

Variable Rate and 1/4– and 3/4-Time Assistantship Request Form

Office of Graduate Fellowships and Awards Administration; 205 Kern Graduate Building, University Park, PA 16802; 814-865-2514

Purpose: Appointment of graduate students to half-time assistantships at stipend grades 9, 10, 11, and 27 or to quarter– or three-quarter-time assistantships at any grade (9-27) is intended for special circumstances where it becomes necessary to provide stipend rates outside the required half-time grades of 12 through 26. The half-time grades 12-26 should accommodate the vast majority of appointments. Special circumstances may include external fellowship supplements that require less than typical levels of institutional support; extreme market competitiveness within a disciplinary field; the requirement by an outside sponsor to provide a specified institutional match that exceeds the highest stipend level; or other comparable extenuating situations that necessitate rates outside the established range. *Approval for all such offers should be obtained **prior to conveying assistantship support to prospective or continuing students.***

Application: Please complete the following information for a Variable Rate or 1/4– and 3/4-Time assistantship appointment. The form must be signed by the program chair, budget executive, and the respective college administrator for graduate education to indicate approval. Once completed, submit the form to the Office of Graduate Fellowships and Awards Administration by upload to your college’s J. Jeffrey and Ann Marie Fox Graduate School OGFAA DocFinity Account.

Student’s Full Name: _____ PSU ID Number: _____

Graduate Program: _____ Degree Sought: _____

Budgetary Unit Providing Assistantship: _____

Proposed Stipend Rate (per semester): _____
(Amount must be divisible by 45 to the nearest quarter.)

Proposed Stipend Grade: _____

Level of Assistantship: 1/4-time 1/2-time 3/4-time

Period of Appointment: _____

Justification for Proposed Stipend Rate: _____

Attach documentation that supports the above justification (e.g., guidelines from funding agency; benchmarking of offers from peer institutions for the disciplinary field involved; other).

Approvals:

Name (please print or type) Chair of student's graduate program	Signature	Date
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Name (please print or type) Budget administrator for unit providing the assistantship	Signature	Date
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Name (please print or type) College administrator for graduate education	Signature	Date
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For Fox Graduate School Use Only:

Approved _____ Date _____

Denied Fox Graduate School Reviewer