



School of Law
Office of the Registrar

University of San Francisco School of Law

Fall 2025 & Spring 2026 Graduates Only

APPLICATION FOR LABOR & EMPLOYMENT LAW CERTIFICATE

Priority Deadline: Monday, September 15, 2025 (December grads must submit by this date)

For Spring/Summer grads, submission by the priority deadline allows for a certificate-eligibility audit prior to registration for spring.

Last Day to Submit Applications: Monday, February 2, 2026.

I expect to graduate and am applying to receive the Labor & Employment Law Certificate. I have read and understand the Program requirements found on the law school's website at: [Labor and Employment Certificate Information Page](#) and further understand and acknowledge that award of the Certificate is conditional upon meeting those requirements.

Name:

USF ID:

Signature:

Date:

COURSES & PROCEDURE:

COURSES: To earn a Labor & Employment Law Certificate, a student must complete:

- 1) at least 9 units of approved course work in the subject area. The coursework must include at least two courses in the core subject area. Any remaining units (to reach a minimum of 9 units) must be completed from the list of approved core or elective courses.
- 2) a practicum requirement related to labor and employment law.
- 3) an Upper-Level Writing Requirement analyzing an issue related to labor and employment law.

All course work for the certificate must be taken for a letter grade except for any approved elective course in which credit/no credit grading is mandatory. For any course in which a letter grade is not provided, a "credit" must be achieved in order for the course to be applied to meet the certificate requirements. Students must achieve a grade of C+ or higher in each letter-graded course applied to the certificate and achieve a cumulative GPA of 2.70 or higher for all courses applied to the certificate. A student achieving a cumulative GPA of 3.50 or higher for all courses applied to meet the requirements of the certificate is awarded the certificate with honors.

Procedure: Indicate the letter grade and units received in the courses (below) that you wish to apply to the Certificate. Indicate "in progress" by marking "IP" for courses being taken during the current semester. **(If you indicate more than the required units of coursework, the Registrar's Office will choose courses with the highest grades to count toward the certificate.)**

Note: the curriculum is subject to change and not all courses are offered every year.

Core Courses:

Term	Grade	Units	Reg	Course	Term	Grade	Units	Reg	Course
				Employee Benefits (ERISA)					Employment Law
				Employment Discrimination					Labor Law

Elective Courses:

Term	Grade	Units	Reg	Course	Term	Grade	Units	Reg	Course
				Administrative Law					Legal Issues in Sports
				Contracts Drafting (<i>can count for EITHER course work OR the practicum</i>)					Negotiation (<i>can count for EITHER course work OR the practicum</i>)

Name: _____

USF ID Number: _____

PRACTICUM REQUIREMENT

To earn the certificate, a student must participate in an experiential learning activity that is focused on labor and employment law. Students may fulfill this practicum requirement in one of the following ways: (1) completion of the Int'l Human Rights Clinic if work is relevant to labor and employment law (2) participation in an advocacy team relevant to labor and employment law (3) completion of a three unit (minimum) externship relevant to labor and employment law; (4) completion of 141 hours of paid work relevant to labor and employment law; or (5) completion of a simulation or skills class designated as "LE Practicum" on the course schedule.

Practicum Requirement: Please fill out the grade, year, semester and units for the component you completed										
Term	Grade	Units	Reg	Course	Term	Grade	Units	Reg	Course	
				Contracts Drafting (<i>can count for EITHER course work OR the practicum</i>)					Negotiation (<i>can count for EITHER course work OR the practicum requirement</i>)	
				Externship	n/a	n/a	n/a		Paid Position (<i>see below</i>)	
				Int'l Human Rights Clinic					Tulane Negotiation Comp	
				International Summer Ext.					Wagner Moot Court Comp	
				Mediation						

If completing the practicum requirement with a minimum of 141 hours of supervised legal work through a paid position, please complete the information below.

Organization:		Dates:	
Address:		Total # Hours:	
City:	State	ZIP:	
Supervisor:	Title	Phone:	
Types of Assignments:			

UPPER-LEVEL WRITING REQUIREMENT FOR THE LABOR & EMPLOYMENT LAW CERTIFICATE

To earn the certificate, a student must complete a substantial research paper analyzing an issue relevant to labor & employment law. The paper must demonstrate the ability to identify, describe and analyze the subject matter and should, where possible, propose a resolution.

The paper must meet the standards for an Upper-Level Research and Writing Requirement project and also satisfies this graduation requirement. It may also satisfy the requirements of a course taken (sort by "Certificate" and "Writing Req't" on the course schedule for acceptable courses) or a Directed Research (*see Registrar's Office*).

Title: _____

Supervising Professor: _____

Semester Completed: _____

TO APPLY FOR THE CERTIFICATE, YOU MUST:

- Submit this completed application to the Law Registrar's Office by your second to last semester.
- Submit a writing requirement enrollment form by the last day to add classes for the semester the writing requirement is being completed. *The "Certificate" box on the form must be checked.*

Law Registrar Staff Only			
First Audit Date: _____	Writ Req Status: _____	Final Audit Date: _____	
Grades Verified: _____	Units: _____	IP as of: _____	GPA: _____ Units: _____
On Track: _____	Date Notified: _____	Practicum Verified: _____	Receiving Cert: _____ Honors: _____