

Graduate Assistantship Procedures Timeline

February

In February, the Graduate Studies office will send out a notice to the Deans regarding the number of Tuition Support Graduate Assistantships that are being allotted to their school from the college wide state account. The Deans, in turn, notify their Department Chairs and faculty of the number of college wide Graduate Assistant slots available. Department Chairs must apply to their Dean for a state supported or department supported Graduate Assistant position by submitting a copy of the Graduate Assistant request form along with a position description to the Dean by the last week of February.

Feb/March

Deans determine which positions to support and indicate the funding sources on the request form. If a stipend is offered, a departmental account number must be identified. If tuition support is not state supported, a departmental account number must be identified also.

All Graduate Assistant request forms and position descriptions are due to the Graduate Studies office by the end of the first week of March. Please send position descriptions as an email attachment to kuklislis@cortland.edu.

During the second week of March, all approved Graduate Assistantship positions will be posted in the Graduate Studies office and other appropriate forums. Applications for Graduate Assistantship positions will be available in the Graduate Studies office and on the SUNY Cortland/Graduate Studies website.

April

The deadline for submitting student applications to the Graduate Studies Office is the first week of April. The Graduate Studies office collects and sorts the applications and forwards them to the departments by mid-April. A list of students and departments will be recorded at the Graduate Studies office. Departments will review applications and select a Graduate Assistant by the end April. Decisions are forwarded to the Graduate Studies office. All applications should be ranked in order of preference clearly indicating the chosen candidate and those applicants deemed unacceptable. Positions will remain open until filled.

The Graduate Studies office is responsible for notifying all applicants of a decision. The Graduate Assistantship agreements will be sent to chosen candidates.