

GRADUATE ASSISTANT REQUEST FOR PERMISSION TO ENGAGE IN EXTERNAL EMPLOYMENT

The University of Southern Mississippi

Graduate School

This PDF form is fillable. Handwritten copies will not be accepted. Submit the completed form electronically to Dr. Karen Coats, Dean of the Graduate School (karen.coats@usm.edu).

University policy states:

“Any student holding a graduate assistantship must be enrolled as a full-time student. Therefore, any employment outside the university (external employment) is discouraged, and external full-time employment is prohibited for graduate assistants. Graduate assistants who wish to participate in external employment must obtain written permission from their major professor, graduate coordinator, school director, dean of the academic college, and dean of the Graduate School. The nature and extent of the external employment may be considered in granting permission. Renewal of external employment must be requested and approved annually. If, while engaging in external employment the student is unable to maintain good academic standing or fulfill the required duties of the assistantship, the graduate assistant contract may be terminated. Failure to comply with this policy will result in loss of the assistantship.”

Student Name: _____ Student ID: _____

School: _____ Degree sought: _____

External employer: _____ Hours/week: _____

This student understands that external employment must not interfere with the responsibilities of the graduate assistantship (20 hours per week) or academic progress (research, coursework, and study). The student will complete a weekly log of GA work hours and activities. The work log will be reviewed weekly by the student’s advisor and at least once per semester with the graduate program coordinator. Failure to satisfactorily meet assistantship and academic expectations will result in immediate termination of the graduate assistantship. If an assistantship is terminated, the student will be responsible for tuition and fees. (See page 2 for the student’s justification and time management plan).

Student's Signature: _____ Date: _____

Required Approvals: Approve Deny

Advisor _____ Date _____

Graduate Coordinator _____ Date _____

School Director _____ Date _____

Dean (College) _____ Date _____

Dean (Graduate School) _____ Date _____

The student must provide a detailed justification for engaging in external employment with a time-management plan. The time management plan must clearly explain how GA and academic responsibilities will be managed if permission to engage in external work is granted. (Use box below).