

**Cleveland State University
Monte Ahuja College of Business**

Graduate Assistant/Tuition Grant Application

*In compliance with State Law, International Teaching Assistants, Tutors, and Computer Lab Monitors whose native language is other than English must take and pass a test of spoken English before they can be hired. **This test must be taken and passed before a contract will be signed.** For additional information on Graduate Assistantships and Tuition Grants please visit <http://mycsu.csuohio.edu/gradcollege/students/graduateassistant/index.html>*

I am applying for: _____ Tuition Waiver: _____ Graduate Assistantship: _____

Name: _____ CSU Student ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (home): _____ Phone (cell/work): _____

U.S. Citizen? Yes _____ No: _____ Citizen of _____ Visa Type: _____

Program of study: MBA _____ ACT _____ HCA _____ MCIS _____ MLRHR _____

Undergraduate Institution(s) Attended:	Graduation Year	Graduate Institution(s) Attended:	Graduation Year
1 _____	_____	1 _____	_____
2 _____	_____	2 _____	_____
Degree _____	Major _____	Undergraduate GPA _____	
Degree _____	Program _____	Graduate GPA _____	

If you have not taken the GMAT or GRE, which exam do you anticipate taking and when will you take it?

GMAT _____ GRE _____ Month/year of test date _____ / 20_____

Please attach a copy of your resume, including any teaching, tutoring, computer, or research experience. Please include any other pertinent information which will be helpful in determining your eligibility such as recommendations or honors received.

Please return all application materials to: Cleveland State University – Monte Ahuja College of Business
1860 E. 18th St. – BU 219 (Graduate) Phone: (216) 687-3730 E-mail: cbacsu@csuohio.edu
Cleveland, OH 44115 Fax: (216) 687-5311

FOR OFFICE USE ONLY

GMAT:	Verbal: _____	GRE:	Verbal: _____	GPA
	Quant: _____		Quant: _____	Undergraduate: _____
	Total: _____		Total: _____	Graduate: _____

Accepted by: _____ Department: _____

Application Process

Your application and resume will be distributed to appropriate College of Business Departments. Should your qualifications match a current opening in one of the departments, you will be contacted by that department. All applications will stay on file for two semesters.

Terms of the Assistantship

Assistantships are awarded only to students with superior academic records and who qualify at the time of their enrollment as regular graduate students as defined in the *CSU Graduate Bulletin: Graduate Catalog*. Students must have an undergraduate grade point average of at least **3.00**, a graduate grade point average of at least **3.00** (where applicable), to qualify for, and to retain, an assistantship.

Both full-time and half-time Graduate Assistants must register for a **minimum of 8 credit hours at, or above, the 500-level during the contract period** for the semesters specified. Exceptions to the minimum registration requirement require the written approval of the Graduate Dean. In general, doctoral-level Graduate Assistants register for 12 credit hours after reaching the dissertation stage in their program of study.

All Graduate Assistants are required to attend the *University's Graduate Assistant Orientation Program* (GAOP) during the first term of employment. GAOP information is available from the Graduate College Office (telephone 216-687-9370).

Students may be retained as Graduate Assistants as long as they currently are registered for the appropriate number of credit hours, have earned less than a total of 173 hours of graduate credit, are in good academic standing (cumulative graduate GPA of at least 3.0), are performing their duties to the satisfaction of the units in which they hold the appointment, and are making acceptable progress toward the completion of their graduate degree programs. The number of semesters that a student may be retained as a Graduate Assistant is determined by the unit sponsoring the assistantship; however, normally master's degree students do not receive more than six semesters of assistantship support while doctoral students normally receive a maximum of twelve semesters of assistantship support including all assistantship support received as a master's degree student within any Cleveland State University program(s).

Work Responsibilities

All student employees of the University, including Graduate Assistants, are limited to a **maximum of 20 work hours of service per week** during the semester. Graduate Assistants on half-time contracts (10 work hours per week) must, therefore, limit other University employment to 10 hours per week for a total not to exceed 20 hours per week. Graduate Assistants on a full-time (20 work hours of service per week) contract may not hold other employment either on or off campus without written approval of the Graduate Dean since a graduate assistantship represents full financial assistance.

Teaching Assistants, whose First Language is other than English

There are two options to demonstrate proficiency.

- ✓ Take the Test of Spoken English (TSE) offered by ETS at testing centers overseas and in the United States (none in northern Ohio). See the ETS web site for more information. <http://www.ets.org/toefl>

OR

- ✓ The process for taking the SPEAK test at CSU is as follows.
 1. Schedule test by calling Testing Center (x2272).
 2. Pay fee to the Treasury Services Office and obtain payment receipt for SPEAK test.
 3. Complete SPEAK Test Form and give to the Center for International Students and Programs (CISP).
The form is available at CISP and at the Graduate College.
 4. Take receipt of payment to the Testing Center and take the test.

It will take about 6 weeks to get results from TSE or about 2 weeks to get the results of the SPEAK test.

Depending on the student's score, the student will be cleared to accept a teaching assistantship without restriction or will need to participate in an ESL (English as a Second Language) class before doing so. **The expenses for these classes are the students' responsibility.** Tuition waivers can be used, upon approval.