



Out of College GA Appointment Approval (Form A) and Tuition Payment Request (Form B)

GRADUATE SCHOOL

4202 East Fowler Ave, BEH304

Tampa, FL 33620-8470

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

Purpose:

Form A is used to approve all Out of College Graduate Assistant Appointments (9181, 9182, 9183, 9184, 9185, or 9550). (Out of College refers to graduate students that are working for the University in a department that is outside of their academic college)

Form B is used to request tuition payment for Out of College Graduate Assistant Appointments from the Graduate School if needed. Tuition payment from the Graduate School is only available to students within Tampa Academic Affairs. **If a contract or grant or other source is paying for the student's tuition, DO NOT complete form B.**

About the Out of College Graduate Assistant Appointments:

To be appointed as a graduate assistant outside the student's academic department, the activities that the student is engaged in must be in direct support of the student's academic program either through teaching or research experiences or duties related to the student's academic discipline. The graduate assistant must perform duties under the supervision of at least one faculty member and/or university employee experienced in the discipline of the student's major.

The graduate student's academic department will review the duties of a given appointment to determine if they meet the criteria for appointment as a graduate assistant as part of the normal employment process, and thus eligibility for a tuition payment and/or health insurance. Therefore:

- Graduate assistant appointments made by a non-college unit (i.e., CUTR, Academic Affairs, Center for Teaching Enhancement, Academic Computing, Financial Aid) or a college other than the home college of the student must be pre-approved by the student's academic department as being appropriate for a graduate assistant appointment.
- Graduate assistant appointments by a non-college employing unit are required to follow the guidelines set for appointing a graduate assistant.
- Graduate assistant appointments by a college other than the home college of the student are required to follow the guidelines set for appointing a graduate assistant.

All Out of College Graduate Assistant Appointments must be approved by the academic department, academic department's college dean (or representative), employing department/unit supervisor, and the Graduate School Dean (or representative), for the student to be classified as a graduate assistant and, be eligible for tuition payment and/or health insurance. Refer to the Out of College Graduate Assistant Appointment Approval Form at <http://www.grad.usf.edu/forms>. To be eligible for a graduate assistantship and/or tuition payment these forms must be submitted to the Graduate School no later than the Monday prior to the start of the fall, spring and/or summer C semesters.

Deadlines:

Form A (Out of College Appointment Approval):

Out of College appointments can be approved throughout the semester.

Form B (Tuition Payment Request):

To be eligible for tuition payment Forms A & B must be in the Graduate School Dean's office no later than the Monday before Fall, Spring and Summer C semesters begin.

Completing Form A: (Incomplete Forms will be returned)

Parts 1, 2 & 3 Student's Information, Employer's Information, Graduate Assistantship Information:

- The employing department completes Part 1, 2, & 3
- Attaches the following:
 - Graduate Assistant's Job Description
 - Appointment Status Form or Letter of Offer
- Forwards to the student's academic Graduate Program Director for approval.
- Visit: <http://admissions.grad.usf.edu/programs.asp> for a listing of Program Director contacts.

Part 4 Pre-Approval by Student's Academic Department (Program):

- The student's academic Graduate Program Director will approve or disapprove the request. If the request is approved, the Graduate Program Director will attach an explanation of how the duties of the position support the student's academic program (see page 4). He or she will then forward the request to their College's Associate Dean for Graduate Academic Affairs for approval. If the request is denied, the academic department will return the form to the employing department with attached comments.

Part 5 College approval:

- The Associate Dean for Graduate Academic Affairs (or representative) of the student's college will approve or disapprove the request. If the request is approved, the college will send the **original** to the Graduate School for approval. The Graduate School will retain the original documents. If the request is denied, the College will return the form to the academic department with attached comments. The academic department will notify the employing department of disapprovals.

Part 6 Graduate School Approval:

- The Graduate School Dean (or representative) will approve or disapprove the request. If the request is approved, the Graduate School will notify the employing department, the academic unit, and college via email. If the request is denied, the Graduate School will return the form to the college with attached comments. The academic college will notify the academic and employing departments of disapprovals.

Completing Form B: (Only necessary if a tuition payment from the Graduate School is requested. Tuition payment from the Graduate School is only available to students within Tampa Academic Affairs.)

NOTE: Form B is supplemental to Form A. Form B should only be completed if a tuition payment is requested from the Graduate School for an Out of College Graduate Assistantship. If the employing department is requesting tuition payment from the Graduate School, Form B must be completed and attached to Form A. If a contract, grant or other source is paying for the student's tuition, **DO NOT complete form B.**

Parts 1 & 2 Student's Information & Tuition Payment Request:

- The employing department completes Parts 1 & 2 and attaches Form B to Form A. Form B will be routed to the student's academic program, the college, and finally to the Graduate School (as noted in steps 4,5, & 6 above)

Part 3 Request for Tuition Payment from the Graduate School:

- The Graduate School will approve or disapprove the request for tuition payment. If the request is approved, the Graduate School will process the tuition payment requested and will notify the employing department and the student's academic unit and college via email. If the request is denied, the Graduate School will return the form to the employing department with attached comments.



UNIVERSITY OF
SOUTH FLORIDA

Out of College GA Appointment Approval (Form A)

GRADUATE SCHOOL

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International Student
Yes ___ No ___

Form Routing: ▶ Hiring Department ▶ Academic Department ▶ Academic College Associate Dean ▶ Graduate School Dean

Part 1: Student's Information...

Graduate Assistant's Full Name:

University ID #: U _____ Degree Sought: Masters Ph.D. Professional
Student's College: _____ Program: _____

Part 2: Employer's Information...

Employing Department: _____ Dept Paperwork Contact: _____
Paperwork Contact Email: _____ Mail Point: _____ Phone: _____
GA's Supervisor: _____ Supervisors Position Title: _____
Supervisors Email: _____ Mail Point: _____ Phone: _____

Part 3: Graduate Assistantship Information...

Stipend Funding Source: C&G Auxiliary Dept. Overhead/R.O. E&G Stipend Account Number: _____
GA Job Code: 9181 9182 9183 9184 9185 9550
FTE: _____ Begin Date: _____ End Date: _____
Does the student have any other Graduate Assistantships at USF? YES NO
Is the student receiving a University Sponsored Fellowship? (i.e., UGF, LGF or GEOG? If so list name) YES NO Name: _____
Has the student's wage been increased to compensate for tuition costs? YES NO

Copies of the following must be attached: ▶ Appointment Status Form or Letter of Offer ▶ Graduate Assistant's Job Description

By signing below I agree to the following:

I agree to work with the Academic Program to ensure that student is in good academic standing (GPA>=3.00), and is enrolled full time (Fall = 9 credit hours, Spring = 9 credit hours, Summer = 6 credit hours, students in their last semester will be granted an exception to full time enrollment) during the appointment.

Supervisor's Signature: _____

Date: _____

Part 4: Pre-Approval by Student's Academic Program... attach COMPLETED FORM ON PAGE 4

- Approve:** I have reviewed the attached description of assigned duties and I certify that these activities are in direct support of the student's degree program. Thus the appointment (as noted above) is appropriate.
 Disapprove: The attached assigned duties are **not** in direct support of the student's degree program, therefore this appointment as a graduate assistant is **not approved**.

Student's Academic Program: _____ Mail Point: _____
Program Director's Name: _____ Email: _____
Program Directors Signature: _____ **Date:** _____

Part 5: College Associate Dean for Graduate Academic Affairs Approval...

Signature: _____ **Date:** _____ Approve Disapprove

Part 6: Graduate School Approval...

Verification: Academic Standing: _____ FTE: _____ CH: _____ Initials/Date: _____
Signature: _____ **Date:** _____ Approve Disapprove



UNIVERSITY OF
SOUTH FLORIDA

Explanation of how this position is in direct support of the students Academic Program

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This is to be completed by the Students Academic Program

Graduate Assistant's Full Name:

University ID #:

EXPLAIN HOW THIS POSITION SUPPORTS THE STUDENTS ACADEMIC PROGRAM...

Attach this form to the Out of College GA Appointment Request (Form A)



Out of College GA Tuition Payment Request (Form B)

(For USF Tampa Academic Affairs Units only)

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International Student Yes ___ No ___



Read the following before completing this form:

Form B is supplemental to Form A. Form B should only be completed if a tuition payment is requested from the Graduate School for an Out of College Graduate Assistantship. Tuition payment from the Graduate School is only available to students within Tampa Academic Affairs.

If the employing department is requesting tuition payment from the Graduate School, **Form B must be completed and attached to Form A.**

If a contract, grant or other source is paying for the student's tuition – **DO NOT complete Form B.**

DEADLINE: To be eligible for tuition payment, completed Forms A & B must be received by the Graduate School no later than the Monday before the semester begins (Fall, Spring, or Summer C)

Form Routing: ► Hiring Department ► Academic Department ► Academic College Associate Dean ► Graduate School Dean

Part 1: Student's Information...

Grad. Assistant's Full Name:

University ID #:

Part 2: Tuition Payment Request...

Semester Term:	Fall 2009	Spring 2010	Summer 2010	Total
Credit Hours Requested:				
<i>Credit Hours that are already being paid for by your department (if any):</i>				

Please provide a brief explanation of why you are requesting tuition payment funds from the Graduate School:

By signing below I agree to the following:

- The funding source for this graduate assistantship does not allow for tuition expenses.
- The student's wages do not include compensation for tuition costs.
- The student is employed for at least .25 FTE during the semester in which the payment is being requested.
- I agree to work with the Academic Program to ensure that student is in good academic standing (GPA >= 3.00), and is enrolled full time (Fall = 9 credit hours, Spring = 9 credit hours, Summer = 6 credit hours, students in their last semester will be granted an exception to full time enrollment) during the appointment.

Graduate Assistant's Supervisor Name (please print):

Supervisor's Signature:

Date:

Part 3: Graduate School Approval...

Verification:	Academic Standing:	FTE:	CH:	Initials/Date:
Signature:	Date:	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		