

**SOUTHERN UNIVERSITY LAW CENTER
POLICY STATEMENT
20 HOUR WORK RULE**

Standard 304(F) of American Bar Association (ABA) Standards for Approval of Law Schools states:

“A student may not engage in employment for more than 20 hours per week in any semester in which student is enrolled in more than 12 class hours.”

ABA Interpretation of Standard 304-7 states:

“A law school shall demonstrate that it has adopted and enforces policies insuring that individual students satisfy the requirements of this Standard, including the implementation of policies relating to class scheduling, attendance, limitation on employment, and time devoted to job interviewing. The law school also shall take steps to control absenteeism by students involved in placement interviewing.”

Pursuant to and in conformance with this ABA Standard and Interpretation, Southern University Law Center policy in pertinent part states:

Courses are not available for auditing by persons not enrolled in the Law Center. The course schedule for full-time students is designed to require the full working time of the student. Full-time students desiring to engage in personal employment must submit an accurate statement concerning the nature and extent of employment to the Chancellor for approval. If the Chancellor’s approval for employment is given, the student may be required to lengthen his period of residence. In no instance will a full-time student’s program be scheduled to permit less than twelve hours of classroom work per week.

Additionally, in no instance will a full-time student be authorized to engage in any employment exceeding 20 hours per week. Any full-time student found to be working more than 20 hours per week will be subject to appropriate disciplinary proceedings, which may include dismissal.

Every full-time student enrolled at the Law Center is subject to and is governed by the above-stated policy regarding the 20 hour work rule. This policy will be enforced and full-time students discovered to be in violation thereof shall be disciplined accordingly.

**SOUTHERN UNIVERSITY LAW CENTER
STUDENT NON-LAW CENTER EMPLOYMENT INFORMATION FORM**

(Please PRINT (LEGIBLY) or TYPE – Please Respond to Every Item)

NAME _____

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

ACADEMIC CLASSIFICATION _____

NAME OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

TELEPHONE NO. OF EMPLOYER _____

NAME OF IMMEDIATE SUPERVISOR _____

TITLE OF YOUR JOB OR POSITION _____

DESCRIBED THE WORK THAT YOU DO _____

WHAT ARE YOUR NORMAL WORKING DAYS? _____

WHAT ARE YOUR NORMAL WORKING HOURS? _____

HOW MANY HOURS DO YOU WORK PER DAY? _____

HOW MANY HOURS DO YOU WORK PER WEEK? _____

COMMENTS _____

Under penalties of appropriate disciplinary actions, I declare that I have examined the information provided on this form, and to the best of my knowledge and belief, the information is true, correct, and complete. Furthermore, I do hereby give permission to the Law Center to investigate the veracity of any of the above information.

SIGNATURE _____

DATE _____

***SOUTHERN UNIVERSITY LAW CENTER
STUDENT ATTESTATION TO RECEIPT, KNOWLEDGE
OF AND COMPLIANCE WITH 20 HOUR WORK RULE***

I do hereby verify, attest and affirm that below affixed signature signifies that I have read, that I know and understand and that I have been provided a copy of the Law Center Statement of Policy on 20 Hour Work Rule. Moreover, affixed signature signifies that I am now and will remain in compliance with stated policy. Furthermore, I know, understand and accept that any discovered violation on my part of this policy will subject me to appropriate disciplinary action, including dismissal.

SIGNATURE

DATE