

Labor Overload Application- Academic Year Only

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
- Meeting the primary labor contract
- 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.*

Name _____ ID _____ CPO _____ Classification _____

Term for which the overload is requested (circle all that apply) Fall Short Spring

Note: If you request multiple terms, we will perform a mid-year assessment to determine continued eligibility. We will notify you if further action is needed to maintain your overload assignment; in most cases a new application will not be required.

Reason for overload request: _____

Primary Assignment _____ Current hours contracted _____

Current Secondary Assignment (if applicable) _____ Current hours contracted _____

Overload assignment request:

Department / Position _____ hrs/wk.

This overload approval will result in a total of _____ hours per week.

Student Signature _____ Date _____

Primary Labor Supervisor _____ Date _____

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

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

Financial Aid Labor Associate _____ Date _____

Approved Not approved because _____

Labor Program Office _____ Date _____

SAAS Committee (if over 20 hours) _____ Date _____

Approved **You will receive a labor status form in your CPO from the Student Payroll Office. *If this is an increase in hours for your primary position, a status form is not necessary; the increase will be noted for payroll purposes.***

Not approved because _____

You may appeal to the Student Admissions and Academic Standing Committee (SAAS). Submit this form, along with a letter of appeal, to SAAS, c/o Rita Fox, CPO Box 2205.