

Request for Approval of Graduate Assistant Allocation

This form requests the **NEW** allocation of Graduate Assistant position(s) to the below listed program for the next Academic Year.

Department/Program: _____

Requested Allocation

Number of Graduate Assistants Requested: _____

Semester GA will begin (please circle): _____ FALL _____ SPRING

Academic Year: _____

Justification

[Please **attach** the reasons for requesting the allocation of a full-time (20 hrs. per week) or part-time (10 hrs. per week) graduate assistant for your department or program. See purpose and definition of the graduate assistant program below. Currently, Graduate Assistants are paid \$10,000 per year and reimbursed for full tuition costs. If your proposal exceeds these limits, please provide a budget table.]

APPROVALS:

Department/Program _____ Date _____

Dean/Program Director _____ Date _____

Director of Graduate Studies _____ Date _____

VP for Academic Affairs _____ Date _____

cc after VP signature to: Department/Program originator, Dean/Program Director, Director of Graduate Studies, Business Office

Return to: Pat Cichosz, Office of Graduate Studies, Maxwell 105

Purpose: Graduate assistantships provide graduate students with financial resources to assist them in the completion of their degrees. Students who hold assistantships experience educational and professional benefits by fulfilling selected faculty and staff functions that would otherwise be performed by regular faculty and staff members and, in so doing, receive valuable practical experience as they prepare for their careers following degree completion. A student holding a graduate assistantship, under the supervision of a WSU faculty member or administrator, may provide service to the University in a number of different ways such as administrative or faculty support services, curriculum development, tutoring, completing special project assignments, and the like. The responsibilities and benefits of assistantships vary, but, in general, students gain further instruction in knowledge and techniques in their fields; hone their research skills; develop professional skills including leadership and interpersonal effectiveness; and have collegial collaboration with advisors.

Definition: A graduate assistant is a student who has been admitted into a graduate degree program at WSU. The graduate assistant is a student who, under faculty or administrative supervision, assists in the conduct of the University's overall program.