

FTE Overage Approval Request For Graduate Assistantship Tuition Payments

Graduate Assistants may be appointed up to a maximum of .50 FTE for a single assistantship. Programs who desire to appoint a Graduate Student, in any classification, more than .50 FTE up to .73 FTE, for a single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. The justification should come from the student's academic advisor (major prof for doctoral) not their supervisor. This is designed to ensure sufficient progress toward degree and that the department is aware of the student's employment activity.

**** Click on "Tools", "Add Text", Click on box you want to add text to. Save as PDF to attach to email**

When requesting, please address these questions:

1. Student Name:

2. Student UID#:

3. International Student: YES ____ NO ____

4 Major/Program:

5 Please have the major professor comment on the student's current progress toward the student's degree:

6 Has the student taken/passed his/her qualifying exam? If not, when will it be taken?

7 Has the student had a prospectus meeting? How far along is the student on dissertation?

8 When is the student expected to graduate?

Students hired in non-GA positions on campus must also not exceed .73 FTE for the combined position and assistantship appointments. These appointments also count towards the total FTE. Programs who desire to appoint a Graduate Student, in any classification, more than .73 FTE, for single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. Please note there are ACA and budget considerations to take into account in these cases. Please our office (Graduate Studies) if you wish to do this (send an email to Joseph Butts {tron@usf.edu} and Ruth Bahr {rbahr@usf.edu}). Graduate assistants should be aware of the Internal Revenue Service guidelines for exemption from FICA. Please contact Human Resources at (813) 974-2970 for more information.

If you receive approval, SAVE THIS FORM OR AN EMAIL AS A PDF DOCUMENT so that it can be uploaded with your Online Tuition Payment Request.

If you do NOT receive approval, adjustments to the student's FTE will have to be made to be eligible for a tuition payment.