

MAXIMUM WORK HOURS

A typical graduate assistantship will require an average of 15–20 hours of service per week and this must be clearly described in the appointment letter. Projected hours per week should be in line with the stipend.

To remain in compliance with the Fair Labor Standards Act (FLSA), the Graduate School recommends that students should not normally conduct service work (research or teaching assistantships) more than 20 hours per week. This recommendation enables them to work on their own studies and research for at least the remaining 20-hours per work week. Requests for hours above 20 require approval from the Dean of the Graduate School. In no case will students be permitted to conduct service work on campus for pay more than 29 hours per week.

Graduate Program Directors in each graduate program are best informed to make these service assignments on an individual basis and should be responsible for monitoring that service expectations do not impede any student's significant progress toward their degree.

A student may have multiple graduate assistantships or hourly appointments by the University; however, it is the responsibility of the secondary employer to receive permission of the primary employer and the Graduate School prior to assignment of any additional work, and to ensure that the maximum work load of 29 hours per week (20 hours per week for F-1 visa holders) is not exceeded.

Graduate assistants are not permitted to accept off-campus employment without permission from the Graduate Program Director and Dean of the Graduate School.

Graduate Assistants requesting to work more than 20 hours per week must fill-out the Exemption to 20-hours Requirement form.