

UNIVERSITY OF ILLINOIS
AT SPRINGFIELD

Graduate Assistantship Office

Waiver of the Assistantship Minimum Course Load Policy

(Note: A separate waiver form is required for each semester you may be enrolled in fewer than 8 credit hours.*)

Assistant's Name: _____ Date _____
UIN: _____ *Semester/Year: **FL** **SP** of 20____
circle correct term
Academic Degree Program: _____ Academic Advisor: _____
Assistantship/Internship Unit: _____
Assistantship/Internship Supervisor: _____

I hereby request permission to waive the Assistantship Policy which requires assistants to register for at least eight (8) credit hours during each regular semester (fall or spring) of the academic year. The *GA Policy Manual* states that "Assistants must enroll and remain enrolled throughout the semester for a minimum of 8 to a maximum of 12 credit hours." (Please note that audited course work does not count toward the number of enrolled hours.)

I am requesting to enroll in the following courses this semester (list all courses in which you will be enrolled):

Course Number	Course Name	# of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Credit Hours for Semester:		_____

I base this request on the following rationale: (Please explain why you are requested to be enrolled in fewer than 8 credit hours this semester, and note how progress toward timely completion of your graduate degree will be affected.)

Signature of Graduate Assistant

Date

Academic Advisor's Approval

I have reviewed my advisee's academic progress, current academic status, and degree completion plan. I understand the student's rationale for requesting to enroll in less than eight credit hours this semester, and I support approval of this petition.

Signature of Academic Advisor

Date

Approved by:

Signature of Academic Department Chairperson

Date

Assistantship Placement Approvals

I support approval of this petition.

Signature of Assistantship Supervisor Signature

Date

Signature of Dean, Director or Division Head

Date

Graduate Assistantship Office Approval

Signature of Graduate Assistantship Office

Date

Important Notice for All Assistants

Please be aware that enrollment in fewer than 6 credit hours during the fall and/or spring semester will result in extra deductions being removed from your monthly stipend as FICA rules stipulate that you cannot qualify for a FICA exemption if you are not enrolled in at least 6 credit hours. If you have questions related to this matter, please contact the UIS Payroll Office at 206-7211.

Important Notice for International Student Assistants

Please be aware that if you are planning to enroll in fewer than 8 credit hours during a semester, you must contact the Office of International Student Services and complete the required *Request for DSO Authorization for Reduced Course Load* form. This form must be submitted to and approved by the Designated School Official in the Office of International Student Service **before** your *Waiver of the Assistantship Minimum Course Load Policy* form is filed with the GA Office.

Also, please note that, in cases where you are petitioning to be enrolled in only one course as it is the only remaining degree requirement, if the course is offered only via an online instruction method, there will be problems with your F-1 visa status. Please contact Joy Thibadeau immediately if this situation arises.