

## **Ed.D. Students Opting to Work more than 20 Hours per Week**

In December, 2010 GSE altered the policy regarding the number of hours full-time Ed.D students can work at the University while in their program. The standard 20-hour appointment remains the normal working commitment. However, on a case-by-case basis with pre-approval from a Division Chair where the work aligns with the student's scholarly/professional interests students can work up to 28.5 hours per week.

### **Student Assignment in Penn**

1. The standard working appointment in GSE is for 20 hours paid service per week for full-time or half-time Ed.D. students during the fiscal year.
2. Paid service in Penn over the 20 hour limit may be allowed on a case-by-case basis, but must be relevant to the student's academic program of study and approved by both the Division Chair and GSE's Payroll Administrator. The student must make a written proposal including:
  - the nature of the proposed assignment,
  - the relevance of the proposed work to his/her academic program,
  - the average proposed hours/week and total duration of the assignment, and
  - a list of all University work assignments in the current fiscal year (July 1- June 30).

The proposal should be submitted to the Division Chair for approval on academic grounds and the Payroll Administrator for verification of compliance to University and federal regulations.

The following form will assist in the management of such an arrangement.

**Graduate School of Education  
University of Pennsylvania**

**Proposed Student Assignment**

*This form must be filled out and approved when students are working more than 20 hours per week.*

Name: \_\_\_\_\_

Penn ID Number: \_\_\_\_\_

1. Nature of proposed extra assignment
2. The relevance of the proposed assignment to academic program.
3. Average proposed hours/week and total duration of the service assignment.
4. List all University work assignments during the current fiscal year.

Division: \_\_\_\_\_ Division Chair: \_\_\_\_\_

\_\_\_ Approved      \_\_\_ Denied

Signature of Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Payroll Administrator: \_\_\_\_\_ Date: \_\_\_\_\_