



A University Worth Discovering

Graduate Division Assistantship Application Western New Mexico University 2011-2012

Eligibility

1. Graduate students who have been admitted as a Graduate Division FINAL Admission student are eligible to apply for a Graduate Division Assistantship position.
2. In addition to meeting the Graduate Division's academic standards, a Graduate Division Assistant must also achieve a 3.0 GPA each semester. Failure to maintain a 3.0 GPA jeopardizes the Graduate Division Assistantship which may be revoked upon review by the Director of the Graduate Division
3. Graduate Division Assistants normally enroll for nine graduate credit hours and may not take more than twelve or fewer than three graduate credit hours each fall and spring semester. Enrollment for less than nine graduate credit hours results in reduced remuneration to the Graduate Division Assistant. Enrollment in six graduate credit hours for the summer semester is required to maintain a Graduate Division Assistantship.
4. Final approval of Graduate Division Assistants and terms and conditions are approved by the Director of the Graduate Division.

Categories

Graduate Division Assistantships are offered in two categories:

1. Nine-month assistantships provide students the opportunity to work the fall and spring semesters.
2. Twelve-month assistantships provide students the opportunity to work the fall, spring, and summer semesters.

Minimum Enrollment Status for Graduate Division Assistants

- 3 graduate credit hours: 7 hours per week (minimum allowed)
- 6 graduate credit hours: 13 hours per week
- 9 or more graduate credit hours: 20 hours per week (maximum allowed)

Graduate Division Assistantship Appointment

The Graduate Division Assistantship will be distributed through Payroll as follows:

Nine-month Graduate Division Assistantship:

Hour: \$ 8.65 (20 hours per week)
 Month: \$ 692.00
 Total: \$6,240.00

Twelve-month Graduate Division Assistantship:

Hour: \$ 8.65 (20 hours per week)
 Month: \$ 692.00
 Total: \$8,320.00

In-State Tuition Rate

An out-of-state or international student who receives a graduate assistantship is eligible for the in-state tuition rate. All regulations applicable to U. S. citizens are also requirements for the international graduate assistant. Additionally, an international graduate student may hold a graduate assistantship only if he or she holds an F-1 (student) visa.

Termination

A Graduate Division Assistantship may be terminated or altered upon the occurrence of:

1. Enrollment in less than nine graduate credit hours during a fall or spring semester or less than six graduate credit hours during the summer session.
2. A GPA below 3.0.
3. Withdrawal from the institution by the student.

Graduate applications will be kept on file for one year. I agree to have my assistantship file reviewed by parties interested in hiring a graduate assistant.

Student Signature: _____ Date: _____

Anticipated date of availability to assume assistantship: _____

Name: _____
Last First MI

ID#: _____ Phone: _____ E-Mail: _____

Current Address: _____
Street Address/P. O. Box City State Zip

Ethnicity (*disclosure not required*):

_____ African-American/Black _____ American Indian
_____ Asian/Pacific Islander _____ White (non-Hispanic)
_____ Hispanic/Chicano/Mexican-American _____ Other _____

Gender (*disclosure not required*): _____ Female _____ Male

Post-Secondary Degrees Earned:

Earned (date) Major Institution/Location

Earned (date) Major Institution/Location

Earned (date) Major Institution/Location

Graduate Degree Objective: _____

You may attach a current resume or complete the following:

Work Experience: Identify three most recent employers, give a brief description of the type of work performed and identify a person we may contact.

Most Recent Employment Experience:

