SAN JOSÉ STATE UNIVERSITY ? OFFICE OF FACULTY AFFAIRS

TEACHING ASSOCIATE FEE WAIVER APPLICATION

The employment of Teaching Associates provides graduate students with an opportunity to gain supervised teaching experience in fields related to their advanced study, while simultaneously maintaining the highest possible standards of undergraduate instruction. Teaching Associates provide an important contribution to the University, therefore in recognition of their service, San José State University provides a Teaching Associate Fee Waiver.

Eligibility: To be eligible, graduate students shall be enrolled in a minimum of three units of coursework per semester and in “classified status” in a graduate program of study. For one semester only, students who have already served as a TA who are enrolled in fewer than three units are also eligible for employment. The student should be enrolled in at least one unit or be in the process of completing a Satisfactory Progress (SP) grade. All Teaching Associates shall work under the close supervision of a faculty member, and the school/department/program employing them. Students shall have had a course or workshop leading to competency in teaching in the discipline, or teaching experience, prior to working as a Teaching Associate.

The following graduate student has met the guidelines of the School/Department, which are on file in the Office of Faculty Affairs. The recruitment process for appointment as a Teaching Associate has been met as required by University Policy S00-7 and this application conforms with University Policy F01-3.

INSTRUCTIONS: Attach a copy of your CLASS SCHEDULE to this application, obtain required signatures and submit to the Office of Faculty Affairs prior to the deadline below.

FALL DEADLINE - 1st Friday in October
SPRING DEADLINE - 1st Friday in March

First Name ____________________________  Last Name ____________________________  Student ID ____________________________

Employed by Department/School ____________________________  Campus Zip ____________________________

Phone # ____________________________  Email Address ____________________________

Faculty Supervisor ____________________________  Master’s Pursuing ____________________________

Overall GPA ________  Current Standing:  Conditional ☐  Classified ☐  Probation ☐

Please pay your tuition when it is due to avoid having your classes dropped. Tuition is due approximately 30 days after your initial registration. If you have questions about your fees and reimbursement please contact the Bursar’s Office at 924-1605.

Have you paid your Tuition Yet?  Yes ☐  No ☐

Entitlement: Matriculated graduate students who are appointed as Teaching Associates at San José State University shall be granted fee waivers, during the semester that they are teaching, of mandatory campus miscellaneous fees and the mandatory state university fees.

☐ Hiring time of 0.1 to 0.2 entitles the Teaching Associate to a fee waiver covering 1.0 to 6.0 units per semester they are teaching.

☐ Hiring time of above 0.2 entitles the Teaching Associate to a fee waiver covering 6.1 or more units per semester they are teaching.

Approved by:  Yes ☐  No ☐  Chair/Director ____________________________  Date ______________

Yes ☐  No ☐  Dean ____________________________  Date ______________

OFFICE OF FACULTY AFFAIRS

Term:  ☐ Fall  ☐ Spring  Eligible:  ☐ Yes  ☐ No

OFA Signature ____________________________  Emailed to Bursar’s: _________