

Wichita State University
REQUEST FOR REGULAR STUDENT EMPLOYMENT EXCEPTION
 Undergraduate work-study students are not eligible for employment exceptions.

NAME _____ Graduate
 Last First Middle
 myWSU ID # _____ Undergraduate

ALL INFORMATION MUST BE FILLED IN BEFORE EXCEPTION IS CONSIDERED

Number of hours enrolled this semester _____

Reason for Exception: Final semester before graduation Class canceled (see below)

List current department(s) where you are employed on campus

Department Name	Box #	Secretary Ext:	Scheduled Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Hiring department signature _____ Student signature _____

(An approved Exception is only valid for 1 semester.)

Exceptions will be considered for only the following two reasons:

- Final semester before graduation (this will be granted only one time)
- A course canceled through no fault of yours, you are no longer enrolled in the minimum hours required, and are unable to enroll in another class.

Type	Minimum hours enrolled	Maximum hours to work
Regular students	3 hours	15 hours or less
Regular students	6 hours	16 – 30 hours
Regular Grads (enrolled in grad school)	9 hours	20 hours
F1 – J1 (undergraduate)	12 hours	20 hours
F1-J1 (graduate)	9 hours	20 hours

Requested for which semester: Fall _____ Spring _____ Summer _____

When will you graduate? Month _____ Year _____

HUMAN RESOURCES USE ONLY			
Signature, Director of HR	Date	Approved	Final semester <input type="checkbox"/> Classes <input type="checkbox"/>
			Denied <input type="checkbox"/>

Bring completed form with hiring packet to Margene Webster, Office of Human Resources.