



Graduate Assistantship Application

Thank you for your interest in the Graduate Assistantship Program. Please read over the graduate assistantship guidelines and then complete the assistantship application and return it to the Graduate Assistantship Office, 7800 York Road Building, Room 232; fax it to 410-704-3434 to the attention of the Grad Assistantship Office; or email to gao@towson.edu. Please note, submitting an application in no way guarantees an appointment. You will be contacted by the department directly for an interview if they choose to. If you have any questions, please contact the Graduate Assistantship Office by phone at 410-704-4484 or by email. Check out our website at <http://grad.towson.edu/>.

Eligibility

Eligibility for a graduate assistantship requires admission to a degree program and good academic standing. Maintenance of eligibility while on the assistantship requires a minimum cumulative grade point average of 3.0 in all courses taken for graduate credit including all pre-requisite and undergraduate courses. Full-time assistants must register for a minimum of six credits in each semester and half-time assistants for at least three-degree credits in each semester. All assistants with a summer assistantship (late May/June-August) are required to register for at least three-degree credits during the summer session.

Teaching and Research Assistants need to have completed all pre-requisites and undergraduate work before accepting this position.

Assistants are selected by the faculty or staff member(s) for whom they will be working. Graduate assistantships are very limited in number and the selection process is highly competitive. The submission of this application does not guarantee a student will receive an assistantship.

Benefits

Benefits of graduate, teaching or research assistantships include a stipend and tuition waiver that varies according to the length of the period of employment (months) and the number of hours worked per week (10 or 20). Current benefits of a full-time (20 hour) assistantship include a stipend per semester and up to a 12-credit tuition waiver per semester. Half-time (10 hour) assistants receive half of the tuition waiver and stipend benefits. Graduate assistants with out-of-state residence status are charged the in-state tuition fee rate for all courses taken. Students must have a Summer graduate assistantship to be eligible for a summer tuition waiver. Tuition waivers are not granted for mini-mester courses.

Responsibilities

Graduate assistants are responsible for a variety of activities, including assistance to faculty and administrators, research, and diverse assignments for external employers. Assistants provide appropriate work in the assigned department, administrative unit, or for an off-campus employer for the number of hours per week specified in the letter of appointment. Provision is **not** made

for sick leave. If illness occurs and the assistant is to be absent, the assistant must notify his or her supervisor as soon as possible and hours must be made up.

The period of the assistantship contract generally follows the academic year. For example the dates are as follows for Fall 2004, Spring 2005, and Summer 2005: August 30 through January 17 for Fall assistants; and January 18 through May 20 for Spring assistants; May 21 through August 31 for Summer assistants. (Note: Dates usually follow the semester dates and are subject to change at any time)

Mini-mester

In most cases Assistants are required to work through mini-mester. It will depend if the student's required hours have been met. Tuition waivers are **not** granted for mini-mester courses; however, all non-Maryland resident assistants are eligible for in-state tuition during mini-mester. This must be requested in writing and submitted to the Graduate Assistantship Office no later than December 10.

IMPORTANT-PLEASE NOTE:

Tuition waiver will not be granted for credits unless they are required in the degree program. The Graduate Assistantship Program does not cover courses taken for audit.

No tuition waiver is granted for undergraduate credits unless the courses are prerequisite to or required for a degree program.

University fees are not waived and payment of your fees is due by the date on your billing statement. Failure to do so will result in a late fee and possible cancellation of classes.

Students accepting an assistantship are cautioned that the tuition waiver benefit may affect an existing financial aid award package. Contact the Financial Aid Office (410-704-4236) if there are questions.

Payroll Deductions

Graduate assistants are subject to all applicable Internal Revenue Service and Social Security Administration laws and policies. Graduate assistants taking less than 6 credits will be charged for FICA expenses.

Placements

Graduate assistantships are available in various academic and administrative departments on campus. Some external assistantships may exist as well. Students are encouraged to contact their departments and program directors regarding possible placement within their program. The Graduate Assistantship Office does not post all assistantship openings at this time. Please visit our website at <http://grad.towson.edu/> .



APPLICATION FOR GRADUATE ASSISTANTSHIP

For consideration, you **MUST** attach a current resume, and submit the materials to the Graduate Assistantship Office, 7800 York Road Building, Room 232. Please remember that assistantships are limited and submission of this application does not guarantee a student will receive an assistantship. Resumes will be on file for one year, unless you have received an assistantship. This form must be completed in its entirety, if not your application will be returned.

Date: _____

Name: _____ **SS# or TU ID:** _____

Mailing Address: _____

Telephone No. (s): **Work:** _____
 Home: _____
 Other: _____

Program of Admission: _____

Please check one statement: *Yes, I have been admitted into my program of study*
 No, I have not been admitted into my program of study as of today.

Expected Graduation Date _____

E-Mail Address: _____

1. Would you be interested in a position outside of your program/department? Yes ___ No ___

2. Period of time assistantship is sought:
(Please write in specific semester(s), i.e. Summer 2006, Fall 2006, Spring 2007, etc.)

Summer _____ **Fall** _____ **Spring** _____

3. Numbers of hours available to work: _____ **10 hrs** _____ **20 hrs** _____ **10 or 20 hrs**

Please attach resume with your application.

If you have any questions regarding assistantships please call the Graduate Assistantship Office at 410-704-4484. Applications may be emailed to gao@towson.edu, faxed to 410-704-3434, or mailed to:

Towson University
College of Graduate Education and Research
Graduate Assistantship Office
8000 York Road
Towson, MD 21252

Rec'd Date:
By: