



Temporary Graduate Assistantship Remote Work Request

Graduate students appointed as graduate assistants or graduate fellows are expected to be in residence in Louisiana and available to be on campus to complete assistantship or fellowship duties unless approved by the Graduate School and the Office of Human Resources. **This form should be used to request approval of remote assistantship/fellowship.** Please note that, because the University has determined that individuals who are outside of the United States cannot be paid stipends or be asked to complete duties in return for a tuition waiver, completion of remote assistantship or fellowship duties from abroad will not be approved.

This form should be submitted by the graduate coordinator or assistantship/fellowship supervisor. Prior to submission, the request should be reviewed and approved by the appropriate department head, school director, or other administrative unit head.

Questions should be directed to the Dean of the Graduate School, Dr. Mary Farmer-Kaiser, at mary.farmer-kaiser@louisiana.edu.

Graduate Assistant / Fellow Name:	
Graduate Assistant / Fellow ULID:	
Supervisor:	
Assigned Department/Unit:	
Proposed Remote Work Location (address):	
Proposed Period of Remote Work:	
Graduate Student Phone Number:	
Supervisor Phone Number:	
Department Head:	

Describe below the assigned duties and proposed plan for continuation of these duties remotely.

Describe below the proposed plan for monitoring progress and/or completion of these duties remotely.

What is the justification for remote work? Include proposed duration of remote work.

By submitting this continuity plan, I agree to the following:

- I have discussed this proposed remote work request and my expectations with the graduate assistant/fellow.
- I have confirmed that the graduate assistant/fellow has the necessary information and equipment needed to complete the proposed duties remotely.
- I have discussed this request with my supervisor and they have approved the request as proposed here.

**Requests should be sent, using your UL Lafayette email, to
GradSchoolApprovals@louisiana.edu.**