



**GRADUATE RESIDENT ADVISOR (GRA)  
Academic Approval Form for 2026 – 2027**

In order to be appointed as a Graduate Resident Advisor (GRA), an applicant must be an enrolled and attending as a full-time graduate or professional student in a degree-granting program (or be in dissertation or comparable status), be in good standing at the University of Pennsylvania, and is responsible for ensuring compliance with University policy which restricts students from working more than 20 hours per week while classes are in session (<https://www.hr.upenn.edu/policies-and-procedures/policy-manual/recruitment-and-staffing/employment-of-university-students> .) GRAs are expected to be available to work 15-20 hours in the GRA position per week.

More information regarding the GRA position can be found at <https://collegehouses.upenn.edu/about/join-us/resident-advisors> . GRAs are involved with New Student Orientation activities, mentoring, programming, event planning, inter-house communication, on-call duty, crisis and emergency response, and other duties depending upon the specific College House. The GRA must adhere to the required dates below. *Note: The required dates are dependent upon the University’s academic calendar and subject to change.*

- Friday, August 7, 2026:** Report to campus by 5:00pm
- August 8 – August 24, 2026:** RA Training & Move-In/Opening and NSO Orientation Week
- Friday, Dec. 18, 2026:** Closing of College Houses; RAs eligible to leave after 4:00pm
- Friday, Jan. 15, 2027:** Report to campus by 5:00pm
- Saturday, Jan. 16, 2027 – Tuesday, Jan. 19, 2027:** January Training/Opening
- Tuesday, May 18, 2027:** End of RA Position; RAs eligible to leave after 4:00pm
- Tuesday, May 25, 2027:** All RAs must move out by 12:00pm

Prior to being considered as a GRA candidate, students are required to discuss with their academic department the potential impact of this position on their academic progress, work hours, and any financial support they may be receiving and have this form completed by their program designees. Approval to serve as a GRA is determined annually based on the student’s individual circumstances, and a prior year’s approval or denial does not control the decision for the current year.

**GRA Candidate:** Please complete the first section of this form and request that your department designee review the section below; then return the completed form to you to upload with your application.

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

School: \_\_\_\_\_ Program: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Do you have another campus job that totals up to 20 hours? \_\_\_\_ Yes \_\_\_\_ No

**Graduate Department:** Please meet with this student and complete the following.

- |   |           |          |
|---|-----------|----------|
| <input type="checkbox"/> This student will be full-time during the 2026-2027 academic year.   | Yes _____ | No _____ |
| <input type="checkbox"/> This student is currently in good academic standing.   | Yes _____ | No _____ |
| <input type="checkbox"/> I have informed the student of any impact that accepting this role will have upon their financial package provided by the Department   | Yes _____ | No _____ |
| <input type="checkbox"/> This student is able to comply to University's policy regarding work hours   | Yes _____ | No _____ |
| <input type="checkbox"/> Please indicate whether you support this student's appointment as a GRA for 2026-2027, based upon your understanding of the GRA position and your department's requirements. | Yes _____ | No _____ |

Please indicate date(s) student must be on campus for academic reasons (orientation, classes, internship, interviews) that could conflict with required RA dates described above.

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For more information, please visit College Houses & Academic Services website (<https://www.collegehouses.upenn.edu/join>). If you have any questions, please email [chas@collegehouses.upenn.edu](mailto:chas@collegehouses.upenn.edu).

**By signing below, you confirm that this student meets all of the requirements listed above and is approved to be considered for the GRA role. In particular, you confirm that the student is in good academic standing and that taking on the GRA role (which requires 15 hours of work per week) will not cause the student to exceed the 20 hours of total University employment per week that is the maximum allowed for all students during the fall and spring terms, consistent with University policy. You also confirm that you are authorized by your school, department, program, and/or graduate group to provide this approval.**

**For PhD Students, the following must be completed:**

Graduate Dean Name: \_\_\_\_\_

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

Graduate Group Chair Name: \_\_\_\_\_

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

Advisor Name: \_\_\_\_\_

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

\*If you do not have an advisor (e.g., because you are new to your program), please check here: \_\_\_\_\_

**For all other graduate and professional students (non-PhD), the following must be completed:**

Professional Masters Dean (or Equivalent) Name: \_\_\_\_\_

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

Program/Department Chair (or Equivalent) Name: \_\_\_\_\_

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

Advisor Name: \_\_\_\_\_

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

\*If you do not have an advisor (e.g., because you are new to your program), please check here: \_\_\_\_\_

*Form revised 3/5/2026*