

## Grace-Term GA Guidelines

*Departments must append the completed recommendation signed by their Faculty Dean to each grace-term GA contract sent to Graduate Studies.*

A 'grace-term' GA contract can be requested for one of the following:

- 1) A graduate assistant who has already received the minimum/required GA terms: 7 full GA terms at 140 hrs.(doctoral), or 3 full GA terms at 140 hrs. (Master's);
- 2) A graduate assistant who is no longer eligible for funding i.e. is still registered in their academic degree program beyond the following program eligibility limits:
  - o Doctoral program: beyond 12 terms of FT registration
  - o Master's program: beyond 6 terms of FT registration

Such graduate assistants may be offered a 'grace' GA appointment in accordance with the CUPE 4580 collective agreement:

13:01(c): "... on occasion, if sufficient departmental funds are available, additional grace terms of funding may be granted to a graduate student at the sole discretion of the AAU and with the approval of the Dean of Graduate Studies or his/her designate."

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## Grace-Term GA Recommendation

Each proposed grace-term GA must be evaluated **on its own merit**. The department must complete the following section and submit to the Faculty Dean for consideration and approval:

- All eligible assistants in the program who are owed GA terms (i.e. have received fewer than 7 GAs-PhD /3 – Master's) have been offered a GA this semester, and there are still unfilled GA positions:      Yes              No - explain:
  
- Is this the only qualified student for this GA position?      Yes      No - explain:
  
- What is the academic need for this position?
  
- Additional considerations – please specify:

Department Name:

Name of Proposed Grace-Term Assistant:

Student ID:

Contract Year and Semester (F/W/S):

AAU Head Signature: \_\_\_\_\_

Date:

AAU Head Name (Please PRINT):

## Faculty Dean Approval:

Faculty Dean (or Designate) Signature: \_\_\_\_\_

Date:

Faculty Dean (or Designate) Name (Please PRINT):

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