

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, a supervisor signature and a department director/ chair are required (AVP/VP/Dean signature is optional). For students enrolled in classes, both the supervisor and a department AVP/VP or Dean signature is 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

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 the Office of Human Resources for instructions regarding this form)

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|------------------------|-------|--------------|-------|
| Supervisor: | _____ | Date: | _____ |
| Chair/Director: | _____ | Date: | _____ |
| AVP/VP/Dean: | _____ | Date: | _____ |