Graduate Assistantship Guidelines

The following are guidelines for a graduate assistantship position:

1. Priority application deadlines for graduate assistantships are April 15 for fall and September 15 for spring. Only applicants who have completed their application by the priority application date will be considered for an assistantship position.

2. Graduate assistants must maintain full-time status during the semester in which they hold an assistantship. Graduate assistants will not be allowed to register for more than four 3-credit courses in the MBA program or five 3-credit courses in the MPAc program (graduate or undergraduate) during the semester in which they hold an assistantship position. Tuition remission will not cover any undergraduate courses or courses taken during the summer semester.

3. Graduate assistantships are awarded for the fall and spring semesters only and are not automatically renewed. Renewal of an assistantship award is based on performance and subject to departmental approval. In addition, a student must remain in good academic standing to retain the assistantship.

4. Graduate assistants will be required to work 10 to 20 hours per week (depending on their award) during the semester in which they hold an assistantship position. Assistantships began and end in accordance with dates as posted on the academic calendar.

5. Applicants who are awarded an assistantship will be notified by the Graduate School office.

6. The total value of the graduate assistantship will be included as gross income to the recipient. Recipients of the assistantship will be required to complete and return an Employee Data Card, W-4 form and Employment Eligibility Verification (I-9) form to the Human Resources office prior to the award. At the end of the year, recipients will receive a W-2 form stating the value of the assistantship for tax purposes.

Please retain a copy of these guidelines for your records.

Graduate Assistantship Application

Application for Graduate Assistantship

Applicant's Name _____
Last First Middle

If your name is now different from the one appearing on any of your application documents, please indicate any other names used.

_____
Last First Middle

Street address _____

City _____ State _____ Zip _____ Country _____

Home phone number ( ) _____ Cell phone number ( ) _____

E-mail Address _____

Country of Citizenship _____

Undergraduate Degree _____ Undergraduate Major _____

In order of preference, please list those areas in which you would like to work (Accounting, Computer Information Systems, Finance, Management, Marketing, and Economics).

What are your professional aspirations?

What special skills, abilities, or experience would you offer as a Graduate Assistant?

Please attach your resume and any additional information that you consider relevant and return this form with your application for admission. Send to: Bryant University Graduate School, 1150 Douglas Pike, Smithfield, RI 02917-1284.