

Graduate College

**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](mailto: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\*? \_\_\_\_\_

or

One-time pay

\*5 hour maximum

**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](mailto:GATW@nau.edu)**

**Graduate College Use Only**

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