumulative G.P.A., as of the:

Fall Semester  Spring Semester Year \_\_\_\_\_

Cumulative G.P.A.: \_\_\_\_\_ Numerical Rank: \_\_\_\_\_ out of \_\_\_\_\_

\*Percentile Rank: \_\_\_\_\_

\*To calculate your percentile rank, divide the number of your class standing by the total number of students in your class. (For example: 32 divided by 164 students = 19.51% ) The total number of students in your class may change each semester due to attrition.

Please note: Touro Law Center Code of Conduct

A student who knowingly misrepresents his/her academic record is in violation of the Code of Conduct and will be brought before the conduct Review committee and/or a letter will be placed in his or her permanent file.

Article III A(2)q A student shall not knowingly make false representation to a faculty member, member of the administration, Law Center organization, or the Committee.

Article III A(2)v A student shall not knowingly misrepresent his/her academic record, extracurricular activities, or work experience to other institutions, prospective employers or Law Center organizations.

Official Class Rankings are based upon the cumulative grade point average calculated at the end of the Fall and Spring semesters of each year of enrollment. Credits and grades earned in summer session classes are calculated, cumulatively, with the following Fall semester credits and grades for purposes of calculating class ranking, therefore class rankings are not revised after summer session grades are received, although the cumulative grade point average may change at that time.

cc: Brett Gilbert, Assistant Dean for Career Services

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FOR OFFICE USE ONLY Request Processed By: \_\_\_\_\_

Date: Mailed \_\_\_\_\_ Faxed \_\_\_\_\_ E-mailed \_\_\_\_\_ SMB \_\_\_\_\_ Picked Up \_\_\_\_\_