

# FTE Overage Approval Request For Graduate Assistantship Tuition Payments

Graduate Assistants may be appointed up to a maximum of .50 FTE for a single assistantship. Programs who desire to appoint a Graduate Student, in any classification, more than .50 FTE up to .73 FTE, for a single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. The justification should come from the student's academic advisor (major prof for doctoral) not their supervisor. This is designed to ensure sufficient progress toward degree and that the department is aware of the student's employment activity.

\*\* Click on "Tools", "Add Text", Click on box you want to add text to. Save as PDF to attach to email

When requesting, please address these questions:

1. Student Name:

2. Student UID#:

3. Major/Program:

4. Please provide justification for the request.

ments. The following are the required documents to be submitted to the Office of Graduate Studies: