



LINCOLN MEMORIAL UNIVERSITY DUNCAN SCHOOL OF LAW

GUIDE TO COMPLETING THE ADMISSION APPLICATION

OVERVIEW

The Lincoln Memorial University – Duncan School of Law (“Duncan School of Law”), located in Knoxville, Tennessee, is accepting applications for its full-time and part-time programs. Classes will begin in mid-August. Classes for the three-year, full-time program meet Monday through Friday. The part-time program is a four-year program with classes meeting Monday through Thursday, 6:15 p.m. – 9:30 p.m.

First-year law students (“1Ls”) are eligible to begin the program of study in the fall of each academic year. Applicants seeking admission as a transfer student or visiting student are eligible for fall or spring admission. An applicant may apply to the full-time program, the part-time program, or both. Every attempt will be made to place applicants in their preferred program of study. However, the Duncan School of Law reserves the right to extend an offer of admission to either program of study irrespective of the applicant’s stated preference.

The 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 wears on. It is possible that worthy applicants, applying late in the admissions cycle, may not receive an offer of admission. **Therefore, applicants are strongly encouraged to apply before the priority deadline date – January 31.**

The 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

Law students have committed themselves to one of the most demanding of professions. 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. **The 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 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.

NOTICE REGARDING ACCREDITATION

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, an applicant must hold a baccalaureate degree from an institution that is accredited by an accrediting agency recognized by the Department of Education.

The 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 and Law School Admission Council websites provide excellent information on a myriad of topics that aspiring attorneys may find interesting.

APPLYING FOR ADMISSION AS A FIRST YEAR LAW STUDENT

Application for Admission

Each applicant is required to complete the current Application for Admission which is accessed by visiting the Duncan School of Law website at <http://www.lmunet.edu/law/>. Care should be taken to ensure that all questions are 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.

Law School Admission Council Credential Assembly Service

All applicants must register with the Law School Admission Council Credential Assembly Service. **The Duncan School of Law 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 www.LSAC.org.

Law School Admission Test

All applicants must take the Law School Admission Test (“LSAT”) and arrange to have their score(s) reported to the Duncan School of Law through the Law School Admission Council Credential Assembly Service. The exam is offered four times each year (October, December, February and June) at various testing centers throughout the country. **The Duncan School of Law will not accept scores more than five years old.**

It is never appropriate to take an official LSAT for practice! Although some accrediting agencies require law schools to use an applicant’s highest LSAT score when reporting requested statistical data, the Duncan School of Law finds value in examining all of the scores reported for an applicant. Deference is given to subsequent scores that are significantly higher than a previous score. However, barring some external reason to explain a score that is lower than expected, most applicants will not score significantly higher on subsequent exams. **Applicants are strongly encouraged to take the appropriate measures necessary to ensure their best performance on their first examination.**

Detailed information regarding registration and other pertinent information can be found on the Law School Admission Council website at www.LSAC.org.

Letters of Recommendation

Applicants must submit two letters of recommendation. Recommenders should be able to comment on the applicant's aptitude for legal study and promise as a practitioner based upon their personal observations and a thorough evaluation of the applicant's academic or professional work product. 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 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 the Duncan School of Law will accept recommendation letters submitted directly to the Office of Admissions, 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.

Resume

Applicants are required to submit a copy of their current resume, detailing any information that will assist the Admissions Committee in rendering a decision.

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.

Priority Application Deadline and Application Fee

The priority application deadline is January 31. The application fee is waived for those submitting an application and supporting documents (absent reference letters) postmarked by this date. Applications postmarked on or after February 1 require a \$50.00 non-refundable application fee. Please make your personal check, money order, or cashier's check payable to Lincoln Memorial University – Duncan School of Law.

Free Application for Federal Student Aid

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 the Duncan School of Law. **The Lincoln Memorial University code is 003502.** Detailed instructions are provided at www.fafsa.ed.gov.

APPLICATION PROCEDURE FOR TRANSFER OR VISITING STUDENTS

Upon completion of their first year of legal study, students in good academic standing at an American Bar Association-approved law school may be considered for admission as a transfer or visiting student. The application process for individuals seeking advanced status is slightly different. Please contact the Associate Dean for Admissions to inquire about the application process.