

# **AUBURN UNIVERSITY**

## **Graduate Assistantship Workload Policy**

Graduate students may not normally hold an appointment of more than 50 percent, whether the appointment is from a single unit or multiple units. This policy also applies to internship appointments (whether called an internship or externship). Graduate students may hold multiple assistantships (assistantships and/or hourly employment) from one or more units on campus, but the cumulative appointments cannot add up to more than a 0.50 FTE (20 hours per week) appointment. This allows the students the time needed to devote to their academic programs. An exception is automatically allowed in the special case of a graduate assistant assigned to teach one four credit course and one three/four credit course. In such cases, appointments will be made at 0.58/0.67 FTE, respectively. Other exceptions may be requested, with compelling academic justification, in writing to the Provost by the dean. For multiple assistantships from different units, coordinating approval memos from the home unit and the hiring units are required. Please note that federal regulations limit the cumulative appointment for international graduate students to no more than a 0.50 FTE (20 hours per week) appointment.