

The University of Memphis

215 Administration Building  
Memphis, TN 38152  
Phone: (901) 678-2531  
FAX: (901) 678-0378

**THE GRADUATE SCHOOL**

**REQUEST FOR ADDITIONAL ASSIGNMENT FOR  
GRADUATE ASSISTANTS**

To be used only for work above the 20 hour/week maximum for Graduate Assistants

PROCEDURE NO.: 2D:05:12C

Graduate assistantship activities are a part of the graduate program and should be complementary to the course of study. The simultaneous employment of a graduate assistant in any other University position, either temporary or regular, is generally not allowed. Exceptions may be made to allow additional University employment for well-qualified graduate assistants upon a petition by both the employing department chairperson and the chairperson of the department in which the student holds an assistantship. A form requesting approval for additional employment, obtainable from the Graduate School office, should be submitted and the approval of the Vice Provost for Graduate Studies should be obtained prior to the initiation of any additional work. In no case may a student hold two full-time assistantships.

The Department of \_\_\_\_\_ requests your approval to use the following graduate assistant for additional assignment as noted:

FULL LEGAL NAME: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Additional duties requested: **(PLEASE SPECIFY DUTIES, DATES, AND TIME REQUIRED. The approval of the Graduate School is necessary before the initiation of any work. If student will be teaching more than 6 credit hours, prior approval from the Vice Provost for Graduate Studies is also required).**

Empty space for additional information or notes.

FUND	ORG	Position #	Begin Date	End Date	Monthly Rate	Total

REQUESTER: \_\_\_\_\_ Phone: \_\_\_\_\_

APPROVED:

APPROVED: *In my judgment, the additional duties as outlined above will not impede the student's academic progress.*

APPROVED:

\_\_\_\_\_  
Supervisor, Graduate Assistantship

\_\_\_\_\_  
Coordinator, Graduate Programs

\_\_\_\_\_  
Graduate School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised: 07/08/09