
IV. GRADUATE STUDIES OFFICE APPROVAL.

- Received appropriate documentation for approval.
- Denied

Signature

Date

Note: EMPLOYMENT MUST BE EFFECTIVE ON OR BEFORE THE 12TH CLASS DAY OF A REGULAR SEMESTER OR THE 4TH CLASS DAY OF A SUMMER TERM. REQUEST FOR THIS EXEMPTION MUST BE COMPLETED EVERY SEMESTER.

Procedures

1. Section I is filled out by student with information that is included in the documentation that is provided to the Graduate Office. A letter from the employer may be turned in with the documentation.
 2. Section II must be completed by the college dean or chair in the student's major area.
 3. Section III is completed by the student and submitted to the College of Graduate Studies (CGS) in FC 170 with attention to Lori Blades. Completed, routed, and approved payroll documents will be used to certify that the student meets all the requirements for the Research/Teaching Assistantship Waiver, including the official title, percentage of effort, hours per week, employing department, employment date and any other information deemed necessary.
 4. The form is reviewed by Graduate Studies and Research; waiver decisions are communicated to student and Business Office if approved.
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