

GSR Appointment Form

INSTRUCTIONS: The hiring unit should complete this form and obtain the student's signature in the box below. The student's signature indicates an understanding of the policies governing the appointment. Please do not use this form for GSI, Reader, Tutor, or exceptional appointments. This form is subject to audit and *must be maintained by the hiring unit* for the period of the appointment and according to records retention policies. **Please do not send this form to Graduate Division.**

Name: _____ SID: _____
Last First MI

Period of appointment: Begin date: _____ End date: _____

Title Code: **3276** ($\leq 24\%$) No fee remission
 3276 (25-44%) Partial fee remission
 3282 ($\geq 45\%$) Full fee remission
 3284 ($\geq 45\%$) Full fee remission & Nonresident supplemental tuition

3266 (No fee remission)*

Another fund source, e.g., fellowship, block grant, or departmentally restricted funds, must be used to pay the equivalent partial or full fee remission when a GSR is appointed 25% or greater. (TC 3266 is used when expenditure of funds on tuition and fees (benefits) is disallowed.)

During the period of appointment the student must:

- Have a GPA of at least **3.0**
- Have no more than **2 Incompletes** in upper division or graduate level courses
- Be registered and enrolled in a **minimum of 12 units** (except summer and winter breaks) unless already advanced to doctoral candidacy
- Submit **time records** that reflect the appropriate percentage of effort throughout the semester of appointment
- Plan and report **absences** consistent with hiring unit policy

If this appointment (or a combination of appointments) exceeds 50%, the hiring unit must secure written approval from the head graduate adviser in the student's academic department before offering the appointment to the student. Appointments above 75% require approval by Graduate Division. During summer and winter breaks students may work up to 100% without approval of an exception. Please note that students on F-1 and J-1 visas are limited by federal regulation to working no more than 50% time during the semester.

I have read and/or been informed about the guidelines and policies governing this academic appointment. To the best of my knowledge, I meet the above criteria for this appointment.

Student signature

Date