



Graduate Assistantship Application

Name _____ Date _____
(Last) (First) (Middle/Maiden)

Address _____ Phone _____
(Street) (City) (State) (Zip)

E-mail Address _____

Date of Birth _____ NMU IN _____

Degree(s) held or expected _____ Major _____ Minor _____

Degree granted by _____ on _____
(College or University) (Month/Year)

Number of semester hours in field of graduate study: Graduate completed _____ Undergrad _____

Total graduate hours _____ Overall undergraduate (cumulative) grade point _____
(If any)

Grade point average in undergraduate major _____

List Employment Experiences for the Last Five Years (Most recent first)

Name of Employer	Address	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide names and phone numbers of three (3) professional references:

1. _____
2. _____
3. _____

Submit this application to the department to which you are applying. Do not upload it to the application system.

Other documents may be required. Please check with your department for other requirements.

NMU Graduate Assistantship - General Information

A number of graduate assistantships are available each year in selected departments. This form will be forwarded to the specific department to which you are applying. You are encouraged to check with the department for any additional application materials that are required. Graduate Assistantships are awarded to highly qualified students on the basis of academic merit.

Purpose

Graduate assistantships provide students with opportunities that complement and enhance their graduate education and give them experiences appropriate to the professional, academic, or research career for which they are studying. They also provide financial assistance to students pursuing full-time graduate education.

Qualifications

To qualify for a graduate assistantship, a student must:

An applicant must:

- have completed all application processes;
- be enrolled in a graduate degree program with regular status; and
- maintain Satisfactory Academic Progress to be eligible for both the Graduate Assistantship and for the Tuition Scholarship. View the Satisfactory Academic Progress requirements here: www.nmu.edu/finaid

Once appointed, the graduate assistant must:

- not be employed in any other capacity at Northern Michigan University during their contracted dates;
- be enrolled in a minimum of six graduate credits for part-time and eight graduate credits for full-time graduate status relevant to the declared program of study during the fall and winter semesters, but no more than ten credits;
- maintain an overall graduate grade point average of at least 3.0;
- meet the qualifications of the particular assignment; and
- satisfactorily perform the duties assigned as evaluated by the faculty/supervisor.

NOTE: Graduate Assistants in the Master of Fine Arts (MFA) program must enroll in at least one credit during the summer semester.

Responsibilities

The duties of a graduate assistant will be designed to complement the student's graduate program. The duties assigned to the graduate assistant are subject to the approval of the Assistant Provost of Graduate Education and Research, and may include teaching/supervising lecture or laboratory sections under the guidance of a faculty member; assisting in research projects for a department or individual faculty member; grading papers; developing curriculum materials; assisting in educational or service projects of the department; and performing limited clerical duties. A graduate assistant's work load consists of up to 20 hours per week, or an equivalent teaching load during the fall and winter semesters.

Graduate Assistant Stipend/Tuition Scholarships

Graduate Assistants normally receive tuition scholarships for graduate level credits for the period of time that they are appointed. Full appointments allow up to 16 credit hours of tuition scholarship per academic year. To qualify for the tuition scholarship, Graduate Assistants must be enrolled in at least 6 graduate level credits in each of the fall and winter semesters. The tuition scholarship can be split unevenly between the semesters (for example, 6 credits in the fall, 8 in the winter, and 2 in the summer). The scholarship will adjust automatically for 6 – 8 credits. The student must contact the Financial Aid Office if requesting more than 8 credits of tuition scholarship in a particular semester. Graduate Assistants may receive the tuition scholarship for a maximum of 32 credits, except for MFA candidates, who are eligible for up to 48 credits of Tuition Scholarship. The Tuition Scholarship normally covers tuition charges, the University fee, Student Activities fee, and the laptop fee, when applicable. One semester appointments allow up to a maximum of 8 credit hours of tuition scholarship.

For the purpose of tuition charges, Graduate Assistants are considered residents of Michigan. The Graduate Assistant Tuition Scholarship is a tuition-specific award and adjustments may be necessary for students receiving other tuition-specific scholarships, awards, or benefits. The total of all tuition assistance programs that the student receives may not exceed the actual tuition/fees cost of NMU. A student receiving other tuition/fee sensitive awards, such as Chapter 33-Post 9/11 G.I. Bill, Army Continuing Education System [ACES], Indian Tuition Waivers, NMU Faculty Staff Tuition Waivers, Police Academy Scholarship, etc. will receive the combined awards up to the total tuition and fees. If this situation should occur, the amount of Graduate Assistant Tuition Scholarship may be reduced.