



*College of Graduate Studies*  
**GRADUATE ASSISTANTSHIP**  
 Request for Additional APSU Employment

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

- Graduate students who are appointed to graduate assistantships may be permitted additional on-campus employment under special circumstances. Additional employment **MAY NOT EXCEED** 9 hours per week above the 20 assistantship hours.
- Permission to work additional hours is granted solely by the Dean of the College of Graduate Studies and is not guaranteed.
- This request should include a clear rationale from the requesting supervisor. It must be routed to the GA's assigned area for the supervisor's approval, to the student's Graduate Coordinator, and then to the College of Graduate Studies for final approval from the Dean.
- **International students who are awarded full graduate assistantships are not allowed to work additional hours on campus.**

Student Information		Assistantship Information	
Name		GA Assignment Area	
Banner #		Current Contract Term	
Hours Enrolled		Graduate Coordinator	

Additional Employment Rationale	
Supervisor of Additional Employment:	Number of Work Hours (weekly):
Reason for Request	

Additional Employment Supervisor Signature: \_\_\_\_\_

Required Approving Signatures: (in routing order)

(1) \_\_\_\_\_  
 Graduate Assistant Supervisor (assigned area) Date

(2) \_\_\_\_\_  
 Graduate Program Coordinator Date

(3) \_\_\_\_\_  
 Dean, College of Graduate Studies Date

FOR COGS USE ONLY			
Copy Distribution Date:	Human Resources:	GA Dept:	Requesting Dept: