Happy Friday Everyone!

This is a reminder that graduate students are not allowed to be employed over 50% during the academic year, which began **Monday, September 28, 2020**. Although exceptions to this rule may be granted by the Graduate Division for US citizens, **NO exceptions can be granted to international students due to INS regulations**. Please remember that there must be a current departmental spring evaluation on file before a request for an exception can be considered. Please find information below about employment exceptions and non-student tutor/reader requests.

**NEW from FALL 2020:** In addition to the Employment Exception Request form created for use in Spring 2020, we have a new form to submit Non-Student Reader/Tutor requests. Also, we have a new submission process for these exception requests. Rather than emailing your requests to us, please continue to submit requests via [2020-2021 Employment Exception Requests](https://forms.gle/Y9fC2Ge14J1toSmCA). If you have submitted an exception request to grademployment@ucsd.edu, Courtney, Kacy, or Suzanne and have not heard back from us with a decision, please submit your request through the Google Form to ensure it has not been missed.

**EXCEPTIONS TO POLICY**

Exception requests to employ students above 50% time during the academic year may be granted on a case-by-case basis by James Antony, Dean of Graduate Division. A separate form should be completed for each student and requests are usually initiated by the funding source requesting the exception. **Employment exception requests should be submitted BEFORE the proposed service period begins.**

Please see the guidelines below for Employment Exceptions (general, including Over-50%) and Non-Student Tutors & Readers requests. For full details, please see the [Graduate Student Employment Policy & Procedures](https://forms.gle/AFQiU54cnXZiXt3o8) manual that is available on our Collab space, [Graduate Division Confluence for Campus Partners](https://forms.gle/AFQiU54cnXZiXt3o8).

**Employment Exception Request Routing**

Please submit the below-mentioned exception requests via the 2020-2021 Employment Exception Requests Google Form: [https://forms.gle/Y9fC2Ge14J1toSmCA](https://forms.gle/Y9fC2Ge14J1toSmCA)

- Over-50% Employment Exception Requests
- Non-Student Tutor and Reader Exception Requests
- All other employment exception requests

**Graduate Division Policy and Procedures Links:**

- [Chapter 3: Exceptions to Policy](https://forms.gle/AFQiU54cnXZiXt3o8)
- [Chapter 9: Guide for Non-Students](https://forms.gle/AFQiU54cnXZiXt3o8)
- [Employment Forms](https://forms.gle/AFQiU54cnXZiXt3o8)

**EMPLOYMENT EXCEPTION REQUEST GUIDELINES**

Departments requesting an exception to the 50% cap, should submit an Employment Exception Request form and any additional documentation to Graduate Division Financial Support Unit via Google Form ([https://forms.gle/AFQiU54cnXZiXt3o8](https://forms.gle/AFQiU54cnXZiXt3o8)). A separate form should be submitted for each student. The exception request is initiated by the funding source requesting the exception.
Request Details
Departments must provide student data and all relevant information related to the student’s proposed employment for the quarter(s) requested. Please see Chapter 3: Exceptions to Policy for specific details. The request must be signed by the student’s academic Department Chair or Program Director, and all funding sources, and be approved by the student’s academic advisor.

Employment Exception Request Form: https://tinyurl.com/yywqgb5j
Form Instructions: https://collab.ucsd.edu/x/bKUwBQ

NON-STUDENT TUTORS AND READERS EXCEPTION REQUEST GUIDELINES – NEW from FALL 2020
Effective Fall 2020, departments requesting to hire a Non-Student Tutor and/or Reader should submit an exception form and biography form to Graduate Division Financial Support Unit via Google Form (https://forms.gle/AFQiU54cnXZiXt3o8). A separate form should be submitted for each student. Please see Chapter 9: Guide for Non-Students and Non-Student Tutor Reader Appointment Process for further details on completing the exception request.

Non-Student Tutors and Readers Exception Form: https://tinyurl.com/yyq9vyd7
Biography Form: https://tinyurl.com/y5qeoq3m
Form Instructions: https://collab.ucsd.edu/x/ju8RBg

Please allow 5 business days for processing. During the peak months before each quarter, please allow an additional 5 business days for processing.

Please let us know if you have any questions. Thank you!

Best wishes,
Kacy

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Working Remotely as of 3/17/20