

Division of Student Affairs
Office for Student Financial Affairs

S-107 Criser Hall
P.O. Box 114025
Gainesville, Florida 32611-4025
Tel. (352) 392-1275
Fax (352) 392-2861
www.sfa.ufl.edu/

Student Employment's work policy limits a student to working a maximum of 20 hours per week. We believe this is a reasonable limit that will not be a detriment to most students' academic success. When work hours are combined with class and campus study time, this equates to a regular 40-hour workweek for most students. However, students in good academic standing may petition for approval to work a maximum of 31 hours per week. Additionally, the Student Employment work policy requires students maintain a minimum G.P.A. of a 2.0 or better. This petition is a request for exception to one or both of the previously stated policies. Please be sure the Student Section and Academic Advisor Section have both been completed before returning this form to Student Employment in S107 Criser Hall.

Student Section-Please read and complete this section.

Name _____ UF ID _____

Address _____

Phone Number _____

Email Address _____

I am requesting a student employment exception for the following reason:

___ I am requesting student employment while my GPA is below a 2.0.

___ I am requesting to work more than twenty (20) hours per week. I would like to work _____ hours per week in the department of _____.

Academic Advisor Section-We are asking you to please meet with the student and complete the Academic Advisor Section. The Student Employment Office, based on your recommendation, will make a final determination. Thank you for your input and assistance regarding the student's circumstances.

Academic Standing: Good ___ Warning ___ Probation ___ Suspension ___

After meeting with the student, it is my recommendation that the student's petition be:

_____ Approved _____ Denied _____
Academic Advisor's Signature

Financial Aid Administrator's Section-This section is to be completed by a Student Employment Coordinator.

___ Approved _____ Denied Initials _____ Date _____