

Assistantship Guidelines

1. Graduate Assistantships begin with the Summer I term each year.
2. Graduate Assistantships are awarded for one (1) year only. Recipients must reapply to be considered for an assistantship for the following year.
3. A tuition waiver will be granted for a maximum of twenty-seven (27) graduate credit hours per academic year. Total tuition waivers granted to an individual student will not exceed the number of credit hours required to obtain the degree.
4. No tuition waiver will be granted for undergraduate courses.
5. A graduate assistant may not enroll for more than nine (9) credit hours per semester, seven (7) credit hours per Summer II and three (3) credit hours per Interterm.
6. If by the end of the fall semester, the student does not have a cumulative GPR of 3.0 on graduate coursework or has not received a satisfactory performance evaluation from his or her Graduate Assistant Site Supervisor; the student forfeits the graduate assistantship for Interterm and the spring semester. If the student's cumulative GPR falls below a 3.0 at the end of either Interterm or the Spring Semester, the graduate assistantship will be canceled.
7. For each three (3) credit hour graduate course for which a graduate assistant received a fee waiver, he or she will be required to work seventy (70) hours for the University in accordance with the provisions of the job description provided by his or her Graduate Supervisor.
8. Before a graduate assistantship can be awarded to a student, **the Graduate Director for the student's degree program must give approval.**

Eligibility Criteria

- To apply for an assistantship, you must complete and submit the Graduate Assistantship Application, a recent resume, and a brief essay-defining your career goals, explaining the reason you are applying for the assistantship and identifying any skills and experience that you will bring to your assistantship appointment. Return all items in a sealed envelope to the Graduate Director by **May 1st**. Notification of awards will be sent by **May 20**.
- **Students not meeting the May deadline may still submit the application. Assistantship awards given to students, who apply late, are awarded on a term to term basis (limited to the remainder of that academic year) and will be contingent on the availability of the funds. A student must reapply by the May deadline to be considered for an assistantship for the following year.**
- A student must be regularly admitted to one of the graduate programs before an assistantship can be awarded.
- A second semester senior undergraduate student may apply for a graduate assistantship if he or she has met all application requirements except for (1) receiving the Bachelor's degree and/or (2) submitting scores from required tests. In this case an assistantship may be awarded contingent on successful completion of these requirements.
- Prior to being recommended for an assistantship, an applicant must submit a degree study plan to his or her graduate director showing enrollment for a minimum of three (3) graduate credit hours per term during the academic year.
- For each three (3) credit hour graduate course for which a graduate assistant receives a fee waiver, he or she will be required to work seventy (70) hours for the University in accordance with the provisions of the job description provided by his or her Graduate Supervisor.
- **Before a graduate assistantship can be awarded to a student, the Graduate Director of the student's degree program must give approval.**

**Student Application
For
Charleston Southern University
Graduate Assistantship**

PLEASE INDICATE WHICH SEMESTER(S) THE ASSISTANTSHIP IS REQUESTED AND INDICATE THE REQUESTED NUMBER OF CREDIT HOURS.

Summer I, 200 ___ hrs
Summer II, 200 ___ hrs
Fall 200 ___ hrs
Spring 200 ___ hrs

PERSONAL INFORMATION:

LAST NAME FIRST MIDDLE/MAIDEN SSN

ADDRESS City/State/Zip Home Phone

PLACE OF EMPLOYMENT Work Phone

GRADUATE DEGREE PROGRAM Acceptance Date Expected Graduation Date

EDUCATIONAL INFORMATION:

TEST INFORMATION (as required by Graduate Degree Program)

GMAT	GRE	MAT	NTE Area	TOEFL
Date _____	Date _____	Date _____	Date _____	Date _____
Score _____	Score _____	Score _____	Score _____	Score _____

Undergraduate Major/Minor GPR _____

Undergraduate Overall GPR _____

ACADEMIC AWARDS OR HONORS RECEIVED:

Signature

Date

