

### Request for Student Appointment Exception

**Definition:** Section 250.70(e)(3) of the Illinois Administrative Code (Code) (80 Ill. 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 [section 2.4 of the Exemption Procedures Manual, Student Appointments](#).

Please provide the following information (please print):

Student's Name  Enter student's Dawgtag after their name

Institution Requesting Exception  'SIU Carbondale'

Employment Location  Study location

Semester of appointment (fall, spring, summer)

Current hours enrolled  Date of anticipated graduation

Has student received any previous exceptions? Please list.

Justification for exception

Submitted by:  Do not sign in the 'Submitted by' box  
(Designated Employer Representative)

Date:

Approved  Denied Do not approve your own exception request

Executive Director, or designee  Date

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](mailto: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.