

Fiscal

Graduate Assistant Rights and Responsibilities

- Fiscal graduate assistant's work is based on a 12-month appointment beginning on July 1st and ending on June 30th of each year (appointments may start at the beginning of a semester if the appointment is for a partial year).
- 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**.
- Fiscal 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**.
- Fiscal graduate assistants receive paid holidays consisting of Independence Day, Labor Day, Thanksgiving Break, Winter Break, Martin Luther King, Jr.'s Birthday, Mardi Gras Day, and Good Friday.
- Graduate assistants must be in good academic standing (**3.0 GPA and not on probation**).
- 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 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 a fiscal 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