

GRADUATE STUDENT REQUEST FOR EMPLOYMENT OVER 50 PERCENT

This form is to be used in order to request Departmental approval for employment totaling over 50% during a single academic quarter. Requests approved by the Department will be forwarded to Graduate Division for final review and approval if applicable.

Exception Process

Graduate Division has delegated to the student's home department the authority to approve certain employment exceptions. Departments are delegated authority to approve or deny the following exceptions: (1) a total of 50-75% appointment in either Graduate Student Researcher, Teaching Assistant, Tutor, or Reader-monthly stipend; and/or (2) 13-15 quarters service in either Teaching Assistant, Associate, Tutor, or Reader-monthly stipend—provided that **the student is registered and enrolled in the required 8-12 units and within good academic standing (GPA of 3.0 or higher, fewer than 12 units incomplete, and not on probation or academic degree progress monitoring).** **Departments should review cases and assess whether the exceptional employment will affect the student's timely degree completion.** In situations where appointments are made by departments/units other than the student's home department, the employing department must verify the student's eligibility for the appointment with the student's home department. **A request for exception appointment must come to the Graduate Division for review at least six weeks prior to the start of the proposed employment in the following instances: (1) all appointments for Associate positions, (2) appointments of graduate students on probation, (3) students who have already worked in academic appointments 15 quarters or more, (4) proposals to employ a graduate student at more than 75% time, (5) employment of students in exception to fellowship requirements, or (6) in instances where any of the above academic eligibility criteria are not met.** Download the request form: **UCSB Graduate Division Request Form: Exception to Employment**

A UCSB Graduate Division Publication (2006-2007). *Graduate Handbook*. Retrieved May 2, 2007 from <http://www.graddiv.ucsb.edu/academic/handbook/>.

Name:	Perm #
Phone:	e-mail:

Status:

<input type="radio"/> MA/PhD enrolled	<input type="radio"/> MA completed	<input type="radio"/> Advanced to Candidacy	<input type="radio"/> ABD
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Please justify your request for employment beyond 50%. Include current and proposed appointment titles (i.e. TA), individual appointment percentages (i.e. 25%), and the combined percentage total. Attach additional sheets if necessary.

Faculty advisor's signature:¹ _____



Faculty Graduate Committee: _____ Approved _____ Approved with Conditions _____ Denied	
Comments from the Committee: _____ _____	
Faculty Graduate Advisor _____	Date _____

Final Action by Department Chair: _____ Approved _____ Approved with Conditions _____ Denied	
Comments from Department Chair: _____ _____	
Department Chair _____	Date _____

¹ Faculty signature does not approve the request; it only attests to consultation with the petitioning student.