

Graduate Assistant Tuition Waiver in Non-Academic Areas (Pre-approval)

GRADUATE COLLEGE
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<http://fau.edu/graduate/>

Attach to Job Description Template and return to the Graduate College Business Manager at: acasacci@fau.edu

Request for Tuition Waivers for Graduate Assistants (GA) in Non-Academic Areas (Pre-Approval)

Policy Statement: In order to use tuition benefits for graduate assistants in non-academic areas, prior approval by the Dean of the Graduate College is required. Form 18 (Pre-approval Form) must be approved before the hiring department can begin recruitment. Form 19 (Approval Form) must be approved prior to including a tuition waiver in the compensation package. Approved Graduate assistants are eligible to receive tuition benefits, provided all requirements listed on the Tuition Benefits Policy for Graduate Students are met.

Required Documentation: Please complete all information below and attach a completed position description template.

Deadline: This form must be submitted and approved by the Dean of the Graduate College at least 15 days prior the anticipated start term. Form 18 (Pre-approval Form) must be approved before the hiring department can begin recruitment. A Completed position description template must be attached to the Form 18.

I. Must be Completed by the Hiring Department

Department:

Department Contact:

Supervisor Name/Title/Classification (AMP/Faculty):

Supervisor Email:

Position Title:

Number of Positions:

Start/End Date: _____ To _____

COMPENSATION

COMMENTS:

Contract (9 month or 12 month):

FTE Assignment (hours/week): _____ **Hourly Stipend:** _____

Tuition Benefits (number of credit hours/year):

Graduate College Contribution Request (% covered by Graduate College and

% Covered by Hiring Department):

QUALIFICATIONS

Areas of Study (list all programs/majors that apply):

Degree Level (masters or doctoral):

Residency (in-state or out-of-state):

JUSTIFICATION (Please provide detailed justification of alignment with FAU Strategic Plan and BOG Metrics):

Reviewed by Supervisor: _____ / _____
Supervisor Name Signature

Date

Reviewed by Department: _____ / _____
Department Head Name Signature

Date

Reviewed by College: _____ / _____
College Dean / Designee's Name Signature

Date

Reviewed by Graduate College: _____ / _____
Graduate Dean / Designee's Name Signature

Date

Attach to Form 18 and return to the Graduate College Business Manager at: acasacci@fau.edu

Template for Graduate Assistants (GA) in Non-Academic Areas

Position Title:

Number of Positions Available:

Department:

Supervisor Name/Title/Classification (AMP/Faculty):

Start/End Date: **To**

COMPENSATION

Contract (9 month or 12 month):

FTE Assignment (hours/week):

Stipend (hourly pay):

Tuition Benefits: (max credit hours/year):

QUALIFICATIONS

Areas of Study (list all programs/majors that apply):

Degree Level (masters or doctoral):

Residency (in-state or out-of-state):

Other:

SUMMARY POSITION DESCRIPTION

Provide a summary position description that directly contributes to the student's program of study:

RESPONSIBILITIES AND ASSESSMENT

Duties and Responsibilities (Responsibilities must contribute to the student's program of study):

Student Learning/Educational Activities (Activities must contribute to the student's program of study):

Learning Outcomes (Learning outcomes must contribute to the student's program of study):

Evaluation/Assessment (Please provide a detailed evaluation procedure including how often the student will be evaluated):