Graduate Work Study Assistantship (GWSA)
Application and Award Protocol

Student responsibility:

1. Students must access and complete the online application forms on OGS website including:
   a. Graduate school admissions form (for new or incoming students)
   b. Graduate assistantship application form
   c. Graduate Work Study application form

2. Students must complete FAFSA (www.fafsa.ed.gov)

3. Application deadlines:
   - Spring semester: October 1 of previous year
   - Summer semester: March 1 of current year
   - Fall semester: May 1 of current year

Department/Unit responsibility:

1. All departments/units must request a GWSA position by completing an online request form. This should be done in anticipation of need or may be done at the request of a student who is applying for a GWSA by a specified date. The GWSA is $10,800 for 9 months ($1200 per month). The Federal Work Study (FWS) fund will pay $770.04 per month of this award (64.17%). Departments are responsible for $429.96 (35.83%).
   a. The department/unit must indicate agreement to supply the $35.83% of the award.
   b. The number of GWSA students a single department can receive will not exceed 2.

How will GWSA assistantships be awarded?

1. Following submission of all required forms and completion of FAFSA, applications will be reviewed by the Office of Financial Aid to determine eligibility. Eligible students will be prioritized based on:
   1) acceptance into graduate school; 2) a prior GWSA award (Previous awardees will have priority to receive an award for a second consecutive year, contingent upon acceptable performance appraisals, academic progress, and academic standing during the first year of the award); 3) academic record/accomplishments; 4) time to completion of degree (Priority will be given to those near completion); 5) No student will be allowed to receive more than two years of GWSA support (either consecutive or non-consecutive years).

2. Available assistantships will be filled according to the prioritized list. When an assistantship becomes available, the next person on the list will be offered the position, subject to the following stipulations.
   a. The student can identify a department/unit that will accept him/her and is willing to contribute 35.83% of the award.
   b. An appropriate position is known to be available as formally requested by a department/unit.

3. Students will be notified of their award by email.
   a. Students will be required to pick up documents at the OGS.
   b. Acceptance letters should be hand delivered to OGS.