

Request for Exception Allowing Additional Work for Graduate Assistants

**NOTE: Both student and requester need to notify the hiring department of additional work.
Submit completed form to GATW@nau.edu**

NAME:	NAU ID:
NAU EMAIL:	DATE:
DEGREE/PROGRAM:	
ADVISOR/MAJOR PROFESSOR:	
NAME OF REQUESTER:	PHONE:

Is the additional work for the same department that grants the student's assistantship?

Yes No

Department for which the additional work will be completed: _____

Supervisor's name (for the additional work): _____

Additional work/tasks that will be completed:

Is the student a:

GTA GRA GSA

Is the GA an International Student?

Yes No

If yes, a signature from the CIE/ISSS advisor is required: _____ Date: _____

Length of time for the additional work?

Fall Spring Both

Number of hours per week*?

*5 hour maximum

or

One-time pay

Reason for Request. Include the description of the current position and nature of additional work.

Name of GA supervisor: _____

Approval of GA Supervisor** : _____ Date: _____

Name of Academic advisor: _____

Approval of Academic Advisor** : _____ Date: _____

** Electronic Signatures and/or printed names are permitted in the space provided. **Email completed form to GATW@nau.edu**

Graduate College Use Only

Date of Approval:	Date of Dpt. Notification:	Date Entered:
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