

# Graduate Student Tuition Support Program

## Justification for GSTSP Tuition Waiver For Non-Degree-Granting Program (NDGP)

This form must be completed for **each** position your program wishes to fill with a graduate student who is eligible to receive a tuition waiver. All programs that do not grant graduate degrees but wish to hire graduate students must complete this form for that graduate student to receive a tuition waiver.

1. Non-Degree-Granting Program Name

2. NDGP Address

3. NDGP Director's name & phone

4. Titles eligible for tuition waiver are:

- Graduate Research Assistant (jobcode 4715)
- Graduate Library Assistant (jobcode 4690)
- Graduate Teaching Assistant (jobcode 4717)
- Graduate Instructor (jobcode 4685)

5. Please list those academic departments from which you will fill your assistantship positions. If you have an arrangement with a department, please include that information. If you do not, please list those academic departments or degree programs that you feel will have students who will fit this position and meet the requirements listed above.

6. Approximate number of graduate student assistants you expect to hire per year

7. NDG Program Director's Signature:

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(Please sign above)

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Date

For GSSP use only:    Approved   

Disapproved

# Position Description Form

Student Name:

Empl. ID

Student Academic  
Department/Program:

Position Title

FTE

Assistantship position must be 0.50 FTE, or to be allowed at 0.25 FTE, must be combined with another qualifying 0.25 FTE assistantship from an academic department/program. Special permission must be obtained from the Office of Graduate Studies in order for both 0.25 FTE assistantships to be from non-academic programs or offices.

**Position Description (To be completed by the employing department).**

Please be specific, i.e., "The student employee will be counseling approximately half of the student clients who come to the counseling center, with supervision by a full-time staff person; the student employee will also answer the crisis hot-line for approximately half of their total hours..."):

Academic benefit of the assistantship to the graduate student (**To be completed by the student's academic department**).

This must be department specific, i.e. "If student employee is in Educational, School, and Counseling Psychology, this position will allow the student to expand their counseling capabilities by..." -this section must be completed for every academic department listed on the GSTSP NDGP form, page 1)

Academic Department  
Preparer:

This form must be renewed on a yearly basis. In addition, the GSTSP form for the graduate student hired by an approved NDGP will need to be completed. The Director of Graduate Studies or department/division chair in the graduate student's academic home department will need to sign the GSTSP form to certify that the student is making satisfactory progress, as well as complete the benefits section, above. A copy of the completed and approved NDGP form needs to be attached to the completed GSTSP form for each student.