

9/28/04

### REQUEST TO WORK ADDITIONAL HOURS

Requests to work additional hours must be in writing to the Dean of Graduate Studies. If a student holds an assistantship for 50% effort, they are allowed to work no more than 10 hours per week beyond the 20-hour per week assistantship.

The unit hiring the student for the 10 extra hours must send the request through the department giving the assistantship. The Office of Graduate Studies will check to see if the student is enrolled for the appropriate number of hours (full-time) to hold the assistantship and if the student is domestic or international.

If the student is in compliance with registration, the Office of Graduate Studies will approve and fax an approved copy back to the requesting department/unit to be attached to payroll documents.

Requests should be signed by the head of the hiring entity and give the dates the work will be performed. These requests should be made PRIOR to the student beginning any extra work.

**INTERNATIONAL STUDENTS** – please note international students are not allowed to work beyond the 20-hour per week assistantship during the fall and spring semesters. They may work full time during the summer (unless they first enrolled in a summer term), during breaks when classes are not in session such as Spring Break, Winter Holiday Break, Thanksgiving, etc.