



**BOWIE**  
STATE UNIVERSITY  
— 1865 —

**Graduate  
Assistantship  
Application Packet**

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*Dean of Graduate  
School*

**The Graduate School  
Center for Business and  
Graduate Studies, Suite 1312  
14000 Jericho Park  
Bowie, MD 20715**

**2023**

## **BOWIE STATE UNIVERSITY MASTERS/DOCTORAL PROGRAMS**

### **GRADUATE ASSISTANTSHIP APPLICATION GUIDELINES**

Bowie State University Graduate assistantships represent a great opportunity to gain professional and academic experience in the student's field of study. The assistantships are awarded to students who have demonstrated evidence of high academic performance.

Graduate assistants receive tuition remission and a monthly stipend (salary) to work 20 hours per week on assigned professional responsibilities at the posted units on campus. The assistantships are available in the various academic departments within the four Colleges: Arts & Sciences, Business, Education, and Professional Studies. The duties assigned to graduate assistants employed by the Graduate School and posted in various academic departments within the Colleges and relevant units on campus relate to collecting and processing research data for faculty members, honing plethora of relevant and related professional skills necessary to pursue a career in the student's area of specialization. The duties assigned to graduate assistants employed by the Graduate School relate to special areas of research and consultancy. Offices on campus may employ GAs to help with administrative support functions. Responsibilities vary, as do the durations of appointments. Supervision is provided by the administrator or staff of the Office or department

The graduate assistants must be in good academic standing, and are expected to be enrolled in a maximum of 9 (nine) credit hours in each of the fall and spring semesters and may not register for more than 12 credit hours without the approval of both their supervisor and Graduate Dean. The tuition remission for graduate assistants covers only nine credit hours and any hours in excess should be paid for by the student. Graduate Assistantships are not automatically renewable and are dependent upon the assessment of work (GPA of 3.5) and classroom performance.

For more information regarding policies and frequently asked questions, please access the following link: <https://www.bowiestate.edu> and go to the Graduate School webpage

To apply for a graduate assistantship within the Graduate School through your department please complete the application form below.

Please return this form and supporting documentation to your department, in person. The department should conduct a preliminary in-person interview to determine eligibility. Applicants must show evidence of physical presence for the interview for their application to be considered. The Graduate School conducts an in-person verification interview with the selected candidates before the prospective applicant is awarded a graduate assistantship.

All approved applications *should not be ranked* and should be sent to the Graduate School on or before the deadline:

- ❖ Fall Application Award due date is the last Friday in March
- ❖ Spring Application Award due date is the last Friday in October

***NO APPLICATION WILL BE ACCEPTED AFTER THE DUE DATE.***

- Applications for the Graduate Assistantship program are available online on the Graduate School webpage.
- In addition to the application, the following supporting documents must be submitted:
  - ❖ Completed resume,
  - ❖ Three letters of recommendation from BSU Faculty
  - ❖ Copy of a driver's license or international passport with an immigrant visa page
  - ❖ Proof of residency in Maryland, Washington DC, Virginia, or any city in the United States
  - ❖ A two-page self-assessment of the applicant;

**Note:** Incomplete applications and/or applications without **all** of the supporting documents should not be considered by the department reviewing committee.

- All Graduate Assistantship awards though not automatically renewable but the duration of the award are as follows:
  - ❖ Three years for only those in Counseling Programs;
  - ❖ Two years for all other master's programs and
  - ❖ Four years for those in the doctoral programs
- All selected applicants must complete an in-person interview at the graduate school office by the dean before the final award paperwork is approved and submitted for final review, award letter, and contract signing. An award letter is sent to selected awardees, which should be signed and returned to the Graduate School on or before the deadline as stated on the award letter.
- Awardees of Graduate Assistantships will be required to sign a contract of employment each year. They must also complete the University System of Maryland Tuition Remission form each semester.



Office of the Graduate School  
Center for Business and Graduate Studies, Suite 1312

**Graduate Assistantship Application Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ Cell: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**EDUCATION**

Degree Earned	Major	Date	Institution	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*I have been admitted to the graduate program    I have not been admitted to the graduate program*

**EMPLOYMENT**

Employer	City/State	Date	Nature of Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RESEARCH/TEACHING SKILLS:** Please list specific research/teaching experience, computer languages, or other skills that would qualify you for research/teaching assistant position

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

**REFERENCES:**

Name/Position	Address	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information on this form is accurate to the best of my knowledge. Signature: \_\_\_\_\_