

Graduate Assistantship Application

Please type or print clearly

Date: _____

Last name: _____ First name: _____ Middle name: _____

Social security number: _____ - _____ - _____ Date of birth: _____

Street address: _____ City: _____

State: _____ Zip: _____ County: _____

E-mail address: _____ Fax: _____

Home phone: _____ Work phone: _____

College major: _____ College minor: _____

Graduation month/year: _____ Cumulative GPA: _____ Out of a possible: _____

Graduate Program: _____

Year applying for assistantship: _____ Semester applying for assistantship: _____

List previous grants, assistantships, or scholarships: _____

List current employment or plans after graduation: _____

Give a brief explanation of why you would like to participate in this program and include the area of assistantship you are requesting,

you may attach a separate sheet if necessary: _____

You must be admitted to the School of Graduate Studies at SAU before an Assistantship is awarded.
3 letters of work and character recommendations should be mailed directly to:

School of Graduate Studies
 P.O. Box 9302
 Magnolia AR 71754-9302



Graduate Assistantship Application Process

I. Application Process

- A. As described in the University Catalog, a limited number of Graduate Assistantships are available. A student applying for funds as a Graduate Assistant at Southern Arkansas University must:
1. Complete an application for an Assistantship, which describes previous training and experiences supported by at least three references. The applicant may indicate an area of preferred placement.
 2. No person shall, on the grounds of ethnicity, sex, handicap, or national origin, be denied admission to or employment at Southern Arkansas University, or be excluded from participation in, denied benefits of, or subjected to discrimination in any program or activity sponsored by the university.
- B. To be eligible for a Graduate Assistantship:
1. The Student must be admitted to the School of Graduate Studies at SAU.
 2. A Graduate Assistant making a "C" grade or lower in a graduate course and/or having a cumulative graduate grade point average less than 3.00 forfeits the Graduate Assistantship for the following semester. After the student sits out one semester they may reapply for an assistantship.
 3. The student must be enrolled in a minimum of 6 and a maximum of 12 graduate semester hours (3/6 per summer session) to be eligible to retain the Graduate Assistantship.
 4. The academic department/director offering assistantships may establish more rigorous criteria for their graduate assistantships.
 5. A student who has a grievance with the procedure followed in selection of Graduate Assistants may appeal the case to the Graduate Council.
 6. The applicant should be available to work up to 20 hours per week (or as contracted) in assigned graduate duties.
 7. The applicant shall not hold a full time job while working as a graduate assistant.
- C. The application for assistantship must be submitted to the Dean of the School of Graduate Studies who will verify that the student met criteria (items 1-7) and forward the information to the department/director granting the assistantship.

II. Contractual Obligations

- A. A Graduate Assistant who is enrolled in fewer than 6 hours each semester (3 hours each summer session) will be expected to relinquish any unused portion of the assistantship and all relevant fee reductions. The effective date for forfeiting unused portions of the assistantship will be the date on which the student withdraws from a course and thus falls below the 6/3 hours requirement.
- B. The Graduate Assistant should arrange with the supervisor specific working conditions and assignments and fulfill assigned responsibilities.
- C. It is the responsibility of the Graduate Assistant to maintain eligibility (see I.), and request renewal of contract each semester.
- D. A Graduate Assistant who has completed the terms of one contract may request assignment to another available assistantship, and will be given the same consideration as other applicants.

I have read and understand the stated terms and obligations.

Signature _____ Date _____