

Request for Graduate Assistant

Department Supervisors requesting a Graduate Assistant (GA) for his/her department must do so on an annual basis. All requests must be submitted to the Director of Student Financial Services no later than June 1 of each year. The following criterion must be met in order to complete this form:

1. The Department Supervisor must have budgetary approval from their appropriate Vice President or Division Head.
2. The Department Supervisor must have a job description for the Graduate Assistant, attached to this document.
3. The Department Supervisor must provide incumbents with a copy of the College's Graduate Assistant policies. Copies are available from the Office of Student Financial Services.
4. The Department Supervisor must sign and approve the Graduate Assistant Benefit Application
5. The Department Supervisor must have a line-item approved in his/her operational budget. This must be obtained by the Financial Services/Accounting Department.

All requests must be submitted to the Director of Student Financial Services by June 1 of each year. Compiled requests will be forwarded to the Senior Staff for approval. Approved GA candidates will be notified in writing by the Office of Student Financial Services by August 1 of each year. The OSFS will work with all approved GAs to complete all appropriate paperwork for payroll.

This form must be submitted by February 1, 2007

Student's Name	Department	Stipend Amount Requested	Start Date

Division Supervisor's Signature: _____