GTA/GSA TUITION REQUEST FORM

Calculating FTE for GTA(s) / GSA(s):
- Full tuition is provided for GTAs employed for 20 hours per week or 0.50 FTE.
- Half tuition is provided for GTAs employed for 10 hours per week or 0.25 FTE.
- GAs appointed 20 hours per week, or 0.50 FTE, fall and spring will be considered 1.00 FTE (0.50 FTE + 0.50 FTE = 1.0 FTE)
- GAs appointed 10 hours per week, or 0.25 FTE, fall and spring will be considered 0.50 FTE (0.25 FTE + 0.25 FTE = 0.50 FTE)
- GAs appointed 10 hours a week for one semester (fall or spring) will have a 0.25 FTE appointment.

GTA FTE*: __________________________
* Assumes all unit-allocated GTA FTE positions have been assigned.

School Year(s) : ______________________  □ Both Semesters   □ Fall Semester Only   □ Spring Semester Only

Funding Type : (Please check ONE)
- One-Time  Stipend will be funded with one-time 2-3-6 funds based on enrollment increases.
- Base  Stipend will be funded permanently with base budget.
- Other  Stipend will be funded internally.

Justification :

Stipend Funding Source : ______________  Comments : ______________

REQUIRED APPROVAL SIGNATURES

Department Chair
Signature

Date

Vice Provost for Graduate Affairs
Mary Stromberger
Signature

Date

Provost / Executive Vice President
Mary Pedersen
Signature Required for BASE requests only

Date

Please submit the completed form to the Dean of the Graduate School

When to use the GTA / GSA Base Tuition Request Form:
1. Colleges that have base budget to permanently support one or more GTA/GSA stipends.
2. Colleges proposing a new degree program may request one or more GTS/GSA stipends as part of base budget.
3. Colleges that have received approval for a GTA/GSA stipend through the Proposed Resource Request process.