

DEPARTMENTAL APPROVAL TO WORK WHILE ENROLLED IN LESS THAN SIX (6) SEMESTER HOURS

According to Policy 10.6 Student Employment, to be eligible for employment during the fall or spring semester as a student assistant, a student must be enrolled in six (6) or more semester hours. **It is the employing department's responsibility to ensure that student assistants are enrolled for the required number of semester hours.** For a student to be permitted to work and be enrolled for less than six (6) semester hours, the following procedure must be followed:

The employing department chair or supervisor completes the approval form recommending the student be allowed to work and be enrolled for less than six (6) semester hours.

Instructions: Complete the form below and submit to the Dean of Students Office. Once this form has been reviewed it will be emailed to the hiring department and Human Resources (HR@sfasu.edu).

Hard copies can be sent to the Dean of Students Office at P.O. Box 13066 SFA, Nacogdoches, TX 75962. Electronic copies can be emailed to dos@sfasu.edu.

This form should be completed for every semester the student is enrolled in less than six (6) semester hours.

Student Worker Information

Student Name:

Student ID Number:

Student GPA:

Estimated # of hrs student works per week:

Student Worker Category: Student Assistant
 Work Study

Semester Seeking Approval: Fall
 Spring

Department Information

Department Name:

Department POBox:

Date:

Justification for student enrolled in less than 6 hours:

Department Chair/Supervisor Signature:

**Typing your name into this field serves as your electronic signature.*

Department Contact Name: _____

OFFICE USE ONLY

Dean of Students Approved / Disapproved

Date:

Signature _____

After completing, be sure to SAVE this document before submitting form.