

# Graduate Student Work Limit Overload Petition

(Request to work at Lehigh more than 20 hours per week during an academic semester)

Because students enroll at Lehigh University with the primary purpose of completing an academic course of study, a student's academic success is the University's first consideration in establishing student workload policies and making exceptions to those policies. Lehigh University limits students' **paid work to 20 hours per week** during the semester. While some graduate students working at Lehigh are paid on an hourly basis, most graduate students are employed in RA/GA/TA positions calling for 20 hours of work per week. Thus, the Lehigh workload should average **no more than 20 hours per week** during an academic semester.

The policies for summer and winter intersessions are a bit different: If a student (1) is registered for classes in each semester of an academic year, and (2) works an average of 20 hours per week during these semesters, and (3) is not enrolled in courses during the winter intersession or the summer, that student may work full time (40 hours per week) during the winter intersession and the summer.

For semesters in the academic year, students may petition to exceed the 20-hour standard limit and work **up to 25 hours per week**. Students must be compensated for this additional work, and they must record their work hours on time sheets each week.

Graduate student work overload petitions must be approved by the graduate associate dean in the student's home college.

## Student Information

<b>Name:</b>		<b>LIN:</b>	
<b>College:</b>		<b>Department:</b>	
<b>Phone Number:</b>		<b>Email Address:</b>	
<b>When requested work overload would occur:</b>	<input type="checkbox"/>	Fall semester	<b>Year</b>
	<input type="checkbox"/>	Winter intersession	
	<input type="checkbox"/>	Spring semester	<b>Academic Adviser Name &amp; Email Address:</b>
	<input type="checkbox"/>	Summer session	

## Academic Information

In the space below, please identify your academic standing (good standing, probation, suspension) and where you are in your program of study (just beginning, half-way through, near end), along with your status in terms of degree milestones (such as thesis, general examination, comprehensive examination, dissertation proposal, submission of final document and defense). Describe your planned course load for the requested overload semester.

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In the space below, please provide any additional information about your academic progress that you believe would be helpful for the dean to consider when reviewing your petition. This might include information about your schedule during the requested overload semester, how you expect to manage your academic and employment responsibilities, and any special circumstances you might have.

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### Information about Work Assignment(s)

Please list the relevant information for each work assignment you expect to hold; place where you work, work title or duties, and hourly commitment for each position during the overload semester. Please include both on-campus and off-campus jobs; attach an additional sheet for additional positions if necessary.

	Primary Work Assignment	Additional Work Assignment
Lehigh unit name and office (e.g., Lehigh Chemistry Dept):		
Your work title/duties:		
Commitment in hours per week:		
Supervisor name:		
Supervisor email:		
Supervisor phone #		
Any other work-related info you feel the dean should know:		


 If necessary, the student should attach additional sheet(s) with information about any other on-campus or off-campus work assignments. 

### Signature & Confirmation

By signing below, I confirm that the information above is accurate to the best of my knowledge.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Date Signed

 Submit this form, with attachments of information about any additional jobs, to your College graduate associate dean's office. 