

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO: III:12

DATE: August 1992

REVISION/REVIEW DATES: May 1997, Aug 2007, Oct 2011, June 2015, June 2016, Aug 2017

SUBJECT: Graduate Assistantship Program

APPROVED: John M. Beehler, President

PURPOSE

Graduate assistantships support the university in its teaching, research, and service missions, help establish a graduate culture within academic units, and provide financial assistance and enhanced educational and developmental opportunities for graduate students.

POLICY

Depending on the needs of the organizational units within the University, available University funds, and the qualifications of the individual graduate student, the following type of assistantships are offered: Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Administrative Assistant (GAA).

Workload & Stipend

Graduate assistantships provide stipends based on a workload equal to twenty (20) hours per week. However, in some compressed summer terms, workload may increase to twenty-six (26) hours per week under special circumstances. Graduate assistants are prohibited from accepting, receiving, or being credited for other forms of university tuition scholarship. If a graduate assistant resigns an assistantship or is terminated, the stipend will be prorated through the last day of employment.

Additional Compensations

In addition to payment of a monthly stipend, tuition waivers may be awarded for a maximum of nine (9) semester hours per regular semester or for a full summer term, and fee waivers may be awarded for all general university fees (not course or program fees).

The Office of Graduate Studies provides administrative oversight to assure conformity with institutional policies and procedures. A published set of guidelines for the university-wide graduate assistantship administration includes:

1. Purpose of Graduate Assistantship Program
2. Employing a Graduate Assistant (Summary)
3. Applying for a Graduate Assistantship Position
4. Compliance
5. Eligibility
6. Appointment
7. Period of Appointment
8. Application
9. Stipend and Workload
10. Evaluation
11. Termination
12. Rights and Responsibilities

These guidelines are available in the Office of Graduate Studies.

RESPONSIBILITY

The Provost and Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed annually by the Vice Provost.