



Request for Graduate Assistantship

Department _____

Supervisor _____

Contact telephone number _____

Check one: Hire Rehire Change Terminate

Check one: E-Verify given to student. Yes No

1. Name: First _____ Middle _____ Last _____

CCU Student ID# _____ Degree program _____

Phone (_____) _____ Email _____

2. Job Title _____ Start date _____ End date _____

Hrs/wk: 20 10 Other _____ (betw. 10 & 20) Hourly Rate: \$21.67 \$33.33 Other _____

Primary Duties: Instruction/Teaching Support Research/Scholarship Administrative/Program Support

Does position increase faculty teaching capacity/credit hour production? Yes No

Describe GA's duties (if yes above, estimate # of additional sections or seats supported - may attach additional pages)

Fund	Activity	Object	Project No.	Amount	Percent	P.I. Name (if grant)	P.I. Signature	Date
		5051						

3. Verification of enrolled credits (students should pre-register for classes prior to submission of this form):

Graduate Assistants must carry a minimum of six (6) credit hours during fall or spring semesters or one (1) credit hour during the summer and be in good academic standing. Exceptions are defined in the Graduate Catalog.

Student enrolled in at least the minimum number of credits for the semester of employment

Student NOT enrolled in the minimum number of credits – student MUST request approval by submitting the *Graduate Student Application for Full Time Status* form

4. Optional* – Pay tuition from grant/external funding: Semester _____ # Cr _____ Amount \$ _____

Fund	Activity	Object	Project No.	Amount	Percent	P.I. Name	P.I. Signature	Date
		5354						

Additional Instructions: _____

Required – Approval Signatures

Program Coordinator/Director/Chair _____ Date _____

Sponsored Programs (if grant funded) _____ Date _____

Dean of Graduate and Continuing Studies _____ Date _____

Provost _____ Date _____

HREO _____ Date _____

Please distribute copies when processed.

HREO distr.: Payroll • Financial Aid & Scholarships • Grad. Studies • Hiring Unit • Sponsored Programs & Research Serv. • Financial Services*

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Instructions to academic departments:

General

1. This form is to be used to request **Graduate Assistantships** only. Requests for undergraduate student services, graduate work-study or graduate student worker services must be submitted through the online Datatel Student Workflow process.
2. Submit this form to the Office of Graduate Studies in the College of Graduate and Continuing Studies. Route grant-funded GAs to the Office of Sponsored Programs and Research Services first. Departmental copies will be returned after processing is completed.
3. **Target Deadlines** for submission of this form (dates are several days before student bills are posted):

Fall Semester: July 1	Spring Semester: November 20	Summer: April 5
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Section 2 of Form

1. **Start and End Dates:** Typical fall and spring dates are the Monday of the first week of classes to the Saturday after exams. Summer dates can be variable but are typically the Sunday before Maymester to the Saturday before the first day of the fall semester.
2. **Hours/week:** Graduate Assistants can work a maximum of 20 hr/wk. Most GA's are appointed for 20 hr/wk (half-time appointment), but some are for 10 hr/wk (quarter time appointment). In some cases, GA's are appointed for an intermediate number of hours, between 10 and 20 per week. In those cases, supervisors should review their proposed plans with the Office of Graduate Studies. Because a graduate assistantship includes automatic in-state tuition, GA's cannot work less than 10 hr/wk.
3. **Hourly Rates and Total Amount:**
 - a. **Fall/Spring Semesters:** A standard, half time (20 hr/wk) GA for a single fall or spring semester is \$6500 for the Master's level and \$10,000 for the Doctoral level. These values are the **Total Amount**, entered in the first table. **Hourly Rates** are based on 15 weeks at 20 hrs/wk, which totals 300 hours for the semester. This is the **maximum number of hours** per semester. Thus, the standard rates are $\$21.67/\text{hr} \times 15 \text{ wk} \times 20 \text{ hr/wk} = \6500 , and $\$33.33/\text{hr} \times 15 \text{ wk} \times 20 \text{ hr/wk} = \$10,000$. A quarter time appointment would be half the hours (10 hr/wk or 150 total, resulting in half the total amount. All GA's funded by 10 accounts should follow these guidelines. GA's funded by grants and other non-10 accounts are encouraged to follow these guidelines, but they are allowed additional flexibility, depending on their approved budgets and account guidelines (i.e rates or total hours may be more or slightly less, if approved by the Office of Sponsored Programs and Research Services [OSPRS] and/or the Office of Graduate Studies). If they start from a different total amount, they should back-calculate the hourly rate based on the same calculations described above.
 - b. **Important:** Note that fall/spring pay rates are based on 15 weeks, but there are approximately 17 weeks in the semester if student holidays and all of exam week are included. The assumption is that GA's will take some days off during the semester. Since GA's are limited by both the Graduate Catalog and the Office of Human Resources to a maximum of 20 hr/wk, they cannot work additional hours during the week to make up for missed hours. An advantage of the 15 week work calendar, therefore, is that if GA's take off days for legitimate activities during the semester, there are extra days in the calendar to make up hours without going over 20 hours on any given week. On the other hand, because GA's can potentially submit 20 hr/wk for more than 15 weeks, there is the potential to mistakenly claim too many hours, which is inappropriate and can overspend budgets. Thus, the oversight of hourly reporting, particularly toward the end of each semester, requires vigilance by GA's and their supervisors.
 - c. **Summer sessions:** The maximum summer session is 14 weeks, one week shorter than the fall/spring semesters. A typical half time (20 hr/wk) GA in summer pays the typical hourly rates, but the total amount is slightly less, due to the 14 week duration. A quarter-time GA in summer is typically set up to complete the full 150 total hours in 14 weeks and therefore averages about 11 hours/wk. However, summer is composed of three academic sessions, variable student schedules, and a larger proportion of grant-supported GA's, so variable start/end dates and unique hourly rates are more common than during fall/spring. Students on grant-funded GA's supporting their thesis/dissertation projects, who are enrolled in one credit of thesis/dissertation research, may potentially work more than 20 hours/wk and should get approval from OSPRS and the Office of Graduate Studies. Hourly rates should not be reduced in order to generate additional total hours or hours/wk.
4. **Does position increase faculty teaching capacity/credit hour production?** Check yes if the GA (1) is the instructor of record, (2) teaches enough of the course, with supervision, that the need to staff the section with a permanent or adjunct faculty member is eliminated, or (3) the GA enables the instructor of record to increase the number of students in the section (for example, using two GA discussion leaders enables three 40-seat sections to be taught as two 60-seat sections, so a 50% increase in capacity per section).
5. **Accounts and signatory authority:** For grant-funded GA's, the Principal Investigator (PI) must sign on the account line in the table in Section 2 as the Budget Officer for the account. For all other accounts, budget officers are program coordinators/directors/chairs or the CGCS Dean and will sign on the approval signature lines at the bottom of the form and therefore do not sign in the table.

Section 3 of Form

To prevent billing issues and meet eligibility requirements, students should pre-register for courses prior to the submission of this form. Students enrolled in less than 6 credits during fall/spring must request an exemption using the *Graduate Student Application for Full Time Status* form, available on the Forms page. In all cases, students must be enrolled during their GA and cannot go below one credit.

Section 4 of Form

Section 4 is optional and should be completed for students whose tuition during their GA semester will be paid by a grant or other external funding. The PI signature is required in the table. Additional expenses (e.g. fees) can be noted under "Additional Instructions."