



Application for Approval of External Employment

Per ORE Policy:

- Graduate students, in good academic standing, may, with appropriate approval, work a maximum of 10 hours per week.
- Such employment must be approved in advance in writing by the Students Program Director for first year students and by Program Director and Thesis advisor for those students who have entered a laboratory or who transfer or are directly admitted to a laboratory.
- The Office of Research Education and the Students advisory/ thesis committee must also be informed of any students approved for external employment.
- External employment must not conflict with any required elements of a student's PhD training. Examples include but are not limited to: classes, assessments, seminars, journal clubs, lab meetings, retreats and other required program or ORE activities.
- Students must remain in good academic standing in order to continue their external employment.
- Approvals must be reviewed and reported by the student's Program and Advisory committee every 6 months. Students will attest that they have not exceeded approved hours.

Applicant:

Student: _____

SID: _____

Program: _____

Description of employment: _____

I have read and will comply with the above ORE policy on external employment.

Signature: _____

Date: _____

Approvals:

_____ is in good academic standing and is approved for up to 10 hours per week of external employment as described above. Proposed employment does not conflict with Program requirements or PhD training.

Program Director:

Signature: _____

Date: _____

Thesis Advisor:

Signature: _____

Date: _____

ORE (Assistant Dean for Student Affairs) informed;

Initials: _____

Date: _____