

## DEPARTMENTAL APPROVAL TO WORK WHILE ENROLLED IN FEWER THAN SIX (6) HOURS

According to Policies and Procedures stated in section F-26 eligibility requirements for on-campus employment during the fall or spring semesters a student (either a student assistant or work study) must carry six (6) or more semester hours. It is the employing department's responsibility to insure that student employees 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) hours per semester the following procedure must be followed:

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

**Instructions:** Complete form below and submit to Dr. Adam Peck, Dean of Student Affairs. Dr. Peck will review your request. The Office of the Dean of Student Affairs will notify you by return of this form once a decision has been made. Hard copies can be sent to Dr. Adam Peck, Dean of Student Affairs at P.O. Box 13066 SFA Nacogdoches, TX 75962. Electronic copies can be emailed to Livia Pierce at [dosa@sfasu.edu](mailto:dosa@sfasu.edu). This form should be completed for every semester the student is enrolled in fewer than six 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 PO Box:

Date:

Justification for student enrolled in less than 6 hours:

Department Chair/Head Supervisor Signature:

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

#### OFFICE USE ONLY

Dr. Adam Peck, Dean of Student Affairs

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

**Print Form**