

## Graduate Assistant Appeal to Work 21-25 Hours

ACAF 4.00 specifies that graduate students may only be employed as Graduate Assistants for 10-20 work hours per week. Exceptions may be approved for students to work a total of 21-25 hours per week in circumstances that apply to their program of study or career aspirations. Please limit the request to one academic year (Fall/Spring/Summer).

**Note: Additional hours are not available for International Students.**

*Identify the following key points explicitly:*

Student Name USCID

Term(s)/Year requested

Degree Program

GPA

How much of the program has been completed?

Professional/career goals:

What is the nature of the “overload” responsibilities for which this appeal is being submitted?

How will the assistantship “overload” make a contribution to professional/career goals?

How much beyond 20 hours is being requested; total assistantship hours?

What is the strategy to ensure/monitor that assistantship duties do not overwhelm progress to degree?

Include (a separate email or letter is fine) a note of support from a major professor (advisor), Graduate Director, Department Chair or Dean in support of the appeal, to suggest that this additional work will not harm the student’s efforts to earning the degree objective.

Send appeal form and note of support to  
Dr. Murray Mitchell, Senior Associate Dean of the Graduate School  
1705 College Street, Suite 552 Close-Hipp Building  
[mmitchel@mailbox.sc.edu](mailto:mmitchel@mailbox.sc.edu)

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