



UNIVERSITY  
of MOBILE

Higher Education for a Higher Purpose

**GRADUATE ASSISTANT REQUEST FORM**

*To request a Graduate Assistant position: Fill out this form completely. Deadlines for making a request are July 15th for the Fall semester and December 7<sup>th</sup> for the Spring semester.*

Graduate Assistant Name: \_\_\_\_\_

Semester:     Fall    Spring    Summer

Academic Year: \_\_\_\_\_

Intended Major: \_\_\_\_\_

Is University Housing Requested For This G.A.? Yes            No

Are Tuition Benefits Requested For This G.A.? Yes            No

Maximum Credit Hours Covered Under Tuition Benefit \_\_\_\_\_

Approximate Cost of Tuition Benefit (cost per credit hour x # of credit hours): \_\_\_\_\_

School/Division: \_\_\_\_\_

G.A. Supervisor: \_\_\_\_\_

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

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

GPA (undergraduate or current graduate): \_\_\_\_\_

**Please Note:** Graduate Assistants **MUST** hold a 3.00 GPA at the time of the appointment.

Assignment Type:

Assist Faculty in Conducting Research

Assist Staff in Athletic-Related Duties

Assist Staff in Residential Duties

Coordination of Service/Community Activities

Laboratory Duties

Other (Please explain: \_\_\_\_\_)

Describe G.A. Duties and Responsibilities:

Provide Goals and Objectives for G.A.:

Evaluation procedures used to determine overall effectiveness of the G.A. and assignment:

**Required Signatures:**

_____		Approved	Not Approved
Department Chair/Division Head	Date		
_____		Approved	Not Approved
Vice President for Student Life	Date		
_____		Approved	Not Approved
Provost	Date		
_____		Approved	Not Approved
President	Date		

**Conditions of Award**

Recipients of GA benefits must meet the following requirements. Failure to do so will result in cancellation of award and liability to pay back the full amount of the award. University housing is limited and based on availability.

- Serve as a GA for the full academic semester.
- Maintain good academic standing and a GPA of 3.0 or above.
- Maintain full-time enrollment (defined as six credits or more for GAs).
- Abide by University of Mobile Student and Employee Handbooks, as the UM Policy and Procedures Manual.