

# Non Work Study Student Employment Maximum Hours Exception Request.

Student's name as in Banner (print): \_\_\_\_\_

Student's 92 #: \_\_\_\_\_ Position Title: \_\_\_\_\_

Position #: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Initial Hire Date: \_\_\_\_\_

Proposing Department: \_\_\_\_\_ Other Positions On Campus: \_\_\_\_\_

Usual Hours Worked: \_\_\_\_\_ Proposed Increased Hours: \_\_\_\_\_

Begin Exception Date: \_\_\_\_\_ End Exception Date: \_\_\_\_\_

During semester breaks and times classes are not in session, students may work up to 40 hours per week with no special approval required.

**Required Minimums for Student Employment Exceptions- Mandatory for any exception longer than 2 weeks.**

- 3.5 GPA or Higher
- Maximum of 9 Credit Hours

**Justification For Increased Hours:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By increasing student worker hours, please make sure the student is supported as much as possible so they can be academically successful.

**Employing Department**

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Bldg/room: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_ *Date:* \_\_\_\_\_

Determination: \_\_\_\_\_ GPA: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Notify Benefits for ACA Offer*

This form should be sent via email to [vmlawson@wcu.edu](mailto:vmlawson@wcu.edu) or interoffice mail to the Office of Human Resources & Payroll, HR Robinson 302.