

Graduate Assistantship Appointment Form

This form may be initiated by the supervisor or department chair of the employing department but must also include the signatures of appropriate personnel from the college offering the graduate program in which the student is enrolled, including the signature of the dean or his/her designee.

- The supervisor, dean or designee will explain the requirements for eligibility, workload, and stipend payments. The chair, dean, or designee will indicate whether a tuition waiver may be applied.
- The employing department indicates the semester(s) for which the assistantship is applicable, the amount of the stipend, and the budget from which the stipend and tuition (if applicable) is to be paid.
- After obtaining all the required signatures, the dean/designee will send the form to the Graduate School Director.

The Director of the Graduate School will review the request to ensure compliance with policies and obtain other required approvals from the Office of the Provost before forwarding to Enrollment Services. Personnel in that office will verify eligibility of the student to enroll in a graduate program and will assess tuition at the reduced rate and apply the mandated student insurance. The Registrar's Office will send the form to Human Resources so that the student will be hired as an employee and placed on the payroll for stipend payments.

All sections of the form are to be completed and filed with the appropriate departments by the end of the early registration period for the semester the student is seeking approval. Students may be hired in the Fall for both Fall and Spring. Otherwise, a form should be completed for each term, Fall, Spring, and Summer.

Graduate Assistants must be fully admitted to a graduate degree, diploma, or certificate program in regular status and enrolled in a minimum of nine (9) graduate semester hours for a full waiver or minimum of six (6) graduate semester hours for a partial waiver for each term the assistantship is held. (Graduate assistantships during the summer term require a minimum of six (6) graduate semester hours for a full waiver.) Graduate Assistants are required to maintain a 3.0 overall GPA. For exceptions and a more complete statement of policies, see *Graduate Assistantship Policies and Procedures* on the Graduate School website.

Student's Name _____ Student ID Number _____

Student's Major: _____

Employment Area: _____

Responsibilities: (List duties to be performed, not just the name of the position.) _____

Type of Graduate Assistantship (check one or more; see policies for definitions): Research (GRA) _____

Teaching/Instructor of Record (GTA) _____ Teaching/Faculty Assistant (GFA) _____

Program Assistant (GPA) _____ Graduate Student Assistant (GSA) _____ Doctoral Fellow _____

Semester in which the Assistantship is to begin: _____ Year _____

Assistantship is requested for (check one): Fall only _____ Fall and Spring _____

Spring only _____ Summer only _____

Note: If a GA resigns or is terminated prior to the end of this time period, the Director of the Graduate School should be notified and a termination PAR submitted to Human Resources to avoid overpayment.

Amount of stipend/semester: _____ Budget Account No. _____

Hours/week the GA is expected to work: _____ (Approval of provost needed if <19) _____

Tuition waiver: (check one if applicable)

Full Waiver –requires 19 hours/week and full-time enrollment: _____

Partial (1/2) Waiver – requires 10 hours/week and at least part-time enrollment: _____

No tuition waiver. Tuition is paid by: (Check one and provide information, if applicable.)

The student: _____

Scholarship or Third Party: _____ (identify)

Department/Division: _____ (identify)

Scholarship, Third Party, Dept/Division Account No: _____

Required Signatures (please write legibly)

Graduate Assistant Supervisor _____ **Date** _____

Chair\Director of Employing Department _____ **Date** _____

Dept. Chair or Program Director _____ **Date** _____

Academic Dean or Designee _____ **Date** _____

I accept this graduate assistantship and understand the polices that apply, to include academic eligibility, course load, reduction in tuition rate, mandatory health insurance requirement, and obligation to accurately report work hours.

Graduate Assistant _____ **Date** _____

The above student is eligible for enrollment in a graduate degree, certificate, or diploma program at Columbus State University and (if tuition has been waived) is to be assessed at the reduced rate for the term(s) stipulated and mandatory health insurance applied.

Graduate School Director _____ **Date** _____

Registrar or Designee _____ **Date** _____

Human Resources Director or Designee _____ **Date** _____