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).

<table>
<thead>
<tr>
<th>STIPEND:</th>
<th>$10,000 - full-time academic year assignment - 640 total hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$5,000 - part-time academic year assignment - 320 total hours</td>
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<tr>
<td></td>
<td>$5,000 - full-time one-term only assignment (fall, spring or summer) - 320 hours/term</td>
</tr>
</tbody>
</table>

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