

## **Graduate Assistantship Frequently Asked Questions**

### **When is the contract deadline for graduate assistantship contracts?**

The contract deadline would be three weeks prior to the start date of the contract.

### **Where do I find the contracts?**

Contracts will be created electronically via Microsoft Form and Workday by your department's hiring process manager. You will accept/approve them online after they have been created.

### **How many hours is a graduate assistant allowed to work?**

The maximum hours a graduate assistant can work, at the University, is 20 hours per week.

### **Is a graduate assistant allowed to also work as a student assistant?**

The maximum hours a graduate assistant can work at the University is 20 hours per week. If their graduate assistant contract is for 20 hours a week, they are not allowed additional employment on campus. If their graduate assistant contract is for less than 20 hours per week, they may work as a student assistant for the additional hours that would total no more than 20 hours per week. (Example – if they had a 10 hour a week GA contract, they would be eligible to work 10 hours per week as a student assistant for a total of 20 hours per week.)

### **Is a graduate assistant also allowed to be a part-time faculty member?**

No, they must choose either the graduate assistant appointment or the faculty appointment. They cannot combine the two.

### **Is a graduate assistant allowed to work outside of the University?**

With department approval, a graduate assistant may work up to 8 hours per week outside the University. Written approval should be given by the department chair/school director with a copy sent to the Graduate School.

### **What is the stipend amount for a graduate assistant?**

The stipend amount is set by the individual departments or units. However, the minimum amount that can be paid is minimum wage.

### **Does the graduate assistant have to pay taxes on the stipend?**

Yes, all compensation paid is subject to local, state, and federal taxes.

### **How many credit hours must a graduate assistant be enrolled to be eligible to hold a graduate assistantship?**

A graduate assistant must be enrolled in a minimum of 9 graduate credit hours during the entire term of the graduate assistantship contract.

### **Do graduate assistants have to work over spring break?**

No, graduate assistants are not required to work over spring break. If your department or unit requires the graduate assistant to work over spring break, you must write it as a contingency in their contract that they will be required to work over spring break. You must then either reduce

their hours during the spring semester to cover the hours worked over break or give them an additional payment, equal to their contract stipend, to cover the additional 20 hours.

**Is a student required to show proof of English proficiency before being appointed as a Teaching Assistant?**

Yes, if you wish to appoint a graduate assistant as a TA then they must show proof of English proficiency. If a student's native language is English then the department may assess their English proficiency. If a student's native language is not English then they must either show English proficiency in one of three ways; (1) score a 50 or higher on the TSE, (2) achieve a pass or higher on the U-Adept test, or (3) score 23 or higher on the speaking portion of the internet based TOEFL.

**Can a student being admitted as a Non-Degree student and receive a graduate assistantship?**

No, a student must be admitted into a graduate degree seeking program.

**Can a student be admitted into a certificate program and receive a graduate assistantship?**

No, a student must be admitted into a graduate degree seeking program.

**If a graduate assistant has a partial contract, how many hours of fee remission do they receive?**

The number of hours of fee remission received is prorated depending on the number of hours they are required to work. If they are working 10 hours they receive 8 hours of fee remission. If they are working 12 hours they receive 9 hours of fee remission. If they work 15 hours they would receive 12 hours of fee remission.

**If a graduate assistant has a partial contract, for how many graduate hours do they have to register?**

All graduate assistants must be full time. They must register for a minimum of 9 graduate credit hours during the entire term of the graduate assistantship contract.

**After a contract is processed, how do I make changes to the contract?**

Please contact your supervisor and/or department administrative assistants regarding changes.

**If a graduate assistant resigns their contract, how much will they have to pay back in fee remission?**

If the student withdraws from all courses at the time of resignation, they will not be required to repay any of the scholarship award. If the student resigns before the 14<sup>th</sup> day of the semester or term, and retains any credits, the student is not eligible to retain any of the scholarship. They will be responsible for all tuition and/or fees. If the student resigns after the 14<sup>th</sup> day of the semester or term, and retains any credits, the student will not be required to repay any of the scholarship as long as they receive a final grade of C or better. If a grade is received that is below a C, the student will be responsible for all tuition and/or fees associated with that course.