

## INSTRUCTIONS FOR THE GRADUATE ASSISTANT REQUEST FORM

1. Social Security – the GA's social security number; if the GA does not have a SSN, please indicate their L000 #. DO NOT USE THEIR EMPLOYEE ID NUMBER.
2. Graduate Assistantship contract is *for* – check all that apply: fall, spring, summer.
3. Indicate if the GA is new or renewal.
4. Funding Source – Indicate if State funded, PTI GA or Extramurally Funded.
  - a. If State or PTI GA, please circle if the GA is a master's or doctoral student.  
**\*\*\*SPECIAL NOTE: If a State Funded or PTI GA is renewed or newly appointed for spring semester, their salary is paid for 4 months (Feb-May).**
  - b. If Extramurally funded, please indicate the account number to be charged and complete the box of expenditures below on the form (see steps 5-7).
5. Indicate the monthly salary to be paid. If the assistantship is for spring only, please indicate if you are paying the monthly salary for five months (Jan-May) or four months (Feb-May).
  - a. Examples of minimum Master's level salaries:
    - ~ 1 semester (4 months) = \$1,250.00 per month
    - ~ 2 semesters (9 months) = \$1,111.11 per month
  - b. Examples of minimum Doctoral level salaries:
    - ~ 1 semester (4 months) = \$1,500.00 per month
    - ~ 2 semesters (9 months) = \$1,333.33 per month
6. Indicate the # of credits / semester that the account is covering and whether the credits are to be paid at the full credit cost or the pro-rated credit cost.
7. Indicate if the account is covering the various fees by checking yes or no beside each one.
  - a. Health Insurance – You can choose to cover the health insurance at the full amount, the reduced amount of \$1,000 per year, or not at all.
8. The description of specific duties of the GRA/GTA position **must** be listed for all graduate assistants.
9. The graduate assistant request form needs to be signed by the department representative and dated.
10. Please fax the request forms to 895-4180, or mail them to MS 1017.
11. If you have any questions please contact the Graduate College at 895-5569.

**GRADUATE ASSISTANT REQUEST FORM 2008- 09**

Date: \_\_\_\_\_

From: \_\_\_\_\_ Department of \_\_\_\_\_

Our department has selected \_\_\_\_\_ Social Sec \_\_\_\_\_

Graduate Assistant contract is for (Check all that apply): \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

This position is:

\_\_\_ **New** Graduate Assistantship \_\_\_ **State funded** (Master-10,000.00/Doctoral-12,000.00)

\_\_\_ **GRA** \_\_\_ **GTA** \_\_\_ **PDGA** \_\_\_ **PTI GA** (must teach 6 credits per semester)

\_\_\_ **Renewal** of Graduate Assistantship \_\_\_ **Extramurally funded:**  
Under account number \_\_\_\_\_

**If extramurally funded, this section MUST be completed. The following expenditures will be charged against the account number listed above.**

- a) Monthly salary of \$\_\_\_\_\_ (State rate is \$5,000.00 a semester paid @ \$1250.00 per month for 4 months- Masters Student. State rate is \$6,000.00 a semester paid @ \$1500.00 per month for 4 months- Doctoral student.)
- b) \_\_\_ # credits / semester at \$198.00 a credit OR \_\_\_ # credits / semester at \$151.42 of \$198.00 (student pays the difference.)
- c) Special Fees: \_\_\_ yes \_\_\_ no Student health fee (\$68.00)  
 \_\_\_ yes \_\_\_ no Student Health Insurance (\$1,491.00 a year)  
 \_\_\_ yes \_\_\_ no Student Health Insurance (\$1,000.00 a year)  
 \_\_\_ yes \_\_\_ no Recycle fee (\$1.00) and study abroad scholarship fund (\$2.00)  
 \_\_\_ yes \_\_\_ no Graduate Student Assoc fee (\$8.00)  
 \_\_\_ yes \_\_\_ no Technology fee (\$4.00 **per credit**)  
 \_\_\_ yes \_\_\_ no MSU Facility Fee (\$173.00 per semester)  
 \_\_\_ yes \_\_\_ no International Student Fee (\$145.00 per semester)

\*The Board of Regents (1995) policy considers Graduate Assistants resident and exempt for out of state tuition.

The specific duties of this Assistantship position are:

Please note the following policies for Graduate Assistants:

1. Graduate Assistants are to work the average of 20 hours per week in teaching, research, or other academic support duties.
2. Graduate Assistants are not to seek or obtain employment beyond their Graduate Assistantship duties except with the approval of their Department Chair and Graduate Dean. International students may not work outside of their 20 hour a week graduate assistantship.
3. Academic departments must submit to the Graduate College a specific work assignment for each Graduate Assistant.
4. Changes in the agreed-upon work assignment must be approved by the Graduate Dean.

Signature of Department Representative  
Revised 03/08

Date