



Application for Graduate Assistantship

(This form should be submitted directly to the department that has the desired GA position)

Date _____

Application is for (select one) Fall Spring Sum. I Sum. II Fall & Spring Sum. I & II

Name _____ ASU Student ID Number _____

Local Address _____ City _____ State _____ Zip _____ Phone _____

Mailing Address (if different) _____ City _____ State _____ Zip _____ Phone _____

Email _____

Education

Current Major _____ Graduate GPA _____ Check this box if this is your first semester as a graduate student.

Degree Received _____ Institution _____ Year _____

Degree Received _____ Institution _____ Year _____

References

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Work Experience

Graduate Assistant Policies

1. **Background Check:** Students who are offered a GA position with ASU will be required to authorize background checks as a condition of employment.

Have you ever been convicted of a crime? Yes No

A "Yes" response will not automatically disqualify an applicant from employment consideration. Each application will be evaluated based on the nature of the crime, when it occurred, and the duties and responsibilities of the position for which you are being considered.

If "Yes" please provide dates and details.

Are you required to register as a convicted child or sex offender? Yes No

2. **Application:** This application will only be considered for the term selected on page one and should be submitted directly to the department that has the desired Graduate Assistant position. A new application form must be submitted for each new period that an assistantship is desired.

3. **GPA Requirement:** Graduate Students must have and maintain a cumulative GPA of 3.0 per term on graduate work in order to be eligible for a Graduate Assistant position.

4. **Credit Hour Requirements:** Master and Specialist GAs must complete a minimum of six hours of graduate credit during a regular semester. Their total credit hours (graduate and undergraduate) cannot exceed 12. Three graduate credit hours are required in the combined summer terms in order to hold a GA position in any summer term. Total summer credit hours may not exceed seven per summer term. Doctoral GAs are required to take a minimum of nine credit hours during the regular semester and three credit hours during each summer term an assistantship is held. ASU's system currently does not update to reflect the full-time status of GAs who meet these registration requirements. Please contact Human Resources if validation of full-time status is needed.

5. **Work Hours:** Graduate Assistants are expected to work an average of 20 hours a week.

6. **Duties and Responsibilities:** The Chair of the department or Director of the unit in which the assistantship is held will assign the duties and responsibilities.

7. **Term Limitations:** The Master and Specialist assistantships will have a maximum time limit of five semesters. An exception is made for students admitted based on a Bachelor's Degree rather than a Master's Degree to the Ed.S. in Psychology and Counseling; these students will have a maximum time limit of eight semesters. Doctoral assistantships will have a maximum time limit of eight semesters. Two summer terms of five weeks each will count as one semester in all programs.

8. **Tuition:** Master Graduate Assistants will receive instate tuition, and Doctoral Graduate Assistants receive a full tuition waiver. The Credit Hour and GPA requirement must be met, and a waiver form must be filled out in Student Accounts in order to receive the appropriate tuition adjustment.

9. **Employment:** Graduate Assistants may not be employed elsewhere on campus.

10. **Additional Information:** Some departments may request additional information such as a resume and/or a potential work schedule. Please contact the department directly to see if they require the submission of any additional documentation with the GA Application.

I have read and understand the regulations of the Graduate School with respect to Graduate Assistantships.

Student's Signature

Date