

## MEMORANDUM

TO: All Graduate Students

FROM: Vickie Healey

RE: Application for Departmental Re-Funding

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Please submit the attached Graduate Funding form and two faculty recommendations to me no later than March 1<sup>st</sup>.

Before filling out your form, please refer to the Graduate Program Handbook, Section IV B Financial Assistance Criteria.

Under the new graduate program passed by the faculty last fall, the re-funding folder for each student will now include a variety of information. Reports from past TA duties and evaluations from faculty teaching seminars will be included as available. You may solicit two additional letters of recommendations from faculty members. **IT IS YOUR RESPONSIBILITY TO DISTRIBUTE THE SIGNED RECOMMENDATION FORMS TO YOUR TWO RECOMMENDERS, AND YOUR RESPONSIBILITY TO MAKE SURE THOSE LETTERS ARE SUBMITTED TO ME BY THE DEADLINE DATE. Any late letters of recommendation will be the fault of the student, not the faculty member.**

Students with TA positions must inform the Director of Graduate Studies of any employment outside of The University of Arizona (per Minimum Requirements of the NOA)

If you have questions, please let me know.

**UNIVERSITY OF ARIZONA**  
**Department of Political Science**  
**200\_\_\_ - 200\_\_\_**

**APPLICATION FOR REFUNDING**

**Deadline: March 1st**

Name of Applicant: \_\_\_\_\_

\*Total semesters in the program: \_\_\_\_\_ \*Total units completed: \_\_\_\_\_ \*GPA: \_\_\_\_\_

\*Total units of incomplete: \_\_\_\_\_ (excluding 900 or dissertation credits)

Please list the semester in which each of the following was completed: (use NA for not applicable)

\_\_\_\_\_ Masters Exam      \_\_\_\_\_ Ph.D. Preliminary Exam      \_\_\_\_\_ Dissertation Prospectus

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**Funded Students ONLY**, please complete the following:

\*Number of semesters as TA or RA: \_\_\_\_\_

\*Total units completed: \_\_\_\_\_ during \_\_\_\_\_ semesters RA/TA

\* \* \* \* \*

\*Include current semester. If any figures are not the same as those shown on your most recent grade report, please attach an explanation.

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Submit signed copies of the Graduate Assistant/Associate recommendation form to two faculty members for submission to the Department in support of your application. Recommendations should be requested from those most familiar with your work: instructors, research directors, committee members.

Please list the name of recommenders.

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

Summary of activities relevant to appointment (e.g., experience in other universities, research or other positions held in the department etc.). Please add any comments or explanations which you think might be relevant to your application. (Use reverse side if needed):

**UNIVERSITY OF ARIZONA**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**200\_\_\_\_ - 200\_\_\_\_**

**RECOMMENDATION FOR APPOINTMENT/REAPPOINTMENT AS GRADUATE ASSISTANT/ASSOCIATE**

Name of Applicant: \_\_\_\_\_

Recommendation requested from: \_\_\_\_\_

**TO THE APPLICANT:** Under the Family Educational Rights and Privacy Act of 1974, you have the right to inspect your records. Please indicate below whether you wish to waive this right.

\_\_\_ I hereby waive the right of access to this recommendation.

\_\_\_ I do not waive the right of access to this recommendation.

Date: \_\_\_\_\_ Applicant signature: \_\_\_\_\_

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**TO THE WRITER OF THE RECOMMENDATION:** Please use this form OR attach a signed copy of this form to your letter of recommendation. (Please submit to Vickie by March 1st).

Signature: \_\_\_\_\_