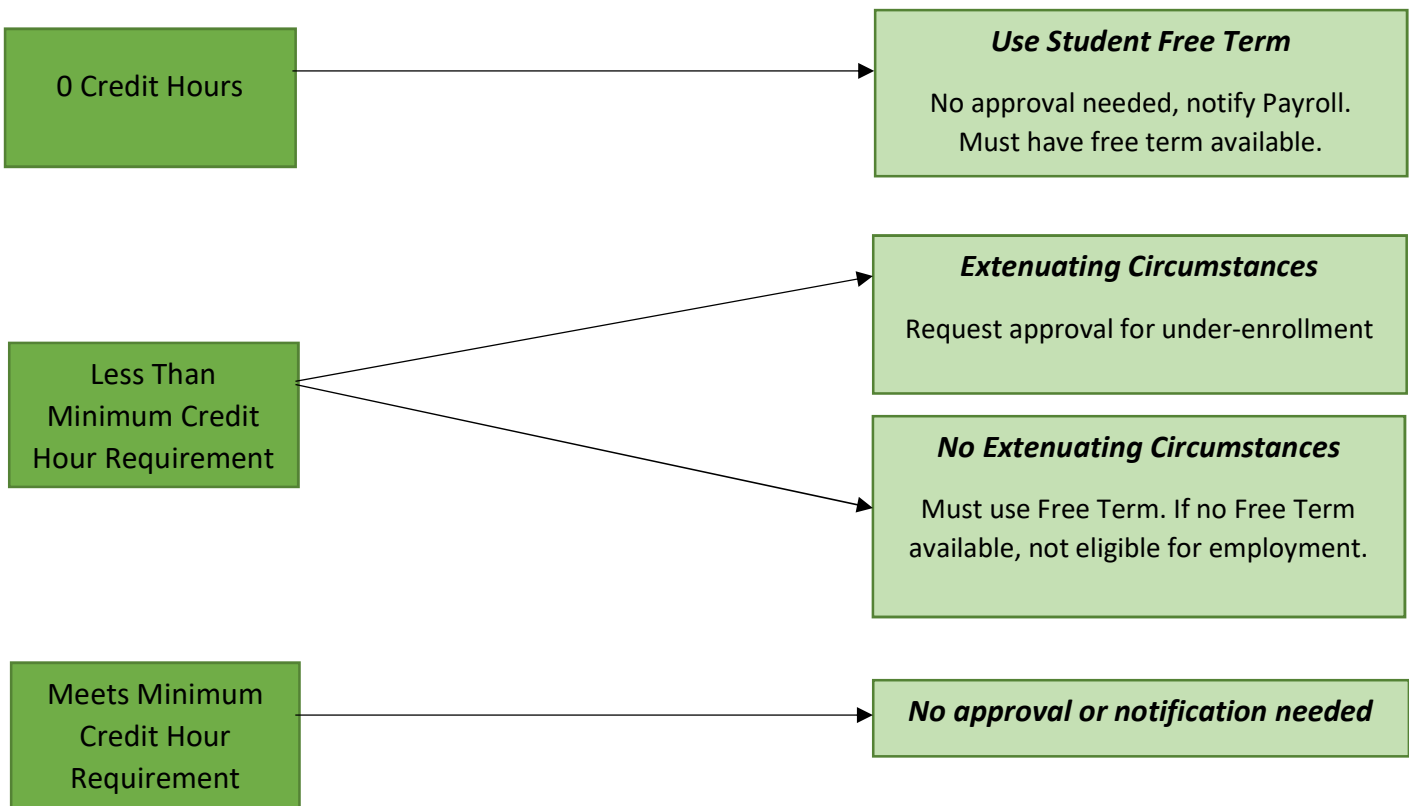


Student Employment Exception Requests

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Term	Definition
Minimum Credit Hours	This is the minimum number of credit hours per term required for student employment eligibility. Currently the limit is 8 credits for Undergraduate students and 3 credits for Graduate students.
Free Term	Student employees are allowed one “free term” per year when they do not need to meet the minimum credit hour requirement but remain eligible to continue working. The year is defined as Fall through Summer. If taking 0 credits, students may work up to 40 hours/week. If taking 1 or more credits but less than the minimum credit hour requirement, students are limited to working no more than 25 hours/week. Exceptions to this limit require HR approval.
Extenuating Circumstances	There are times when a student may not be registered for the minimum credit hours, but extenuating circumstances explain their under-enrollment. Departments may request approval for under-enrollment; these situations are evaluated on a case-by-case basis by HR. If approved for under-enrollment, the student will not be required to use a free term.
Request Approval	In situations that require a request for approval, please email talent@uoregon.edu. In the email, please include the specific request, student name, 95#, and all pertinent details.

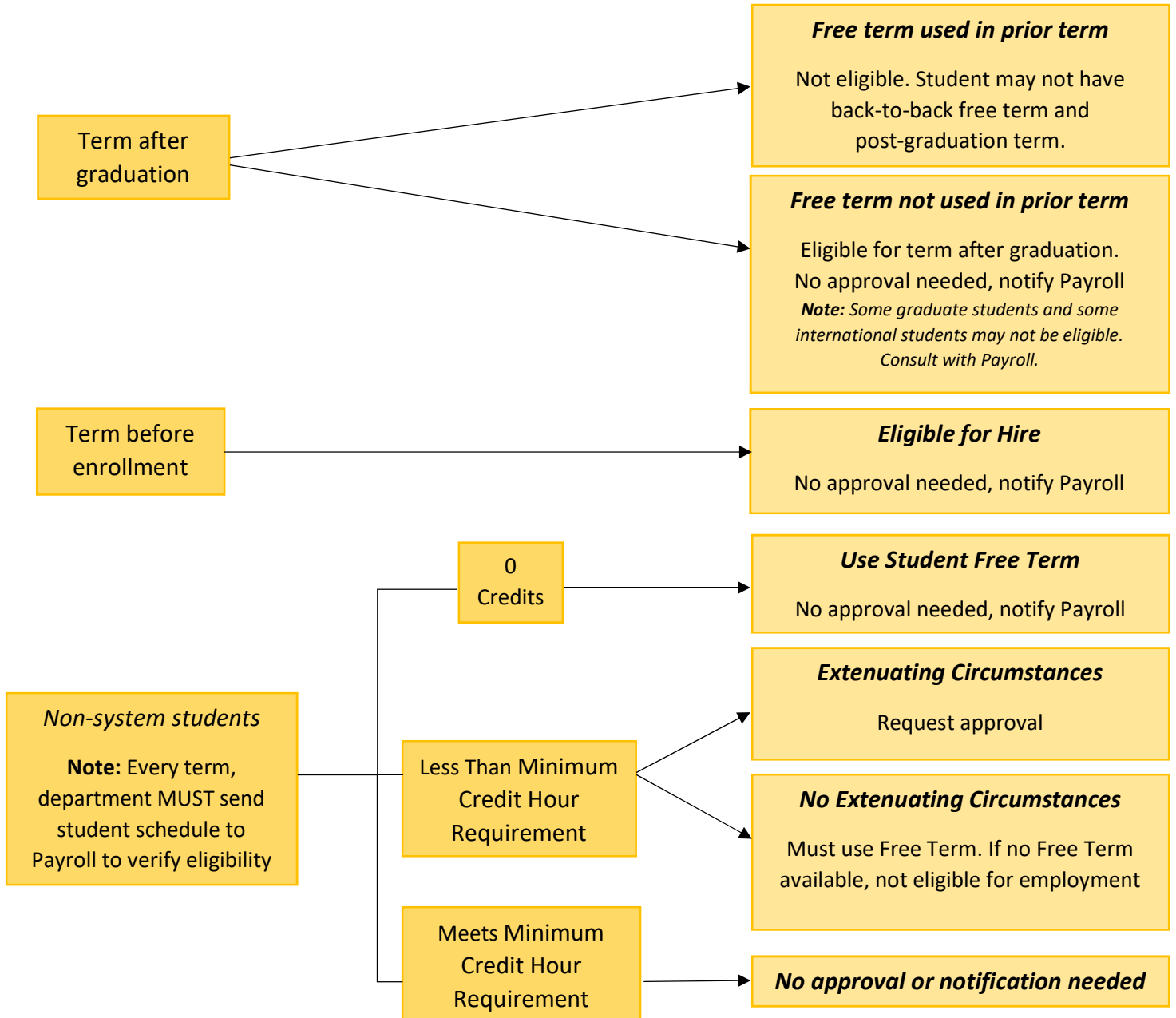
Student is currently enrolled at UO



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Student is not currently in active student status at the UO
OR student is enrolled at institution other than the UO (non-system student)



Other Policy Exception Requests

