



### RECOMMENDATION FOR GRADUATE ASSISTANTSHIP without SCHOLARSHIP

*Please complete, print and sign. Return to UCA Graduate School.  
A separate form must be completed for each source of funding.*

Student's Name \_\_\_\_\_ Student's **UCA** Email \_\_\_\_\_

UCA ID # \_\_\_\_\_ Student's Graduate DEGREE Program \_\_\_\_\_

Hiring Department \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Faculty Supervisor's UCA ID# \_\_\_\_\_ **(REQUIRED)**

Student is recommended for:  appointment  reappointment  Type of Assistantship \_\_\_\_\_

Dates of Appointment (mm/dd/yy) \_\_\_\_\_ through \_\_\_\_\_ **NOTE: separate PAF's required for each fiscal year**

**If the student is only working selected dates during this appointment period, attach a weekly schedule indicating when the student will be working and for how many hours each week. Calculate and include the total number of hours to be worked over the course of the appointment period.**

Funded by a Grant? No  Yes  If yes, Grant Title \_\_\_\_\_

**Select** the grant's source of funds:

Salary (PAF) Total: \_\_\_\_\_ Banner Dept. Index or Grant Account # \_\_\_\_\_ (XXX050 for Research)

Salary Expense Account # \_\_\_\_\_ (640100-Other, 640110-Teaching, 640120-Research, 640900 Grant)

Number of hours to work per week \_\_\_\_\_ **Important: A GA must work 20 hours per week to be eligible for an out of state fee waiver**

Will this student be **graduating at the end of this appointment period?** No  Yes

**Students in their final semester or those who have only thesis/dissertation hours remaining may be enrolled in less than 9 credit hours. All other full-time GA positions (20 hours/week) must attach a justification for the Graduate Dean to approve an exception to the policy.**

Dept. Chair or P.I. \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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#### GRADUATE SCHOOL OFFICE USE ONLY

Date \_\_\_\_\_ Full Qual.? Yes ( ) No ( ) Reason \_\_\_\_\_

Residency \_\_\_\_\_ Enrolled in \_\_\_\_\_ hours Term: Fall ( ) Spring ( ) Summer ( )

Gender: M or F \_\_\_\_\_ Ethnicity \_\_\_\_\_

Approved: Yes ( ) No ( ) Reason for disapproval \_\_\_\_\_

Ready for email \_\_\_\_\_ Email sent by(initials) \_\_\_\_\_ Date email sent \_\_\_\_\_