


September 4, 2007

MEMORANDUM

TO: Department Administrative Officers
Department Chairs
Directors of Graduate Studies

FROM: J. H. Hogge 
Associate Dean

RE: Employment Guidelines for Graduate and Professional Students

Please follow the following guidelines and procedures in regard to maximum number of hours per week for which graduate and professional students may be employed.

EdD Students in "New" Program

Because Students enrolled in the weekend EdD program of the Department of Leadership, Policy, and Organizations (DLPO) take only six credit hours per semester, they may work full time at Vanderbilt University or elsewhere. No prior approval from the Peabody Dean's Office is required.

EdD Students in "Old" Program

Students enrolled in DLPO's old EdD program are subject to the same work rules as PhD students (see below).

Master's Students

With the approval of their departments, students enrolled in a Peabody master's (MEd or MPP) program may be employed for up to 29.5 hours per week if they are enrolled for no more than nine credit hours in the fall or spring semesters and no more than six credit hours in the summer. No prior approval from the Peabody Dean's Office is required.

PhD Students (and EdD Students in "Old" Program)

PhD students who have not yet achieved doctoral candidacy may be employed for up to 20 hours per week (29.5 in the summer, provided no courses are taken). PhD students who have achieved doctoral candidacy may work up to 29.5 hours per week in the fall or spring with the approval of their advisor, Director of Graduate Studies, department chair, and the Dean's Office. Please route requests, including advisor's, DGS's, and chair's endorsements, to me.