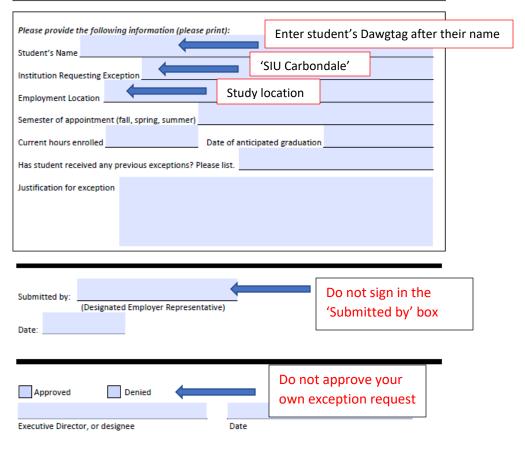
Request for Student Appointment Exception

Definition: Section 250.70(e)(3) of the Illinois Administrative Code (Code) (80 III. Adm. Code §250.70(e)(3)) defines a student employee as one who is registered for course work at an institution served by the University System for at least one-half of the normal course load, as established by the institution, of a regularly enrolled full-time student. Section 250.70(e)(3) of the Code allows for an exception to be granted by the Executive Director if the student is enrolled for less than half-time for a semester when sufficient cause is shown. See <u>section 2.4 of the Exemption Procedures Manual, Student Appointments.</u>



Note: Attach any supporting documentation.

Send completed form to: STATE UNIVERSITIES CIVIL SERVICE SYSTEM, 1717 Philo Road, Suite 24, Urbana, IL 61802-6099

Send completed form to studentemployment@siu.edu and allow 3-5 working days for a response. In the meantime, no hours can be worked until an approved exception has been received and the student has been notified via email from Student Employment.