Graduate Studies office notifies department/office the position meets the requirements for a GA by February 5, 2016

Graduate Studies office notifies department/office the position will be funded for 6 credits and 10 hrs./week (¼ time) by GA base pool budget

Is position appropriate for GA (based on established criteria)?

Department/office sends E&G Graduate Assistantship Request form (for each academic or non-academic GA) to Graduate Studies office by December 4, 2015

Will position receive funding from GA base pool budget?

Graduate Studies office notifies department/office the position will not be funded by GA base pool budget and sends GA Alternate Funding Source form to department/office to complete if they intend to pursue filling position

Position will not be filled

Department/office will secure alternate funding?

Graduate Studies office notifies department/office the position will not be funded by GA base pool budget and sends GA Alternate Funding Source form to department/office by May 1, 2016

Alternate funding available?

Payroll and Bursar Office process contract and send a copy to Graduate Studies Office

Student signs contract, completes clearances and returns to STUDENT PAYROLL office prior to start of semester

Department/office completes Appointment of a Graduate Assistantship form each semester and submits to Graduate Studies office by the following dates: Fall – July 1, 2016; Spring – December 1, 2016; Summer – April 1, 2017

Graduate Studies office issues Graduate Assistantship Contract to student

Department/office sends E&G Graduate Assistantship Request form to Graduate Studies office by May 1, 2016

Graduate Studies office notifies department/office the position is not appropriate for GA by February 5, 2016

Department/office has need for Graduate Assistantship (GA)*

Graduate Studies office notifies department/office the position will only be funded for ¼ time

Department/office must identify alternate funding source for additional ¼ time (10 hrs./week) for stipend

Graduate Studies office will transfer budget for waiver and stipend (¼ time) to department/office funds center after July 1, 2016

Department/office will secure alternate funding?

Graduate Studies and Budget offices will transfer budget for stipend and waiver to department/office funds center after July 1, 2016

Alternate funding available?

Payroll and Bursar Office process contract and send a copy to Graduate Studies Office

* In the past, academic departments were allocated a specific number of Graduate Assistantships based on enrollment. Under new process, all programs (academic and non-academic areas) must complete a request for each desired GA position.