

UNIVERSITY OF WISCONSIN-LA CROSSE

GRADUATE ASSISTANTSHIP APPLICATION

(Graduate programs may require additional information; check the program guidelines)

DIRECTIONS: E-mail completed application to: Program Director (of your interest)

DEADLINES: Applications must be received by March 1st or by the 1st of each month thereafter until all positions are filled.

Name: First Middle Last Sex: M F

Permanent Address: Street & Number City State Zip Phone Email

Local Address: Street & Number City State Zip Phone Email

List state or county of which you are a legal resident: List country of citizenship:

List final undergraduate grade point average (GPA): Graduate grade point average (GPA), if any:

Terms of year for which you are requesting an assistantship: Fall Spring Summer

Name of graduate program: Date of application to graduate program:

NOTE: To qualify for an assistantship, you must be unconditionally admitted to a graduate program or be in good academic standing.

PROFESSIONAL GOAL STATEMENT (THIS MUST BE TYPED, ONLY FOR NEW STUDENTS) Use the fillable textbox below to describe your academic plan and career goals. Be specific about the UW-L graduate program you plan to pursue. Attaching an up-to-date resume along with this application is recommended.

Type your academic plan and goals here.

Return completed application to: Dr. Carol Angell, UW-L, 300A Morris Hall, 1725 State Street, La Crosse, WI 54601.

For Program Director use only:

Assistantship offered: yes no (Reason )

If yes: 0.33 FTE 0.5 FTE Other (specify)

Regular-GA Diversity-GA Other funds (specify)

Signature of Graduate Program Director/Department Chair Date

After signing, please forward copies of this cover page to: College Office; Office of Graduate Studies

## POLICIES REGULATING GRADUATE ASSISTANTSHIPS

1. Decisions regarding graduate assistantship awards are made only after the applicant has been unconditionally admitted to the UW-L graduate program. Unconditional admission requires a minimum overall undergraduate GPA of 2.85 on a four-point scale, a GPA of at least 3.0 in the last half of all undergraduate work, or a GPA of at least 3.0 for no less than 12 semester credits of graduate study at an accredited graduate school. Graduate assistant applicants who are currently enrolled must have achieved the status of "unconditional admittance." Students admitted on probation or placed on probation while at UW-L are not eligible for graduate assistantships.
2. Graduate assistantships involve 14 to 20 hours of weekly professional responsibilities. Assistants with 33% appointments are expected to work about 14 hours per week; those with 50% appointments are expected to work about 20 hours per week. All appointments and their duration are at the discretion of UW-L. Eligible students can reapply for a graduate assistantship.
3. Remuneration for graduate assistantships is income and is taxable as such. (The current stipend for assistants with 33% appointments for the academic year (9 months) is approximately \$6,648. The stipend for assistants with 50% appointments is approximately \$10,124. Graduate assistants receive a monthly paycheck. Health fringe benefits are also part of the assistantship award.)
4. The out-of-state portion of tuition for graduate assistants with Minnesota residency is waived. Minnesota residents must make appropriate application under the reciprocity agreement. A limited number of out-of-state tuition waivers are available to students from states other than Wisconsin and Minnesota and countries other than the USA. These waivers are awarded by Departments on a case-by-case basis. All students, including those awarded out-of-state waivers, pay in-state tuition.
5. Graduate assistants must carry no fewer than nine semester credits and no more than twelve semester credits of graduate coursework during each semester of the academic year.
6. The deadline for submission of the assistantship application is March 1<sup>st</sup> of each year, or by the 1<sup>st</sup> of each month thereafter until all positions are filled.
7. Graduate assistants are considered employees of the university and may be entitled to certain employment benefits and are governed by certain personnel rules. Graduate assistants will be given a briefing of benefits and personnel rules by Human Resources prior to the start of the semester.
8. Please check with your individual program director to determine if additional information is required to complete your Graduate Assistantship application.

### ELIGIBILITY STEPS - Three steps must be completed to become eligible for a Graduate Assistantship:

1. Submit the UW-L Application for Graduate Studies admission to the UW-L Admission's Office (<http://www.uwlax.edu/Admissions/html/gradmis.htm>)  
\*\*\* International students must send all application materials directly to the Office of International Education, 116 Graff Main Hall (608-785-8016; email: [uwlworld@uwlax.edu](mailto:uwlworld@uwlax.edu); website <http://www.uwlax.edu/oie/index.htm>)
2. Receive unconditional acceptance into the graduate program of your choice
3. Submit an Assistantship Application and other documents/information required by the graduate program to: Dr. Carol Angell, Graduate Special Education Program Director by the March 1<sup>st</sup> deadline for fall assistantships or by the 1<sup>st</sup> of each month thereafter until all positions are filled, to become eligible for assistantship consideration.

**Steps 1 and 3 should occur simultaneously.** A graduate assistantship may only be awarded after receiving "unconditional admittance" by the university.