



2020-2021

**ADMISSION POLICIES & PROCEDURES
MANUAL**

The Duncan School of Law reserves the right to alter or amend any portion of this Catalog, at any time, with or without notice.

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I. MISSION AND PURPOSE OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels.

The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

Revised July 6, 2017; approved by Board of Trustees, November 10, 2017.

II. MISSION STATEMENT OF THE JOHN J. DUNCAN, JR. SCHOOL OF LAW

The mission of LMU's Duncan School of Law is:

1. to provide legal educational opportunities for the people of the underserved regions of the United States.
2. to provide solid, competent, and practice-focused, legal education to students of widely disparate socio-economic and ethnic backgrounds with the goal that those students will successfully pass the Bar and with the thought that those students will return to and serve those communities from which they originate.
3. to prepare lawyers for careers in law that enable them to address the underserved legal needs of Appalachia and other underserved regions.

III. OFFICE OF ADMISSIONS MISSION STATEMENT

The Office of Admissions recruits, markets, assists with financial literacy and aid, maintains and secures records, tracks data, and counsels incoming and existing law students. The Admissions Office maintains an open-door policy and welcomes all prospective students and their families.

The Office of Admissions seeks to administer the admissions process in a manner that is equitable, efficient, timely, and applicant-friendly while producing a high quality, diverse student body fully capable of matriculation, graduation, and entry into the professional market as competent, ethical, and contributing members of our global community.

In support of its mission, the Office of Admissions will:

- administer an effective targeted national recruitment program geared toward attracting a high quality and diverse applicant pool reflecting the standard of ethics required of members of the legal profession;
- assist in the creation and implementation of a comprehensive marketing campaign designed to increase visibility of the Lincoln Memorial University and the Duncan School of Law as well as highlight the numerous achievements of the administration, faculty, students, and alumni; and
- provide the highest quality of service to students in planning and meeting expenses associated with attendance at the law school while adhering to federal, state, and institutional policies in the administration of financial aid, including the protection of student privacy.

IV. THE ADMISSION PROCESS

A. Overview

LMU's Duncan School of Law ("LMU Law") operates two programs of legal education: 1) a traditional three-year, full-time program, and 2) a four-to-seven-year, flex-time program. As directed by ABA Standard 311(b), "A law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit." The flex-time program is designed for working professionals or others who have outside commitments that prohibit them from participating in a full-time program. All programs are 90 credit hours in length.

Regardless of program, first-year law students ("1Ls") are eligible to begin the program of study in the fall of each academic year.

Every attempt will be made to place applicants in their preferred program of study; however, LMU Law reserves the right to extend an offer of admission to any program of study irrespective of the applicant's stated preference.

Applicants seeking admission as a transfer student or visiting student are eligible for fall, spring, or summer admission.

B. Prerequisites for Consideration

Applicants can apply for admission at any time; however, prior to matriculation, an applicant must possess a baccalaureate degree from an institution that is accredited by an agency recognized by the United States Department of Education.

LMU Law may admit to its J.D. degree program: (1) an applicant who has completed three-fourths of the credits leading to a bachelor's degree as part of a bachelor's degree/J.D. degree program approved by the faculty if the institution is accredited by an accrediting agency recognized by the United States Department of Education; and (2) a graduate of an institution outside the United States if the law school assures that the quality of the program of education of that institution is equivalent to that of institutions accredited by an accrediting agency recognized by the United States Department of Education. Participants must have a minimum cumulative undergraduate GPA, as calculated by the LSAC at the time of the application, at or above the 50th percentile for the first-year class immediately preceding the applicant's desired start date. Participants must have a minimum score on the LSAT at or above the 50th percentile for the first-year class immediately preceding the applicant's desired start date at the time of application.

An applicant may apply prior to receiving an undergraduate degree; however, an official transcript(s) demonstrating conferral of the baccalaureate degree from an accredited institution must be received prior to matriculation or within a reasonable

time thereafter. In compliance with ABA Standard 502(d), within a reasonable time after a student registers, a law school must have on file the student's official transcripts verifying all academic credits undertaken and degree(s) conferred. In the event all transcripts are not received and verified by October 4th, the student shall be administratively withdrawn.

LMU Law may admit no more than 10% of an entering class without requiring the LSAT from students in an undergraduate program at Lincoln Memorial University (LMU) and/or students seeking the J.D. degree in combination with a degree in a different discipline from LMU.

Applicants admitted under this section must meet the following conditions: (1) scored at or above the 85th percentile on the ACT or SAT, or (2) for students seeking the J.D. degree in combination with a degree in a different discipline from LMU, scored at or above the 85th percentile on the GRE or GMAT. Additionally, they must be ranked in the top 10% of their undergraduate class through six semesters of academic work, or achieved a cumulative GPA of 3.5 or above through six semesters of academic work.

If an applicant under this provision takes the Law School Admission Test either before or after applying for admission, then the offer of admission shall be rescinded automatically and the applicant will be evaluated or reevaluated using the LSAT score achieved.

Prerequisite information for an internationally educated applicant is outlined in section IV.E. herein.

Absent extraordinary circumstances, a student must attend Orientation. The date of matriculation shall be the official reporting date established by the American Bar Association. The Associate Dean of Enrollment Services shall certify to the Dean, within a reasonable time after the first day of formal classes, that he or she has audited all admissions files and that all files contain the following: a completed application; a report from the Law School Admission Council's Credential Assembly Service; letters of recommendation; a personal statement; an LSAT Writing Sample; official transcripts from the baccalaureate degree granting institution reflecting an award of the degree; verification of the baccalaureate degree granting institution's accreditation status at the time the degree was conferred; official transcripts from any college or institution awarding credit that was considered in the awarding of the baccalaureate degree; official transcripts from the degree granting institution reflecting an award of any other degrees; and additional documentation, if any, as requested by the Admissions Committee.

LMU Law neither requires specific courses nor endorses any particular major field of study in preparation for admission to law school. However, we advise those people considering a program of legal education to pursue a curriculum that emphasizes critical reading and analysis; writing; problem-solving skills; oral communication; listening ability; general research skills; task organization and management skills.

Both the American Bar Association and Law School Admission Council websites provide excellent information on a myriad of topics that aspiring attorneys may find interesting and helpful - <http://www.americanbar.org> and <https://lsac.org>.

C. Evaluation Process

LMU Law operates a rolling-admission process. Prospective students may begin the process as soon as applications are made available. The Admission and Scholarship Committee (Admissions Committee) reviews files as soon as they are complete. The Admissions Committee may designate to the Associate Dean for Enrollment Services the ability to review files where an applicant's metrics are above or below a certain range. In the event there is a character and fitness issue, the Associate Dean from Enrollment Services may refer a file to the full Committee or Dean for review.

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.

LMU 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 and beyond.

Admission decisions are based on a thorough review of each applicant's file. While the applicant's score on the Law School Admissions Test (LSAT) and cumulative undergraduate grade point average (GPA) figure prominently, multiple factors are used to reach a decision. The Committee will consider breadth and difficulty of academic background, extracurricular and community activities, advanced academic degrees awarded, exposure to the legal profession, participation in volunteer experiences, communication skills, personal background, and any other pertinent information provided by the applicant.

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 they will be credited toward tuition and/or fees upon matriculation.

Once all items are received by the Office of Admissions, unless requested otherwise, an applicant's file will be deemed "complete" and will be forwarded to the Admission and Scholarship Committee (or its designee) and Dean for consideration.


D. How to Apply

1. Application for Admission


Applicants who possess a baccalaureate degree or who will earn such a degree conferred prior to the commencement of classes, are invited to apply for admission.

Each applicant is required to complete the current Application for Admission which is accessed after registering for an account through the Law School Admission Council's website - <https://os.lsac.org/Release/Logon/Access.aspx>. 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.

Absent approval from the Dean, applications will not be accepted after July 15.



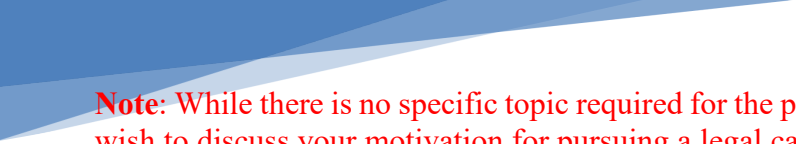
Interviews: Ordinarily, the Admission Committee does not conduct interviews with prospective students as part of the application process; however, there may be situations where it would be advantageous for both the Admissions Committee and the applicant to meet to discuss the prospective student's file. On such occasions, a request for an interview will be made by the Office of Admissions.



Note: Materials submitted in connection with your application for admission become the property of LMU Law and cannot be returned, copied and/or forwarded. Applicants are encouraged to maintain copies of their submitted application and supporting documentation. Many state boards of law examiners require applicants to submit copies of their admission application when applying to take the bar examination.

2. Personal Statement

Applicants must submit a personal statement that is no more than four double-spaced pages in length. The personal statement must be your own work prepared without the assistance of other persons, including professional writing services.



Note: While there is no specific topic required for the personal 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 LMU Law. Additionally, you may want to describe your personal and cultural background, any hardships that you have encountered, or any extenuating circumstances that may have impacted your academic performance.

If you want to explain or clarify any information provided within the application, we suggest you attach a separate addendum.


3. Law School Admission Test

All applicants must take the Law School Admission Test (“LSAT”) and arrange to have their score(s) reported to the Lincoln Memorial University -- John J. Duncan, Jr. School of Law through the Law School Admission Council’s Credential Assembly Service.

The LSAT is now administered at least eight (8) times each year (June, July, August, October, November, January, February, and April) at various testing centers throughout the country, including LMU Law.

LMU Law will not accept scores more than five years old.

Information regarding the Law School Admission Test and associated fees can be found on the LSAC’s website at either <http://www.lsac.org/jd/lsat/test-dates-deadlines> or <http://www.lsac.org/jd/lsat/lsat-cas-fees>.




Advice: Applicants are strongly encouraged to take the appropriate measures necessary to ensure their best performance on their first examination. It is not 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, LMU Law finds value in examining all scores reported for an applicant. Deference is given to subsequent scores that are significantly higher than a previous score.

4. The LSAC's Credential Assembly Service

All applicants must register with the Law School Admission Council's Credential Assembly Service (CAS). The CAS centralizes the collection of college transcripts and letters of recommendation required for law school admission. After they are received, CAS combines those items to create a Law School Report that details basic biographical data about the applicant, summarizes academic performance, and reports the results from each LSAT attempt.

The LSAC will not forward an application or any other documents to LMU Law before an applicant pays for both the CAS and his or her Law School Report.

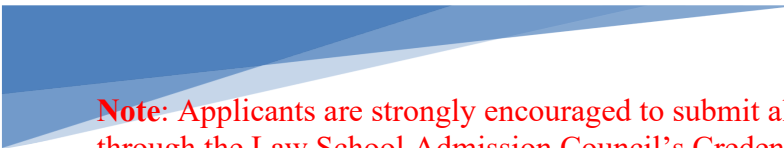


Note: Applicants with academic courses in progress can submit applications for consideration. Official transcripts from every educational institution attended since high school must be submitted to the Law School Admission Council's Credential Assembly Service. After submitting an official transcript from any school, if the applicant takes an additional course or courses at that school or any additional schools, the applicant must submit a new or additional official transcript(s) to the Credential Assembly Service. The Credential Assembly Service will notify the law school when the new transcript has been received and evaluated.

5. Letters of Recommendation

Applicants must submit two (2) letters of recommendation. Individuals who recommend someone for admission should be able to comment on the applicant's aptitude for legal study and promise as a practitioner. Further, she should base her recommendation upon her personal observations and a thorough evaluation of the applicant's academic or professional work product.

In selecting someone to recommend an applicant, the applicant should focus on the strength of their professional, working relationship with the individual rather than his or her stature in the profession or community. The Admission and Scholarship Committee finds little value in letters submitted by people who recommend applicants 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 or transcripts are equally unpersuasive.



Note: Applicants are strongly encouraged to submit all letters of recommendation 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 Law will accept recommendation letters submitted directly to the Office of Admission, 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.

6. Special Note Regarding Character and Fitness

Every American jurisdiction in which you may practice law after graduation from law school requires each applicant for admission to the bar to meet character and fitness requirements as a condition of eligibility for admission. A character and fitness review will require truthful, accurate and complete reporting of all requested information related to past conduct that bar examiners may deem relevant to one's fitness to practice law. In most jurisdictions this includes (but is not limited to) the following: (1) all criminal arrests, charges, plea agreements, convictions, or instances of being taken into custody as either a juvenile or adult and regardless of whether the record has been expunged; (2) all traffic violations except minor parking citations; (3) involvement as a party to civil litigation; (4) acts of fraud, dishonesty or lack of candor; (5) educational discipline or misconduct; (6) failure to pay financial obligations; and (7) substance abuse.

It should be noted, however, that while bar admission boards require a complete disclosure of requested information, in many instances past relevant conduct, particularly if isolated and/or not recent, has not resulted in denial or delay of admission to the bar in a particular jurisdiction of interest. (This is not to suggest or predict how any jurisdiction's bar admissions board would respond to any applicant's particular conduct disclosures going forward.)

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (NCBE). If you are uncertain where you will practice law, you may wish to review the Standard NCBE Character and Fitness Application, which is used by a number of jurisdictions' bar admission authorities. Addresses for all relevant agencies are available at www.ncbex.org.

A failure to truthfully, accurately and completely respond to a character and fitness inquiry, however, is commonly deemed a character and fitness violation in and of itself, and may be more detrimental to bar admission prospects than the undisclosed or incorrectly disclosed underlying conduct.

Because of the stringent character and fitness qualifications for admission to the bar, LMU Law requires full disclosure in response to all questions located throughout its application. The application must be filled out completely, as failure to provide information may delay the process and require more time and effort at an inopportune time. Answer all questions honestly, as failure to do so may result in sanctions. Failure to disclose information often yields a more serious outcome than the matter itself would have produced had it been revealed by the applicant.

If an applicant answers affirmatively to any question in the Character and Fitness section of the application, he or she must fully explain the nature of each incident. He or she should answer the question in the space provided. Alternatively, he or she may attach a complete explanation with his or her application. The applicant should entitle the page “Character and Fitness Explanation(s) of [Applicant’s Name]” and describe in detail the facts of each incident. Answering "Yes" to any question does not automatically disqualify an applicant from consideration for admission. The Admission and Scholarship Committee would like the opportunity to review all relevant facts including (but not limited to) the issue(s), the offense(s), the date(s) of the offense(s), the law enforcement agency involved and disposition, including fine(s), court costs or other penalties, etc.

The American Bar Association precludes admission of applicants who do not appear capable of satisfactorily completing a legal program of study and being admitted to the bar. Similar questions to the ones listed in the character and fitness section of our application will be asked of LMU Law and you when applying for admission to the Bar, so candor and full disclosure is throughout the process is essential.

7. Applicants Previously Denied Admission

Applicants who were denied admission in a previous year are required to submit a new application and update all supporting documents, including the CAS Report.

Decisions regarding admission apply only to the cycle for which the applicant has applied.

8. Previously Disqualified Applicants

LMU Law considers the admission of applicants who were disqualified academically. An applicant who was disqualified academically must demonstrate that he or she possesses the requisite ability to succeed in our program of legal education. The applicant must also demonstrate that the previous disqualification does not indicate a lack of capacity to complete the course of study at our law school, extraordinary circumstances contributed

to his or her inability to meet the academic requirements, **and** the circumstances resulting in the student's academic disqualification have been remedied or no longer exist.

An applicant who was disqualified academically cannot apply for admission until one (1) calendar year has expired since the student's disqualification.

In addition to an application, personal statement, two letters of recommendation, an LSAT Writing Sample, and a CAS Report, in order to be considered for admission an applicant who has been disqualified academically must provide a **written statement**:

1. detailing the nature of the interim work, activity, or studies which occurred since the disqualification; **and**
2. describing why the applicant believes he or she now has a stronger potential for the study of law and is likely to successfully complete the course of study at LMU Law.

Moreover, the information identified also can be listed in your personal statement, but the applicant must attach the separate statement before the applicant's file will be considered.

Finally, the applicant must send an official transcript from the law school from which he or she was dismissed to the LSAC's Credential Assembly Service.

E. Deferment of Enrollment

Applicants who have been admitted but whose circumstances have changed may ask to defer her or his admission for one year. A limited number of one-year deferrals are granted each year based on the circumstance. **Deferrals are considered on a case-by-case basis. *Submission of a request does not guarantee that a deferral will be granted.***

Transfer, students on the waitlist, and visiting students are not eligible for deferments.

If an admitted student wishes to defer her or his admission, she or he must: (1) submit the law school acceptance form; (2) place a seat deposit, (3) submit the scholarship acceptance form, if applicable; and (4) submit a written request to the Director/Dean of Admissions stating your reasons for wanting the deferral **no later than July 10th** of the year to which he or she originally applied. In the event July 10th falls on a weekend, then the Monday immediately following July 10th will serve as the deadline.

A decision announcing whether the deferment was granted will be sent to the applicant in writing within two weeks of receiving the request.

If granted, a **nonrefundable** deposit of \$400 (\$200 for the current term and \$200 for the future term) must be paid within two months of the approved deferral request in order to secure the seat for the future term. **All deposit money paid will be applied toward tuition upon matriculation.** If the deposit is not received within two months of the announced decision, the seat may not be guaranteed.

Any University-offered scholarship will carry over to the next approved term with the deferral, provided that the student submits the \$400 seat deposit within two months of receiving the deferment.

Admitted students whose deferral requests are denied can either attend in the cycle for which they are admitted or they may reapply for admission the following application cycle.

In all cases a new Law School Report must be received for the term of matriculation from the Law School Admission Council's Credential Assembly Service.

In an extraordinary case, an admitted applicant may request to defer her or his acceptance for two years if he or she has a documented commitment to a program with a two-year time frame, such as military service, Peace Corps, Teach for America, AmeriCorps, or an academic fellowship.

The applicant must update her or his responses to the Character and Fitness questions asked in the original application by July 10th of the year of matriculation. In the event there are no changes the applicant must affirm there are no changes to any of the answers submitted on the original application. In the event any of the questions changed, then the deferred applicant must answer those questions by the July 10th deadline.

It is likewise the responsibility of the applicant to notify the Office of Admissions, in writing, of any changes in personal information, e.g. current mailing and email addresses.

F. International Students

LMU Law welcomes internationally educated applicants. All applicants educated outside the United States must complete the admissions process as outlined above, including the Law School Admission Test (LSAT). Also, the applicant must submit all educational transcripts to a third-party transcript authentication and evaluation service to ensure that the quality of the program of education of those institutions are equivalent to that of institutions accredited by an accrediting agency recognized by the United States Department of Education.

Additionally, absent a waiver from the Dean, they must also complete the following steps.

1. Credential Evaluation for Applicants Who Studied Outside the U.S. and Canada

An internationally educated applicant must provide all transcripts to one or more third-party authentication and evaluation service(s) for all educational course work attempted located outside the United States, its territories, or Canada. For evaluative purposes the School of Law's approved third-party authentication and evaluation service(s) include:

International Education Evaluations, Inc. (IEE)

7900 Matthews-Mint Hill Road, Suite 300

Charlotte, NC 28227

704.772.0109

www.iee123.com

World Education Services

P.O. Box 745, Old Chelsea Station

New York, NY 10113-0745

212.966.6311

www.wes.org

Educational Credential Evaluators, Inc.

P.O. Box 514070

Milwaukee, WI 53203-3470 USA

414.289.3400

www.ece.org

Josef Silny & Associates


7101 SW 102 Avenue

Miami, FL 33173

305.273.1616

www.jsilny.com

Coursework completed through a study abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution and so indicated on the originating institution transcript need not be submitted for evaluation. The applicant must pay for all fees associated with credential authentication and evaluation.



Note: Applicants who are citizens of or who have received a bachelor's degree from one of the following countries are exempt from the English language proficiency examination requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales.

2. English Language Proficiency Examination

Internationally 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 evaluating agency. The credential evaluation and its associated documents are incorporated into your Law School Admission Council's Credential Assembly Service (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 for 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 LMU 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 LMU Law. Applicants are encouraged to provide additional documentation evincing a strong working command of the English language.

3. New Students Applying to Enter the Country

All foreign students must apply for an F-1 Student Visa. This, in turn, requires an I-20 from Lincoln Memorial University. This requires the following:

Proof of financial support for the Cost of Attendance for one year at LMU Law. 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 bringing dependents (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:

Lincoln Memorial University
Mr. Conrad Daniels
Designated Student Officer
6965 Cumberland Gap Parkway
Harrogate, Tennessee 37752

Required documentation must be received by May 1 or within 30 days of your receipt of official acceptance to LMU Law if accepted after April 30.

4. 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 websites or call for specific application instructions.

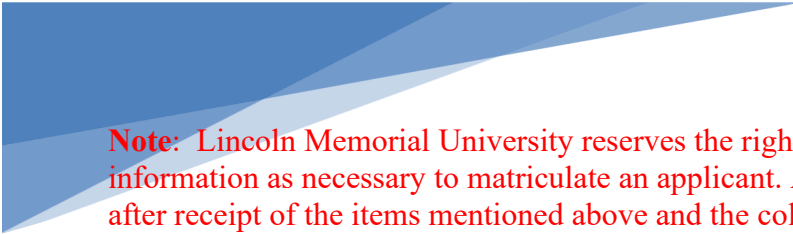
5. Student's Responsibilities Once on Campus

You must make an appointment with the Designated Student Officer ("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 the Duncan School of Law, you must notify your DSO within 10 days of any change of address.

You must remain an enrolled student.

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



Note: Lincoln Memorial University reserves the right to request additional information as necessary to matriculate an applicant. 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 all years necessary to complete the program of study.

In addition to tendering payment for the current academic year, first-year law students (“1Ls”) that do not have an established financial history with Lincoln Memorial University may be required to submit a deposit equivalent to one full academic year of legal studies. In such an event, the deposit will be held in escrow by the University and released at the beginning of the student’s final year of study.

G. Transfer Students

Applicants who have completed the equivalent of the first semester of law school may apply to transfer to LMU Law. The law school from which you wish to transfer must be approved either by the American Bar Association or approved by an appropriate governmental authority in the unapproved law school’s jurisdiction.

1. Admission Pre-Requisites

Transfer applicants must submit the following eleven (11) items to the Office of Admissions:

- a. An application for transfer admission;
- b. A personal statement;
- c. Two letters of recommendation;
- d. An LSAT Writing Sample;
- e. A Credential Assembly Service (CAS) Report from the Law School Admission Council (LSAC);
- f. Official transcripts from every educational institution attended, at least one of which must indicate a baccalaureate degree from a regionally accredited school recognized by the United States Department of Education;
- g. An official transcript from the law school for which the applicant seeks to transfer (it must be submitted to the LSAC Credential Assembly Service);

- h. A statement of good standing from an administrator of the law school from which the applicant seeks to transfer credit;
- i. A statement of why a transfer is requested;
- j. A specific list of courses for which the student seeks to obtain credit with the number of credit hours for each course; and
- k. A syllabus for each course in which the student seeks to obtain credit. (At discretion of the associate dean for academic affairs and/or the Academic Standards Committee, an official course description for a course may satisfy this requirement if a particular syllabus is unavailable.)

2. Evaluation

Applications for transfer admissions shall be reviewed and considered by the Admission and Scholarship Committee and Dean. If the Committee and Dean decide to admit the transfer student, then the applicant's file be forwarded to the Academic Standards Committee to determine what credits will transfer and how they will be applied. In exercising its discretion, the Academic Standards Committee shall review:

- the accreditation status of the previous institution;
- the number of credits allotted by the previous institution for each course for which credit is sought from LMU Law;
- the number of instructional minutes provided by the previous institution for each course for which credit is sought from LMU Law;
- whether the course for which credit is sought, in whole or in part, consisted of distance education, field placements, directed or independent study or other "non-residence" instruction;
- the type of classes taken at the student's existing or previous institution;
- the similarity between the type of classes taken at the student's existing or previous institution with comparable classes at LMU Law;
- whether the classes taken at the student's existing or previous institution are classes traditionally taken at a school of law accredited by the American Bar Association;
- the grades received by the student in the classes taken at the student's existing or previous institution; and
- the student's entire admission file.

Under no circumstances may a student transfer more than 45 credit hours from an ABA-approved school.

Under no circumstances may a student transfer more than 30 credit hours from a non-ABA, state-approved school.

A student who has transferred from another law school must successfully complete at least 45 credit hours at LMU Law, with a cumulative grade point average of 2.000 or better, and satisfy all other degree requirements.

Under no circumstances shall the Academic Standards Committee extend credit for any class in which the student earned a grade less than “C.”

H. Visiting (Non-Degree Seeking) Students

A student in good standing academically at her or his respective law school may apply for admission as a Visiting (Non-degree Seeking) Student at LMU Law, subject to the availability of space.

The following documents are required:

- A complete application for visiting student;
- A statement of good standing from the dean of the applicant’s existing institution acknowledging that courses taken at LMU Law will be accepted for transfer credit;
- An official transcript from the applicant’s existing or previous institution;
and
- A statement of why you wish to enroll as a visiting student.


Students with advanced standing may visit for any fall, spring, or summer semester or the entire academic year.

V. FINANCIAL AID

LMU Law participates in federal and private loan programs. Applicants that may rely in whole or in part on the federal student loan program to finance their legal education must complete the Free Application for Federal Student Aid (FAFSA). If the applicant files a federal income 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 Law.

Lincoln Memorial University’s FAFSA code is 003502.

For detailed information regarding federal student aid, you may visit <https://studentloans.gov>.



Note: Financial aid is available to all qualifying applicants. Many loan programs are credit-based and require an examination of the applicant's credit history. During the admissions process, applicants are encouraged to gauge their credit worthiness and review credit reports to ensure no errors exist.

A free credit report may be obtained once a year at www.freecreditreport.com

LMU Law has a full-time financial aid coordinator to assist students in navigating the aid process. The coordinator also facilitates several workshops designed to increase the financial literacy of the student body.

For additional information regarding institutional financial aid policies and procedures, you may visit <https://www.lmunet.edu/duncan-school-of-law/admissions/financial-aid.php>.

VI. TUITION AND FEES

A. Cost of Attendance

1. Direct Costs

Costs incurred for enrollment at LMU Law are billed directly to the student by the University. Financial aid can be requested to cover some or all of these costs.

2020-2021

Tuition: \$1,300 per credit hour

Fees: Full-Time Student (13-15 credit hours/semester) = \$150 per semester (\$150 Student Fee)

Flex-Time Student (6-12 credit hours/semester) = \$150 per semester (\$150 Student Fee)

Graduation Fee (billed term prior to graduation) = \$250

2. Indirect Costs

Costs a student may incur while enrolled in the Duncan School of Law but are not billed to the student by the University. Financial aid can be requested to cover some or all of these costs.

Full-Time Students: Enrolled 12 or more credit hours per semester

	Fall	Spring	Total
Books & Supplies	\$900*	\$900*	\$1,800*
Loan Fees	\$295	\$295	\$590
Parking	\$370	\$370	\$740
Personal/Misc.	\$800	\$800	\$1,600
Room & Board	\$7,500	\$7,500	\$15,000
Transportation	\$1,500	\$1,500	\$3,000
Total	\$11,365	\$11,365	\$22,730

*** Based on \$75 per credit hour.**

Students in the full-time program typically take 15 credit hours per semester.

Flex-Time Students: Enrolled 6-11 credit hours per semester

	Fall	Spring	Total
Books & Supplies	\$675*	\$675*	\$1,350*
Loan Fees	\$295	\$295	\$590
Parking	\$370	\$370	\$740
Personal/Misc.	\$800	\$800	\$1,600
Room & Board	\$7,500	\$7,500	\$15,000
Transportation	\$1,500	\$1,500	\$3,000
Total	\$11,140	\$11,140	\$22,280

*** Based on \$75 per credit hour.**

Students in the flex-time program typically take nine (9) credit hours in the fall and spring semesters their first year. Then, they take 12 credit hours each semester thereafter.

VII. VETERANS

In accordance with the Veterans Benefits and Transition Act of 2018, Section 367(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post 9/11 GI Bill® *benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a Certificate of Eligibility can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs website- eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following receipt of the Certificate of Eligibility.

The university shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding form VA under Chapter 31 or 33.

* GI Bill is a registered trademark of the US Department of Veteran Affairs.

VIII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Lincoln Memorial University and the Duncan School of Law comply with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of law student education records.

Generally, no person or entity outside the University or the School of Law shall have access to any law student’s education record without the written consent of said law student. Exceptions allowed by the law include the following:

1. officials of other institutions at which the law student seeks enrollment;
2. persons or organizations providing financial aid;
3. an accrediting agency acting in its official capacity;
4. persons in compliance with a judicial order; and
5. emergency personnel in order to protect the health and safety of law students or other persons.

Additionally, according to 1998 Higher Education Amendments, the University and the School of Law are authorized to contact parents or guardians when law students under the

age of 21 commit serious or repeated violations directly or indirectly involving institutional drug and alcohol policies.

Law students may not inspect financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one law student, in which case the University and the School of Law will permit access only to that part of the record which pertains to the inquiring law student.

Law students are given a secure PIN number that permits them to access personal information, such as class schedules, transcripts, and financial matters, through the institution's secured site – Web Advisor. The University and School of Law maintains a list of all external persons or entities who have received a copy of any law student's education record.

IX. SECURITY AND MAINTENANCE OF RECORDS

The Office of Admissions is responsible for the security and maintenance of all applicant records directly related to the admissions and financial aid processes. The Office of Admissions does not bear responsibility for the maintenance and security of any official records that may be generated by any other department, e.g. Career Services, Student Affairs, Academic Affairs, etc.

All applicant records are maintained in a secured file room. Audits are conducted regularly to ensure that there is no unauthorized access to the room.

X. ACCREDITATION AND APPROVAL

A. SACS-COC

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate, baccalaureate, masters, specialist and doctorate degrees. In April of 2009, the SACS-COC granted approval for the University to offer the Doctor of Jurisprudence (J.D.) degree program ensuring that students are eligible for federal financial aid.

For additional information regarding this regional accrediting body and to verify Lincoln Memorial University's Level V membership, contact the Commission on Colleges (www.sacscoc.org) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500.

B. American Bar Association

Lincoln Memorial University – John J. Duncan, Jr. School of Law is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738.

XI. OTHER IMPORTANT NOTICES AND INFORMATION

A. Harassment, Non-Discrimination, and Sexual Misconduct

Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. “Retaliation” includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.

LMU is committed to providing an environment free of all forms of discrimination, including gender or sex-based discrimination. All LMU employees are Mandatory Reporters; this means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex based discrimination, the employee is required to report the information to the Title IX Coordinator. If you would like to speak with an individual who does not have this obligation, confidential counseling is available to students free of charge through the LMU Office of Mental Health Counseling, Duke Hall 202. For more information, call (423) 869-6277, or schedule an appointment online at <https://www.lmunet.edu/student-life/counseling/schedule-an-appointment>.

If you have experienced discrimination and would like make a report to the University, contact Jeana Horton, Title IX Coordinator/Institutional Compliance Officer, by email at titleix@lmunet.edu, or by phone at (423) 869-6618. The Title IX Coordinator/Institutional Compliance Officer’s office is located at D.A.R.-Whitford Hall, Room 210, and the Duncan School of Law, Room 249. The Harassment, Discrimination, and Sexual Misconduct Policies are located above as well as in the *Student Handbook*.

Help and support is available. LMU offers support to help individuals navigate campus life, access health and counseling services, and obtain academic and/or housing accommodations.

B. Americans with Disabilities Act

Lincoln Memorial University (LMU) does not discriminate, for purposes of admission to LMU or access to and treatment in LMUs programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. Accordingly, LMU will provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act (“ADA”) or Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the ADA

Coordinator (Duke Hall, Room 201, (423) 869- 6401). That contact information is also listed on the class syllabus for every LMU class. In addition, students with learning disabilities should become familiar with the services of the Tagge Center for Academic Support and Student Support Services.

1. Requests for Accommodation

The following procedure must be followed in order for any student with a disability to receive accommodation:

1. The student must submit documentation of his/her disability to the ADA Coordinator (guidelines for proper documentation are set forth below);
2. The ADA Coordinator will contact the student concerning arrangements for reasonable accommodations (student must be prepared to discuss specific accommodation needs);
3. A "Student Accommodation Form" listing the accommodations to be provided to the student during a particular semester, will be circulated to the student's faculty for review and signature;
4. The student must contact the ADA Coordinator prior to each semester for reauthorization and accommodations for the upcoming semester.

2. Documentation Guidelines

Students requesting accommodations or services from LMU because of a disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning. A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individuals educational performance, and the need for academics accommodations for the purpose of the ADA and Section 504. (10/05)

- a. **A Qualified Professional Must Conduct the Evaluation.** The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, education diagnostician, or student clinicians who are being supervised by a qualified professional) who has had direct experience with adolescents and adults with learning disabilities.

- b. Documentation Must be Current Reasonable.** Accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student’s learning environment, and show the students current level of functioning. If documentation does not address the individual’s current level of functioning a reevaluation may be required.
- c. Documentation Must Include a Specific Diagnosis.** The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as “learning difficulty,” “appears,” “suggests,” or “probable” do not support a conclusive diagnosis.
- d. Documentation Must be Comprehensive.** The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.
- e. Recommendations for Accommodations.** A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU has the right to seek clarification and/or additional information either from the student’s evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student’s disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.
- f. Process for Receiving Reasonable Accommodation.** All documentation related to the student’s disability and accommodations shall be maintained by the ADA Coordinator. Upon receipt of the documentation, the ADA Coordinator will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. A Student Disabilities Form will be completed listing the agreed upon accommodations, and will be signed by the student, the student's faculty members and the ADA Coordinator. This process shall be followed each semester for which the student wishes to request

accommodations. If a problem arises concerning the reasonable accommodations, the student should contact the ADA Coordinator for assistance (423.869.6531).

- g. Grievance Procedure for a Student with Disabilities.** All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the ADA Coordinator within ten (10) working days of grievance. The LMU grievance committee will review the matter. The LMU Grievance Committee consists of: Dean of Students (Chair), the Director of Academic Excellence, the Associate Dean of Students, a faculty member appointed by the chair of the committee and the academic dean or chair of the department in which the effected student is enrolled. The decision of LMU's Grievance Committee is final.


C. Campus Security

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act, Lincoln Memorial University will provide you, upon request, an annual Security Report on university-wide security and safety, including related policies, procedures, and crime statistics. To request a copy of this report, contact the Dean of Students, Lincoln Memorial University, 6965 Cumberland Gap Parkway, Harrogate, Tennessee 37752 or by telephone at 423.869.6849.

D. Changes, Revisions, Modifications, and Revocations

The provisions of this manual are subject to change without notice and do not constitute a contract, express or implied, between any persons or entities and the Lincoln Memorial University or the Duncan School of Law.

E. Contact Information

	
Department	Office of Admissions
Contact	Ms. Trish Carroll Admission Coordinator & Financial Aid Liaison
Telephone	865.545.5304
E-mail	patricia.carroll@lmunet.edu
Website	http://law.lmunet.edu
Mailing Address	601 West Summit Hill Drive

Knoxville, Tennessee 37902-2003