

OFFICE USE

ONLY: DATE REC: \_\_\_\_\_ DEPT: \_\_\_\_\_ PROG: \_\_\_\_\_ DATE ACCEPT: \_\_\_\_\_ GPA: \_\_\_\_\_

COLLEGE OF LIBERAL STUDIES  
SCHOOL OF EDUCATION  
UNIVERSITY OF WISCONSIN—LA CROSSE  
**GRADUATE ASSISTANTSHIP APPLICATION**

DIRECTIONS: Read the enclosed information sheet(s) and mail completed application to:

Joey La Sarge – Administrative Assistant to the Dean  
College of Liberal Studies – 235 Morris Hall  
University of Wisconsin – La Crosse  
La Crosse, WI 54601

Phone: (608) 785-8134 Fax: (608) 785-8128 email: lasarge.joan@uwlax.edu

**SEMESTER APPLYING FOR:** \_\_\_\_\_ **FALL** \_\_\_\_\_ **SPRING** \_\_\_\_\_ **BOTH**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (Last) (First) (Middle) Date of Birth UW-L Student I.D. # Male  
Female

\_\_\_\_\_  
Permanent Address City State Zip

\_\_\_\_\_  
Local/Temporary Address City State Zip

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Permanent Phone # Local Phone # Graduate GPA Undergrad. GPA

\_\_\_\_\_  
Email address Country of Citizenship

\_\_\_\_\_  
State of legal residency Ethnic Background \_\_\_\_\_  
Anticipated Date of Graduation

UNIT(S) APPLYING TO FOR GRADUATE ASSISTANTSHIP: (Check all that apply)

\_\_\_\_\_ Dept. of Educ. Studies \_\_\_\_\_ ME-PD \_\_\_\_\_ Office of Field Experience

\_\_\_\_\_ Educational Media Lab (requires computer software/hardware knowledge)

WHAT GRADUATE PROGRAM ARE YOU ENROLLED IN? \_\_\_\_\_

NOTE: A student must be unconditionally admitted to a graduate program with a minimum of 2.85 GPA to be eligible for a graduate assistantship.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted

**THE UNIVERSITY OF WISCONSIN-LA CROSSE IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER  
AND IS IN COMPLIANCE WITH TITLE IX AND SECTION 504**

**COMPUTER/INSTRUCTIONAL TECHNOLOGY SKILLS:**

Word Processing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
Statistical Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
Database Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
Spreadsheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
Graphics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
Electronic Communications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner

**PROFESSIONAL REFERENCES:**

List three persons who have agreed to submit up-to-date letters of recommendation regarding your qualifications for graduate coursework and specific assistantship responsibilities. Letters of recommendation must be mailed to Ms. Joey La Sarge by March 1<sup>st</sup> (see address on front). It is your responsibility to check with references to be certain they have forwarded letters to complete your Graduate Assistantship Application file. All letters are due by the stated deadline on the front page. Letters of recommendation already submitted for admission may be used for this purpose.

Name	Position	Complete Mailing Address	Work Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LIST ALL HIGHER EDUCATION INSTITUTIONS ATTENDED (Begin with most recent):**

Institution	State	Major(s)	Minor(s)	Degree(s) Awarded	Dates Attended
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**LIST RELATED PROFESSIONAL EXPERIENCES (Paid & Volunteer—Begin with most recent):**

Employer	Location	Duties/Roles	Dates of Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COLLEGE OF LIBERAL STUDIES (CLS)  
SCHOOL OF EDUCATION (SOE)  
UNIVERSITY OF WISCONSIN-LA CROSSE  
*2007-2008 GRADUATE ASSISTANTSHIP INFORMATION*

**POLICIES REGULATING GRADUATE ASSISTANTSHIPS:**

1. Decisions regarding graduate assistantship awards are made only after the applicant has been unconditionally admitted to a UW-L graduate program. Unconditional admission requires a minimum overall undergraduate GPA of 2.85 on a four-point scale 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 maintain a 3.0 GPA. Students admitted on probation or placed on probation while at UW-L are not eligible for graduate assistantships.
2. Graduate assistantships involve 14 or 20 hours of weekly professional responsibilities. Assistants with 33% appointments work about 14 hours per week; those with 50% appointments work about 20 hours per week.
3. Remuneration for graduate assistantships is income and is taxable as such. Graduate assistants receive a monthly paycheck. Health fringe benefits are also part of the assistantship award.
4. Incidental and other fees must be paid by the graduate assistant.
5. 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. These waivers are awarded by Departments on a case-by-case basis. An out-of-state tuition waiver applies for the two semester (Fall & Spring) academic year and a summer session. All students, including those awarded out-of-state waivers, pay in-state tuition.
6. Graduate assistants with a 50% appointment must carry no fewer than nine, nor more than twelve semester credits of graduate coursework during each semester of the academic year. Students with 33% appointments must carry no fewer than nine, nor more than fourteen graduate credits per semester.
7. You may submit the Graduate Assistantship Application as soon as your Application for Graduate Admission is submitted. These are two separate applications. You may reapply for a graduate assistantship each year.
8. The deadline for submission of the assistantship application is March 1<sup>st</sup> of each year.

**GRADUATE ASSISTANTSHIP APPLICATION PROCEDURES\*:**

There are three steps that must be completed to become eligible for a Graduate Assistantship: 1) submission of the UW-L Application for Graduate Admission to the Admission's Office—115 Graff Main Hall, 2) unconditional acceptance into a graduate program, and 3) submission of the Graduate Assistantship Application to 235 Morris Hall. These steps should occur simultaneously. A graduate assistantship cannot be awarded until the student has achieved "unconditional admittance" to UW-L Graduate Study and been accepted into a program.

**GRADUATE ADMISSION APPLICATION PROCEDURES\*:**

1. The UW-L Application for Graduate Admission and a current university graduate prospectus may be obtained from (if not enclosed with your packet of materials): Graduate Admissions Office, University of Wisconsin-La Crosse, 115 Graff Main Hall, La Crosse, WI 54601, Attn: Ms. Donna Brown (Phone: 608/785-8939; Email: Admissions@uwlax.edu).
2. Submit the completed UW-L Application for Graduate Admission to the Office of Graduate Admissions with the following: a) official transcripts of all undergraduate/graduate coursework completed, and b) non-refundable fee listed on application. Send the completed UW-L Application for Graduate Admission and official transcripts to the Graduate Admissions Office. Do not send your application or transcripts to the CLS Office, Academic Department Chairpersons, or Graduate Program Directors.

\*NOTE: International Education students must send all application materials directly to the Office of International Education, 116 Graff Main Hall (Phone: 608/785-8016; Email: uwlworld@uwlax.edu).