

**Policy and Procedure Document
Virginia Institute of Marine Science
William & Mary**



Number: PPD - 0603
Subject: Limits on Workshop Hours

Workshop allows graduate students enrolled at William & Mary's Batten School of Coastal & Marine Sciences & VIMS to expand the breadth and depth of training while supporting the operational needs of the Virginia Institute of Marine Science. A graduate student is eligible for workshop if they are in good academic standing, making satisfactory progress as defined by university degree requirements and regulations of the Batten School of Coastal & Marine Sciences & VIMS, and fulfilling assistantship duties as assigned, if applicable. A particular workshop assignment may be recurring, but assignments are generally short-term in duration. Workshop availability is not promised or guaranteed.

International students in valid F-1 or J-1 status are limited to 20 hours of work per week during the fall and spring semesters, but may work more than 20 hours per week during Winter Break, Spring Break and Summer Break. International students should contact the Reves Center International Students, Scholars & Programs Office for further information.

Under no circumstances may a student work more than 29 hours per week (combined assistantship and workshop), averaged over the period June 1-May 31. The William & Mary Office of Human Resources and Payroll Office track hours worked by students.

Contact the Batten School & VIMS Office for Academic Affairs, for any questions regarding this policy.

Date: July 1, 2009
Rev.: July 12, 2012
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