

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

Outside Employment for Students with a Graduate Student Assistantship Agreement

According to the School of Graduate Studies Policies and Procedures Manual, when looking for outside employment, graduate assistants must abide by the policies of the employing program or department in regard to off-campus employment. The College of Engineering and Computer Science believes there should be consistency in policy among programs within the college in this matter

Graduate Assistantships (GRA/GTA/GA) are provided to meet service needs and to reduce the financial impact of being a full-time graduate student. As a consequence, acceptance of financial assistance in any of the above forms precludes a student from working a full-time job in addition to their studies. Students employed full-time will have their assistantships denied or rescinded. Exemption from this policy can be made in exceptional circumstances. Requests for exemption must be made in writing to the Program Director or Department Chair, and have the full support of the student's advisor and committee members. Whenever possible, such employment should have an educational advantage for the student.

In situations where a student with an assistantship intends to accept full-time employment in the terminal quarter of their program of study, the student is required to notify their advisor and department chair of the employment as soon as possible. Graduate assistantship stipend payments will be stopped at commencement of employment.

Authority: Dean Jang with review by Jerry Malicki, SoGS, June 2008