



Policy Title
Application Policy

Policy Number
2-002

Responsible Unit: Admission and Recruitment	Effective Date: July 26, 2021
Responsible Official: Associate Vice Chancellor for Enrollment	Last Reviewed Date: July 26, 2021
Policy Classification: Enrollment Management	Last Revised Date: July 26, 2021
	Origination Date: Before 2019

I. Policy Purpose

The purpose of this policy is to inform prospects, applicants, and interested parties of the application procedures for admission to the Southern University Law Center (SULC).

II. Policy Scope

This policy applies to prospects, applicants, admitted students, faculty, staff, alumni, and other interested parties of SULC.

III. Policy Compliance

New and revised policies introduced for approval after the effective date of this policy shall comply with this policy. Failure to comply with this policy could result in an unfavorable admissions decision.

IV. Policy Definitions

Applicant—candidate that has applied for admissions consideration.

Prospect—candidate interested in applying for admissions, but has not formally submitted an application.

LSAT—Law School Admission Test.

LSAC—Law School Admission Council.

CAS—Credential Assembly Service.

V. Policy Development and Implementation Procedures

SULC developed this policy to clearly inform prospects, applicants, admitted students, and interested parties of the proper process for submission of an application for admission.

VI. Policy and Applicable Procedures

A. Application Procedures

Students beginning the study of law are admitted only in the fall semester. The following information and materials must be filed with the Law Center Admission office.

Formal Application

Applications may be requested from www.LSAC.org. Applications, together with current official transcripts and letters of recommendation, should be filed before the end of the fall semester of the year prior to admission. Any application received after May 1 cannot be processed for admission in August.

Application Fee

A \$75 nonrefundable application fee will be required of all persons seeking admission.

Official Transcripts

Transcripts showing credits earned at a college or university must be forwarded to the Law Center and the Credential Assembly Service (CAS). If courses of study in a college or university are taken after the application is submitted, official supplemental transcripts must be submitted to cover the subsequent study. First-year students will not be permitted to register for the fall semester without producing an official transcript showing degree(s) earned before enrolling in the Law Center.

The Law School Admissions Test

All applicants are required to take the Law School Admission Test (LSAT) prior to admission. LSAT and CAS information may be obtained from any law school, university campus testing center, or from the Law School Admission Council (LSAC). Applicants can register for the LSAT online or by telephone with LSAC. To use LSAC's online registration service, go to www.LSAC.org or call (215) 968-1001.

LSAC provides two important and primary services to law school applicants—the CAS and the LSAT. SULC requires a 12-month subscription service with CAS. Fees for these services may vary from year to year.

The results of the examination are certified to all schools selected by the applicant. The examination is administered multiple times a year at designated centers throughout the United States and online.

B. Confirmation

The applicant is responsible for arranging submission of supporting documents to LSAC, ensuring that they are received by May 1 for all programs. Notification of the Admissions Committee's decision will be emailed and mailed to the applicant and made accessible online.

C. *Application Requirements*

While the Law Center does not prescribe any specific pre-legal preparation, it strongly recommends a foundation consisting of such courses as English, public speaking, French, Spanish, accounting, psychology, logic, mathematics, and other analytical courses. The objective of pre-legal training should be to provide the student with the necessary general education to compete successfully in the professional study of law. The applicant should acquire a mastery of the English language.

D. *First-Year Students and Part-Time Students*

Students applying to the Law Center for the first time must submit the following.

1. Formal application.
2. Official transcript showing degree(s) earned from an accredited college or university.
3. Two letters of recommendation (submitted directly through the LSAC Letter of Recommendation Service only).
4. Personal statement as to why the applicant wants to attend law school in general and SULC in particular.
5. Credential Assembly Service Law School Report. All applicants are required to register with CAS and take the LSAT. Applications are available online at www.LSAC.org.
6. A non-refundable application fee of 75.00.

E. *Joint Degree Students*

Students applying for admission to the JD/MPA Joint Degree Program must submit the following.

1. All the documentation required of a first-year student.
2. A separate application to the Graduate School of Southern University, Baton Rouge, Louisiana 70813.
3. An official copy of the applicant's GRE Report.

F. *Transfer Students*

Students applying for admission to the Law Center as transfers must submit the following.

1. All the above documentation required of a first-year student.
2. Letter from dean of an ABA-approved law school previously attended certifying academic good standing and completion of the required first-year curriculum.

3. Official transcript from the law school previously attended.

4. Letter of recommendation from a law professor at the law school previously attended.

NOTE: Only credits earned at ABA-approved law schools may be used to determine advanced standing.

An applicant must submit all credentials along with the electronic application by the deadline of May 1 before being accepted for admission to the Law Center.

VII. Policy History and Review Cycle

This policy was created and became effective prior to the implementation of the uniform policy format, which was implemented in 2019. Because this policy is administrative in nature, it does not require a faculty vote of approval. The policy was reviewed, revised, and placed in the uniform policy format on July 26, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Students Affairs, Associate Vice Chancellor for Student Affairs, and Associate Vice Chancellor for Enrollment.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by:



John K. Pierre
Chancellor, Southern University Law Center

July 26, 2021
Date