INCREASED WORK HOURS REQUEST

Policies and Procedures for Hours Increase:

1) The supervisor must file this form for each student he/she wishes to increase the maximum work hours.
2) The Human Resources Office will check the students GPA and number of hours taken for the quarter.
   a) Student must maintain a cumulative GPA of 3.0 or higher
   b) Student must not be taking more than 14 credit hours per quarter during the regular academic year; and not more
      than 9 credit hours for the summer quarter.
3) The supervisor will be notified, and the contract voided, if the increase in Work Study Hours will cause the student to be over
   the awarded amount or if there have been any changes in regards to the students cum GPA or quarterly hours taken.
4) The increase work hours must be approved by the Division Director or Vice President and the Dean of Ministerial Formation
   or Dean of Graduate School.
5) The Human Resources will inform the supervisor if the Work Study increase has been approved or denied.

Student____________________________________ Department____________________________________

Duties of Employee___________________________________________________________________________

_________________________________________________________________________________________

Reason for increased work study hours___________________________________________________________________________________________

_________________________________________________________________________________________

Proposed Hours/wk (max. 25)_________ Payroll Account Number______________________________

_________________________________________________________________________________________

Supervisor’s Name (Please Print) Division Director/V.P. (Please Print)

Supervisor’s Signature _____________ Date _____________ Division Director/V.P. Signature _____________ Date _____________

To be completed by Human Resources and Dean of Ministerial Formation or Dean of Graduate School

Student cum GPA _______ Student credit hours _______ Approved Work Study Hours _______

Dean of Ministerial Formation or Date
Dean of Graduate School