



**Request for Approval of an
Additional Service Assignment (ASA)**

Requests must be submitted at least two weeks prior to start date to be considered

Student's name: _____ Banner/Access ID: _____

Primary assignment classification GTA: _____ GSA: _____ *GRA: _____ *RUMBLE

Primary assignment Start date: _____ End date: _____

Primary assignment department: _____

Details of Additional Service Assignment

Start date: _____ End date: _____

Additional service department: _____

Number of hours per week for additional assignment (limit of 10): _____

Details of Additional Service Job Duties

Instructional Services: _____
(Includes but not limited to teaching, grading, tutoring, monitoring lab or discussion sections)

*Note: If the Primary Assignment is **GRA or Rumble Fellowship and additional service is instructional**, where a UPTF contract letter is appropriate, a signature line for the Graduate School Dean's approval must be included and forwarded to the Graduate School together with this form after obtaining all other applicable signatures

Research Support: _____

Administrative Support: _____

ASA Employee Classification: _____

Student's reason for accepting the position: _____

Additional service assignments are limited to 10 hours per week and are considered for approval if the graduate assistant is in good academic standing and is making good progress toward his/her degree. There should also be sufficient justification for the student performing the additional job, which is outside the scope of his/her primary assignment.

Academic Advisor Date

Supervisor of Primary Assignment Date

Supervisor of Additional Assignment Date

Amanda Bryant-Friedrich
Dean, The Graduate School Date

*After obtaining signatures from the advisor, primary and secondary supervisors,
please forward to Tricia Koufes at ae5366@wayne.edu*