Graduate Assistantships

**Original Implementation:** Unpublished  
**Last Revision:** July 29, 2014

To be eligible for a graduate assistantship (GA), a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. The academic unit head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester.

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of graduate studies. Appointment as a GA is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student may receive an assistantship for no more than four long semesters and two full summers.

**Cross Reference:** Graduate Bulletin

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of Graduate School

**Forms:** Application Form for Graduate Assistantships (available from the office of the academic unit head)

**Board Committee Assignment:** Academic and Student Affairs