

Labor Overload Application

A labor overload is defined as more than 15 hours of labor per week during the regular academic year and may not be approved retroactively. All approvals are subject to periodic review. Approval may be revoked if primary labor hours, labor performance, or academic performance become less than satisfactory.

Guidelines for Approval:

- Sophomore, junior, or senior classification
- Not on any form of probation
- Enrolled in less than 5 course credits with less than 8 preparations
- Have a 2.50 GPA, both cumulative and for the previous full term
- The required 2.50 cumulative GPA may be waived if a 3.00 GPA is earned during the previous full term.

Requests for over 20 hours* are subject to the following additional guidelines:

- Junior or senior classification
- 3.00 GPA in the major, overall, and for the previous term
- Submission of a letter outlining the reason for requesting more than 20 hours
- Approval of the Dean of Labor and the Student Admissions and Academic Standing Committee.

**F-1 and J-1 visa holders are not permitted to work more than 20 hours during the academic year per US Department of Justice regulations. You may, however, work full-time on campus during break periods and during the summer.*

Students should not work any hours within a secondary assignment until notification of approved Labor Overload

Please Print – Current Job Information

Name _____ ID _____ CPO _____ Classification _____

Term for which the overload is requested (circle all that apply) **Fall** **Spring** **Academic Year**

Current Primary Assignment _____ Hours contracted _____

Current Secondary Assignment (if applicable) _____ Hours contracted _____

Total Current Primary & Secondary Hours _____

Overload assignment request:

Reason for overload request: _____

Department / Position _____ hours per week

If approved this overload will result in a total of _____ work hours per week. (Primary + Secondary)

Student Signature _____ Date _____

Primary Labor Supervisor _____ Date _____

PRINT

SIGNATURE

The student should not work more than 15 hours per week until the overload has been approved and status form submitted.

Submit the completed application to the Office of Student Financial Aid Service (1st Floor Lincoln Hall, CPO 2172)

APPROVALS

Approved Denied **FINANCIAL AID** _____ Date _____

Approved Denied **LABOR** _____ Date _____

Approved Denied **SAAS** _____ Date _____
Required if over 20 hours

APPROVED You will receive an e-mail notification when the new status form has been submitted and once processed you may begin work.

DENIED Reason: _____

You may appeal to the Student Admissions and Academic Standing Committee (SAAS) by submitting this form along with a letter of appeal to SAAS, c/o Curtis Sandberg, CPO 2205

Labor Office Use Only

Classification Fr Soph Jr Sr Credits _____ Preparations _____ Cumulative GPA _____ Last Term GPA _____

Probations A L S Academic Advisor _____