

Proposed addition to IX. Other Concerns and Considerations

4. Additional Employment

According to the [GA Handbook](#), full-time GAs (20 hrs/week) are not permitted to take on additional employment at UMBC or other Maryland State agencies during the fall or spring without prior approval from the Graduate School. Please consult all relevant information; international students should also review [ISSS policies](#).

If you are considering taking on additional work, please first talk with your faculty advisor. Requests are unlikely to be approved if you have an unresolved Incomplete or are not meeting key program milestones (e.g., a third-year student who has not yet proposed their thesis; see IV. Target Dates and Milestones on page 36 of the HSP Handbook. If your advisor denies the request, you may appeal to the HSP Director. The HSP faculty will discuss your appeal. The Graduate Program Director (GPD) will not sign the Graduate School's *Request for Additional Service or Employment* form without your faculty advisor's endorsement unless the HSP faculty approve the appeal.

Although the Graduate School does not require approval for employment outside UMBC or Maryland State agencies, we strongly recommend discussing such opportunities with your advisor before committing. This ensures that the additional work will not interfere with your coursework, research, or assistantship duties.