



## Related Policy Information

Please read the Graduate Assistant Handbook for a full listing of the related policies. The GA Handbook is available at <http://www.dev.stcloudstate.edu/-graduatestudies/ga/supervisors.asp>

- Only degree-seeking students fully admitted to a graduate program are eligible to hold a graduate assistantship.
- A full-time graduate assistantship (20 hours/week) requires full-time enrollment (8 master's credits or 6 doctoral credits).
- A part-time graduate assistantship (10 or 15 hours/week) requires enrollment in 6 master's or doctoral credits).
- BCIS regulations require that international students take a full-time load of eight credits per semester regardless of appointment type.
- A student must have and maintain a 3.0 GPA at the graduate level to be eligible for an assistantship.
- Students must be fully enrolled in the correct number of credits by the fifth day of the semester or their tuition remission will be in jeopardy.
- Forms submitted for ineligible students will be returned to the hiring department/unit.

## Instructions for Form Completion

### Part I:

- Please use this form to hire graduate assistants only.
- Submit complete information
  - 0940 indicates funds are allocated by the School of Graduate Studies
  - 0900 indicates funds allocated through a department, unit, grant, or other sources
  - 0930 indicates funds provided through financial aid. The student and department will be notified if these funds are available and the student is eligible.
- The hiring department is responsible for verification that adequate resources have been allocated to support the GA hire.
- Only graduate assistants funded through M&E monies are eligible for the tuition remission through the School of Graduate Studies. Graduate assistants funded through grants and contracts or revenue/student fees will have both the stipend and the graduate tuition remission charged to the account number provided. Or if the stipend and tuition are to be charged to separate accounts, please provide both numbers and funding sources.

### Part II

#### New Request

- Complete fully
- Salary – the total amount the student will be paid as a stipend.
- Term of Employment – the semester or term in which the graduate assistant will be employed by the hiring department or unit. Please note that official appointment dates follow the faculty start date for the fall/spring semesters and run through the last day of the term or semester.
- Account number – the assigned account number for the hiring department, unit or grant.
- Funding source – the origin of the funds (i.e., School of Graduate Studies, Department, College, Unit, Grant)
- Position Title – should match the position description form on file or attached to the Employment Request
- Please be accurate in noting if the position is over or under 50% teaching, coaching or research as this will have tax implications for the student.
- It is the department/unit and the student responsibility to ensure that the I-9 and W-4 forms are on file with the Business Services office, up to date, and accurate. Failure to do so will delay payment. Information on the documentation required to verify employment eligibility for domestic, resident alien, and international students is available in GA Handbook or as part of the employment contract templates.
- The department/unit must have a position description for each type of graduate assistantship on file with the School of Graduate Studies.
- It is expected that the hiring unit will provide the original signed contract for the Graduate Assistant appointment to the School of Graduate Studies and keep a copy in the department/unit records.

#### Change in Appointment

- Use this form to notify Graduate Studies of a change in employment such as a reduction of hours, stipend, or terms of employment

#### Termination

- It is the responsibility of the department/unit to notify the School of Graduate Studies promptly when a GA position has been terminated for any reason. Failure to provide timely notification will have financial consequences for the student and the hiring department.

### PART II: Approval of employment request

- Forms submitted without the appropriate signatures from the department chair or unit directors and the appropriate college dean or vice president will be returned unprocessed to the hiring department/unit.