



Graduate Assistant Supplemental Assignment Request for Exception

In general, students who have appointments as Graduate Assistants are not allowed to hold additional appointments at Northeastern. On rare occasions, an exception may be granted for a supplemental assignment.

To request an exception to this policy, Graduate Assistants who would like to be employed in additional NEIU appointments must submit this form and a supporting letter to request permission to accept a supplemental assignment at NEIU. This request should be submitted to the Associate Dean of the College of Graduate Studies and Research at graduatestudies@neiu.edu.

The letter must briefly address:

1. the nature and time commitment of the additional appointment
2. the courses planned to be taken, and other academic requirements to be undertaken, during the time period of the overlapping assignments
3. an explanation of how the two appointments promote the student's academic goals, and how they will be managed while maintaining excellent academic performance

Prior to submitting the request to CGSR, the letter and this form must be reviewed and approved by the student's graduate advisor.

STUDENT INFORMATION (Please Type or Print) **Date:** _____

Family or Last Name: _____ **First Name:** _____

NEIU ID: _____ **Phone:** _____

NEIU E-mail Address: _____

Expected Graduation Date (Required): _____ **Term:** _____ **Year:** _____

Graduate Program: _____

Reviewed by	Supported	Not Supported	Print Name	Signature	Date
Graduate Program Advisor	<input type="checkbox"/>	<input type="checkbox"/>			
NEIU College of Graduate Studies and Research	<input type="checkbox"/>	<input type="checkbox"/>			