

# THE GRADUATE COLLEGE

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## APPLICATION PROCEDURES FOR GRADUATE ASSISTANTSHIPS

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All graduate assistantships, whether state supported or extramurally funded, are under the jurisdiction and regulations of the Graduate College. **Graduate Assistant** is a term for an advanced degree student who has been appointed to provide teaching, research, or other support service to an academic unit while pursuing a graduate program of study. The term **Graduate Assistant, Teaching Assistant, or Research Assistant** are terms used to denote students who are under contract with the Graduate College and these terms may not be used by other academic units.

### *Instructions:*

IF YOU ARE PRESENTLY A FULLY ADMITTED GRADUATE STUDENT complete the Graduate Assistant application in detail and submit it no later than March 1st to be considered for the following Fall semester.

IF YOU ARE PRESENTLY APPLYING FOR ADMISSION TO THE GRADUATE COLLEGE and wish to be considered for a graduate assistantship, your application must be supported by an Application for Admission to the Graduate College. This Application for Admission, along with all official transcripts, letters of recommendation and test scores if applicable, and the Graduate Assistantship Application must be submitted no later than March 1st for the following Fall semester. For the occasional graduate assistantship position available in the Spring semester, the deadline for submission of the application is November 1st.

### *Salary/Tuition/Fees:*

Graduate assistants work on the average 20 hours per week. In addition to a monthly stipend they also receive a waiver of all out-of-state tuition and a reduction in tuition fees. **Summer Session:** A graduate assistant who is under contract for the academic year and who remains enrolled in a degree program may receive grant-in-aid for the payment of a specified portion of the registration fees up to a maximum of 12 credits in the summer session immediately prior to or immediately following the effective date of his/her contract. In the event a contract has not been signed, a written statement from the department chair that an appointment has been offered will constitute sufficient evidence to obtain a grant-in-aid for the summer session.

### *Regulations:*

1. Graduate assistants work on the average 20 hours per week on duties assigned by the department. These duties include teaching, research, or other academic support services.
2. Normally, a graduate assistant will not carry an academic load in excess of 10 credit hours. A minimum of 6 graduate credit hours per semester is required and is considered full time by the University.
3. First year graduate assistants (teaching assistants and research assistants) are required as part of their contract obligation to attend the Graduate Assistant Teacher Training and Orientation sessions which are offered at the beginning of each Fall semester.
4. A graduate assistant may be terminated if the student does not satisfactorily perform assigned duties. Assistantships may also be terminated if a student does not make satisfactory progress toward the degree. Unsatisfactory progress includes, but is not limited to: filing a degree program late; receiving D or F grade; failing to remove an Incomplete grade by the beginning of the next semester; earning a grade point average below a 3.0; receiving grades of C in two or more program courses; or failing comprehensive exams.
5. Before accepting employment on or off campus the graduate assistant must petition the graduate dean for approval, after obtaining approval from his/her department chairperson. The additional employment must be limited in nature and related to the student's area of study. Failure to request approval of employment may result in the assistantship being rescinded.
6. Graduate assistants are employed by the university to conduct work in exchange for compensation. In this capacity they are expected to report in the same time-frame as faculty, i.e., during academic semesters and not during break or vacation times. As employees Graduate Assistants must report one week prior to commencement of classes both fall and spring semester. Exceptions to this statement may be negotiated at the time of employment, however, both parties must agree to the arrangement and approval must be obtained from the Chairperson, Academic Dean and Graduate Dean.
7. Renewal of an assistantship will be subject to a review of the assistant's record. A new application must be submitted each year an assistantship is sought.
8. Graduate assistants are not covered by university employee insurance; they do not receive annual or sick leave and they are not included in retirement plans.

**EQUAL OPPORTUNITY:** It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity.

The University is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to their race, color, religion, gender, national origin, ancestry, age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with University policy, sexual orientation.

Persons having questions regarding university policies relating to nondiscrimination law are encouraged to contact the Director of Diversity Initiatives, Flora Dungan Humanities Building, Room 560 or call 895-3891.

Submit application to the department  
you are applying to.

THE GRADUATE COLLEGE  
GRADUATE ASSISTANT  
APPLICATION



Deadlines: March 1  
for Fall semester  
October 1 for Spring

PERSONAL INFORMATION

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Other names under which records may appear: \_\_\_\_\_

Social security number \_\_\_\_\_ Date of birth \_\_\_\_\_

Mailing street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Foreign Country (if applicable) \_\_\_\_\_

Permanent street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ E-mail address \_\_\_\_\_ @ \_\_\_\_\_

OPTIONAL INFORMATION

Racial/ethnic background: (Check one)  African-American/Black not Hispanic  Asian-American/Pacific Islander  Hispanic/Latino  
 Native American/Alaskan Native  Caucasian/White not Hispanic  Prefer not to answer

Physical/medical limitations?  Yes  No

ADMISSION STATUS (check and complete appropriate information)

Admitted  Applied Department: \_\_\_\_\_

Term for which admission is sought:  Fall Year: 20\_\_\_\_  Spring Year: 20\_\_\_\_  Summer Year: 20\_\_\_\_

Degree sought (refer to List of Graduate Degrees): \_\_\_\_\_

GRADUATE ASSISTANTSHIP STATUS (complete one of the following)

I wish to be **considered** for an assistantship in the \_\_\_\_\_ Department for the \_\_\_\_\_ academic year.

I wish to be **considered for a renewal** of my assistantship in the \_\_\_\_\_ Department for the \_\_\_\_\_ academic year.

I wish my assistantship application **to be sent to** the following departments for consideration: \_\_\_\_\_ Department and the \_\_\_\_\_ Department.

SUPPLEMENTAL INFORMATION

List any pertinent supplemental information (employment, special honors, publications, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is correct and I understand and accept the provisions of the assistantship as described on the reverse side of this document.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_