



Application and Authorization for a Graduate Assistantship

Student Identification Data and Acknowledgement (To be completed by the student)

Name	Student ID number
Student's academic department	Student's major
As the recipient of an SPSU graduate assistantship, I understand that: <small>(See reverse for additional requirements)</small>	
<input type="checkbox"/> I must maintain a 3.0 GPA <small>(including all courses taken at the graduate level from any department)</small>	
<input type="checkbox"/> I must be a full-time student <small>(minimum of 8 hours in fall and spring, 6 in summer)</small>	
<input type="checkbox"/> I must be a fully admitted, degree seeking student <small>(no certificate seeking students and no post-baccalaureate students)</small>	
<input type="checkbox"/> I must be in good academic standing	
<input type="checkbox"/> There may be additional requirements for teaching and lab assistants	
<input type="checkbox"/> I must pay any tuition or fees that I owe before the fee payment deadline	
Student Signature	Date

Assistantship classification (To be completed by the academic department)

Title <small>(Example: High Voltage Lab Assistant)</small>	
Percentage time and hours per week of service <small>(1/2 time is 20 hours per week; 1/3 time is 14 hours per week)</small>	Stipend amount
Department in which the assistantship will be performed	Name and position of supervisor
Classification (Check one)	<input type="checkbox"/> Instructional Support <input type="checkbox"/> Lab Support <input type="checkbox"/> Teaching <input type="checkbox"/> Research
Check one of the below	
<input type="checkbox"/>	Student is a regular graduate assistant and normally classified as a Georgia resident. The student pays \$25 of tuition plus fees, and the remainder of tuition is waived.
<input type="checkbox"/>	Student is a regular graduate assistant and normally classified as a non-resident (out-of-state or international). The student pays full in-state tuition and fees, and the non-resident portion of tuition is waived.
<input type="checkbox"/>	Student is a graduate assistant under a sponsored program. The student pays \$25 of tuition plus fees, and the sponsored program pays the remainder of in-state tuition. The non-resident portion of tuition is waived. Fill out Grant Information below.

Grant information (To be completed by the academic department)

Name of Payer or Grant
Budget Number of Grant <small>(The stipend and the in-state tuition minus the \$25 paid by the student is charged to this account)</small>

Departmental acknowledgement (To be completed by the academic department)

The academic department sponsoring the assistantship has adequate funds or a grant to pay the stipend			
Any tuition and fees that are generated and not paid by a grant or by the standard waiver will be paid out of departmental funds			
Principal Investigator or Program Director Signature		Date	
Department Chair Signature		Date	
Dean's Signature		Date	

A full time graduate student is registered for 8 or more hours in the fall and spring and 6 in the summer.

Graduate assistants are expected to make uninterrupted progress toward completing requirements for the degree. As a rule, students may hold only one assistantship at a time.

In no instance may students hold assistantship appointments that require more than two-thirds time service (27 hours per week). Students holding assistantships requiring two-thirds time service may not accept other University employment during the tenure of the assistantship.

Graduate assistants who hold assistantships that require from one third to one-half time service must register for a minimum of nine hours and no more than 12 hours during an academic semester.

Those graduate assistants who hold assistantships requiring more than one-half time service must register for a minimum of six hours and no more than 9 hours during a semester.

Exceptions to the maximum course load may be obtained on written approval of the department head and the dean of the School or College.

Because of the intensive nature of course work in the summer semester, graduate assistants may register for a minimum of six hours during this semester. Summer semester rules for maximum loads apply.