

## 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 25 hours/week will be strictly limited. Please note that international students may *never* work over 20 hours/week while classes are in session due to visa restrictions.

*Student should fill out and sign the first section and forward to their advisor, who will complete their section. The form should be routed through the department Graduate Program Coordinator or HR liaison for final signature(s). Please submit this form to [graduate.fundadmin@colorado.edu](mailto: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: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Combined Percentage of Time of all appointments: \_\_\_\_\_

*Please list the percentage and not the number of hours.*

Are either of these appointments hourly? Yes      No

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

2. Current academic status (status of graduate career, 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: \_\_\_\_\_

Signature of Graduate Program Coordinator or HR Liaison: \_\_\_\_\_

*Please submit this form for approval to: [graduate.fundadmin@colorado.edu](mailto:graduate.fundadmin@colorado.edu)*