

The following information will describe the conditions under which College of Law graduate students may be appointed to graduate assistantships outside the College of Law, and describe the general procedures for such appointments.

General Policy on Graduate Assistant Appointments and Training

The College of Law's Graduate Assistant Program provides students with a means of financial support while pursuing a graduate law degree and is intended to equip graduate law assistants with essential information and skills to support their transition from student to legal professional. The Graduate Assistant program provides valuable training in areas such as professional responsibility, writing, research and methodology, and legal-related administrative and technology management. The College of Law is expected to offer quality experiences for graduate assistants and to designate faculty and other administrators who will work closely with graduate assistants through assignment and evaluation to develop their skills.

Criteria for Out of Home Appointments

It is assumed that the majority of law graduate assistants will have appointments within the College of Law. Needs arise, however, in units around the University that do not have a specific pool of graduate students from which qualified assistants can be drawn. Recognizing that law graduate students can make significant contributions to the broader University community, the College of Law will allow graduate assistant appointments in other areas of the University with the following stipulations:

- A request for an external appointment has to be approved by the College of Law and the department or program offering the graduate assistant appointment.
- The College of Law must confirm the student's program status and certify at the time of approving the appointment that the student is making acceptable progress toward completion of her or his terminal degree.
- The College of Law must certify at the time of approving the appointment that the student is enrolled; that the enrollment is for the minimum number hours required under the University's Graduate Assistant Policy to support a tuition waiver (if applicable); and, that the student is not taking an academic overload during the requested term of service.

General Procedure

A unit that wishes to offer a graduate assistant appointment to a graduate student in the College of Law must consult with the College of Law to develop a rationale as to how the appointment is consistent with the guidelines stated here and how it will benefit the student's academic experience. A Georgia State law student's appointment in a unit external to the College of Law is not approved without the written endorsement of the College of Law.

Requests for external graduate assistant placements should be submitted to the College of Law as soon as possible. It is expected that units submit this information at least 2-3 weeks before the requesting unit expects to make an appointment offer. This may be waived for delayed unit processing, late student registration, or other reasonable explanation.

No offer of an appointment, either written or verbal, may be made until the College of Law has completed its review.



**REQUEST FOR GRADUATE ASSISTANT EMPLOYMENT
OUTSIDE OF HOME ACADEMIC DEPARTMENT**

Requests received after employment has begun will be denied for that term!
Completed forms should be returned to lawhr@gsu.edu

SECTION A: (To Be Completed by Graduate Student)				
Last Name:		First Name:		Panther ID#:
Requesting Academic Department:			Departmental Contact:	
Semester(s) of Employment:	Academic Year 20 - 20	Fall Only 20	Spring Only 20	Summer Only 20
Will you hold appointments in more than one unit for the term(s) indicated? [] Yes [] No				
Estimated percentage of employment (See Chart Below):				
FTE Average # hours/week	Average # hours/week	Total # of Hours for Month-Month Graduate Assistants per Pay Block	Total # hours for Semester by Semester Graduate Assistant per Pay Block	
20%	8	140	120	
25%	10	175	150	
30%	12	210	180	
35%	14	245	210	
40%	16	280	240	
45%	18	315	270	
50%	20	350	300	
<i>I understand that I must meet a part-time enrollment minimum and that I cannot take academic overload during semester(s) of employment. I also understand that I cannot serve as a student assistant or in any other employment category in another department or college except as a graduate assistant.</i>				
Student Signature:				
Date:				
SECTION B: (To Be Completed by Hiring Department Official)				
<i>This certifies that the hiring department has requested approval to hire the above referenced graduate student for the term(s) indicated. The department will assure that the student adheres to all policies associated with this appointment.</i>				
Approved by Department Official:			Date:	
If approved, tuition waiver will be applied by: [] Hiring Department [] Home Department				
SECTION C: (To Be Completed by Home Department)				
Enrollment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Academic Eligibility: <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible		Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:				
Home Department Official Name:			Signature:	
Date:				