

PERMISSION GUIDE Dual Status for Students & Employees

Undergraduate and Graduate Students becoming Employees

Current Student Status	Request for OSU Appointment	Required Action
Undergraduate	< .50	None
Undergraduate	.50 or >	Approval from HRM , AVP-OHR
Graduate	Seeking an administrative/professional faculty, classified, temporary, or academic wage position INSIDE or OUTSIDE his/her graduate department/program (regardless of FTE)	Approval from HRM , AVP-OHR
Graduate	Seeking an Academic Teaching/Research appointment (regardless of FTE)	Approval from the Graduate Dean (approved exception to OAR 580-020-005)

Employees becoming Graduate Students

Current Appointment Type	Employment Percent	Enrolling As Student	Required Action
Administrative/Professional Faculty, Classified, Temporary or Academic Wage Employee	Seeking admission in a graduate program INSIDE or OUTSIDE his/her employing department (regardless of FTE)	Graduate	Approval from HRM , AVP-OHR
Academic Teaching/Research Employee	Any	Graduate	Approval from the Graduate Dean (approved exception to OAR 580-020-005)

Key:

HRM / Business Center Human Resources Manager (primary)

AVP-OHR / Assistant Vice President-Office of Human Resources (back-up)

Faculty as Student Policy: <http://gradschool.oregonstate.edu/admissions/faculty-as-student>