


 <p>The Graduate School</p> <p>TGS Home About Us Graduate Programs Student Resources Forms Library</p> <h2>Graduate Assistantship Appointment</h2> <p>LOG IN</p> <p>GVSU Network Username</p> <p>Password</p> <p>Submit</p>	<p>Log in using your network username and password.</p>
 <h2>Graduate Assistantship Appointment Form</h2> <p>Contract Year*</p> <ul style="list-style-type: none"> - Please Select 2020-21 2019-20 2018-19 - Please select 	<p>Select the contract year.</p> <p>(Contract year runs Fall, Winter, Spring-Summer)</p>
 <h2>Graduate Assistantship Appointment Form</h2> <p>2018-19</p> <p>Appointment Form Type*</p> <ul style="list-style-type: none"> - Please select Standard Contract Extended Contract Full-Year Contract <p>nation</p>	<p>Select the Graduate Assistantship Appointment Form that corresponds with the GA appointment:</p> <p>Standard Contract (9 mos.)</p> <p>Extended Contract (10 mos.)</p> <p>Full-Year Contract (12 mos.)</p>

<p>Student Information</p> <p>First Name* Last Name* G-Number* GVSU Email*</p> <p> <input type="text"/> <input type="text"/> <input type="text" value="GXXXXXXX"/> <input type="text"/> </p> <p>Degree Program* Admission Date* Position Title*</p> <p> <input type="text" value="- Please select"/> <input type="text" value="mm/dd/yyyy"/> <input type="text"/> </p>	<p>Fill in the student's First Name, Last Name, G-Number, GVSU Email must be GVSU student email address, not faculty/staff or external email account.</p> <p>Select student's Degree Program from drop-down menu. Admission Date can be approximate.</p> <p>Position Title should be specific to the position/project, e.g. "English 495 Teaching Assistant." Grant-funded and special projects GA titles should include the funding source and keywords. E.g. "MDEQ Lower Grand River Project GA," "Health Policy SPGA."</p>
<p>Has the student previously held a graduate assistantship at GVSU?*</p> <p><input type="text" value="- Please select"/></p> <p>Has the student submitted the following documents to Student Employment?*</p> <p><input type="text" value="- Please select"/></p> <p>Documents to submit to Student Employment:</p> <p>Employment Eligibility Verification I-9</p> <p>Federal W-4</p> <p>Michigan W-4</p> <p>Michigan Cities W-4 for Grand Rapids, Walker, Muskegon, Detroit</p> <p>Direct Deposit Authorization</p>	<p>Has the student previously held a graduate assistantship at GVSU? This question helps The Graduate School determine if the GA needs to attend the mandatory New Graduate Assistantship Orientation. Select Yes or No from the dropdown.</p> <p>Has the student submitted the following documents to Student Employment? Refer to the list of forms to answer Yes or No.</p> <p>If the student has not completed employment forms, refer the link to the student to obtain the forms to complete. The hiring department may assist the student with the I-9 or the student may complete the forms in the Student Employment office, 100 STU. Please do not send the forms to the Graduate School.</p>
<p>Position Type*</p> <p><input type="text" value="- Please select"/></p> <p>Research Instructional Other</p> <p>Is the position taxable?*</p> <p><input type="text" value="- Please select"/></p> <p>Yes No</p>	<p>Select the Position Type that corresponds with the IRS classification given to this GA position's job description by the Graduate School. "Is the position taxable?" will auto-complete based on your selection.</p>

<p>Brief Assignment/Responsibilities*</p> <input type="text"/>	<p>Brief Assignment/Responsibilities should be specific to the position/project and include keywords from the GA job description.</p>
<p>Supervisor's First Name* Supervisor's Last Name* Supervisor's G-Number* Supervisor's GVSU Email*</p> <input type="text"/> <input type="text"/> GXXXXXXXX example@gvsu.edu	<p>The Supervisor listed here should be the person to whom the GA will directly report and who will have oversight of the GA's work and assignments.</p>
<p>Division* College* Hiring Unit* Budget Position Number*</p> <input type="text" value="- Please select"/> <input type="text" value="- Please select"/> <input type="text" value="- Please select"/> <input type="text" value="xxxxxx"/> 	<p>The Division, College, and Hiring Unit are drop-down lists. When you select your division, the College field and the Hiring Unit field will give you a list of units in your division from which to select. If your hiring unit is not listed, please contact the Graduate School and we can add it.</p> <p>The Budget Position Number is assigned by the Budget Office. You can look up the Budget Position Number yourself by clicking on the magnifying glass icon.</p>
<p>Residential Status*</p> <input type="text" value="- Please select"/>	<p>Residential Status provides three options. Please use the correct resident status found in Banner, under Faculty and Advisors, Student Records Menu, View Student Major and Advisor Information.</p>
<p>Tuition Covered by* FOAP for Tuition FOAP for Stipend*</p> <input type="text" value="- Please select"/> <input type="text" value="xxxxxx-xxxx-xxxx-xxx"/> <input type="text" value="xxxxxx-xxxx-xxxx-xxx"/>	<p>Tuition Covered by: Financial Aid covers base-budget positions. Financial Aid (grant match) refers to positions with externally funded stipends and university-funded tuition. If you select this option, please see the next text box below. Special Projects refers to special projects GAs provided by The Graduate School. Internal Source includes positions that are funded internally but not from the base-budget allocation such as auxiliary or designated funds. External Source refers to positions wherein the tuition is paid by an outside source such as a grant or contract with an external agency (examples: National Science Foundation,</p>

	Environmental Protection Agency, Kellogg Foundation, an Intermediate School District.)
<p>Tuition Covered by* Grant Match Option* FOAP for Tuition</p> <p>Financial Aid (grant match) ▾ FOAP ▾ XXXXXX-XXXX-XXXX-XXX</p>	<p>Financial Aid (grant match) refers to positions with externally funded stipends and university-funded tuition. If you select this option, a new field will pop up wherein you select either Financial Aid or FOAP. Most of the time, Financial Aid is the appropriate box to select. However, some funding agencies, for their own tracking purposes, ask for the tuition to be charged to the grant first, and then moved to Financial Aid. If you select FOAP, enter your grant match FOAP in the FOAP for Tuition field.</p>
<p>FOAP for Stipend*</p> <p>XXXXXX-XXXX-XXXX-XXX</p>	<p>Enter the FOAP for Stipend. If this is a base-funded position, you would likely use your unit's general fund from which you normally pay student wages. Please check with your unit head or PSS staff if you are unsure what FOAP to use to pay your GA's stipend. If this position is externally funded, you may contact your grant accountant for assistance.</p>
<p>Terms of this Appointment* This is a* Stipend is*</p> <p>- Please select ▾ - Please select ▾ \$ _____ /Semester</p> <p>Start Date End Date GA ID Number</p> <p>8-1_-F-__</p>	<p>Select the Terms of Appointment, which can vary by the Appointment Form Type that you chose at the top of the web page. The drop-down menu may include: Academic Year, Fall Only, Winter Only, Spring-Summer Only, and Exception*.</p> <p>This is a: Select either Half Assistantship or Full Assistantship.</p> <p>Start Date/End Date: these fields will auto-complete based on the Terms of Appointment selected.</p> <p>Enter the Stipend amount per semester.</p> <p>*Exception: An Exception Form will need to be completed if the GA's start/end dates are different than the auto-complete dates. Contact The Graduate School to request an Exception Form.</p> <p>The GA ID Number will auto-generate based on the selections you make on the form.</p>

<h2 style="text-align: center;">Department Information</h2> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Unit Head's (or designee's) GVSU Email*</p> <input style="width: 90%; padding: 5px;" type="text" value="example@gvsu.edu"/> </div> <div style="width: 45%;"> <p>Dean's (or designee's) GVSU</p> <input style="width: 90%; padding: 5px;" type="text" value="example@gvsu.edu"/> </div> </div>	<p>Department Information: Enter the email addresses for the designated person in the department/unit and college dean's office who are responsible for signing graduate assistantship appointments. The automated system sends an email with a link to approve the form for each GA appointment you submit. Please note that the "dean" field could instead be a vice-provost and vice-president, or someone else that the dean/VP designates to sign GA contracts on their behalf. Some colleges/divisions assign this task to an associate or assistant dean or administrative/clerical staff.</p>
<h3>Disclosures</h3> <p>To The Student: Please read this Appointment form in its entirety. You must electronically sign this document to indicate that you have read and accept the terms of this appointment. This is a contract between you and the hiring unit. Be sure you receive a copy of this completed form.</p> <p>Qualifications: To qualify for a graduate assistantship at GVSU, you must be admitted to a GVSU graduate program at the time of appointment, AND carry a minimum course load of 9 graduate credit hours per semester for a full-time graduate assistantship, OR carry a minimum course load of 4.5 graduate credit hours per semester for a half-time graduate assistantship. Exceptions may be approved by the DEAN of The Graduate School.</p> <p>Exceptions</p> <input style="width: 100%; height: 20px;" type="text"/> <p><i>Note: Tuition waivers are to be used for graduate coursework at GVSU.</i></p> <p>Your failure to maintain eligibility in terms of enrollment, academic performance, or ability to carry out the assigned work in a satisfactory manner, or your withdrawal from courses, will result in the loss of your stipend and tuition waiver. You will be billed accordingly for any tuition owed.</p> <p>Employment Information and Options:</p> <p>Graduate assistants may not exceed 20 hours per week of employment at GVSU. A GA may not have any other employment at GVSU during the GA appointment without approval from the Dean of The Graduate School. Doing so may be cause for dismissal from the GA appointment.</p> <p>You will be paid biweekly and you are eligible for direct deposit of payment. The pay periods and pay dates and the direct deposit form are published by the Student Employment Office and available online at www.gvsu.edu/studentjobs.</p> <p>You must have a completed I-9 form on file in the Student Employment Office three days prior to starting work. the I-9 form with instructions is online at www.gvsu.edu/studentjobs under FORMS. Your stipend will not be processed without this form on file.</p> <p>Tuition Payment Information and Options:</p> <p>You are responsible for your GVSU bill, and it must be paid by the tuition payment deadline or your classes will be dropped.</p> <p>If you are receiving a student loan or other financial aid, your aid eligibility will be re-evaluated when your tuition credit is processed.</p> <div style="margin-top: 20px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>	<p>The student should read and understand the Disclosures. Please note any Exceptions, such as requirements that the GA works during spring break or other times when classes are not in session, or work hours may include staffing evening and weekend events. Click Submit when you are done.</p> <p>The form will route to the student for signature, then to the unit head, dean, and The Graduate School for final approval. Please note that once you submit the form, you cannot edit it, but if any changes are needed, The Graduate School has the ability to edit prior to final approval.</p>