

UIS Graduate Assistantship Program

Important Dates for 2024-2025

Friday August 16 th	2024-2025 Appointment begins; Mandatory Orientation 2:00 pm-4:00 pm
Friday August 23 rd	Fall 2024 semester begins Reminder: The last day to drop a full-term course without financial obligation is 9/6/24
Monday August 26 th	<i>Work Schedule</i> due in GA Office
Monday September 2nd	Labor Day Holiday, Campus Closed -This is a paid holiday; assistants are not required to work.
Friday September 13 th	First monthly stipend issued for appointments that started on 8/16/24
Wednesday September 25 th	Deadline for student insurance exemption paperwork to be submitted
Wednesday – Friday November 27 - 29th	Thanksgiving Recess -This is a paid holiday; assistants are not required to work.
Friday December 6 th	Last day of classes. <i>End of Year Evaluation and Assistantship Exit Survey</i> due in GA Office for appointments ending 12/14/24 OR <i>Mid-Year Formative Evaluation</i> due in GA Office
Friday December 13 th	Last stipend issued for appointments ending 12/15/2024
Saturday December 14 th	Fall 2024 semester ends
Tuesday, December 24 nd through Wednesday January 1st	Winter Recess -This is a paid holiday; assistants are not required to work.
Thursday January 2nd	<i>Returning Assistants</i> resume working
Monday January 13th	Spring 2025 semester begins
Thursday January 16th	First day of work for all <i>New Assistants</i> (Spring 2025 hires)
Monday January 21st	Martin Luther King, Jr. Holiday, Campus Closed -This is a paid holiday; assistants are not required to work.
Tuesday January 22 nd	<i>Work Schedule</i> due in GA Office* *newly appointed Assistants ONLY (hired to start Spring 2025)
Monday February 3rd	Deadline for student insurance exemption paperwork to be submitted – check HR website for exact date
Friday February 14th	First full monthly stipend issued for appointments that started 1/16/25
Friday February 28th	<i>Assistant's Request for Reappointment</i> due in GA Office- ALL Assistants must complete this form, even if not returning for 2025-2026

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Wednesday March 5th	Supervisors: <i>Assistantship Reappointment Endorsement</i> due to GA Office* *Only for Assistants returning for 2025-2026
Monday March 10 th through Friday March 14 th	Spring Recess -This is a paid holiday; assistants are not required to work.
Wednesday May 1st	<i>End of Year Evaluation</i> due in GA Office -All Assistants <i>Exit Survey</i> due (online) -Only Assistants not returning for 2024-2025
Saturday, May 10 th	Semester Ends/Commencement
Friday, May 16 th	Last monthly stipend issued; 2024-2025 appointments end 5/15/25