

Employment Beyond 50% Time

In the cases where employment beyond 50% time limitation is deemed advisable, it must be supported by BOTH the degree-granting academic unit (home department) and the employing department (hiring department), if these departments are different. Specific information is required in such cases, as outlined below, and should be submitted in writing and forwarded to the Graduate Division for consideration by the Associate Dean of Graduate Studies.

Procedures for Requesting an Exception to the beyond 50% time employment limitation

To adequately assess the student's case, **the home department** must submit a request for an exception to policy that includes all of the following information as it relates to the current and future academic years.

1. The specific period of time for which the exception is requested, such as the entire current academic year or for specific quarters within the current academic year. Exception approvals will be limited to the current academic year, but subsequent requests may be submitted for consideration.
2. Predicted time to degree and a statement that the student has been advised that non-instructional university resources (e.g. housing, fellowship support) may be withheld if enrolled time exceeds and approved time to degree for their program.
3. A specific plan for the student's academic progress through the current academic year or remainder of the current academic year—depending on the timing of the request.
4. Evaluation of the consequences of the student's employment in excess of 50% time (more than 220 hours/ quarter), and in particular a discussion of any negative impact this employment might have on time to degree.
5. Discussion of any future plans for employment, which exceeds the policy limitation of 50% time, beyond the current academic year.

In addition, **the hiring department** must submit a request for an exception to policy that includes the following:

1. A statement indicating support of the request.
2. Discussion of any plans for work schedule flexibility or other pertinent information useful for an adequate review of the request. This applies even if the hiring department is the same as the home department.

NOTE: The exception request must be addressed to the Associate Graduate Dean Frances Leslie and forwarded to Tina Cho in the Graduate Division (120 Aldrich Hall, Zot: 3180).