LIBERTY UNIVERSITY SCHOOL OF LAW WORK REQUEST FORM
and CERTIFICATE OF COMPLIANCE

The School of Law Director of Student Affairs must receive this signed form from every student for each semester of expected employment prior to the student beginning any work. The School of Law Dean’s signature is required for all 1L student employment and any 2L or 3L student employment in excess of 20 hours per week. If the dean’s permission is required, the dean will consider the totality of the circumstances in deciding employment requests.

EMPLOYMENT AND ACADEMIC WORKLOAD POLICY

The rigors of legal education, particularly for first-year students, are such that any employment is discouraged. If necessity requires employment, first-year students must receive prior written approval from the dean to be employed.

After the first year of law school, a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours. Second-year or third-year law students working 20 hours or less must submit a signed certificate each semester they are employed stating that they have read the employment policy and agree to comply with it. If financial circumstances require a 2L or 3L student to be employed in excess of 20 hours, the student must receive prior written approval from the dean to be employed.

By signing below, the student acknowledges that the student has read the Employment policy and agrees to comply with it.

STUDENT INFORMATION

Student Name __________________________ Student Signature __________________________

Date Submitted ____________________ Check one: 1L 2L 3L

REQUEST FOR DEAN’S APPROVAL

Employment Hours per week (Check one):
Greater than 20 hours __________
20 hours or less __________

1L Student: Undergraduate GPA ________________ LSAT Score ________________

2L Student: Law School GPA ________________

3L Student: Law School GPA ________________

PROPOSED EMPLOYMENT INFORMATION

Employment is requested for the Fall of 20 __________ or Spring of 20 __________ (check one semester only and add the year)

Proposed employment title __________________________

Proposed employment description __________________________

Proposed employment work schedule __________________________

Reason for employment __________________________

________________________________

DECISION

Dean’s Signature __________________________ Date __________

Dean’s Comments __________________________

________________________________

Internal Office Use Only

Date Received by the Student __________
Date Received from Student __________
Date Forwarded to Dean (if applicable) __________
Date Student Notified __________

Work Request Form: rev 07-29-15
Liberty University School of Law