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From: gradcoords-l-bounces@mailman.ucsd.edu on behalf of grademployment <grademployment@UCSD.EDU>
Sent: Tuesday, September 7, 2021 11:06 AM
To: gradsup@ucsd.edu; 'GRADEMP-L@ucsd.edu'; gradcoords-l@ucsd.edu
Subject: [Gradcoords-l] Fall 2021 Employment Exceptions and Non-Student Tutor/Reader Requests

Greetings!

This is a reminder that graduate students are not allowed to be employed over 50% during the academic year, which begins **Monday, September 20, 2021**. 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.

Employment Exception/NST Exception Submission Process

Please complete your [Employment Exception Request Form](#) OR [Non-Student Exception Request Form](#) and submit to the Graduate Employment team via the [Financial Support Exceptions](#) Google Form.

Deadline

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. Please review the [Graduate Financial Support Calendar](#) for review periods and deadlines.

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. As not all funding sources will have access to students' academic data, we request the home academic department help with completion of student information and proposed employment.

Employment Exception Request Form: <https://tinyurl.com/surdd4be>

Employment Exception Request Guidelines: <https://collab.ucsd.edu/x/IGIRBw>

Form Instructions: <https://collab.ucsd.edu/x/bKUwBQ>

NON-STUDENT TUTORS AND READERS EXCEPTION REQUEST GUIDELINES

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](#) 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/5z6tc9v>

Biography Form: <https://tinyurl.com/myzamtwj>

Non-Student Tutor and Reader Appointment Process: <https://collab.ucsd.edu/x/X-8RBg>

Form Instructions: <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!

Financial Support Unit Employment Team

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[Click this link to join the Grad Student Employment Microsoft Team!](#)

