**Process for Graduate Assistantship Funding Months of Support Extension Requests**

Beyond 24 months of funding for master’s students and beyond 48 months of funding for doctoral students (*unless a department has previously been approved months beyond the maximum*):

1. Only one extension per student, for up to 12 months of funding will be considered.
2. The request will first be reviewed and approved by the graduate dean. The request is not approved until you receive a memo with the decision.
3. If the requester is not the academic department, a support memo from the student’s academic department is also required.
4. A graduate assistantship funding months of support extension request form should be completed by the school and sent to crystal.harris@siu.edu. The form should include:

* Students name
* Students dawgtag number
* AIS number (if known)
* Position ID number (if known)
* Percentage of time requested (FTE)
* Name of Department/School (College)
* Name of Department/School requester
* Program Area (Hiring)
* Name of program area requester
* Beginning and ending dates of extension request
* Date of request
* Current active appointment dates
* Current degree sought
* List % FTE during current active appointment
* Length of requested extension (number of months)
* Assessment of academic progress to a degree
* Justification for extension

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**Process for 75% Graduate Assistantship Requests**

***Note: Per immigration rule, international students are not allowed to work more than 20 hours per week (in all combined jobs) when school is in session.***

1. Only one 75% graduate assistantship per student, for up to 12 months of funding will be considered.
2. The request will first be reviewed and approved by the graduate dean. The request is not approved until you receive a memo with the decision.
3. If the requester is not the academic department, a support memo from the student’s academic department is also required.
4. A 75% graduate assistantship request form should be completed by the school and sent to crystal.harris@siu.edu. The form should include:
* Students name
* Students dawgtag number
* AIS number (if known)
* Position ID number (if known)
* Percentage of time requested (FTE)
* Name of Department/School (College)
* Name of Department/School requester
* Program Area (Hiring)
* Name of program area requester
* Beginning and ending dates of extension request
* Date of request
* Mark if the request is for a domestic or international student
* Current active appointment dates
* Current degree sought
* List % FTE during current active appointment
* Length of requested extension (number of months)
* Assessment of academic progress to a degree
* Justification for extension