

Academic

Graduate Assistant Rights and Responsibilities

- Academic graduate assistant's work is based on a 9-month appointment, beginning each semester 1 week before classes begin and ending each semester 1 week after final exams are over. Students may, at the discretion of their department or office, be employed during the Summer, but this employment is not guaranteed.
- Graduate assistants receive a tuition exemption for each semester in which they are employed. . The tuition exemption does not cover summer institute courses, intersession courses or any course that generates its own fee structure. Graduate assistants are considered state residents for fee purposes only. Accordingly, they are not responsible for paying tuition or the non-resident fee, but they are **responsible for any other fees assessed to them.**
- Academic graduate assistants holding an appointment for both the Fall and Spring semesters of an academic year are exempt from tuition for the following Summer semester regardless of their summer employment status.
- Academic graduate assistants receive their **paychecks on the 15th and 30th** of each month (after at least one full month of employment).
- As a graduate assistant, your taxable income includes your salary and the amount of your tuition exemptions.
- The work requirement for a graduate assistant is **20 hours per week.**
- Academic graduate assistants receive paid holidays consisting of Independence Day, Labor Day, Thanksgiving Break, Martin Luther King, Jr.'s Birthday, and Mardi Gras Day.
- Academic graduate assistants have unpaid breaks from work. These consist of Spring Break and the time periods in between academic semester employment dates.
- Graduate assistants who are international students must present a **TOEFL score of 550 or above** unless their native language is English.
- Graduate assistants must be in good academic standing (**3.0 GPA and not on probation**).
- **Graduate assistants must be registered as a full-time graduate student during each semester in which they are employed (9 hours during the Fall and Spring and 6 hours in the Summer).**
- Graduate assistants must make progress in their degree program. Evaluation of this progress is conducted by the student's degree program.
- Graduate assistants will be evaluated on a yearly basis by their supervisor. This evaluation will be based on the assistant's written job description.
- While holding a graduate assistantship, no additional employment is allowed without the approval of the Dean of the Graduate School.
- Graduate assistants are eligible to receive a 10% discount in the Bookstore. The student's fee bill, indicating the assistantship, must be presented at the time of purchase (before items are rung up) as proof.
- Due to the nature of employment, graduate assistants may have access to University records containing individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Disclosure of this information to unauthorized persons (including the student) or unauthorized alteration of University records is prohibited.
- **Graduate assistants who fail to meet the established conditions of their employment will result in the immediate termination of the assistantship.**

I _____ understand my rights and responsibilities as an academic graduate assistant as indicated above. I acknowledge that in addition to the above, I will be required to follow my written job description.

Signature of Applicant

Date