

601 West Summit Hill Drive, Knoxville, Tennessee 37902
(865) 545-5303
law.admissions@lmunet.edu

<http://law.LMUnet.edu>

GUIDE TO COMPLETING THE APPLICATION FOR ADMISSION FOR FALL 2013

OVERVIEW

Lincoln Memorial University – Duncan School of Law (“LMU - Duncan School of Law”), located in Knoxville, Tennessee, is accepting applications for its full-time and part-time programs. First-year law students (“1Ls”) are eligible for the Fall 2013 cohort that will begin in mid-August.

An applicant may apply to either the full-time program or the part-time program. Every attempt will be made to place applicants in their preferred program of study; however, the LMU - Duncan School of Law reserves the right to extend an offer of admission to either program of study regardless of the applicant’s stated preference.

The LMU - Duncan School of Law operates a rolling admissions program. The Admissions Committee will review files as soon as they are complete and render a decision shortly thereafter. There are a limited number of seats available in each program of study. The likelihood of garnering an offer of admission decreases as the cycle progresses. It is possible that worthy applicants, applying late in the admissions cycle, may not receive an offer of admission.

The LMU - Duncan School of Law seeks to attract and retain students whose goals are consistent with the mission and purpose of the institution. The educational experience of all students is enhanced by admitting applicants from a wide range of backgrounds and experiences. Strong consideration will be given to those that have a desire to serve the underrepresented and underserved populations throughout the Appalachian region.

Admission decisions are based on a thorough review of each applicant’s file. While the LSAT score and cumulative undergraduate GPA figure prominently, multiple factors are considered in rendering a decision. Applicants who demonstrate they possess the qualities and characteristics that will enable them to achieve success in the study and practice of law will be selected for admission. Admission decisions are communicated in writing. Admitted applicants are required to pay a seat deposit to secure

a place in the entering class. The amount of the seat deposit and the deadline for submission will be set forth in the letter of admission. Seat deposits are non-refundable, but will be credited toward tuition upon matriculation.

SPECIAL NOTE REGARDING CHARACTER AND FITNESS

The legal profession is a demanding profession. The admissions process is designed to ascertain if a particular applicant has the requisite academic preparation, temperament, and desire to become part of this noble profession. LMU - Duncan School of Law may deny admission to any applicant who, in the judgment of the faculty, is unfit in character to engage in the study or practice of law. Furthermore, a degree conferred by the LMU - Duncan School of Law does not certify an individual as “fit” to practice law in any jurisdiction. Fitness to practice law is determined by the state board of law examiners in the jurisdiction in which an individual seeks a license. The licensing process typically requires a background check. Applicants should review licensure standards in the jurisdiction of interest prior to matriculation.

On the application for admission in the section regarding Character and Fitness should you answer “yes” to any question, then please attach an explanation for each incident or occurrence. Each explanation should be on its own page.

PRE-REQUISITE ADMISSIONS REQUIREMENTS

To be considered for admission, an applicant must hold a baccalaureate degree from an institution that is accredited by an accreditation agency recognized by the Department of Education.

LMU - Duncan School of Law neither requires specific courses nor endorses any particular major field of study in preparation for legal studies. However, those considering a legal program of study are encouraged to pursue a curriculum that emphasizes analytic and problem-solving skills, critical reading abilities, writing skills, oral communication and listening abilities, general research skills, and task organization and management skills.

The American Bar Association (www.americanbar.org) and Law School Admission Council (www.lsac.org) websites provide excellent information on a myriad of topics that aspiring attorneys may find interesting.

APPLYING FOR ADMISSION

In order for an applicant’s file to be considered for admission, the following items must be received.

1. Application for Admission

Each applicant is required to complete the current Application for Admission which is accessed by visiting the LMU - Duncan School of Law website at <http://law.LMUnet.edu>. All questions must be answered completely and accurately. Failure to do so may result in a delay in the review of your application or denial of admission.

Applicants are encouraged to maintain a copy of their submitted application and supporting documents. Many state board of law examiners require applicants to submit a copy of their admission application when applying to take the bar examination.

2. Personal Statement

Applicants must submit a personal statement no more than three double-spaced pages in length. The personal statement must be a product of your own work prepared without the assistance of other persons to include professional writing services.

While there is no specific format for this statement, you may wish to discuss your motivation for pursuing a legal career, your goals relevant to the profession, any experience that you may have in the legal profession, and why you are interested in attending the Duncan School of Law. Additionally, you may describe your personal and cultural background, any hardships that you have encountered, or any extenuating circumstances that may have impacted your academic performance. Feel free to clarify anything that you feel is not adequately covered in the information provided in the previous sections of this application.

3. Credential Assembly Service (CAS) Report from the Law School Admission Council

All applicants must register with the Law School Admission Council's Credential Assembly Service (CAS). **LMU - Duncan School of Law's four digit code is 1977.**

The Credential Assembly Service centralizes the collection of college transcripts and letters of recommendation required for law school admission decisions, combines a summary of these transcripts with LSAT scores and basic data about the applicant, and produces for law schools a Credential Assembly Service Law School Report for each applicant.

Detailed information regarding registration and required fees can be found on the Law School Admission Council website at <http://www.lsac.org/jd/apply/cas.asp>

4. Letters of Recommendation

Applicants must submit two (2) letters of recommendation. People making recommendations should be able to comment on the applicant's aptitude for legal study and promise as a

practitioner. Further, their recommendations should be based on personal observations of the applicant's academic or professional work product. Specific examples are most helpful. In selecting recommenders, applicants should focus on the strength of their professional, working relationship with the individual rather than his or her stature. The Admissions Committee finds little value in letters submitted by recommenders whose observations stem solely from a personal relationship with the applicant's family. Moreover, letters that merely repeat information gleaned from the applicant's resume are equally unpersuasive.

Applicants are highly encouraged to submit all letters through the Law School Admission Council's Credential Assembly Service. Using the Credential Assembly Service permits applicants to verify receipt of their letters and track delivery to law schools by accessing their online accounts. Additionally, documents can easily be regenerated in the event of a mishap.

Although LMU - Duncan School of Law will accept recommendation letters submitted directly to the Office of Admissions by the author, there is no guarantee that all letters will arrive safely. In the event of a mishap, documents are not easily regenerated. Moreover, failure to use the Credential Assembly Service may delay the completion and review of an applicant's file.

Official Transcripts

In the event an offer of admission is extended, accepted students must have official transcripts sent from every undergraduate educational institution attended directly to the Office of Admissions. At least one of the transcripts must indicate the award of bachelor's degree from an accredited institution. **All transcripts must be received and verified prior to Orientation. In the event that ALL transcripts are not received, then you will be dismissed and unable to matriculate. There are no exceptions to this policy.**

Free Application for Federal Student Aid (FAFSA)

Applicants that may rely in whole or part on the federal student loan program to finance their legal education must complete the Free Application for Federal Student Aid (FAFSA). If you file a tax return, a copy of your most recent return is needed to complete the FAFSA. Applicants are encouraged to complete this process as soon as practicable to ensure that funds will be available to them upon their arrival at LMU - Duncan School of Law. The code for Lincoln Memorial University is 003502. Detailed instructions are provided at www.fafsa.ed.gov.

ADMISSIONS THROUGH PERFORMANCE (ATP) PROGRAM

Qualified applicants who have not yet been offered admission to the entering fall class will be considered for the Admission Through Performance (ATP) Program. The ATP Program provides an

alternative method for assessing law school preparedness and is available to students who have applied to the LMU-DSOL. Participation in the ATP Program is by invitation only.

To be eligible for the ATP Program, applicants must have been considered for regular admission by the Admissions Committee and the Dean.

To be considered by the Admissions Committee, applicants must have the following items on file:

- a completed application;
- a personal statement;
- two letters of recommendation; and
- a current Credential Assembly Service (CAS) Report from the Law School Admissions Council (LSAC).
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Additionally, applicants must have:

1. At least one score on the Law School Admissions Test (LSAT) of 135 or higher within the last five (5) years; and
2. A minimum cumulative undergraduate grade point average (GPA) of 2.0

The ATP Program gives participants a unique opportunity to demonstrate their aptitude for legal training by completing a condensed law school course taught by a member of the LMU-DSOL faculty. As an alternative to the traditional reliance on a student's GPA and LSAT scores, the program allows applicants to complete course similar to those taught in most law schools, thereby demonstrating their potential for law school success.

The ATP Program will run for four weeks and will be structured as follows: Participants will receive instruction in the foundations of legal analysis and take an intensive course surveying the Federal Rules of Evidence. The program will run two days a week and every other Saturday from July 11 through August 8. Classes will be conducted on Tuesday and Thursday evenings from 6PM to 8:30PM and every other Saturday from 9AM to 12:30PM. While there is no charge to participate in the program, attendees must commit to completing the program once they start. Space will be limited, so interested applicants are encouraged to register for the ATP Program with the Office of Admissions as soon as possible.

The ATP Program concludes with a final examination, which is graded on a 100-point scale. Participants scoring 70 or higher on the examination will be offered admission to the entering fall class assuming all other requirements are met, including approval by the Admissions Committee and the Dean. (In exceptional circumstances, those participants scoring 51-69 may also be considered for admission by the Admissions Committee and the Dean.) The Admissions Committee shall review recommendations from the professor of the ATP course and may also review recommendations from any member of the faculty.

The Admissions Committee and the Dean must approve all offers of admission into the ATP Program.

Applicants who receive offers of admission must provide “official transcripts” from every undergraduate college and/or university attended. Transcripts must arrive at the law school by August 9th. At least one of the transcripts must indicate the award of a bachelor’s degree from an accredited institution.

Applicants are reminded that the program is an alternative means of assessing suitability for legal education. Therefore, LMU-DSOL cannot guarantee a fixed number or percentage of participants will successfully complete the program and be offered admission.

Pursuant to ABA Standard 304, LMU-DSOL does not grant course credit for participation in this program.

For additional information on the ATP Program or to register for participation, please contact the LMU-DSOL Office at Admissions either through email at law.admissions@LMU.net or by calling (865) 545-5303.

APPLICATION PROCEDURE FOR TRANSFER OR VISITING STUDENTS

Upon completion of their first year of legal study, students in good academic standing at their respective law school may be considered for admission as a transfer or visiting student. The application process for individuals seeking advanced status is slightly different. For general information regarding transfer policies, you may view the LMU - Duncan School of Law website at <http://law.lmunet.edu/future-students/transferring-to-lmu-dsol/>. Please contact the Director for Admissions for additional information.

NOTICE REGARDING APPROVAL FROM THE TENNESSEE BOARD OF LAW EXAMINERS

On February 24, 2009, the Lincoln Memorial University – Duncan School of Law received approval from the Tennessee Board of Law Examiners (TBLE) rendering graduates eligible to take the Tennessee Bar Examination pursuant to Tennessee Supreme Court Rule 7, Section 2.03.

On April 19, 2012, the Lincoln Memorial University – Duncan School of Law received an extension from the Tennessee Board of Law Examiners for its graduates to be eligible to apply to take the bar examination in Tennessee until December 31, 2017.

Contact the Tennessee Board of Law Examiners (www.state.tn.us/lawexaminers/) at 401 Church Street, Suite 2200, Nashville, Tennessee 37243-0740 or call (615) 741-3234 for additional information about the approval of the Lincoln Memorial University – Duncan School of Law.

NOTICE REGARDING ACCREDITATION FROM THE AMERICAN BAR ASSOCIATION

Lincoln Memorial University – Duncan School of Law has applied for provisional accreditation from the American Bar Association.

The Dean is fully informed as to the Standards and Rules of Procedure for the Approval of Law Schools by the American Bar Association. The Administration and the Dean are determined to devote all necessary resources and in other respects to take all necessary steps to present a program of legal education that will qualify for approval by the American Bar Association. The Law School makes no representation to any applicant that it will be approved by the American Bar Association prior to the graduation of any matriculating student.

For additional information regarding the process, please see the ABA Law School Accreditation Process. For general information, contact the ABA (www.abanet.org/legaled) at American Bar Association, section of Legal Education and Admissions to the Bar, 321 North Clark Street, Chicago, Illinois 60654-7598 or call (312) 988-6738.

SPECIAL NOTE TO FOREIGN-EDUCATED APPLICANTS

Lincoln Memorial University – Duncan School of Law welcomes students from around the world to apply to be part of our community. In order to apply for admission to our law school, you must complete the following criteria.

1. You must complete an application for admission.
2. You must provide a personal statement.
3. You must provide two letters of recommendation.
4. You must register to take the Law School Admission Test (LSAT) with the Law School Admissions Council (LSAC) – <http://www.lsac.org/jd/lsat/test-dates-deadlines.asp>
5. If your undergraduate degree was earned in the United States, you must register with the Law School Admission Council’s Credential Assembly Service (CAS) and consent to have your transcripts and scores sent to non-ABA accredited law schools - <http://www.lsac.org/jd/apply/cas.asp>

If your undergraduate degree was earned outside of the United States, you must register with the Credential Assembly Service (CAS) of the LSAC and consent to have your transcripts and scores sent to non-ABA accredited law schools - <http://www.lsac.org/jd/apply/cas-internationally-educated-apps.asp>

All foreign transcripts must be sent directly to the LSAC’s Credential Assembly Service.

Copies of all international educational records must be submitted in the original language. If the transcript or other required documents are not in English, then a translation must be included. The CAS will not translate any documents.

6. You must request that your CAS Report be sent directly to Lincoln Memorial University – Duncan School of Law.
7. You must take the TOEFL Exam and send your scores directly to the Office of Admissions at the Lincoln Memorial University – Duncan School of Law.
8. If conditionally accepted for admission, you must have official transcripts sent from every undergraduate institution attended directly to the Office of Admissions at the Lincoln Memorial University – Duncan School of Law. At least one transcript must indicate the award of a bachelor's degree. In no instance will a student be allowed to matriculate without receipt and verification all official transcripts.

In addition, international students must comply with the following:

New Students Applying to Enter the Country

In order to apply for an F-1 Visa, you will need to have received an I-20 from the college. After receipt of your official acceptance to LMU-DSOL, you must submit the following before an I-20 will be issued:

- Proof of financial support for the cost of attendance (\$49,844 US) for one year at LMU-DCOM; this may be satisfied by submitting one of the following documents:
 - An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; or
 - A completed Form I-134, Affidavit of Support;

If you are bringing dependents (a spouse and/or children), you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

All documentation required to issue an I-20 should be submitted to:

Mr. Conrad Daniels
Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, Tennessee 37752
USA

It must be received by May 1 or within 30 days of your receipt of official acceptance to LMU-DSOL if accepted after April 30.

The University reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of the items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school.

In addition to your I-20, you will be required to submit a deposit equivalent to the 2013-14 tuition and fees (direct costs) - \$30,984. This deposit is due no later than June 15 and will be held on account at LMU until the beginning of your third year of studies. (See NOTE below)

Exceptions to this policy may be made for students who have already established a good financial history as undergraduate students at Lincoln Memorial University. This deposit is in addition to payment of your fall semester tuition.

NOTE: Interest will accrue on this deposit annually. If you fail to complete the first three years of study due to academic dismissal or death, the advance deposit plus interest will be returned to the original depositor. If you should drop out or do not return for any other reason, the advance deposit will be returned to the original depositor but the college will retain the accrued interest.

Obtaining a Student Visa

Once you have received an I-20, you should make an appointment with the U.S. embassy or consulate to apply for the F-1 visa. In most countries, first time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. You should consult Embassy web sites or call for specific application instructions.

Your application for an F-1 visa must include:

1. Letter of admission from LMU-DCOM;
2. A completed I-20;
3. A recent 2" x 2" photograph;
4. A passport valid for at least six months after your proposed date of entry in the United States;
5. A Form DS-156, Nonimmigrant Visa Application and a Form DS-158;
6. An MRV fee receipt to show payment of the visa application fee, a visa issuance fee if applicable and a separate SEVIS I-901 fee receipt.

In addition, you should also be prepared to provide:

1. Transcripts and diplomas from previous institutions attended;
2. Scores from standardized tests required by the educational institution such as the TOEFL, LSAT, etc.;
3. Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study;

If you are applying to bring dependents, you must also provide proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates).

F-1 Transfer Students

Regulations permit students on current F-1 visas to transfer from one SEVIS approved school to another. To comply with this regulation, both schools must update the student's records.

After receipt of official acceptance to LMU-DSOL, as a transfer student you must submit the following information so that a transfer of schools in the SEVIS system can be processed:

1. A completed F-1 Student Transfer Form;
2. Proof of financial support for the cost of attendance (\$49,488 US) for one year at LMU-DSOL;

This may be satisfied by submitting one of the following documents:

- An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; or
- A completed Form I-134, Affidavit of Support;
- A photocopy of the I-20 from the school you are currently attending; and
- A copy of your passport and I-94 card.

If you are bringing dependents (a spouse and/or children) who are not US citizens or permanent residents, you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

The above information should be submitted to:

Mr. Conrad Daniels
Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, Tennessee 37752
USA

The University reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of all items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school.

In addition to your I-20, you will be required to submit a deposit equivalent to the 2013-14 tuition and fees (direct costs) - \$30,984. This deposit is due no later than June 15 and will be held on account at LMU until the beginning of your third year of studies. (See NOTE below)

Exceptions to this policy may be made for students who have already established a good financial history as undergraduate students at Lincoln Memorial University. This deposit is in addition to payment of your fall semester tuition.

NOTE: Interest will accrue on this deposit annually. If you fail to complete the first three years of study due to academic dismissal or death, the advance deposit plus interest will be returned to the original depositor. If you should drop out or do not return for any other reason, the advance deposit will be returned to the original depositor but the college will retain the accrued interest.

Student's Responsibilities Once on Campus

You must make an appointment with Conrad Daniels, your DSO at Lincoln Memorial University, within seven days from the first day of class to complete the SEVIS registration process. When you go for your appointment, you must take all visa information including your I-20, I-94 and passport.

During your enrollment at LMU-DCOM, you must notify your DSO within 10 days of any change of address.

You must remain a full-time student.

Your I-20 must be endorsed by your DSO every 365 days.

English Language Proficiency Examination

Foreign educated applicants must arrange to have their Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score reports submitted directly to the Law

School Admission Council (LSAC) by the testing agency. The credential evaluation and its associated documents are incorporated into your Law School Admission Council Credential Assembly Service (LSAC CAS) Report.

The LSAC has arranged with the Educational Testing Service (ETS) to receive your TOEFL score(s) electronically. **You must supply ETS with the LSAC institution code 8395 at the time you place your order for a copy of the score report to be sent to the LSAC.** No paper copies from applicants will be accepted.

Detailed information about the TOEFL may be obtained from the Educational Testing Service at www.toefl.org.

The LSAC has also arranged with IELTS to receive your score report electronically. **You must indicate before or at the time of your examination that the LSAC receive an official score report.** If you do not make the request at this time, the LSAC will be unable to retrieve your score information, and you will need to have your score report sent directly to the Duncan School of Law.

Detailed information about the IELTS may be obtained at www.ielts.org.

The minimum TOEFL score for the paper-based test – PBT is 577 with no lower than a 52 on all individual sections.

The minimum TOEFL score range for the internet-based test – IBT is 90-91 with no lower than a 21 on all individual sections.

The minimum IELTS score is an overall band score of 7.5 with a minimum of 7.0 on all individual sections.

Scores must be from a test taken within the last two years.

Any deviation from the aforementioned examination scores is within the sole discretion of the School of Law. Applicants are encouraged to provide additional documentation or evidence showing a strong command of the English language.