

**Graduate Student Support Program  
Justification for GSSP Fee Waiver  
For Non-Degree-Granting Program (NDGP)**

This form must be completed for **each** position your Program wishes to fill with a graduate student and for whom you wish to receive a GSSP fee waiver.

1. Non-Degree-Granting Program Name \_\_\_\_\_

2. NDGP Address \_\_\_\_\_

3. NDGP Director's Name & Phone \_\_\_\_\_

4. The titles that can be used for this position are any of the following:

- a. Graduate Research Assistant
- b. Graduate Teaching Assistant
- c. Graduate Instructor

5. Departments from which you will choose your graduate students. Please list those departments from which you will fill your positions. If you have an arrangement with a department, please include that information. If you do not, please list those departments that you feel will have students who will fit this position and will meet the requirements listed above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Number of graduate students. Please put down the approximate number of graduate students you expect to hire. \_\_\_\_\_

7. NDG Program Director's Signature:

\_\_\_\_\_  
(Please sign above)

\_\_\_\_\_  
Date

For GSSP use only:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

## Position Description Form

Position Title: \_\_\_\_\_

Position FTE \_\_\_\_\_ (25% = 10 hours a week; 50% = 20 hours a week)

Position Description (Please be specific, i.e., “The student employee will be counseling approximately half of the student clients who come to the counseling center, with supervision by a full-time staff person; the student employee will also answer the crisis hot-line for approximately half of their total hours...”):

Benefits to Student (must be department specific, i.e. “If student employee is in Educational and Counseling Psychology, this position will allow the student to expand their counseling capabilities by...” – this section must be completed for every department listed on the GSSP NDGP form, page 1)

If approved, this form will be valid for 3 years, whether the graduate student hired for the position is the same for that time period or not. The Certification of Eligibility (CoE) form for the graduate student hired by an approved NDGP will need to be completed on a semester-by-semester basis. The Director of Graduate Studies in the graduate student’s academic home department will need to sign the CoE form to certify that the student is making satisfactory progress, and is performing their duties as explained in the Position Description. A copy of the completed and approved GSSP NDGA form needs to be attached to the completed CoE form for each student.