



## APPLICATION CHECKLIST

**A complete application that is ready for review includes the following:**

- Fall 2012 Application
- \$50 Application Fee (if applying on or after January 1)
- Resume
- Personal Statement
- Explanations and additional documentation (as needed)
- LSAC Law School Report, including
  - LSAT Score(s)
  - Two Letters of Recommendation
  - College and Graduate School Transcripts

Please direct any questions to the Office of Law Admission.

Phone: 1-800-888-7213

Fax: 205-726-2057

Email: [lawadm@samford.edu](mailto:lawadm@samford.edu)

### **Mailing Address:**

Office of Law Admission  
Cumberland School of Law  
Samford University  
800 Lakeshore Drive  
Birmingham, AL 35229

## **FALL 2012 APPLICATION INSTRUCTIONS AND ADMISSIONS POLICY**

This application is for students pursuing admission to Samford University's Cumberland School of Law as a first-year law student. Please refer to our website at <http://cumberland.samford.edu/application> for information on transfer and visiting student applications. Before you complete this application, please consider the following:

Applicants must provide complete, accurate, and truthful answers to each question. Providing false, incomplete or misleading answers may result in the revocation of your admission or disciplinary action by the law school. It also may result in denial of permission to practice law in the state in which you seek admission to the bar. In addition, Samford University reserves the right to revoke the admission of, expel, refuse to award any degrees to, and/or recommend revocation of any degree earned by applicants who submit inaccurate information in this application or omit information requested by this application.

Therefore, it is imperative that applicants read and follow the application instructions carefully. Doing so ensures that you are providing appropriate and complete responses. Applicants should note that some questions could require additional documentation.

### **ELIGIBILITY**

Only eligible applicants will be considered for admission to Samford University's Cumberland School of Law (the law school). Eligible applicants are those who have or will obtain an undergraduate degree from a four-year accredited institution. Students with degrees from accredited online universities will be considered for admission. The Assistant Dean for Admission will determine the eligibility of those applicants who have enrolled in an ABA-accredited law school prior to applying for admission to the law school. Those applicants will be required to submit an official transcript and letter of good standing from any previously attended law school before their applications can be reviewed for admission. Please note that students who are not in good standing or have been academically dismissed from an ABA-accredited law school are ineligible to apply for admission.

### **THE APPLICATION PROCESS**

Only complete applications will be reviewed for admission. The Office of Law Admission (OLA) will contact applicants whose applications are missing any of the materials listed in the checklist. Applicants will also be contacted if additional documentation is required to complete their applications.

The law school will accept entering applications between September 15 and February 28. An application fee is not required for those applications submitted on or before 11:59 PM CST on December 31, 2011, the priority deadline. A \$50 application fee is required for those applications received on or after 12:00 AM CST on January 1, 2012. Since admission decisions are made on a rolling basis, applicants are strongly encouraged to submit their application, recommendations and all supplemental documents online by the priority deadline, as this will expedite the review of their application and give them greater opportunity to be considered for scholarship assistance, as noted below.

Once an application is submitted, a request for the applicant's CAS report will be generated automatically. See the 'LSAT & CAS Report' section for more information on the CAS report. Simply submitting your application online through the Law School Admission Council (LSAC) does not mean that

it is ready for review. Applicants must make sure that the OLA has received all required supporting documentation. The admissions staff will make every effort to e-mail applicants in a timely manner when required documents are missing, but it is ultimately the applicant's responsibility to confirm that their application is complete. While applications can be submitted through February 28, 2012, applicants have until April 1, 2012, to ensure that the Office of Law Admission has received all required items and documentation for their application. Applications that are missing items on April 1 will be involuntarily withdrawn from consideration.

## **NOTIFICATIONS FROM THE OFFICE OF LAW ADMISSIONS**

Applicants will be contacted via e-mail, phone and regular mail, as needed throughout the application process. Please note that the Cumberland School of Law Admission Office is a paperless office and the primary method of communication is electronic. Therefore, it is imperative that applicants provide contact information that will be valid between September 15, 2011, and August 13, 2012. Applicants should plan to update their contact information to ensure that they are receiving all notifications and announcements from the law school. All mailed correspondence will be sent to the permanent address as noted in an application.

Emergency contact information is vital to the health and safety of the students of Samford University and Cumberland School of Law. The information provided for parents and next of kin must be accurate and current. This information will be used only by authorized Samford University personnel and only in case of emergency.

## **APPLICANT STATUS**

Applicants have the option to attend law school under full- or flex-time status. Flex-time status provides students an opportunity to take a reduced course load during law school. This option is ideally suited for those applicants with flexible work schedules, as students with flex-time status attend classes during the day. While the admission process for applicants seeking flex-time status is the same for those seeking full-time status, no scholarship assistance is available for flex-time students.

## **LSAT & CAS REPORT**

All applicants must take the Law School Admission Test (LSAT) and register for the LSAC Credential Assembly Service (CAS) through the LSAC website at [LSAC.org](http://LSAC.org). LSAT scores earned from the June 2007 administration to the February 2012 administration will be considered for fall 2012 admission. In the review process, the highest LSAT score will be considered. Applicants can elect to have their application withheld from review until a new LSAT score is received. Please note that without notification that the applicant will retake the LSAT, the admissions committee will consider the highest score on an applicant's CAS report. Applicants should note that all admission decisions are final.

## **TRANSCRIPTS**

A complete application includes transcripts from all institutions of higher education, both graduate and undergraduate, at which an applicant has earned academic credit, regardless of the degree or certificate pursued. All transcripts must be sent to LSAC for inclusion in the applicant's CAS report. Applicants will be notified when their application is missing a transcript. Applications that are missing transcripts are

considered incomplete and will not be reviewed for admission until all missing transcripts are included in the applicant's CAS report.

## **RECOMMENDATIONS**

Two recommendations are required to complete an application. Letters of recommendations from family members, no matter how far removed in lineage, will not count towards the two that are required to complete an application. Recommenders should be advised to send letters of recommendation to LSAC and not to the law school. Evaluations do not count toward this requirement.

Applicants should take care to select recommenders who will provide the most compelling information in support of their application to law school. A meaningful recommendation will provide the admissions committee with detailed accounts of an applicant's academic ability, accomplishments and character. One letter of recommendation should be an academic reference from a faculty advisor or professor in one's major field of study. Those applicants who have been in the military or workforce may substitute a letter from a commanding officer or employer. The other letter of recommendation should be a character reference from someone who has personal knowledge of the applicant's integrity.

## **CHARACTER AND FITNESS RESPONSES**

Some state bar associations require that an applicant submit portions of their law school application with their bar application. With that in mind, applicants should take care to provide complete responses to all character and fitness questions with as much specificity as possible.

Providing false, incomplete or misleading answers to character and fitness questions may result in revocation of admission or disciplinary action by the law school and may also affect your ability to gain admission to the bar in the state in which you intend to practice. Applicants must attach separate addenda explaining in detail each instance that necessitates a "yes" response to these questions. It is not sufficient to simply attach court records. You must explain the circumstances that gave rise to each occurrence, any charges received and the outcome of those charges. Those who provide unclear responses will be asked for clarification and/or additional information.

Applicants should also be aware that this law school application is a "continuing application." Continuing applications require applicants to update their responses to these questions as needed throughout the application process. Should an event occur, either before or after applicants receive their admission decision, that would change their response to a question in their application, they must immediately communicate the details of that event in writing to the Assistant Dean for Admission.

## **SUPPLEMENTAL DOCUMENTATION**

All supplemental documents must have the following format: double spacing, 1" margins, 11 pt. Times New Roman font. Please remember to include your LSAC account number on all supplemental documents and addenda.

## **RÉSUMÉS**

Applicants must submit a résumé that chronicles their employment, educational, and extracurricular history during and after college. It is important that résumés highlight academic honors, leadership positions, and volunteer or community work completed, along with any professional licenses an applicant has obtained, whether currently active or not. All entries should include dates of involvement and a brief description as to the nature of the applicant's participation. For employment held during and after college, please note whether your position was full- or part-time. Résumés should not be more than two pages.

## **PERSONAL STATEMENTS**

Our admission committee reviews many applications from candidates with strong credentials. Therefore, an applicant's personal statement should set forth any additional information they feel should be considered by the committee when evaluating their application. Any experience an applicant has had that will enable them to contribute unique and enlightening perspectives to the law school are of interest to the committee. In addition, the reasons motivating their desire to study law and to attend Cumberland School of Law are also important to mention. Personal statements should not be more than three pages.

## **THE SELECTION PROCESS**

Each year, the number of applications received by Samford University's Cumberland School of Law far exceeds the openings available in the first-year class. The goal of the law school is to select the most qualified applicants possible and to award those applicants a seat in the entering class. It is our belief that we best serve the law school, our alumni and the current student body by choosing wisely those who will carry on the law school tradition.

Along with an applicant's LSAT and undergraduate GPA, the admissions committee considers additional factors to measure an applicant's potential to succeed in law school and the legal profession. Such factors include the difficulty of the undergraduate major pursued; upward trends in academic performance; the amount of time spent involved in extracurricular activities, athletics and/or employment while in undergraduate school; or any graduate studies completed. In addition, those applicants who because of their background bring to the school unique and enlightening perspectives will be recognized by the admissions committee.

## **FINANCIAL AID AND SCHOLARSHIP ASSISTANCE**

Samford University's Office of Financial Aid assists students with finding the appropriate federal financial aid. To be considered for federal student loans, applicants should file a Free Application for Federal Student Aid (FAFSA) by the federal priority deadline of March 1. FAFSA applications can be found online at [fafsa.ed.gov](http://fafsa.ed.gov). Please list "Samford University" as one of the schools to receive your FAFSA information, as this will expedite the processing of your financial aid award. Samford University's federal school code is 001036.

Only those applicants admitted for full-time study will be considered to receive merit-based scholarship assistance from the law school. The law school's scholarship committee will choose which admitted students it will interview to receive this assistance. Scholarships are awarded after the interview process is completed. The OLA will directly contact those admitted students with instructions on how to complete the scholarship interview process. Competition is keen for these awards and interested applicants are strongly encouraged to complete their applications by the law school's priority deadline of December 31. The law school's additional merit, need-based, leadership and peer scholarships are reserved for current second- and third-year law students.

## **EQUAL OPPORTUNITY**

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, (205) 726-2811. This notice is available in alternative formats upon request.