

## Graduate Assistantship Policy

(Revised March 2023)

### Purpose and Description

The purpose of a graduate assistantship (GA) is to allow students in graduate programs the ability to enhance their educational and developmental opportunities in support of the College while receiving financial assistance.

A graduate assistantship provides financial assistance to a degree-seeking graduate student through a structured college employment experience. The general nature of a graduate assistantship allows the student to gain valuable educational and work-place readiness skills.

### Basic Terms of an Appointment

- Admission: A graduate assistant must be admitted to a graduate degree program prior to the start of the GA appointment and must remain in good academic standing within their graduate degree program during the entire appointment period.
- Term: Each GA appointment must include at least one full semester or session and cannot exceed twelve (12) months in duration. A graduate assistantship may be renewed for a second year, contingent on satisfactory performance, adequate degree progress, and the availability of funding, subject to the review and approval of the Finance department.
- Payment: A compensation structure for a GA must fall within the department's operating budget as approved by the Finance department. To request a new GA position, the department manager needs to complete an Additional Funding Request (AFR) during the College's annual budget review process.
  - Compensation: Compensation may be paid on an hourly or stipend basis in consultation with Finance and Career Development. Both rates of pay will be paid on a bi-weekly basis.
  - Tuition remission: the college covers up to a maximum of 18 credits per academic year at the current academic year MBA per credit rate.
- Maximum Weekly Time Commitment: The number of standard hours assigned by the supervisor as the work obligation of the graduate assistant cannot exceed a maximum set by the College as outlined below. A GA is expected to be working regularly and according to department needs in order to receive tuition remission or other benefits. Actual work hours must be documented via TimeSheetX.
  - Fall or spring semester: 20 hours per week on average
  - Spring break and intersession: 35 hours per week on average
  - Summer session: 35 hours per week on average
  - A GA typically works 41 weeks per year
  - A part time GA may work up to 10 hours per week and receive up to 9 credits of tuition remission per academic year at the current MBA rate and wage or stipend as described above.

- Registration: A GA is required to register for enough credits during the appointment period to ensure satisfactory degree progress and meet applicable state and federal regulations as they apply to Graduate Assistantships, as interpreted by the College.
- Other Employment: A GA cannot work for the College under any compensable arrangement other than the graduate assistantship during the term of the agreement.
- Reappointment: Students are eligible for one graduate assistantship during their time with the College.
- Change of enrollment status: The appointed GA must maintain continuous enrollment in their academic program during their appointment period. If a GA leaves their GA position for any reason, including withdrawal or leave of absence from the college before the end of the appointment period, the student will be responsible for charges that accrue after separation from the position including all tuition remission, waivers and grants or other compensation. Charges will be calculated based on the college's Student Accounts Withdrawal from the College Refund Policy as per the academic course catalog. Students who have received a textbook benefit will be required to remit the cost of these textbooks to the college.
- Eligibility
  - Preference will be given to students beginning their master's program of study at the start of their first appointment.
  - Student must be enrolled in a master's program at American International College that is not at maximum capacity and is being offered during the current semester of the GA appointment.

Other Policies:

- Supervisors are required to file a job description with Career Development and complete performance evaluations each semester. For more information, please contact Career Development.
- GAs are subject to the policies and procedures in the Student Employment Handbook.

The terms of this policy may be modified at the discretion of the Finance department and Career Development as required by the needs of the College.