GRADUATE ASSISTANTSHIP FLOW CHART

Student Searches for Graduate Assistantship:
The student contacts Career Services or the department in which he or she desires an assistantship.

Student Applies for a Graduate Assistantship:
The student prints the Graduate Assistantship Application found online and delivers to the desired department.

Department Verifies Academic Eligibility:
Before hiring the student, the department verifies academic eligibility, which requires the student to be enrolled in six credit hours in the Fall/Spring semesters or one credit hour in the Summer semester and be in Good Academic Standing.

Student is Hired for Graduate Assistantship:
The hiring department customizes the Acknowledgement Letter and mails it to the student.

Student Accepts Graduate Assistantship:
The student returns the signed letter to the department, and a meeting is scheduled for the student to sign the Agreement Form.

Department Creates the Assignment:
The student must not be appointed for more than 20 hours per week.

Copies of Documents are Sent to the Graduate School:
The department returns a copy of the Acknowledgement Letter and the Agreement Form to the Graduate School.

Students requesting In State Tuition:
The department sends the Non-Resident Tuition Waiver Request Form to Ann Roberts in the Bursars office.