

Process for 75% Graduate Assistantship Requests

1. Only one 75% graduate assistantship per student, for up to 12 months of funding will be considered.
2. The request will first be reviewed and approved by the graduate dean. The request is not approved until you receive a memo with the decision.
3. If the requester is not the academic department, a support memo from the student's academic department is also required.
4. A 75% graduate assistantship request form should be completed by the school and sent to gaoffice@siu.edu. The form should include:

- Students name
- Students dawgtag number
- AIS number (if known)
- Position ID number (if known)
- Percentage of time requested (FTE)
- Name of Department/School (College)
- Name of Department/School requester
- Program Area (Hiring)
- Name of program area requester
- Beginning and ending dates of extension request
- Date of request
- Mark if the request is for a domestic or international student
- Current active appointment dates
- Current degree sought
- List % FTE during current active appointment
- Length of requested extension (number of months)
- Assessment of academic progress to a degree
- Justification for extension
- Appropriate signatures



75% Graduate Assistantship Request

*Please note, international students cannot work more than 20 hours per week in all combined jobs while school is in session

Graduate Assistant Name:

GA Dawg Tag #:

GA AIS#:

Position ID#:

Percentage of Time Being Requested (FTE):

Depart./School (College):

Depart./School Requestor Name:

Program Area (Hiring):

Program Area

Requestor Name:

Beginning & Ending Date of 75% Request

Date of Request:

Domestic

Intenational

Current active appointment: Beginning Date:

Ending Date

Date **Current Degree Sought:** Master's

Doctoral

List % FTE during current active appointment (e.g., 25% or 50%)

Research Assistant

Teaching Assistant

Administrative Assistant

The following information must be provided:

1. Total months of GA support received by this student (including the current appointment)?
2. Has this student previously received approved 75% GA support? yes/no
If YES - How many times of such 75% GA Requests have been granted?

3. Assessment of Academic Progress to a Degree

(Attached additional pages if necessary)

Ph.D. Student

- Date of admission to the doctoral program
- Where is the student in the process of doctoral degree completion?
 - Coursework completed? (Yes/No)

- Preliminary examination (completion date)
- Research tool requirement (completion date)
- Residency requirement (completion date)
- Admission to candidacy (completion date)
- Status of dissertation completion
- Finale examination/oral defense (completion date)
- Specific timeline for degree completion (completion date)

Master's Student

- Date of admission to the master's program
- Where is the student in the process of master's degree completion?
 - Coursework completed? (Yes/No)
 - Status of thesis/research paper completion
- Specific timeline for degree completion

4. Justification for 75% GA Request (Attached additional pages if necessary)

ADMINISTRATIVE APPROVALS

Director/Chair

Date

College/School Dean

Date