4. Exceptions to Policy

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

1. Appointment(s) greater than 50% time
2. Student admitted in non-degree status (ex. EAP Program)
3. Titles:
   a. Associate-in-Lieu if not an approved program
   b. GSR tuition remission on extramural funds or not meeting eligibility criteria
   c. Teaching Assistant less than entire quarter
   d. Tutor in other than an approved program

1. Academic Year Appointments Over 50% Time

U.S. Citizens and Permanent Residents only

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

   a. All funding sources involved
   b. The student’s graduate academic (Home) Department Chair
   c. The Dean of the Graduate Division

In addition, the student’s academic advisor’s endorsement is also 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.

Note: The Dean will not approve a Graduate Student Researcher position over 49.99%, although he/she may approve a 49.99% GSR in combination with another 25% title such as Teaching Assistant or Reader.

Exception Letter Guidelines:

1) The request must state that the student is a U.S. citizen or permanent resident.

2) The letter must be approved by the student’s academic Department Chair, the student’s academic advisor, and all funding sources.

3) The Dean’s criteria for considering an exception should be addressed in the letter. These are:
a. That the student is truly outstanding (must have a minimum 3.0 GPA) and that the additional appointment will not detract from the student making good academic progress.

b. That the additional position is not taking away support from another student without full support.

c. The student must be in good academic standing and there must be a current departmental spring evaluation on file in 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.

**International Students (F-1 and J-1 status) Guidelines:**

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 International Center with questions.

2. **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 the 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).

3. **GSR on Tuition-and-Fee Remission (GSRTF) Exceptions**

a. GSRTF on extramural funds not automatically accepting T/F Remission charge:

There are some extramural funds that do not allow GSRTF such as American Cancer, American Heart, and March of Dimes; therefore, all GSRTF charges on a general fund (19900) go through a clearing account managed by Kathryn Murphy, Graduate Division, x43724.

Prior to hiring a GSR on an extramural fund that does not allow GSRTF, the hiring department must submit a “GSRTF Clearing Account or Recharge Action Form”.
b. GSRTF 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, pages 1-2, Graduate Student Researchers). A request for exception must receive pre-approval from the Dean of the Graduate Division.

4. **Teaching Assistant for Less than the Entire Quarter or a Mid-Quarter 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 Financial Support Unit (FSU) of the Graduate Division. The FSU staff will determine if the situation also requires a formal exception letter and consideration by the Dean of the 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.

Also, be aware that if the student does not work the equivalent of 50% time for half of the quarter, he will become ineligible for the TAH/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.

5. **Use of Tutor Title in Other than Approved Programs**

Only programs that have received prior approval by the Graduate Division can use the tutor title code.

6. **Use of 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 the Center for Teaching Development, Department TA Training and Development, The Division of Biological Sciences, and the Department of Psychology. Any other departmental usage requires the approval of the Dean of the Graduate Division.