SUBMISSION INSTRUCTIONS FOR REQUEST TO WORK ADDITIONAL HOURS ABOVE HALF-TIME ASSISTANTSHIP

Graduate Students working on an assistantship may be eligible to work up to 30 hours per week with prior approval from Office of Graduate and Professional Studies.

For foreign national students working on an assistantship, additional hours are allowed in between semesters, during official holidays, and during summer vacation per visa regulations and with prior approval from Office of Graduate and Professional Studies.

Requests for a Graduate Assistant to work additional hours will be handled as follows: (approval should be obtained PRIOR to the student working any additional hours):

A. Locate Request to Allow Graduate Assistant to Work More than 50% form on our Engineering HR web page http://tees.tamu.edu/personnel/forms/ under Other and OGAPS Additional Hours.

B. Complete the Request to Allow Graduate Assistant to Work More than 50% form:
   1. Complete the Information Regarding 50% Effort and the Information Regarding Additional Employment (as applicable for your department).
   2. Please note that the Department Contact person should be completed with the ABA/BA or department/division business contact information.
   3. Obtain Primary Department/Division Head, Secondary Department/Division Head, and Advisory Committee Chair signatures.
   4. The Associate Dean for Academic Programs will sign all these requests. However, Dr. Prasad Enjeti’s information should NOT be included in the “Secondary Department Head” or “Advisory Committee Chair” signature line (he will sign at bottom of form).
   5. If you would like the form returned via email, please indicate on the form (you can place an asterisk by the Department Contact information and state please return via email).

C. Once the form is completed and signed, route to Dr. Enjeti’s office (Associate Dean for Academic Programs). DO NOT submit to OGAPS as indicated on the form.
   1. Request will be reviewed and signed (if approved) at bottom of form by Dr. Enjeti.
   2. Dr. Enjeti’s office will forward the form to Office of Graduate and Professional Studies for their approval.

D. Office of Graduate and Professional Studies
   1. Will review and either approval or deny request.
   2. Will return the form to the department/division.

E. Attach approved Request to Allow Graduate Assistant to Work More than 50% form to the EPA. Remember the approved copy MUST contain the COE Assistant Dean for Graduate Programs and the Associate Provost for Graduate and Professional Studies approval.

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