

**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 \_\_\_\_\_