

**Graduate Student Petition
Work outside the Department of English**

Petition for Ph.D. students to work outside the Department of English during the academic year. Please fill out the form and submit it to the Director of Graduate Studies. See the Work Policy below.

Name:
SMU ID#:

Briefly, reason for working outside the Department:
Place of employment:

In accord with the terms of the Work Policy below, I understand

- that I am limited to 8 hrs/wk of employment during the academic year;
- that I may forfeit the privilege of extending deadlines on major stages if the Department determines that a failure to meet deadlines is a result of this external work;
- that a failure to make progress toward the degree may result in a withdrawal of permission to work outside the department or, in some cases, a termination of funding.

Student's Signature

date

DGS

date

Chair of English

date

Graduate Student Work Policy

1. Doctoral studies is a full-time job; we encourage students to treat it as such. To that end, SMU provides a generous stipend to each graduate student. However, the English department understands that extenuating circumstances and paid research opportunities might arise. As such, the department allows graduate students to seek and to hold outside employment under the following conditions.
2. Students have to disclose external employment and have it approved by the DGS and the department Chair.
3. No student may take on more than 8 hours of additional work per week during the academic year (i.e., August 1-May 31).
4. Students may not work during their first year in the program.
5. Any student who takes on extra work may automatically forfeit the privilege of extensions on any major stages in the program if the PhD committee determines the delay is a direct result of the student's outside labor. Major stages include the language exam, the written exam, and the prospectus defense. Further, a student may not hold outside employment if the PhD committee identifies a lack of progress on the dissertation.
6. Students on academic probation, or those who are already behind exam deadlines, may not hold outside employment.
7. The PhD committee reserve the right to end the student's fellowship immediately should it determine that s/he missed any one of these deadlines as direct result of having outside employment.