Chapter 4: Exceptions to Policy

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- **Non-Degree Student on Academic Titles**

Departments should be aware of the following exceptions to policy and/or use of titles:

- Academic year appointment(s) greater than 50% time
- Academic Student Employees
  - Associate or Teaching Assistant appointments for less than the entire quarter or mid-quarter change in percent time
  - Associate-in-Lieu in other than approved programs
  - Tutor in other than an approved program
- Graduate Student Researchers
  - Graduate Student Researcher (GSR) not meeting eligibility requirements
  - GSRTF on extramural funds not automatically accepting T/F remission charge
- Non-degree students on academic titles (ex. EAP Program)

**Academic Year Appointments Over 50% Time**

**U.S. Citizens and Permanent Residents**

The employment of a graduate student over 50% time during the academic year requires the prior written approval by:

1. All funding sources involved
2. The student’s graduate academic (Home) Department Chair
3. The Dean of the Graduate Division

Additionally, the endorsement of the student’s academic advisor is required. A separate letter should be submitted for each student. Do not combine the names of several students in one letter. The exception request is usually initiated by the funding source requesting the exception.

In general, a request for exception up to a maximum of 75% time will be considered.

⚠️ IMPORTANT: Students appointed over 50% may be eligible for core benefits as outlined in Chapter 21.

**International Students**

An international student in F-1 or J-1 status is restricted to on-campus employment of a maximum of 50% time (20 hours per week) during the academic year. During the summer, 100% employment is allowed (depending on the student’s academic department support policy) if the student intends to enroll full time Fall quarter and meets all other eligibility criteria.

No exceptions are permitted to this rule. Contact the Global Education Division with questions.

**Exception Letter Guidelines**

1. Addressed to Dean of Graduate Division
2. Student name, proposed title, title code, percentage of effort, relevant class or course, quarter or date range, and pay rate. **A change in title code, percentage of effort, class or course, or dates will require a new approval.**
3. Reason for hire and/or justification for this specific person
   a. The department should show that the student is truly outstanding – for example, for those proposed appointments over 50%, that include a Teaching Assistant or Associate appointment of any kind, the department should include student teaching evaluations and/or CAPE reports demonstrating that the student has received consistently positive student evaluations.
   b. Where the student teaching evaluations or CAPES scores have scores of less than 75% in the last 2 academic years, departments should provide additional information in the letter addressing the low scores. For example, the department could describe the concrete approaches they will use to improve the student’s teaching performance.
   c. There must be a current departmental spring evaluation on file with the Graduate Division indicating that the student is making excellent progress. If the spring evaluation indicates any deficiencies, these should be addressed by the student’s academic department/group in the exception letter.
4. Department or program self-certifications:
   a. The request must state that the student is a U.S. citizen or permanent resident
   b. The student must be in good academic standing (must have a minimum 3.0 GPA)
   c. The additional appointment will not detract from the student making good academic progress
   d. That the additional position is not taking away support from another student without full support
   e. NEW/Effective Winter 2020: If the student falls within the parameters identified in the Graduate Funding Reforms, please also certify that the student is receiving financial support equal to or above the minimum support levels set forth by Graduate Division, effective Winter 2020.

5. The letter 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.

6. Click here for an exception letter template.
   a. Please include signature line on request letter for Dean of Graduate Division as show on template above.

**Academic Student Employee (ASE) Exceptions**

**Associate (teaching a course) or Teaching Assistant (TA) Appointments Less Than Entire Quarter and Change in Percent Time**

It is an exception to appoint a Teaching Assistant for less than the entire quarter or to increase the percent time mid-quarter. The action requires pre-approval by staff in the Graduate Division Financial Support Unit (FSU). The FSU staff will determine if the situation also requires a formal exception letter and consideration by the Dean of Graduate Division. The action also requires special coordination with the Payroll Office since paychecks are not automatically generated.

TAs have a pay period in the Payroll system (three full months) but a service period of the actual quarter dates. If a student does not work the entire quarter (begins late or ends early) or changes the percent time mid-quarter, the action requires that you calculate the TA daily rate of pay with FSU staff assistance. Chapter 10, Guide for Teaching Assistants, provides information for computing the TA daily rate of pay (see also TA Daily Rate of Pay).

Also, be aware that if the student does not work the equivalent of 50% time for half of the quarter, they will become ineligible for the TAHI/TAFE payments and will be billed by the University. This is another reason why you must contact FSU staff prior to inputting the action into the Payroll system.

**Associate (in-lieu-of-TA) Title in Other Than Approved Programs**

The Associate (in-lieu-of TA) title has been approved for specific programs including:

- Department of Cognitive Science
- Department of Political Science
- Department of Psychology
- Department of Sociology
- Teaching + Learning Commons, Center for Engaged Teaching
- The Division of Biological Sciences

Any other departmental usage requires the approval of the Dean of the Graduate Division.

**Tutor Title in Other than Approved Programs**

Only programs that have received prior approval by the Graduate Division may use the Tutor title code.

**Graduate Student Researcher Exceptions**

**GSR Not Meeting Eligibility Criteria**

It is an exception to appoint a Graduate Student Researcher on Tuition/Fee Remission who does not meet all of the five criteria for appointment (refer to Chapter 8, Guide for Graduate Student Researchers, page 8-2). A request for exception must receive pre-approval from the Dean of the Graduate Division.

**GSRTF on 99100A or Other Funds Not Automatically Accepting T/F Remission Charge**
There are some 99100A funds do not allow GSRTF such as American Cancer, American Heart, and March of Dimes; therefore, all GSRTF charges on a
general fund (99100A) go through a clearing account managed by the Director, Graduate Student Financial Support.

Prior to hiring a GSR on a 99100A fund, the hiring department must submit a “GSRTF Clearing Account or Recharge Action Form”. The form is available
on the Employment Forms page.

Non-Degree Student on Academic Titles

The appointment of a non-degree graduate student (a student admitted to Non-Degree status) on an academic title requires prior written approval by the
student’s graduate department/group Chair and the Dean of Graduate Division. Exceptions will be considered if all degree students in the department are
fully supported and that the non-degree student is not taking away support from a degree student (a student admitted for a Master’s or doctoral degree).