

# Graduate Studies Graduate Assistantship Petition Form - User Guide

## Student

### Overview:

- Once the form is submitted, the review process will start, which includes review by the advisor selected in the form.
- After the advisor review, it will go to the Graduate Studies Student Services Director for final approval.
- If the advisor or the director indicates that the request requires further discussion, the form is sent back to the student to make necessary changes and re-submit. The student will be notified by email in these cases.
- After re-submission, the review process will again start in the same order as above.
- Once final decision by the Director, an email regarding the decision is sent to student's SCSU email and the completed form is archived in the student's account for future reference.
- If it is determined (by you or a reviewer) that your request should be cancelled, you can cancel the request. Just open the form link if you received an email indicating the form *needs further discussion* and the instructions were to *cancel the request*. Scroll to the bottom of the form, click *cancel request*, then confirm your cancellation.

### Student Information

- Data within this section is populated for student who is logged in from the student record system:
  - First, Middle & Last name
  - Star ID
  - Tech ID
  - SCSU & Personal Email
  - Phone
  - SCSU Graduate credits completed
  - Cumulative GPA
  - Active holds
- Any changes to address or phone numbers need to be made through e-Services.

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Star ID:	Tech ID:	
<input type="text"/>	<input type="text"/>	
Email Address (SCSU):	Email Address (personal):	
<input type="text" value="...@go.stcloudstate.edu"/>	<input type="text" value="...@gmail.com"/>	
Phone Number (cell):	Phone Number (home):	
<input type="text"/>	<input type="text"/>	
SCSU Graduate Credits Completed:	Cumulative GPA:	Active Holds:
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Changes to address or phone numbers above need to be made through [e-Services](#).

## Program and Advisor Selection

- Select the academic program and advisor for this request
  - Graduate Program
  - Graduate Advisor
- Once the form is completed and submitted, this advisor selected here will review the request, before moving on to the Graduate Studies Student Services Director

### Program and Advisor Selection

Please select the academic program specific to this request (i.e. M.S. Information)

**Graduate Program:**

**Graduate Advisor:**

## Form Request Types within the Graduate Assistantship Petition Form

### I want to:

- **All fields within the section are required, with only a couple of exceptions.** All required fields are denoted with a red left border on the field.

### Submit an graduate assistant petition

- Select the type of request
  - Exception to full time credit requirement
  - Exception to GPA requirement

- Seek tuition remission for late registration
- Other request related to my graduate assistantship

**Select the type of request**

[select one]

[select one]

- Exception to full time credit requirement
- Exception to GPA requirement
- Seek tuition remission for late registration
- Other request related to my graduate assistantship

- Radio button for stating if it is the last term of program (only visible when Exception to full time credit requirements is selected)
- Currently enrolled credits (this field is auto populated and only visible when Seek tuition remission for late registration is selected)
- Text area for stating the explanation or reason for making this request
- Select respective GA supervisor (if entered GA supervisor also gets cc'd on the final email)
- Checkbox to confirm that the graduate assistantship petition request is complete.

**Submit an graduate assistantship petition**

Please clearly identify your request/issue within the fields provided.

- The full time credit requirement for graduate assistantships is 9 (masters students) or 6 (doctoral students).
- The program GPA requirement for graduate assistantships is 3.0.

**Select the type of request**

Exception to full time credit requirement

**Are you in the last term of your program?**

Yes

No

**Explanation or reason for making this request**

As I am in my last term I only took 6 credits to complete masters.

**Select your GA supervisor**

Karin Duncan (local)

I confirm that this graduate assistantship petition request is complete.

## Comments or Additional Information

- Comments or additional information text area
  - Provide any additional information that would be helpful in reviewing and processing your request.
- Attach additional documentation if necessary
  - Once a document has been added, student can view or remove it if necessary.

<p><b>Comments or Additional Information</b></p> <p>If needed/desired, please provide any additional information pertaining to this request.</p> <p>[Text Area]</p>	<p><b>Additional Documentation</b></p> <p>Provide any additional documentation pertaining to this request.</p> <p><a href="#">Upload Additional Documents</a></p> <p>user-documentation.docx <a href="#">View</a> <a href="#">Remove</a> 3/23/2022 1:19 PM</p>
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## Student Acknowledgment

- Student acknowledgment checkbox to confirm that all the information provided in this request is complete and true.
- Submit the form once all the required fields are completed to start the recommendation process.

### Student Acknowledgment

I certify that the information provided in this request is complete and true, to the best of my knowledge.

Once this form is complete and submitted, please allow time for your advisor and academic department to review your request. Once the form reaches the School of Graduate Studies, allow 10 business days for the form to be processed. An email notifying you of the decision will be sent to your SCSU email and this form will be archived in your student record, or you can log back in to this system as needed to check your form(s) status at [forms.stcloudstate.edu](https://forms.stcloudstate.edu) to review the My Outstanding Requests block in the upper left corner.

Please contact the School of Graduate Studies for additional assistance at: [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).



Submit



Cancel Changes

# Email Appendix

All emails start with a greeting:

- Student emails: Dear {student first name}

## Submission received, pending Review Process (to student)

- After submitting the form, the student receives an email notification that the request has been submitted and the recommendation process has started.

Thank you for submitting a School of Graduate Studies Graduate Assistantship Petition form, including the following requests:

- Exception to full time credit requirement

Your submission has been sent to the advisor you selected in your form for review and recommendation.

Once your advisor has completed their review and recommendation, it will go to the Director of Graduate Student Services for a final decision. Once a decision has been made, the outcome will be communicated to you, your advisor, and your GA supervisor listed on the form.

If at any point in the process, the reviewer indicates that your request requires further discussion, more information, etc., the form will be sent back to you and you will be notified by email, including comments about edits needed. Please consult with your advisor if you have questions prior to resubmitting the form. You, as the student making the request, are the only one that will be able to edit the request, and only at the point that one of the reviewers have sent it back to you.

The email you receive will include a link back to your form to change whatever is necessary based on the reviewer comments.

If you determine that your request is no longer needed at the point that it is sent back to you, you can cancel your request. Click the link to the form from within the email and scroll to the bottom of the form, click on Cancel Request, and then confirm your cancellation.

You can also log in to the forms portal anytime via: <https://forms.stcloudstate.edu> to see at what point your request is in the process. This dashboard contains the following four blocks:

- **My Tasks** – forms that are assigned or sent back to you for further action and resubmission. You can click on the form to edit only at this point, based on the comments provided by the reviewer.
- **My Outstanding Requests** – forms you have submitted and which reviewer stage it is currently at. You can view the form at this point, but cannot edit anything within it.
- **My Submitted Forms** – all forms that you have previously submitted, including active and fully completed forms.
- **Forms I can Submit** – all forms that you have access to submit, based on your role within the University. All graduate forms will soon be available here.

Timing from student submission to final approval from the School of Graduate Studies can vary pending recommendation and potential edits which may be required at any stage. Within 10 business days of reaching the School of Graduate Studies, you can expect to be notified if your request was approved or denied, processed, and if needed, updated on your Degree Audit Report (DARS).

Thank you,  
School of Graduate Studies

## Re-submission request (to student)

- If the advisor or director determines that the request needs further discussion, the form is sent back to the student for re-submission.
- The student will be notified by email, including the information that needs to be reviewed and modified and will need to make the necessary changes and re-submit the form.

Thank you for your graduate assistantship petition request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Let's discuss further

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,  
School of Graduate Studies

#### **Re-submission remainder request (to student)**

- A re-submission remainder email is sent to student once every 2 days until the student completes the resubmission.

**This is a reminder that you have a request waiting for further information to be submitted.**

Thank you for your graduate assistantship petition request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Let's discuss further

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,  
School of Graduate Studies

#### **Graduate Assistantship Petition Form – Approved (to student)**

- If the graduate assistantship petition form is approved, the following email will be sent to student:

Your graduate assistantship petition has been approved for the following requests:

- Exception to full time credit requirement

Congratulations! Your request is approved.

[View completed form](#)

If you have any questions feel free to reach out us at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu) or (320)-308-2114.

*Your Advisor and GA supervisor (if applicable) have been CC'd on this notification.*

Thank you,  
School of Graduate Studies

#### **Graduate Assistantship Petition Form – Denied (to student)**

- If the graduate assistantship petition form is denied, the following email will be sent to student, including reasons provided by the Director as to why it was denied:

Unfortunately, we do not recommend your request because of the following concerns. You can file for an appeal if you are not satisfied with our decision.

Requirements are not met

[View completed form](#)

If you have any questions feel free to reach out us at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu) or (320)-308-2114.

*Your Advisor and GA supervisor (if applicable) have been CC'd on this notification.*

Thank you,  
School of Graduate Studies