

This form is for students who are not enrolled in classes and have been requested to work over 30 hours a week. For those students only a supervisor signature is required, vice presidential signature is optional. For students enrolled in classes, both supervisor and vice presidential signature are required.

REQUESTS WILL EXPIRE AT THE END OF EACH SEMESTER

I. Type of Exception Request

Requesting over 30 hours a week

Night time employment

II. Employee Information

Employee Name (Last, First) _____

Employee 900# _____

Enrolled at:

MSU Denver UCD CCD Other

Please fill out this section only when requesting over 30 hours a week while a student is taking classes

Amount of credit hours student is enrolled in: _____ Current GPA: _____ Completion Rate: _____

Is the student employed anywhere else on or off campus?

Yes No

If yes, please indicate approximately how many hours a week they are working at the other job: _____

III. Department Information

Department _____

Supervisor Name _____

Phone # _____

Building and Room Number _____

IV. Reason for Request

A. Reason

Internship

Coverage

Skill/ Expertise Specific Position

Special Project

Other

Employee not enrolled in classes (summer semester, semester after graduation, etc.)

B. Semester and Year

C. Description- Please provide a more detailed description of the reason for the exception (attach separate paper if needed)

V. Exception Specifics (Please fill in only the ones that apply)

1. Requesting _____ Hours per week

2. How often will the employee be working while unattended by a supervisor? _____ Hours

VI. Signatures (Appropriate signatures must be obtained for this form to be complete/ Off-Campus supervisors please contact MSCD Office of Human Resources for instructions regarding this form)

Supervisor: _____

Date: _____

Chair/Director: _____

Date: _____

Vice President of Academic & Student

Affairs: _____

Date: _____