

DG1b (Optional) Form: Additional Work Commitment Acknowledgment

Purpose

This acknowledgment aims to promote balance between academic success and financial wellbeing for full-time graduate students on full-time assistantships (20 hours/week). We recognize the value and sometimes necessity of additional employment during your graduate studies and encourage thoughtful consideration of your workload capacity. We recommend this form for all students, but it will be applied to all students who start fall 2025 and beyond.

Acknowledgment

I, , understand that:

1. My graduate program, including coursework, research, thesis/dissertation work, and assistantship responsibilities, typically requires at least 40 hours per week of dedicated effort.
2. Taking on additional employment beyond my assistantship is recommended to be limited to 15 hours or less per week during semesters in which I have an assistantship and am enrolled as a full-time student taking classes or credits for my thesis or dissertation.
3. During extended CSU breaks (winter break, summer break), I may work as many hours as I choose without restrictions.
4. Should my academic performance, research progress, or assistantship work fail to meet expectations, I agree to:
 - Discuss concerns promptly with my advisor and assistantship supervisor
 - Collaboratively develop a plan to address any issues
 - Consider adjusting my additional work commitments or, if necessary, taking a leave of absence from CSU until the situation is resolved
5. I understand that my [Graduate Assistantship](#) is contingent upon fulfilling the terms and responsibilities of the position, and performance concerns may affect the continuation of my assistantship funding.

Graduate Committee Statement

The JMC Graduate Committee recognizes and respects that financial circumstances often necessitate additional employment. This acknowledgment is not intended to prohibit such work, but rather to encourage reflection on priorities and workload sustainability. We are committed to supporting your success both academically and personally.

By signing below, I confirm that I have read and understood this acknowledgment.

Signature

Date

Advisor Signature

Date