PRE-LAW PREPARATION
The Chapman University School of Law does not prescribe or endorse any fixed pre-law course of study. Chapman law students come to legal education from such differing disciplines as philosophy, English, history, environmental studies, accounting, music, psychology, economics, engineering, and biology. The American Bar Association endorses this position and recommends that prospective law students focus on acquiring analytic and problem solving skills, writing skills, oral communication and listening abilities, task organization and management skills, general research skills, and the values of promoting justice and serving others.

There are, however, some general areas of knowledge a student should have in order to derive the greatest benefit from a legal education. These include a broad understanding of American history and the social, political, economic, and cultural values that have influenced the development of America's pluralistic society; a basic understanding of human behavior and social interaction; an understanding of ethical theory; a grounding in economics, especially microeconomic theory, and an understanding of the interplay between public policy and economic theory; an understanding of political thought and the contemporary American system; and basic mathematical and financial skills.

A PROFILE OF CHAPMAN STUDENTS
The law school's student body currently numbers about 315 students, including 128 first year students, from more than 110 undergraduate institutions. Nearly one-quarter of the student body attended school at one of the University of California campuses, most notably UC Irvine, UCLA and UC Berkeley. The chart below provides specific details on the 2001 entering class. Nearly 13% of the entering class hold graduate degrees.

With the opening of the new law building in 1999 and ABA approval in 1998, the applicant pool has grown steadily and significantly (increasing by over 250%) in the past four years. Chapman anticipates continued slow but steady growth in the size of its entering classes over the next few years. Entering classes will grow to about 175 students and the total student body to about 500 students by 2006-07. As the size of the student body increases, faculty will be added in order to maintain a low student-faculty ratio. For the 2001-02 academic year, the student faculty ratio is fourteen to one, among the lowest in U.S. legal education today. We anticipate seating 140 students in the fall 2002 first year class.

OVERVIEW OF ADMISSIONS PROCESS
The Admissions Committee is composed of Chapman law faculty and the associate dean for student services and administration. In reviewing applicant files, the committee looks for academic ability, as demonstrated by the LSAT and the undergraduate record. Although there are no automatic cut-off numbers and each file is read in its entirety by at least one member of the Committee, these two factors play a significant role in the decision to admit an applicant. Beyond the LSAT and UGPA, the Committee also examines professional experience, volunteer or community service, letters of recommendation, unusual achievement, special circumstances, honors, class diversity, economic hardship, trend of grades, completion of graduate level work, previous attendance at another law school, and criminal record.
I made the decision to attend law school because the personal environment made it the perfect place for me to learn and grow. For a student who wants to help create tradition rather than follow it, Chapman provides a rare opportunity. 

I was active in the tax court clinic. I externed at the Court of Appeals and for the Long Beach city prosecutor’s office. During my senior year, I was chosen as chief of Chapman Law Bar Association. I’m a big believer that the education a student gains through on-the-job and involvement in law review or moot court or Student Bar Association are as much a part of the law school experience as what happens within the walls of a classroom. For a student who wants to help create tradition rather than follow it, Chapman provides a rare opportunity.

### General Admissions Requirements

In order to be considered for admission, an applicant must have, or be scheduled to receive by the time classes begin, a bachelor's degree or equivalent to a fully-accredited institution of higher learning in the United States or abroad. All letters of acceptance to the School of Law are conditioned upon the applicant's having received a bachelor's degree prior to matriculation.

All applicants must take the Law School Admission Test (LSAT) and register for the Law School Data Assembly Service (LSDAS). Applicants must complete the 2002 Chapman University School of Law Application for Admission and submit the application fee of $50 along with a resume and personal statement. Two letters of recommendation are also required; these must be submitted to the LSDAS service. International applicants should read further for possible exceptions to the LSDAS requirement and the procedure for submitting letters of recommendation.

All persons who previously applied for admission must submit a new application form and the application fee. The School of Law retains previous application files for only two years.

### Application Procedure

Chapman University School of Law accepts applications from mid-September to July for the August entering class. Because Chapman follows a rolling admissions policy, there is no formal deadline. However, applicants are urged to file an application as soon as possible as decisions to select the class begin in December and continue until the class is full. Applications filed after July 1 may not receive full consideration. First year students are admitted once a year to begin in the fall semester only (mid-August).

You may submit your application to Chapman Law a number of different ways. The hard copy application is located at the back of this bulletin. Or you may submit your application through our web site at www.chapman.edu/law. We also accept printed applications that have been prepared using the Law School Admissions Council’s LSACD or LSDAC on the Web. Both of these products allow you to use your computer to efficiently fill out applications for all ABA-approved law schools. You can print out your completed application and send it directly to Chapman Law at our address or you can use the LSACD on the Web to electronically transmit your application to LSAC. LSAC will then send both printed and electronic versions of your application to Chapman Law. Applications submitted to LSAC for transmission to Chapman Law will be considered postmarked on the day they are electronically submitted. Subscriptions to LSACD on the Web are available at www.LSAC.org.

Each application must be accompanied by a nonrefundable $50 application fee. Checks or money orders should be made payable to Chapman University School of Law. Applicants with financial hardship may request a waiver of the application fee by submitting with the application a letter formally requesting a fee waiver, providing details of the financial hardship, and furnishing supporting documentation (such as a financial aid award letter and most recent tax return).

The School of Law communicates with applicants by phone, e-mail and postal mail. Therefore, it is imperative that applicants keep the Admissions Office informed of their current contact information. Students should immediately notify the Admissions Office in writing of any address changes. While the Admissions Office welcomes calls, please do not request information about the decision on an application as we are unable to give this information over the phone. All applicants will be notified in writing of the decision which is generally made within a few weeks of the application becoming complete.

### LSAT, LSDAS

The Law School Admission Test (LSAT) is required of all applicants for admission and must be taken no later than June 2002 by applicants seeking admission to the entering class for Fall 2002. The LSAT results are valid for four years. Scores earned prior to 1998 will not be accepted.

The test is given in October, December, February and June each year. Since test scores are averaged, applicants are encouraged to prepare seriously for the test. Study show that applicants who use several sources for preparation, and who practice by working through entire tests on a timed basis, score better than those who do not.

The Law School Data Assembly Service (LSDAS) was developed by Law Services to help participating schools collect and analyze data pertaining to the academic records of applicants. The LSDAS Report includes a year-by-year summary of units and GPA, a cumulative GPA, LSAT score, a copy of each transcript, and a copy of each letter of recommendation. The report also shows whether an applicant has previously accepted an offer of admission to another law school and the date of acceptance.

Diana Hoffman

Class of 1999

Before I began law school, I worked in Washington, D.C. for the Department of Commerce and the Central Intelligence Agency. Both are huge institutions where it’s easy for people to get lost in the crowd. Perhaps that’s one of the reasons I found my law school experience at Chapman so valuable. The small class sizes, the open-door policy of the professors, and the supportive, personal environment made it the perfect place for me to learn and grow.

I have two young children, so I made the decision to attend law school part time. In larger institutions, part-time students can often get lost in the shuffle or be made to feel they’re on the fringe. That never happened at Chapman. It’s obvious what happens within the walls of the classroom. If you want to help create tradition rather than follow it, Chapman provides a rare opportunity.
attended law school and whether there are any findings on file with Law Services as a result of applicant misconduct in the law school admissions process. All applicants, including re-applicants and students from non-grading institutions, are required to register with the LSDAS. A transcript from each college or university attended should be sent directly to the LSDAS in accordance with instructions. LSDAS will analyze the transcript(s) and send a copy to Chapman University and others designated by the applicant on the registration form. The process takes approximately eight weeks from its inception to receipt of reports by each law school.

Applicants currently enrolled in an undergraduate institution should not wait for posting of fall semester senior year grades before sending transcripts to the LSDAS, since most colleges and universities do not make such transcripts available until at least February. As soon as these grades are available, applicants should submit an updated transcript to LSDAS. LSDAS will, in turn, submit updated reports to the schools. Applicants who have been enrolled in graduate programs must have these transcripts submitted directly to the law school’s Admissions Office.

LSAT/LSDAS applications and other information may be obtained from:

Law School Admission Services
Box 2000
Newtown, PA 18940-0998
(215) 968-1001
http://www.lsac.org

The Chapman University School of Law’s LSDAS identifier number is 4926.

Personal Statement

Because the Admissions Committee is seeking a diverse student body, the goal of the personal statement should be to convince the Committee of the applicant’s ability to make meaningful contributions to the classroom environment. A two or three-page (typed and double-spaced) personal statement is required as part of the application. The statement may discuss the applicant’s interests, campus activities, family or cultural background, work experience, volunteer work, obstacles overcome, significant achievements or special skills. While the academic record and performance on the LSAT are the most important aspects of the review process, a well-written essay detailing an interesting background, leadership ability, success in another field, or ethnic diversity can be a significant factor. Of particular interest is information about or clarification of the applicant’s personal or academic background. Applicants are encouraged to describe how factors including advanced studies, publications, community activities, and cultural or political projects would relate to their law school studies or their careers. In recent years, an increasing number of people who have been out of school for some time have decided to study law. Returning students often discuss their experiences raising families and/or working in diverse disciplines, such as law enforcement, social agencies, medicine, and business.

Letters of Recommendation

The Chapman University School of Law is committed to a student body that is not only intellectually qualified for the study of law, but dedicated as well to the improvement of the law in society.

The School of Law requires two letters of recommendation submitted through the LSDAS letter of recommendation service. This service is included in your LSDAS registration subscription. Applicants’ letters are copied and sent to schools along with the LSDAS Report. To use this service, follow the instructions for submitting letters outlined in the 2001-2002 LSAT/LSDAS Registration and Information Book on page 21. Be sure to fill out and give each letter writer a form for the letter of recommendation from the LSAT/LSDAS Registration and Information Book, page I-9.

The Admissions Committee prefers to read letters from people who can speak to writing skills, analytical skills and reasoning ability. Such evaluation will likely come from faculty members for whom the applicant has conducted research and written papers. Applicants who have lost contact with such faculty members or who have been out of school for many years, may ask employers to speak to those skills which are necessary for success in law school. Letters from politicians, lawyers, and judges are usually not helpful unless the applicant has worked for them and has had a chance to exhibit those skills.
ADMISSIONS INFORMATION

INTERNATIONAL APPLICANTS

All international applicants must submit the results of the LSAT. Applicants who attended foreign institutions must have their academic credentials evaluated for baccalaureate equivalency and assessment of grade point average and have the results sent to the law school by the evaluating agency. This evaluation may be obtained from:

IERF
PO Box 3665
Culver City, CA 90231-3665
(310) 258-9451
http://www.ierf.org

Applicants with foreign academic credentials generally do not need to register for the LSDAS; however, such applicants should check the LSDAS/SAT Information Book to ascertain if their school is one of the few exceptions.

International applicants should also ignore the instructions above for submitting letters of recommendation, and instead have the two required letters submitted directly by the recommenders (preferably on letterhead) to the Admissions Office. Applicants should not include these letters with the application.

Some foreign educated applicants may be required to furnish official results of the Test of English as a Foreign Language (TOEFL). Foreign applicants should check with the Admissions Office for details. The minimum score requirement for admission consideration is 600 on the paper-based test and 250 on the computer-based test. Inquiries should be addressed to:

TOEFL
PO Box 6151
Princeton, NJ 08541-6151
(800) 257-9547
http://www.toefl.org

Because lawyers and law students are held to higher ethical standards, prospective students are cautioned to be truthful and candid during the entire admissions process. The School of Law expects that all applicants will furnish all requested information in a complete and correct manner. Failure to disclose an act or event may be more significant, and lead to more serious consequences, than the act or event itself. Failure to provide complete and truthful information, or failure to inform the Admissions Office of any changes to application answers, may result in dismissal from or disciplinary action by the law school. A nonrefundable deposit of $250 is required of all applicants to reserve their seat in the class. Each admitted applicant will be requested to reconfirm his/her intent to matriculate during the early summer, at which time a second nonrefundable seat deposit of $250 will be required. Each deposit must be paid when due, subject to cancellation of the admission offer. No deposits are credited to the initial tuition payment upon matriculation. Students who receive full tuition scholarships will receive a refund of any seat deposits shortly after matriculation.

Interviews and Visits

The School of Law does not require, nor does it grant personal interviews as part of the admissions process. Occasionally, the Committee may wish to meet with an applicant for clarifying purposes. Such meetings are rare and are initiated by the Admissions Committee. However, prospective students are encouraged to visit the School of Law to tour the law building and the campus, to meet with professors, and to attend classes. The School of Law attempts to match visitors with currently enrolled students. Because visitations must be coordinated with the schedules of hosting students and faculty members, prospective students are encouraged to contact the School of Law at least one week prior to the intended visit.

Acceptance Deposits

The School of Law, a nonrefundable deposit of $250 is required of all applicants to reserve their seat in the class. Each admitted applicant will be requested to reconfirm his/her intent to matriculate during the early summer, at which time a second nonrefundable seat deposit of $250 will be required. Each deposit must be paid when due, subject to cancellation of the admission offer. No deposits are credited to the initial tuition payment upon matriculation. Students who receive full tuition scholarships will receive a refund of any seat deposits shortly after matriculation.

The School of Law attempts to match visitors with currently enrolled students. Because visitations must be coordinated with the schedules of hosting students and faculty members, prospective students are encouraged to contact the School of Law at least one week prior to the intended visit. For the visitor's benefit, visitations are encouraged during the months of September, October, early November, late January, February, March, and early April. Drop-in visits are discouraged for the reason that student hosts and faculty may not be readily available.
Deferred Admission

The School of Law may grant a limited number of requests for one-year deferrals of admission. Any admitted applicant granted and accepting deferred admission is required (1) to submit a $1000 nonrefundable deposit that will be applied to tuition when he or she registers, and (2) to sign a statement that deferred status is not also held at another law school, that all prior applications to other law schools have been withdrawn, and that new applications will not be made to other law schools.

Diversity

The university actively seeks to enroll a diverse student body to assure that the School of Law and the legal profession are enriched through the participation of people from various backgrounds. In addition to the LSAT score and undergraduate GPA, admissions decisions reflect consideration of various factors including racial or ethnic diversity, physically challenged status, geographic background, economic factors, history of overcoming hardship and other non-traditional factors. If the applicant would like the Admissions Committee to consider any of these factors, they should be discussed in detail in the personal statement.

Accommodation for Disability

To comply with the Americans with Disabilities Act of 1990 and other applicable laws, including Section 504 of the Rehabilitation Act of 1973 as amended, the School of Law provides reasonable and readily achievable accommodations to ensure otherwise qualified students with disabilities access to the school’s services, programs and activities. The School of Law strictly prohibits any form of discrimination against individuals with disabilities in its program of legal education and seeks to accommodate students with disabilities on an individual basis.

Applicants are not required to notify the School of Law of a disability or need for accommodation prior to admission. Following admission, any student who, because of a disability, needs a special accommodation with respect to any policy, practice, service, or benefit, is requested to notify the School of Law and provide appropriate documentation and information including the reason for the request and specific type of accommodation requested. In order to provide the accommodations on a timely basis, new students should inform the law school of the need for accommodations well in advance of their matriculation.

Any information concerning an applicant’s disability provided during the admissions process is voluntary and optional and is maintained in accordance with laws relating to confidentiality. The law school uses this information only for the purpose of assessing past performance difficulties that students may have experienced because of disabilities as reflected in their academic records. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

The associate dean for academic affairs is responsible for law school policies affecting students with disabilities.

ADMISSION WITH ADVANCED STANDING — TRANSFER STUDENTS

Chapman University School of Law invites applications from law students for transfer status. A transfer student is defined as one who has substantially completed the equivalent of the typical first year ABA curriculum, who is currently enrolled in law school or on an approved leave of absence, who is in good academic standing at the current law school, and who expects to receive the law degree from Chapman if accepted. Applicants previously excluded from another law school for academic reasons are not considered for admission with advanced standing. Transfer applications are accepted only from students in ABA approved or state accredited law schools. Admission is possible for either fall or spring semester. Successful transfer applicants must plan to meet with the associate dean for academic affairs prior to enrollment and to provide course descriptions and syllabi for evaluation of eligible credits and courses for transfer. A maximum of forty-three credits can be granted for transfer from an ABA approved law school or twenty-nine credits from a state accredited law school.

Transfer applicants must follow these procedures: complete the current Chapman School of Law Application for Admission and pay the $50 application fee; renew the LSDAS subscription; request two individuals, one of whom must be a law professor who has taught the applicant, to send letters of recommendation directly to the Admissions Office; ask the dean or
registrar at the current law school to submit to the Admissions Office a letter of good standing that includes a statement of eligibility to return and class rank (if available); and, ask the dean or registrar of the current law school to send directly to the Admissions Office an official transcript that includes all law school work completed.

Of particular interest to the Admissions Committee is the applicant’s reason for wishing to transfer to Chapman. Please use the personal statement to explain this as well as any other information that the Committee should consider in reviewing the application.

The deadline for receipt of completed application materials is July 15 for fall entry. Applications for spring semester admissions must be complete by December 1, but any decision to admit a student and to transfer credits will be conditioned on the receipt by the Admissions Office of an updated transcript and letter of good standing reflecting the most recent semester of enrollment.

Transfer students in good academic standing whose applications are pending admission are eligible to attend Chapman Law’s summer session but will be regarded as visiting students until a final decision on transfer status has been rendered by the Admissions Committee.

APPLICATION FEES AND DEADLINES

Application fees and deadlines are the same as those for transfer applicants. Any decision to admit a visiting student will be conditioned on the receipt by the Admissions Office of an updated transcript and letter of good standing reflecting the most recent semester of enrollment.

The instructions and information above relate only to visiting applicants for fall and spring semesters. A separate application process exists for students to attend Chapman Law’s summer session. Contact the Admissions Office for separate information and an application for summer session.

AUDITING COURSES

Members of the bar, graduates of ABA approved law schools, and other persons at the discretion of the associate dean for student services and administration may apply to audit courses at the School of Law. Documentation of the applicant’s professional and/or academic status and permission of the course instructor are required. Auditors do not take examinations and they receive no academic credit. Applicants may contact the registrar at (714) 628-2513 for specific course offerings, schedules and applicable fees.

Pallavi Shah
Class of 2000

As a single mother of two, I knew a challenge when I see one. But the challenge of attending law school was intriguing and appealing to me. After years of working as a certified public accountant for a large bank, I was ready to take the next step in my education, my career, and my life.

I considered other law schools in the area, but none of them were affiliated with a major university. That was an important distinction to me. One of the things that attracted me to Chapman was the sense of potential and promise that one — and continuous to be — at Chapman has. There’s a vitality and sense of enthusiasm that’s very invigorating. The faculty at Chapman are young, driven, and invested in helping students succeed.

The personal growth I’ve experienced during my first two years at Chapman has been significant. I don’t think anyone can fully prepare you for what to expect in law school. No matter how well you’ve done professionally or academically, you suddenly find yourself in a stimulating, intellectual environment, surrounded by people who are just as accomplished and motivated as you are. While it can sometimes be humbling, I know that my years at Chapman will help me become a good lawyer and a better human being.