

## **Instructions for completing the Application for Admission – Class of 2013 The full-time program — Fall 2010 (beginning August 2010)**

### Overview

The Lincoln Memorial University Duncan School of Law (LMU DSOL) in Knoxville, Tennessee is now accepting applications for the Class of 2013. This class will commence in mid-August 2010 and will be a full-time, three-year law program of first-year law students attending courses offered during the day, Monday through Friday. Therefore, we are only accepting applications for first-year students. We are not currently accepting applications for transfer- or non-degree-seeking-admissions.

Lincoln Memorial University is a mission-driven institution. LMU was established to serve underserved and underrepresented populations throughout the Cumberland Gap and southern Appalachian region. The School of Law in Knoxville assumes that mantle in its admissions policies. We will admit applicants who have a desire to serve underserved and underrepresented populations and areas within this region.

The Duncan School of Law seeks to attract and retain a very talented, inquisitive, energetic and passionate cohort of students from all walks of life. Thus, the Office of Admissions, the Admissions Committee, the faculty and the staff will actively seek out prospective students from varied backgrounds, socio-economic and family educational attainment levels, and various perspectives, life experiences and world-views.

*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.***

### Pre-requisite Admissions Requirements

To be considered for admission to the Duncan School of Law at Lincoln Memorial University an applicant must hold the baccalaureate degree prior to matriculation. The baccalaureate degree must be earned from a college or university that is accredited by an accrediting agency that is recognized by the Secretary of the United States Department of Education.

While no particular major program of study is required, applicants would be well served to pursue an undergraduate major that emphasize certain skill sets. The American Bar Association recommends a curriculum that emphasizes, “analytic and problem-solving skills, critical reading abilities, writing skills, oral communication and listening abilities, general research skills, task organization and management skills, and the values of serving faithfully the interests of others while also promoting justice.” (Taken from the *Statement of Skills and Values* contained in the 1992 Report of the American Bar Association Task Force on Law Schools and the Profession, Legal Education and Professional Development—An Educational Continuum.) There are no pre-requisite course requirements.

### How to Apply for Admission

Each applicant must complete the Application for Admission which is located on the Law School’s web page at <http://www.lmunet.edu/law/>. The application should be printed and mailed to the Office of Admissions. The mailing address of the Lincoln Memorial University Duncan School of Law is 601 W. Summit Hill Drive, Knoxville, Tennessee 37902.

An applicant must take the Law School Admission Test (LSAT) and have the resulting score reported to the Lincoln Memorial University Duncan School of Law. The LSAT is offered four times each year (September, December, February and June) at various testing centers throughout the country. Registration and other pertinent information can be found on the Law School Admission Council’s (LSAC) website at [www.LSAC.org](http://www.LSAC.org). Also, we will only accept LSAT scores that are three years old and newer (no older than February 2007). We will not accept scores beyond the February 2007 test administration.

All applicants must register with the Credential Assembly Service (LSDAS). Registration and other pertinent information can be found on the Law School Admission Council's (LSAC) website at [www.LSAC.org](http://www.LSAC.org). Our four-digit LSAC code is **1977**. Prospective students will be able to use this code to have LSAT scores and LSDAS information sent directly to us from LSAC.

Contact the Registrar's Office at all colleges that you have attended and request to have sealed, original transcripts of your academic record sent to the LSDAS. (If an applicant is subsequently offered admission and accepts the offer of admission, then another official transcript from all colleges attended will need to be sent to the Duncan School of Law as well.)

Additionally, each applicant must submit two letters of reference. These items should be submitted to LSDAS. They can also be mailed directly to the Duncan School of Law.

You are encouraged to create a work résumé or curriculum vita and submit along with your application for admission.

Prepare a personal statement detailing why you want to be a lawyer, why you are interested in attending the Lincoln Memorial University Duncan School of Law and any experience that you may have in the legal profession. You may also wish to describe any particular areas of the law which interest you. Please address what you hope to contribute to the legal profession and to the needs of the people of the southern Appalachian region. Additionally, describe your personal and cultural background, any obstacles that you have overcome and any extenuating circumstances that may have had an impact on your academic performance. Please elucidate for the admissions committee anything that you feel is not adequately covered in the information that you provided in the previous sections of this application.

The *priority application deadline* is January 31, 2010 for enrollment in into the Class of 2013. The application processing fee is waived if the application is completed in its entirety and post-marked by this date.

The application deadline is July 1, 2010. Applications postmarked between February 1, 2010 and July 1, 2010 must be accompanied by an application processing fee. **Please attach a non-refundable application processing fee in the amount of fifty-dollars (\$50 USD by personal check, money order or cashier's check) and made payable to Lincoln Memorial University**

We will, however, continue to accept applications beyond the July 1, 2010 application deadline. Because the Duncan School of Law operates a rolling admissions program the likelihood of garnering an offer of admission beyond the deadline decreases as the class begins to fill.

### How We Review Applications

We believe that prospective students who have an interest in becoming lawyers are mature individuals that are inquisitive, highly motivated, possess a passion for the law, are compassionate and eager to serve humanity. With this in mind, we believe that the application process is a meeting amongst professionals with the ultimate goal being mutual acceptance for mutual advantage. That is, we seek to learn about one another to determine if our goals are similar. The Duncan School of Law at Lincoln Memorial University seeks to attract and retain students whose goals are consistent with the mission and purpose of the institution.

Law students have committed themselves to one of the most demanding of professions. The decision to pursue such a profession is not, nor should it be, quick and easy. The decision-making process should be a long maturation process, by which an applicant becomes educated about the legal profession, professional school training and — most importantly — oneself. The application process will help the applicant and the Duncan School of Law to understand if a particular applicant has the requisite academic preparation, temperament and desire to become an attorney.

Following receipt of the application for admission with supportive documents and Law School Admission Test (LSAT) scores, the Admissions Committee will then review the application file. The Admissions Committee is

composed of members of the faculty and the Director of Admissions. The Admissions Committee will determine whether or not to extend an offer of admission. Applicants will be notified in writing of the decision of the committee. Applicants who are offered admission will be notified of the deadline for accepting the offer of admission and other pertinent information.

Ordinarily, the Admissions Committee does not conduct interviews with prospective students as part of the application process. However, there may be situations where it would be advantageous for both the Admissions Committee and the applicant to meet face-to-face to further discuss the prospective student's application file. This may provide some insight into the application for admission that may not be readily available on the paper (text-only) application. If you believe that there may be some additional insight into your background that may be gleaned from meeting face-to-face, then please contact the Director of Admissions to discuss.

The Admissions Committee will select students for admission based on a variety of factors. When reviewing application files the committee will consider the applicant's overall grade-point average (GPA), grades in individual courses, undergraduate curriculum, exposure to the legal profession, participation in volunteer experiences, verbal, non-verbal and written communication skills, background, LSAT scores and any other pertinent information. The preceding factors are not and should not be considered exhaustive. Their decision will be based on a complete review of the application file.

No one piece of evidence presented by an applicant will, in and of itself, determine whether or not the Admissions Committee will extend an offer of admission. The decision to extend an offer of admission will be based on the totality of the evidence presented by the applicant to the committee. Some factors will carry more weight than others. For example, the overall GPA — based on a careful examination of the undergraduate transcript (and post-baccalaureate, graduate and professional, if any) — and the LSAT score(s), will carry the most weight in the decision-making process. Other factors, such as individual grades in all courses attempted, experience in the legal field, letters of recommendation, the applicant's overall 'fit' with the mission of the Duncan School of Law, changes in academic performance over time due to age and maturity, major accomplishments, etc., will also be considered.

The number of applications for the class will exceed the number of seats in the class. The level of competition for seats in each class will be determined by the number of applications received during the application cycle and the academic competitiveness of the applicant pool. The admissions process is fluid and changes from year-to-year. No college knows with certainty how many applications for admission it will receive in a given year, and we are no different. Thus, it is impossible for us to give exact figures for GPAs, LSAT scores and other factors considered which would make one competitive for admission.

Applicants who have demonstrated — through a rigorous undergraduate program of study, competitive LSAT scores, experience related to the legal profession, community service, high ethical standards and career aspirations that match the mission and purpose of the Duncan School of Law at Lincoln Memorial University — that they possess those qualities and characteristics that will enable them achieve success in law school and the legal profession will be selected for admission. Applicants who do not appear to meet these standards will not be selected for admission. The focus of this decision-making process will be academic strength, evidence of moral character, and future success on the state bar examination.

If you have any questions, please feel free to contact Paul Carney, Director of Admissions, at 865-524-5286 or [paul.carney@lmunet.edu](mailto:paul.carney@lmunet.edu)

#### Statement on Discrimination

Lincoln Memorial University admits students of any race, sex, handicap, religion, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to its students. It does not discriminate on the basis of race, sex, sexual orientation, handicap, religion, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other college-administered programs.