

## **Graduate Assistant Guidelines and Administration**

### **Guidelines**

#### **1. Eligibility**

- Must have regular or conditional admission status to a program. Graduate students who have provisional or non-degree status are NOT eligible.
- Are expected to be above-average students. Graduate Assistants should have a minimum cumulative undergraduate GPA of 2.5, a minimum GRE score of 750 (with at least 350 on the Verbal and 350 on the Quantitative) or a minimum GMAT score of 450, and a formula score of 2000 ( $\text{GPA} * \text{GRE}$ ) or 1000 ( $\text{GPA} * 200 + \text{GMAT}$ ). Graduate assistants should exceed the minimum requirements for program admission.
- Are expected to earn not less than 9 semester hours of credit toward their graduate degrees (12 semester hours for the School of Pharmacy) during a regular semester and not less than 3 hours of credit per summer session. Graduate Assistants cannot be enrolled solely in deficiency courses.
- May not have a concurrent graduate work-study position or more than one graduate assistantship.
- Must commit to a full-time appointment. There are no partial assistantships.
- Must attend GA/GWS Orientation presented by GSR.
- Must perform duties in a satisfactory fashion.
- Must complete programs in a timely fashion – in general, two years for a master's degree and four years for a doctoral degree.
- In general, the graduate assistant should be assigned to the department in which the student is getting a degree.

#### **2. Types of Graduate Assistantships**

- Teaching (specify class)
- Research (specify project and provide a brief description of duties)

#### **3. Appointment Period**

- Appointment is by semester or summer session --Summer I, Fall, Spring, Summer II
- No 10- or 11- or 12-months appointment periods

- Must be finalized prior to the first day of classes for the semester in which a student will be working.
- Last day to work is the day that grades must be submitted to the registrar's office after final exams.

#### **4. Stipend**

- Regular Semester: Varies by department -- \$2500 is the minimum stipend per regular semester.
- Summer Session: Minimum is \$800 per summer session. (Having a graduate assistantship during a regular semester does not guarantee having a graduate assistantship during the summer.)
- Amount of the stipend cannot be changed after the semester begins.

#### **5. Tuition and Fees**

- Students must pay their own fees.
- In-state tuition and out-of-state fees will be waived for the semester in which the student serves as a graduate assistant.
- In-state tuition will be waived for a summer session ONLY IF a student has a graduate assistantship during that summer session.
- The out-of-state fees will be waived for the summer if the student has a graduate assistantship during the spring semester and has not graduated.

#### **Administration**

1. The Office of Graduate Studies and Research (GSR) will provide oversight of Graduate Assistants.
2. The Graduate Assistant Request form should be completed and signed by the Department Head (or other appropriate administrator) and the Dean (or other appropriate administrator) before being sent to GSR. Please do not tell a student that she/he has a graduate assistantship until you have received approval from GSR.
3. Appointments letters are sent by the appropriate dean or vice-president's office after GSR approval.