



Petition for Over 50% Appointments for Graduate Students

For a student to be appointed more than 50% in any capacity, the department must petition the Graduate School for an exception to the 50% rule prior to the appointment. A student may be appointed up to 100% during the summer without filing an exception.

IMPORTANT: The total of all appointments during the academic year should never exceed **25** hours/week. This is equivalent to a 62.5% position. Approval to exceed that limit will be strictly limited.

Student fill out and electronically sign the first section, forward to advisor who will finish the form, electronically sign it, and email to graduate.fundadmin@colorado.edu

Section to be filled by student requesting the exception, all information is required:

Name: _____

Department: _____

Student ID: _____

Email Address: _____

Term/Year of when the overload will occur: _____

Combined Percentage of Time of all appointments: _____

Are either of these appointments hourly? YES NO

a) Details regarding the additional appointment (date/length of appointment, percentage of time, type of work, benefit to student, etc.)

b) Current academic status (status of graduate career, GPA, dissertation progress, etc.)

Signature of Student: _____

Section to be filled by Academic Advisor:

Name of Academic Advisor: _____

Email: _____

I approve of this overload appointment and will monitor the student's academic progress to ensure that the additional work does not negatively affect their studies. Yes No

Additional Comments:

Signature of Academic Advisor: _____

Submit to graduate.fundadmin@colorado.edu