OUTSIDE EMPLOYMENT

In compliance with the American Bar Association accreditation standard 304(f), Whittier Law School currently requires all students, full-time and part-time, to sign during registration a document entitled “Statement Regarding Employment Limitations,” which advises students that they “may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours.” By signing the Statement, a student certifies that he or she understands the rule and will comply with it.¹ Currently, this is the only manner in which the rule is provided to the students.

In an effort to better comply with the letter and intent of Rule 304(f), Whittier Law School will institute one or more of the following amendments:

- Add a paragraph to the “Statement Regarding Employment Limitations” stating that first-year and/or full-time students are strongly urged not to hold jobs due to the strenuous nature of legal study. Similar language will also be included in the Whittier Law School Policies manual and the Whittier Law School Registration Bulletin.
- All full-time students must submit information regarding outside employment during the academic year, including the number of hours per week that the student is working, to the Associate Dean of Academic Affairs (or the Assistant Dean of Student Advising). In addition, working students will be required to sign a waiver that allows the Law School to contact employers to confirm compliance with the rule. If, based on this

¹ Furnishing false information, knowing it to be false, to the Law School, its staff or faculty members is, and will continue to be, a violation of the School’s Honor Code.
information, the Associate Dean (or Assistant Dean) believes that a student may be violating the policy regarding work during the semester, the Associate Dean (or Assistant Dean) will take appropriate action, including advising the student to transfer to either the Part-time Day or Part-time Evening division.

- Full-time students on academic probation are not permitted to hold jobs. A student may obtain a waiver of this policy upon petition to the Associate Dean of Academic Affairs (or the Assistant Dean of Student Advising), if the student can demonstrate:
  1. That the student’s C.G.P.A. is at least 76.5;
  2. That the student’s probationary status is due to extraordinary circumstances that had a detrimental affect on the student’s academic performance;
  3. That these extraordinary circumstances have been alleviated and will not create a barrier to the student’s academic success;
  4. That the student has the ability, willingness and capacity to achieve acceptable law school performance standards while working up to 20 hours per week.

To implement these policy changes, WLS will expand its Student Services department and hire up to two additional staff members.