

**INFORMATION FOR MASTER OF ACCOUNTANCY STUDENTS
APPOINTMENTS TO GRADUATE RESEARCH ASSISTANTSHIPS
School of Accountancy
Auburn University**

The following information is provided for students admitted to the Master of Accountancy program at Auburn University:

GRADUATE RESEARCH ASSISTANT (GRA)

- 1. GRA appointments are available to On-Campus Master of Accountancy (MAc) students who are beginning their initial graduate work in the School of Accountancy as well as to all active students in the On-Campus MAc program who are making timely progress toward their degree and remain in satisfactory academic standing. These appointments are available on a limited basis.**

To apply for a GRA appointment, students must fill out the GRADUATE RESEARCH ASSISTANTSHIP APPLICATION and return it to the MAc Program Director. Any questions regarding the status of the application should be directed to the MAc Program Director.

- 2. The stipend for a GRA appointment is approximately \$612 per month or a total of \$5,508 for the nine-month academic year. (The stipend amount is subject to change on an annual basis.)**
- 3. Students holding a GRA appointment are expected to devote approximately 10 hours per week to teaching or research projects under the direct supervision of one or more of the faculty. The School of Accountancy has a zero tolerance policy regarding GRAs not performing satisfactorily. Unsatisfactory job performance may result in not being reappointed the following semester.**
- 4. GRA positions are temporary and are contingent upon Board of Trustee approval. GRAs receive tuition waivers, subject to Board of Trustee approval and availability of funds.**
- 5. GRA stipends are paid in monthly installments during the academic year (Fall and Spring). GRA positions are limited to two semesters.**
- 6. Upon notification of appointment, the student must fill out necessary appointment and personnel papers in the School of Accountancy Office (Lowder 301).**
- 7. Students must maintain satisfactory academic standing during the period(s) of their appointment, including a minimum 3.0 grade point average. Otherwise, employment will be terminated immediately. The School of Accountancy has a zero tolerance policy regarding GRAs not performing satisfactorily. Unsatisfactory job performance may also be the basis for non-renewal of the assistantship for the upcoming semester.**
- 8. Students appointed as GRAs are not eligible for employee fringe benefits, such as group health insurance. As a demonstration of its commitment to graduate education and to the critical role that graduate assistants play in supporting the university's research and teaching missions, Auburn University provides in-state tuition fellowships to its graduate assistants who meet minimum requirements.**

GUIDELINES FOR GRADUATE TUITION FELLOWSHIPS

As a demonstration of its commitment to graduate education and to the critical role that graduate assistants play in supporting the university's research, teaching and outreach missions, Auburn University provides Graduate Tuition Fellowships to its graduate assistants who meet or exceed specific requirements. The fellowships are administered through the Graduate School. There is no application process associated with this program. All contact and any questions concerning availability of assistantships should be directed to specific academic departments or the deans' offices of the respective academic colleges or schools. Questions pertaining to the Graduate Tuition Fellowship Program that are not answered fully by the material below or by the [FAQs](#) should be directed to the Graduate School.

The Policy:

Students with a *qualifying assistantship** will automatically receive a Graduate Tuition Fellowship that pays resident and non-resident tuition, course fees, and student activity fees (no more than 15 attempted hours per semester) for all *attempted hours*** each semester during which the qualifying assistantship is held until a maximum level of support has been received. This maximum is directly linked to the minimum number of hours required by the curriculum in which the student is enrolled. For master's and specialist students on assistantship, the maximum tuition fellowship support available is the *minimum program**** plus 10 hours and for doctoral degrees, the maximum amount of support from the tuition fellowship is the *minimum program**** plus 20 hours. Students are charged a processing fee each semester in which their fellowship is used****.

* An *assistantship* is *qualified* for the Graduate Tuition Fellowship regardless of the type (teaching, research or other) under the following conditions:

- (a) **the Fellow has a minimum appointment of .25 FTE** (i.e., at least 10 hours per week),
- (b) **the Fellow is in the assistantship for the full semester** (no later than the 8th class day [5th class day in Summer Semester], through the last day of the semester),
- (c) **the Fellow receives an assistantship stipend greater than or equal to the minimum set by the Provost** (\$612/month for academic year 2009-10),
- (d) **the Fellow is a degree seeking student** (although provisionally accepted students are eligible for their first semester),
- (e) **the Fellow is in good academic standing** (GPA at least 3.0), and
- (f) **the Fellow is registered for at least 1 hour, but not more than 15 hours, of course work.**

** Attempted hours are defined as any hours for which the university charges tuition or fees, regardless of level (undergraduate versus graduate) or grade type (graded, pass/fail, or ungraded).

*** The *minimum program* consists of the basic requirements of the program in question for course work, along with Graduate School minimums for thesis hours (in thesis option master's degrees) and dissertation hours. The minimum is specified for each degree program and is a matter of public record. Students may keep up with the amount of support available to them by logging onto the Graduate Tuition Fellowship System (GTUFS) <http://graduate.auburn.edu/gtufts/>. This on-line system is useful to graduate assistants for keeping a record of the support used and remaining.

**** This fee is \$248 in 2009-10.

When the support available to students through the tuition fellowship program is exhausted, they will continue to receive a waiver for the non-resident portion of tuition as long as they maintain their assistantship.

Non-Alabama students holding assistantships that qualify for the tuition fellowship for two consecutive semesters but not the next, may request the waiver of the non-resident portion of tuition from the Bursar for that unsupported third semester. The waiver is not automatic but must be directly requested from the Bursar.

APPLICATION FOR GRADUATE RESEARCH ASSISTANTSHIP (GRA)

Auburn University School of Accountancy

(Please Print and Include Zip Codes)

Name _____ Date _____
Last Name First Name Initial

Social Security Number _____ - _____ - _____ Semester and Year of Entry to MAc _____

Campus Address _____ City _____ Zip _____

Campus Phone () _____ Auburn E-mail Address _____

Home Address _____ City _____ Zip _____

Home Phone () _____ Cell Phone () _____

UNDERGRADUATE RECORD AND TEST SCORES:

_____ Degree _____ Major _____ Institution _____ Year _____

GPA (4.0 scale) _____
Overall GPA GPA in Major

Note: GPA in Major includes all ACCT courses excluding ACCT 2990.

GMAT _____ () _____ () _____ () Month and year taken _____
Verbal (%) Quant. (%) Total (%)

If GMAT has not been taken, when will you take it? _____

To what extent have you been self-supporting during your undergraduate program? _____

If you have been self-supporting, state the kind of work done: _____

Work Experience:

I wish to be considered for a graduate assistantship for 10 hours per week beginning _____ semester, 20_____ and continuing through _____ semester, 20_____.

Please write a brief statement concerning your reasons for undertaking graduate study and state your career objectives. (Please use the reverse side.)

Signature