

ATU Graduate Request Assistant Form

For student reference only. This is not a contract.

Upon selecting a candidate please send this form to gradcollege@atu.edu

Requesting Program/Office: _____ Name of GA Supervisor: _____

Student's Full Legal Name: _____ Student T#: _____

Student's Degree Program: _____ Anticipated Graduation Date: _____

Student's ATU Email: _____ Student's Non-ATU Email: _____

Students Gender Male Female Student's Preferred Phone: _____

First and Last Day of Work for Assistantship: _____ / _____ / _____ _____ / _____ / _____
mm dd yyyy mm dd yyyy

Please indicate below those areas, along with percentages, that will apply to the work performed by the Graduate Assistant (GA).

Research/Scholarship Assistance Percentage: _____

Describe research/scholarship work, expected deliverable and completion date indicating the number of semesters needed for this GA's work to be completed (no more than 4 semesters).

Teaching Assistance Percentage: _____

Indicate the courses and number of sections the GA will assist in teaching. Provide a detailed description of the activity.

Practical Experience Gained:

Signatures:

Student: _____ Date: _____

Graduate Program Director/Supervisor: _____ Date: _____

College Dean/VP/Director: _____ Date: _____

Graduate College Dean: _____ Date: _____

THE STUDENT AND SUPERVISOR ARE ADVISED THAT UNTIL THE PROCESS INITIATED BY THIS FORM ARE COMPLETE, THE STUDENT IS NOT ELIGIBLE TO WORK. ANY HOURS WORKED PRIOR TO APPLICATION COMPLETION WILL NOT BE PAID.

Internal Use Only

Is the student holding another paid position at Arkansas Tech University?
If yes, please answer the following:

Department

Supervisor

Hours working

STIPEND AMOUNT

SOURCE

(If other than Graduate College list: position number, index code, and account number)

PERCENTAGE

(Must total 100%)

TUITION WAIVER*:

**TOTAL TUITION WAIVER HOURS NOT TO EXCEED 18 HOURS PER ACADEMIC YEAR (JULY 1 - JUNE 30)(Only Graduate Level Courses are waived)*

TERM	HOURS	SOURCE (For budgets other than Graduate College, list budget title and code)
Summer II		Budget Title and Code _____
Fall		Budget Title and Code _____
Spring		Budget Title and Code _____
Summer I		Budget Title and Code _____

For Graduate College Office Only

Once this form is received, all areas are complete with required signatures and GA has been approved, the Graduate College will initiate a background check. The Human Resources office will notify the supervisor once the student's background check is clear. HR will also notify both the supervisor and student if employment paperwork is required from the student.

GA Last Academic Year

Cleared Background Check

Completed HR Paperwork

STUDENTS MAY NOT BEGIN WORK PRIOR TO RECEIVING A CLEAR BACKGROUND CHECK AND THE COMPLETION OF THEIR HR PAPERWORK. FAILURE TO COMPLETE HR PAPERWORK IN A TIMELY MANNER COULD ALSO DELAY THE STUDENTS START DATE.

Student is eligible for a GA position : Yes *No* *Semester Hours:* _____ *GPA:* _____

Graduate College Signature: _____

Date: _____