

LINCOLN MEMORIAL UNIVERSITY

PRE-PROFESSIONAL COMMITTEE PROCEDURES

FILES - DUE IN the Academic Affairs Office (201 Duke) BY 4:30 pm, April 30, 2010.

Files are reviewed on a first completed basis. A completed file consists of 1) Entrance Exam scores, 2) Registration Form, 3) 1-2 Page Resume, 4) a copy of your professional school application Essay, and 5) at least 3 Faculty Letters of Evaluation. Only students with an overall **and** science g.p.a. of **3.0** or better will be allowed to use the Pre-Professional Advisory Committee unless you have earned a **3.5** or better with full-time loads in your last 3-4 semesters. If you are a traditional student who has earned most of your credit at LMU, it would be to your advantage to use the Pre-Professional Advisory Committee. Applicants without the above-stated requirements may still apply to professional school on their own. If you have any questions contact a member of the Pre-Professional Advisory Committee.

Committee Review Checklist

- _____ **1. MCAT/DAT/GRE/LSAT/Other Entrance Exam**– Test results must be received by June 1st in order to be evaluated during the summer. Applicants whose test results arrive after that date will be evaluated in August.

- _____ **2. Registration Form** - All registration forms must be turned by **April 30, 2010 at 4:30 p.m.** **The registration form must include signatures of all faculty evaluators.** The form is available online at (link to “Registration Form”)

- _____ **3. 1-2 Page Typed Resume.** - Your **Resume** should be clear and concise. Include areas such as awards, scholarships, organizations, work experience, volunteer experience, community service, research, etc. You must include hours volunteered/worked per week and length of time (mo/yr to mo/yr).

- _____ **4. Essay** - The personal comments in your **AACOMAS/AMCAS/Dental/Other Professional School Essay** should include personal insights regarding your desire to attend professional school. Avoid, if possible, repeating information found elsewhere on the application. Because many admissions committees place significant weight on this section, consider and construct your remarks carefully. Also, use this space to continue, explain, or elaborate on answers given elsewhere in your application. It is strongly recommended that you complete the professional school application as soon as possible.

- _____ **5. Letters of Evaluation** - **A minimum of three letters of evaluation are required.** Letters of evaluation from at least two faculty who have taught you (health professions schools prefer letters of evaluation from science faculty members) are required. **Letters from teaching assistants are not acceptable.** Students are strongly encouraged to request the third evaluation letter from your academic advisor or other faculty member who knows you well. Evaluators should use the form provided or University stationery. You may request **ONE** additional non-faculty evaluation; this evaluator should use his or her own letterhead. **There should not be more than 4 total evaluations submitted.** Completed forms must be turned in **directly** to this office by your evaluators. **(Students are never to turn in completed letters of evaluation on their own.)** The address is LMU Pre-Professional Advisory Committee, 201 Duke Hall, Harrogate, TN 37752.

Note: We will send a committee evaluation and copies of your faculty letters directly to the schools indicated on your **Registration Form.** All additions and deletions of requests must be submitted in writing.

Note: It is your responsibility to keep current on the status of your file. Check with Dr. Biel when you feel it is appropriate. If you decide not to complete the application process, you must provide written notification.