



## UNDERGRADUATE STUDENT EMPLOYMENT EXCEPTION REQUEST

\*Undergraduate work-study students are not eligible for employment exceptions.

\*Graduate student exceptions must be requested through the Grad School.

### ALL INFORMATION MUST BE FILLED IN BEFORE EXCEPTION IS CONSIDERED

NAME \_\_\_\_\_  
Last
First
Middle
myWSU ID #

Number of hours enrolled this semester \_\_\_\_\_

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

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Signature authorizes request of one-time exception for undergraduate student employment. An approved Exception is only valid for 1 semester.**

The minimum enrollment hours required to work in an undergraduate student position are in the tables below. An exception may be considered one time in the student's academic career at the University with approval from Human Resources. The following reasons are criteria for an exception:

- Final semester before graduation
- A course canceled through no fault the student, the student is no longer enrolled in the minimum hours required, **and** the student is unable to enroll in another class.

Type
Regular students
Regular students
Regular Grads (enrolled in grad school)
F1 – J1 (undergraduate)
F1-J1 (graduate)

Minimum hours enrolled
3 hours
6 hours
9 hours
12 hours
9 hours

Maximum hours to work
15 hours or less
16 – 30 hours
20 hours
20 hours
20 hours

Requested for which semester: \_\_\_\_\_ Year \_\_\_\_\_

### HUMAN RESOURCES USE ONLY

\_\_\_\_\_  
Human Resources Representative                      Date                      Approved:    Yes                      No

**Completed form must be submitted to HR (employment@wichita.edu)**