Good Afternoon 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 2019-2020 departmental spring evaluation on file before a request for an exception can be considered.

**Employment Exception/NST Request Submission Process:** Please continue to complete your Employment Exception Request Form OR Non-Student Exception Request Form and submit to our team via the 2020-2021 Employment Exception Requests Google Form for the remainder of the Academic Year.

**Employment exception requests should be submitted BEFORE the proposed service period begins.** Please allow a minimum of 5 business days for processing. During the peak months before each quarter, please allow an additional 5 business days for processing.

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**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.

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 manual that is available on our Collab space, Graduate Division Collab Site for Campus Partners.

**Graduate Division Policy and Procedures Links:**

Chapter 3: Exceptions to Policy  
Chapter 9: Guide for Non-Students  
Employment Forms

**EMPLOYMENT EXCEPTION REQUEST GUIDELINES**

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. A separate form should be submitted for each student. The exception request is initiated by the funding source requesting the exception.

**Employment Exception Request Form:** [https://tinyurl.com/yywqqb5j](https://tinyurl.com/yywqqb5j)  
**Form Instructions:** [https://collab.ucsd.edu/x/bKUwBQ](https://collab.ucsd.edu/x/bKUwBQ)

**NON-STUDENT TUTORS AND READERS EXCEPTION REQUEST GUIDELINES**
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. Please see Chapter 9: Guide for Non-Students and Non-Student Tutor Reader Appointment Process for further details on completing the exception request. A separate form should be submitted for each proposed hire.

**Non-Student Tutors and Readers Exception Form:** [https://tinyurl.com/yyq9vyd7](https://tinyurl.com/yyq9vyd7)

**Biography Form:** [https://tinyurl.com/y5qeoq3m](https://tinyurl.com/y5qeoq3m)

**Form Instructions:** [https://collab.ucsd.edu/x/ju8RBg](https://collab.ucsd.edu/x/ju8RBg)

If you have any questions, please submit a ticket via the Services & Support Portal (select UCPath-Student Support and UCPath-Graduate Student Academic Personnel Policy).

Thank you!
Courtney, Kacy, and Laura

**Financial Support Unit Employment Team**
**Graduate Division, UC San Diego**
9500 Gilman Drive
La Jolla, CA 92093-0003
grad.ucsd.edu

Click this link to join the Grad Student Employment Microsoft Team!

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