

Guidelines for Requesting Exemption from 20 Hour Work Week Limit

By university policy, student employees may not work for more than a total of 20 hours per week while classes are in session during Fall and Spring Semesters. In “exceptional circumstances” per the policy, the student employee’s supervisor may appeal for approval to permit the student employee to work up to a maximum of 30 hours a week.

These guidelines and procedures are developed to assist supervisors who wish to make such requests. Requests shall be made only when compelling circumstances exist and should be submitted on the form on the reverse side. Ordinarily, the following conditions should be satisfied:

1. A request must be submitted for each student except where the request is for seven days or less in order to accommodate special temporary needs.
2. For periods of seven days or less, one form with a list of students for whom exemption is requested may be submitted.
3. Students must be in good standing, making satisfactory academic progress, and not on financial aid or academic probation or warning. This applies to temporary or one-semester approval.
4. The student must be enrolled in at least 12 hours of courses (9 hours for graduate students) applicable to the student’s degree program.
5. The student, if a junior or senior, must have a declared major.
6. There must be adequate justification for the need to have the particular student work additional hours rather than two students sharing the work.
7. If the exemption request is for a student employed in two jobs, both supervisors must submit requests.

After review, the decision will be communicated to the supervisor by Student Financial Aid. In order to avoid delay, supervisors are advised to submit the request as early as possible before the beginning of the semester, and to include all information as requested. Requests must be completed and received at least three days in advance of the student’s change in work hours.