

Graduate Work-Study 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 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.
- May not have a concurrent graduate assistantship or more than one graduate work-study position.
- Must commit to a full-time appointment – there are no partial work-study appointments.
- 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.

2. Types of Graduate Work-Study Positions

- Laboratory Assistant (specify lab and provide a brief description of duties)
- Non-teaching (provide a brief description of duties)
- 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
- Appointment should be finalized prior to the first day of classes for the semester or summer session in which a student will be working.
- Last day to work is the last day of classes.

4. Stipend

- Regular Semester: Stipend will be \$8.00 per hour for 20 hours per week for 14 weeks per semester = \$2240 total.
- Summer Session: Stipend will be \$8.00 per hour for 20 hours per week for 5 weeks = \$800 total. (Having a graduate work-study

position during a regular semester does not guarantee having a graduate work-study position during the summer.)

5. Tuition and Fees

- Students must pay their own in-state tuition and fees.
- The out-of-state fee will be waived during the semester in which a student has a graduate work-study position.
- The out-of-state fee will be waived for the summer if the student has a graduate work-study position during the spring semester and has not graduated.

Administration

1. The Office of Graduate Studies and Research (GSR) will provide oversight of the Graduate Work-Study Programs.
2. The Graduate Work-Study 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 work-study position until you have received approval from GSR.
3. Appointment letters are sent by the appropriate dean or vice-president's office after GSR approval.