



SAINT MICHAEL'S
COLLEGE FOUNDED
1904

PRE-LAW GUIDE

2019

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FOREWORD

This manual is intended to be used by students as a general guide and initial source of information about law school preparation, selection, and application. Extensive career and professional school resources are available at the Career Education and Alumni Engagement Center in the Pomerleau Alumni Center. Students are encouraged to make use of the career literature and prelaw references. Career Coaches are available by appointment to assist students in making career decisions or in securing needed information.

ACKNOWLEDGEMENTS

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PRELAW PREPARATION

Nearly all law schools require a college degree from an accredited school as a condition for admission. Most law school programs are at least three years in length with four years being the usual time required for completion of a part-time or evening school program.

Law schools have no requirements for a prelaw curriculum and you should feel free to choose an academic course of study that is both broad and liberal in the classic sense. The emphasis should be on a rigorous educational program, one with objectives and purposes that meets your needs and interests. If a program is interesting and challenging, you will do your best work and your undergraduate record will reflect the effort. Legal educators agree that the development of skills and habits conducive to legal reasoning is more important than subject matter. The student's college courses should be geared, therefore, to the development of:

- A broad cultural background
- Habits of thoroughness, intellectual curiosity, and scholarship
- The ability to organize and manage materials, and communicate the results
- Oral communication and listening skills
- Critical reading
- Research, writing, and editing
- Problem solving

Courses in literature, language, speech, composition, logic, and semantics are directly concerned with cultivation of the necessary skills. A well-taught course in any department will serve the same objective if it offers:

- A variety of reading assignments selected from well-written sources
- A large volume of well-directed class discussions
- Ample opportunity to prepare and criticize written and oral reports

The following subjects are considered traditional preparation for a career in law: English language and literature, political science, economics, history, logic, and philosophy. However, undergraduate majors in art, music, science, mathematics, computer science, education, or business are also recommended.

Gordon D. Schaber, former Dean of McGeorge School of Law, University of the Pacific, regarding undergraduate preparation, made the following comments:

Language:

Language is the most important working tool used by the lawyer. In the drafting of legal instruments the precise meaning of words must be clearly and effectively communicated. To this end, prelaw students should take courses that will give them extensive practice in:

- **Expression** - vocabulary, familiarity with modern usage, grammatical correctness, organized presentation, conciseness and clarity of statement in writing and speaking.
- **Comprehension** - concentration and effective recollection in reading and listening; perception of meaning conveyed by words.

Both expression and comprehension also require developed sensitivity to:

- **Fluidity of language** - varying meaning of words in different times and contexts, shades of meaning, interpretive problems, hazards in use of ambiguous terms.
- **Deceptiveness of language** - emotionally charged words, catch phrases, hidden meanings of words, empty generalizations.

Logic and Mathematics:

A keen sense of logic and ability to think and reason with verbal symbols are important tools of the lawyer. These skills can be enhanced through course work in philosophy, mathematics, logic, ethics, and computer sciences. The most important thing to remember here is that flexibility of thinking and reasoning with abstract and ambiguous facts is the skill one needs to develop. One may also gain an introduction to the “Socratic” method of instruction, so frequently used in law schools, through a sampling of philosophy courses.

Physical Sciences:

The rigor of training provided and the precision demanded by courses in chemistry, physics, zoology, botany, geology, and the like helps guarantee that the student will have engaged in that type of thinking before entering law school. Such training also promotes “fact consciousness” which should be part of every lawyer’s makeup.

Social Sciences:

Law and the social sciences, such as sociology, psychology, political science, economics, and anthropology, are so inextricably intertwined that a future law student should have a thorough exposure to these courses. Not only is an understanding of our social institutions and human behavior important in its own right for the lawyer, but the knowledge of the social policies behind the law is also essential. The student should also be equipped to exercise critical judgment upon claims advanced by social scientists.

History:

The law student will find that law is based upon human experience. Furthermore, it gives the student the proper perspective upon which to base an understanding of today’s society - its institutions, values, and culture. For these reasons, courses in history are a valuable preparation for law school.

In selecting specific academic work in college, you should consider three principles: First, seek excellence in instruction. Select courses with professors who inspire, challenge, and demand the best from you.

Second, pursue enjoyment in subject matter. Do not, however, confuse this with easy course requirements. One may gain pleasure from meeting the challenge of a difficult course and doing well.

Third, seek depth in at least one area of study. This may take the form of a substantial research and writing project which will mobilize your scholarship skills and prepare you for that aspect of your future role as a lawyer.

THE SELECTION OF LAW SCHOOLS FOR APPLICATION

The American Bar Association (ABA) has established minimum standards which a law school must satisfy in order to be approved. Over 200 law schools now meet those standards. All have sound educational policies, qualified faculties, and adequate facilities. You may also want to consider other factors when selecting schools, such as: the percentage of students who pass the Bar Examinations on the first attempt, faculty accessibility, curriculum, elective course offerings, clinical experience, career services and employment outcomes, size of classes, geographic location, regional distribution of graduates, joint degree programs, and the range of grade point averages and LSAT scores of students who are accepted.

Listed below is a sampling of graduate law programs where Saint Michael's College alumni/ae have matriculated.

Albany Law School
American University
Boston College
Boston University
Catholic University
Duquesne University
Emory University
Georgetown University
Marquette University
New England School of Law
New York Law
Northeastern University
Pepperdine University

Seton Hall University
Suffolk University
Syracuse University
University of Connecticut
University of Maine
University of Miami
University of New Hampshire
University of San Diego
University of San Francisco
University of Southern California
Vermont Law School
Western New England University
William and Mary

RESOURCES

Begin your research by exploring the *LSAC Official Guide to ABA-Approved Law Schools*, which is available on the LSAC Web site www.LSAC.org/. This resource presents a brief description of every ABA-approved law school in the country and can be searched by region, and grade point averages and LSAT scores of applicants who were accepted. For detailed information on specific law schools, the LSAC web site also provides links to individual law schools.

Laura Neville is the current prelaw advisor and can be reached at lneville@smcvt.edu. In collaboration with faculty, employers, and alumni there may be law related events on campus and in the fall many law schools hold open houses and events in various cities around the country. Sign up for the Saint Michael's College [prelaw listserv](#) on the portal (under mailing lists on the left sidebar) to learn about these opportunities and create an account on [SMC Connect](#) to connect with Saint Michael's Alumni who may be able to offer advice about legal careers.

THE APPLICATION FOR ADMISSION

The first step that you must take is to set up an online account with LSAC at www.LSAC.org. The LSAC web site serves as the primary source of registration materials for candidates taking the LSAT and/or utilizing the Credential Assembly Service (CAS). Information about the LSAT, CAS, LSAC publications, online registration, and links to law school web sites are available through the LSAC web site.

When applying to law school an applicant must supply each law school with information in four specific areas:

- Performance on the LSAT (Law School Admission Test).
- Academic performance in undergraduate courses (transcripts) as reported through
- CAS (Credential Assembly Service).
- Recommendations written by faculty and deans as required by each law school. (See more about recommendations at the end of this section.)
- Personal information, resumé, and essays to be supplied by the applicant as requested on each law school's individual application form.

You must submit a completed application to each law school along with that school's application fee.

LSAC offers two basic services to those individuals seeking admission to law school: the Law School Admission Test (LSAT) and the Credential Assembly Service (CAS).

Explanation of procedures in the application process:

1. **LSAT**

When to Take the LSAT: The LSAT consists of five 35-minute sections of multiple-choice questions and a 35-minute writing sample, and is offered four times a year. The best time to take the test is in the summer of the year before you plan to apply (usually between your junior and senior year). Do not plan to take the test later than December of your senior year [or a subsequent year] if applying for enrollment the following fall. The earliest test dates assure you that you will know your score by early fall when you must select your schools. The LSAT costs \$190 (with additional fees for certain schools- check to see if fee waivers are available) and as of September 2019 will be digital in North America. Plan to take the test only once. If you desire a retake, seek advice of an advisor and be aware of the consequences. Check the LSAC Web site.

How to Prepare for the LSAT: Information about test-taking strategy is online at www.LSAC.org/. Each section of the test is described. LSAT study materials from LSAC and commercial vendors may be purchased through your favorite booksellers. Test preparation centers offer prep courses and it is up to the student to determine the value of enrolling in any of these.

2. **CAS (Credential Assembly Service) and Undergraduate Grades**

The CAS provides participating law schools with a report containing LSAT scores and writing samples, copies of letters of recommendation processed by LSAC, a standardized summary of an applicant's academic work, and copies of college transcripts. This service is required by all ABA-approved law schools and costs \$195. There is an additional fee of \$30 for each law school report that is sent to the law schools to which you apply.

Central processing and summarizing of transcripts eliminates the need for applicants to send separate transcripts to multiple law schools. Candidates should complete the LSAT/CAS process well before they actually fill out individual law school applications.

Applicants need to supply CAS with the following transcripts:

- Community colleges
- Bachelor's and graduate institutions
- Law/medical/professional institutions
- Institutions attended for summer or evening courses
- Institutions attended even though a degree was never received
- Institutions from which you took college-level courses while in high school even though they were for high school credit
- Institutions that **clearly sponsored** your overseas study. Clear sponsorship means:
 - The courses received the sponsoring institution's academic credit (not transfer credit);
 - The course codes, titles, credits earned, and grades appear on the sponsoring institution's transcript. Typically, these grades and credits are included in the sponsoring institution's cumulative GPA. The courses are often administered and taught by the sponsoring institution's faculty at an overseas institution.
- International Transcripts, if applicable

Transcripts must be sent from institutions even if:

- Credit was transferred from an institution and appears on another institution's transcript
- The institution is closed (Contact the department of higher education in the state in which the school was located. For international transcripts, contact the Ministry of Education in the country where the school was located.)
- "Withdraw," "incomplete," etc., are the only grades listed
- You have just enrolled (Request that the Registrar's Office send a transcript of courses "in progress" or a statement of current enrollment. The document must bear the Registrar's official seal.)

Transcripts must be sent directly to LSAC from the Registrar's Office of each institution attended. You must use the LSAC Transcript Request Forms, which will be available online after you, sign up for the Credential Assembly Service (CAS).

A student's performance in college is one good indicator of how he or she is likely to perform in law school. Recognizing that fact, law schools look closely at college grades when considering individual applications. Course selection can also make a difference. Students who have taken difficult or advanced courses are often evaluated in a more favorable light than students who have concentrated on easier or less advanced subjects. Practices of individual law schools vary, however, and some tend to place greater weight on standard measures of academic performance.

Many law schools attempt to consider trends in college performance along with a student's numerical grade point average. Thus, they may discount a slow start in college if a student has sustained a superior performance in later school years. Similarly, they sometimes interpret a strong freshman and sophomore record followed by mediocre performance in the last two years of college as a less favorable indicator of law school potential.

Finally, in those cases in which several applicants are otherwise similar, most law schools are influenced by the perceived quality of each candidate's college. It is difficult to judge how important this factor is, but undoubtedly,

some admission decisions are made on the assumption that average grades from a highly selective, academically rigorous college may sometimes demonstrate higher standards of achievement than superior grades from a less competitive institution. In those cases in which an undergraduate record provides little indication of potential for legal study, the LSAT may become correspondingly more significant.

3. Law School Applications/Essays

Contact individual law schools or visit their Web sites to request or download applications in early fall. Most schools will not have their applications ready until September. All applications have different instructions; read them carefully and follow the rules. Most applications require an essay. It is wise to pay careful attention and to make a serious effort when writing this essay for it is one of the most important parts of your application. Many students ask faculty and staff members to read through their rough drafts.

4. Recommendations

Required Letters of Recommendation: Most law schools require one or more faculty recommendations, preferably from individuals who have known you in the classroom. Requirements or suggestions indicating from whom to solicit letters of recommendation vary among law schools. If you request recommendations from one dean and two faculty members, you will satisfy the guidelines of most law schools.

Dean's Certification: Law schools that require these will supply the appropriate form. It is a recommendation based on your SMC record, and prior personal contact with the Dean is not necessary. A Dean's Certification may be requested after you have been accepted and before matriculation. The original copy of the Dean's Certification is sent directly to the law school requesting it and is not retained in your LSAC file or your file in the Career Education and Alumni Engagement Center.

LSAC Letter of Recommendation Service (LOR): The Law School Admission Council (LSAC) provides a Letter of Recommendation Service, free of charge, as a convenience to CAS subscribers. Law school applicants have three choices: They may make individual arrangements with their recommenders to have their letters sent directly to law schools, they may choose to use the LSAC recommendation service, or they may use the recommendation service provided by the Career Education and Alumni Engagement Center (described below). Most law schools will accept letters by all three methods, **but be sure to check with the law schools to which you are applying to determine their requirements for letters of recommendation.**

LSAC will send copies of letters of recommendation to CAS-participating law schools, but a Letter of Recommendation Form must accompany each letter. Law school applicants may choose whether to send their Letter of Recommendation (LOR) request forms via email to their recommenders or they can print the forms and give/mail them to their recommenders. All you need to do is identify your recommenders, fill out your portion of the Letter of Recommendation Forms on the LSAC Web site, and pass on the forms to the appropriate recommenders. If you prefer to submit the LOR request form electronically, an email will be sent to each of your recommenders requesting him or her to complete and upload a letter for the candidate. Alternatively, you may print the required recommender forms to give to your recommender if he or she would prefer to submit a letter of recommendation in paper form.

The LOR request forms ensure quick matching and routing at LSAC. Paper letters must be sent directly to LSAC by the recommender and those letters received without an accompanying form or without the recommender's signature will be returned to the recommender. Allow two weeks from the time of receipt for LSAC to process your paper letters. Recommendation letters should be sent to LSAC as soon as possible after you have registered for the CAS in order for LSAC to insure that the letters are sent to schools on time.

If you choose to send targeted letters to specific schools, you have to use the LSAC Web site letter of recommendation online screens to specify the school to which the letter is to be sent, and to provide a general description of the content and intended use of the letter. This description will appear on the prefilled Letter of Recommendation Form that you will print out and give to your recommender. Recommenders must sign the form and insert it, along with their actual letter, in an envelope that they will send directly to LSAC, or they may upload the recommendation electronically at the Applicant References Web site and submit that online. If your recommenders are writing more than one letter of recommendation, for example, a targeted letter intended for a specific school and a general letter suitable for all other schools, be sure that they understand the importance of matching the correct Letter of Recommendation Form with each letter. All letters, general or specific, received without the accompanying Letter of Recommendation Form will be returned to the recommender.

Guidelines for Letters of Recommendation: The best recommendations come from people who know you well, and can evaluate you as a potential law school student and/or lawyer. Status does not matter, although if a distinguished person can evaluate you in this manner, that is all to the good. What does very little good and can actually be counterproductive is a vague, general recommendation from a “big shot” who obviously does not know you as a student or in a substantive way. You should take the following steps prior to soliciting a recommendation:

Find out beforehand exactly what the law schools want and have this information in writing to hand to the person who is recommending you along with complete names and addresses of law schools requiring letters AND the Letter of Recommendation Form. Also, note application deadlines and make your request far enough in advance so the busy person who is going to help you has time to do a decent job. Be prepared to answer any questions the letter writer may ask. Be ready to provide complete, correct, documented information about yourself, including a resumé. Do not make the writer phone you for additional information.

It is important to supply the correct amount of postage on any addressed envelopes for references being mailed. This is common courtesy.

ADMISSIONS PROCESS

Law schools consider many factors in selecting their entering classes. Most operate on what is known as a “rolling” admission process. They make final decisions and inform candidates throughout an admission period of several months, usually running from late fall to spring, instead of only after they’ve received all applications.

Once an application and its supporting documents have arrived, many law schools make a preliminary judgment whether to accept, reject, or re-evaluate a candidate. Then they look again, even at those applications initially marked for rejection, to ensure that they have not inadvertently screened out promising applicants before they have reached the next level of review. In considering an applicant’s undergraduate performance, virtually all law schools approved by the American Bar Association (ABA) use the Credential Assembly Service (CAS) administered by the Law School Admission Council. LSAC receives college transcripts from law school candidates, converts them to a uniform format that facilitates comparison among different college grading systems, and analyzes the course work and grades. A detailed explanation of the conversion of college transcripts is included on the LSAC Web site.

SUGGESTED TIMETABLE OF EVENTS

Beginning in your junior year...

Spring

1. Plan to take the LSAT: February or June of your junior year is recommended.
2. Establish an online account at www.LSAC.org/.
3. Research law school information on the LSAC Web site and the web pages of individual law schools.
4. Register for the Credential Assembly Service which is a five-year subscription. If you register for a Law School Admission Test (LSAT) at any time while your CAS account is active, the CAS period will be extended five years from your latest LSAT registration.
5. Send your transcript(s). It will take 2 weeks for CAS to process the transcript(s) from the time it is received. As soon as second semester junior year grades are available, transcript request forms should be sent to the Saint Michael's College Registrar's Office and any other colleges or universities you have attended.
6. Sign up for LSAC's Letter of Recommendation service (LOR) which is available to you once you have registered with CAS. If you prefer not to use LOR online, open a file for your recommendations in the Career Education and Alumni Engagement Center.

Consider the people from whom you will seek recommendations. Will they be available when you need the letter?

Summer

1. Take the LSAT in June if you have not taken it already.
2. Scores will be available.
3. Write to law schools or visit law school Web sites for catalogues, applications, financial aid information, etc.
4. Visit law schools and talk to current students, if possible. Contact SMC alums who may
5. be attending or have attended the schools you are interested in.
6. Work on essays for applications.

Senior Year...

Fall

1. Meet with the prelaw advisor Laura Neville (lneville@smcvt.edu).
2. Take the LSAT if you have not done so.
3. Register with CAS if you did not do so in the spring.
4. Attend meetings of law school representatives or law school forums, if possible.
5. Make final selections of schools to which you will apply.
6. Finalize your resumé.
7. Ask people if they will write letters of recommendation.
8. Complete your applications for each law school by the beginning of December.

Winter

Check your LSAC account and/or law schools to confirm that your application materials are complete if you have not received email or written confirmation.

Spring

Acceptances and rejections begin to arrive. Notify schools and the Career Education and Alumni Engagement Center of your final decision. Your notification will help future SMC prelaw students.

QUESTIONS OFTEN ASKED WHEN APPLYING TO LAW SCHOOL

LSAT

May I take the LSAT more than once?

According to LSAC, you may not take the LSAT more than three times in any two-year period, even if you cancel your score or it is not otherwise reported. Law school admission committees will receive a score for each test that you have taken. Ideally, the sample practice exam available online at www.LSAC.org will provide enough familiarity so that students will do their best work while taking the exam the first time.

What are the LSAT preparatory courses?

LSAT preparatory courses are advertised in many areas and online several weeks before the test date. The fees for the courses range from \$350 up to \$1600 or more. The courses stress the timing aspects of standardized test taking as well as strategies for approaching the different types of questions. The LSAC Web site offers test prep suggestions and a sample LSAT available at <http://www.lsac.org/jd/lsat/preparing-for-the-lsat> that should provide the student with sufficient preparation. However, LSAC also offers *LSAT: The Official LSAT SuperPrep*, *LSAT Itemwise* an online LSAT familiarization tool, *The Official LSAT PrepTest* series, ebooks, and publications that provide additional test-taking assistance and which cost from \$5.99 to \$21 through your favorite booksellers. Bookstores also carry similar LSAT preparation books at a comparable price. Also, the Kaplan testing organization offers an opportunity to take a free LSAT prep class and/or a free LSAT practice test. Check out their Web site at <http://www.kaptest.com/LSAT> for more information.

CAS

The transcript I sent to CAS did not have my fall semester of senior year grades on it. Should I send another transcript?

Many law schools have specific preferences regarding course credits received after the transcript has been submitted. Of course, you must follow each school's instructions. If the school has requested the additional grades or if the school has not requested an additional transcript report, but you believe that the new grades may hold special significance for your application, you may send an updated official transcript from the Registrar's Office to LSAC to be included in your CAS file. An unofficial copy of your grade report will not be accepted. LSAC will forward any updated transcript reports to your law schools if the transcript is received within the same admission year.

APPLICATIONS

When is the best time to apply to law school?

In the early fall when applications arrive, you will note a variety of deadlines. “Rolling admissions” policies provide a series of application deadlines and corresponding notification dates. Most students prefer to apply before the end of the fall semester of their senior year in order to be considered in a timely manner. Often, the earlier you apply, the sooner you will learn of your acceptance.

Will the law school notify me when my application is complete?

This will depend on the instructions from the particular law school. Some schools will not tell you the status of your application unless you ask them. You can check your file status through your online LSAC account, learn if all transcripts and letters of recommendation have been received by LSAC, and verify that your reports were sent to the law schools to which you applied. Do not assume that your file is in order unless you have checked; it takes a little more time and effort, but it is well worthwhile.

RECOMMENDATIONS

May I have an employer or coach write a letter of recommendation?

Very often an employer or coach will provide a good contribution to your file as someone who has known you outside the classroom. However, this letter will be supplementary and should not be used in lieu of a faculty or employer’s recommendation. If faculty contacts are not available, seek advice from a prelaw advisor.

May my references be from professors working in the same department?

You must choose the individuals who know you best to write your letters of recommendation. If you are equally familiar with faculty members in many departments, choosing references from different departments may provide your file with a broader perspective of your skills.

Along with my application I have received forms to be filled out by my faculty and the Dean who are referring me. What shall I do with them?

Fill in the information which applies to you, i.e. your name, the reference’s name, whether or not you have waived your right of access to the letter. Allow your references to decide whether they will use the form. They may choose to write a general letter of recommendation in the space allowed for “comments.” Be sure to have your recommender email or mail the forms directly to the appropriate law schools.

Is one method of handling recommendations better than another in the eyes of the law school admission committees?

The different options for letters of recommendation may be confusing to the applicant. While most applicants choose to use the LSAC Letter of Recommendation Service, different options allow reference writers to develop their own style of writing recommendations according to their schedules and preferences. Most law schools have been receptive to all of these methods, but some law schools may have a preference. Be sure to check with the law schools to which you are applying to determine what they might prefer. Each year students who have used all of these methods are accepted into law school.

FINANCIAL AID

What financial aid is available?

Each year many qualified students receive financial assistance from law schools. Financial need is a requirement for most awards. The Free Application for Federal Student Aid (FAFSA) is required to apply for federal financial aid for undergraduate and graduate study and is available from individual law schools or online through the Saint Michael's College Financial Aid Office Web site <https://fafsa.ed.gov/index.htm>.

In addition to general institution funds, many law schools have competitive scholarships for which a student may apply, some of which are based on merit. Law school Web sites contain specific scholarship and financial aid information. The Career Education and Alumni Engagement Center Website <http://www.smcvt.edu/experience/careers-and-internships-new/graduate-schools/financial-aid.aspx> also contains information on scholarships, grants, and fellowships for graduate and professional study.

Students seeking to work in public service or the public interest sector might consider attending one of the 100 law schools with a loan repayment assistance program (LRAP) which provides some form of loan forgiveness contingent upon legal employment in public service. Twenty-four states also have statewide loan repayment assistance programs as do some employers. Beginning in 2009 the federal government offers several options to graduates pursuing legal careers in public service or non-profits through the Income-Based Repayment (IBR) program and the Federal Loan Forgiveness Program.

For more information, visit the LSAC Web site at

http://www.americanbar.org/groups/legal_education/resources/student_loan_repayment_and_forgiveness.html

www.equaljusticeworks.org

COUNCIL ON LEGAL EDUCATION OPPORTUNITY (CLEO)

The Council on Legal Education Opportunity (CLEO) is a federally-funded program seeking to enable economically disadvantaged students, with other than the conventional admissions requirements, to attend an accredited law school. More than 200 students are chosen for a six-week summer institute as a bridge program to law school. For further information contact:

Council on Legal Education Opportunity
1101 Mercantile Lane, Suite 294
Largo, MD 20774
Phone: 240.582.8600
Email: cleo@cleo.org
<http://www.cleoscholars.com>

If you believe that you may not qualify for financial aid, yet you would like to pay for graduate education without a parental contribution, check with the Financial Aid Office or the loan department of any bank about student loans for graduate education. In addition to low interest rates, in many cases these loans provide financial support regardless of parental income.

DISCOVERLAW.ORG

DiscoverLaw.org is an interactive Web site designed to encourage first-and second-year college students from racially and ethnically diverse backgrounds to consider legal careers. Through webinars, podcasts, and more, students will receive resources, tips, and tools to help them become successful law school applicants. For more information, please visit DiscoverLaw.org, or email DiscoverLaw@LSAC.org.



This booklet has provided you with basic information regarding prelaw preparation, law school selection, application procedures, and financial aid sources. You cannot begin too early to acquire relevant information that may affect your career decision. We urge you to make use of the suggested resources and references in order to strengthen your candidacy for law school.