

Graduate Assistant Appointment Form

Revised 2/15

To be completed by department at the time of decision to hire. Appointment may only span one academic year (including one summer term, if applicable). This form must be completed again if offering a current GA a second assistantship.

The _____ Department/Program recommends the appointment of the student listed below for a Graduate Assistantship.

Student Details:

Name _____ ID # _____

Anticipated graduation date: _____

Position Details:

Department/Program Cost Center: _____

GA will work _____ hours per week.

The duties of this Graduate Assistant will be:
(Only check **ONE** category that reflects the **primary** duties of the employee.)

Teaching Research Staff Assignment

Funding Details:

_____ **GA BASE BUDGET (Academic year only)***
Stipend & tuition funded by WSU GA acct: 219000 (Athletics) & 210301 (all others)

Stipend: \$ _____

Begin Date: _____ End Date: _____

_____ **DEPARTMENT/PROGRAM FUNDED***
Stipend & tuition funded by a department/program operating budget.

Stipend: \$ _____ Cost Center: _____

Begin Date: _____ End Date: _____

Tuition Reimbursement? ___ Yes ___ No (See guidelines below)

_____ **OTHER**
(Salary & tuition funded by a cost center other than the one for which the student will be employed. This option requires budget transfer from one cost center to another.)

Stipend: \$ _____

Begin Date: _____ End Date: _____

Tuition Reimbursement? ___ Yes ___ No (See guidelines below)

Budget transfer in the amount of \$ _____

from Cost Center _____ to Cost Center _____

*If hiring a student for a *base-funded* academic year appt. **and** a department-funded *summer* appointment, check and complete BOTH: GA Base Budget option (for academic year) AND Department/Program Funded option (for summer).

STIPEND:
\$10,000 - full-time *academic year assignment* - 640 total hours
\$5,000 - part-time *academic year assignment* - 320 total hours
\$5,000 - full-time *one-term only* assignment (fall, spring or summer) - 320 hours/term

TUITION REIMBURSEMENT:
A **full-time** assistantship reimburses 6-9 graduate credits per term; a **part-time** assistantship reimburses 3-6 graduate credits per term.

Approval Signatures

GA Supervisor

Print Name: _____

Signature _____

Date _____

(Attach current transcript)
Forward to Pat Cichosz, Graduate Studies.
She will route the form for signatures.

Student's Academic Advisor

Print Name: _____

Signature _____

Date _____

College Dean/Athletic Director/Vice President (associated with department in which GA is appointed)

Print Name: _____

Signature _____

Date _____

Provost & Vice-President for Academic Affairs and Graduate Studies

Print Name: _____

Signature _____

Date _____

Budget Director

Print Name: _____

Signature _____

Date _____