

Graduate assistants who are receiving a stipend, whether as a Graduate Research, Teaching or other Assistantship are limited to 20 hours of work per week on service related to the graduate assistantship. However, students may be eligible to work an additional 9 hours per week, on average across the semester, with the possibility to earn income for the work. The additional work must provide professional development for the student. The duration of the additional work may not exceed one semester. International students who have an F1 VISA are not eligible for this waiver, and are limited to working no more than 20 hours per week.

The Dean of the Graduate School must approve requests for students to perform additional work, based upon the information requested below. The Chair of the student's department or the Director of Graduate Studies must complete the following form, which will be forwarded automatically to the Graduate School. If the request is approved, the Office of Payroll and the person who initiated the request will be notified if the work is compensated using a university funding source.

Name of Person Submitting This Request (Chair or DGS):

Title:

Program/Department:

E-Mail Address:

Name of Student's Mentor (if applicable)

Program/Department:

E-Mail Address:

Name of Student

Student ID

Year in Program

Type of current graduate assistantship (drop-down box to list sources: GTA, GRA, University Fellowship, Diversity Scholarship)

- 1) Please briefly describe/outline the nature of the service/work related to the student's current graduate assistantship.
- 2) Please describe/outline how the nature of the additional work differs from that required for their current assistantship.
- 3) Explain how the additional work provides a professional development opportunity for the student.
- 4) Please affirm that the work will not impede or slow the student's progress towards their degree. (Check box - Affirm)
- 5) Please estimate the average number of hours per week the student will spend on this activity. (Cannot average more than 9 hours per week)
- 6) Will the student be paid for this work? (Dropdown Box – Yes, No)
- 7) Where will this work be performed, (Dropdown Box) UofL Site or non-UofL site).
- 8) Please provide the dates of additional service/work (limited to one semester).