Petition for Over 50% Appointments for Graduate Students

**IMPORTANT:** The total of all appointments during the academic year may never exceed 25 hours/week if the student will be working in an hourly position. This is equivalent to a 62.5% position. Requests to exceed that limit will be denied regardless of circumstance.

For a student to be appointed more than 50% in any capacity, the department must petition the Graduate School for an exception to the 50% rule prior to the appointment. A student may be appointed up to 100% during the summer without filing an exception.

Student fill out and electronically sign the first section, forward to advisor who will finish the form, electronically sign it, and email it to gretchen.oconnell@colorado.edu or by clicking the submit button below.

**Section to be filled by student requesting the exception, all information is required:**

Name: _____________________________________________

Department: ___________________________________________ Student ID: ______________________________

Email Address: _____________________________________________

Term/Year of when the overload will occur: ___________________________

Combined Total of all appointments: _________________________________

a) Details regarding the additional appointment (date/length of appointment, percentage of time, type of work, benefit to student, etc.)

b) Current academic status (status of graduate career, GPA, dissertation progress, etc.)

Signature of Student: _____________________________________________

**Section to be filled by Academic Advisor:**

Name of Academic Advisor: _________________________________

Email: _____________________________________________

I approve of this overload appointment and will monitor the student’s academic progress to ensure that the additional work does not negatively affect their studies. Yes ☐ No ☐

Additional Comments: _____________________________________________

Signature of Academic Advisor: _________________________________

Submit to Graduate School for Approval

Revised 7/14