

Clayton State University
Academic Affairs/School of Graduate Studies
Graduate Assistantship Policy & Procedures

Graduate assistantships at Clayton State University are available for the purpose of recruitment of graduate students, to support the learning of undergraduate students, and to aid in advancement of the mission of the institution. Graduate assistantships provide financial assistance and enhanced educational opportunities for graduate students while supporting the University in its teaching, research, and service missions. Graduate assistantships contribute to students' professional development and the successful retention, progression, and completion of their academic program.

Types of Assistantships

Graduate Teaching Assistant (GTA): Provides teaching support to the professor of record. GTAs are not given primary teaching responsibilities for a course(s), but may serve in supplemental teaching activities in seated, hybrid, or online courses, including but not limited to the following: leading classroom discussions, grading papers, and assisting the instructor of record in other ways. The department chair and Graduate Program Director/Coordinator shall determine if a GTA's credentials merit an appointment as a teaching assistant.

Graduate Research Assistant (GRA): Non-teaching position that provides students with an opportunity to work with a faculty member or division on research projects in their discipline or a related topic.

Graduate Assistant (GA): Performs various types of duties other than those related directly to teaching or research. Whenever possible, the duties associated with the GA position should relate to the student's academic program and contribute to their educational and professional development.

Eligibility Requirements

To be eligible for a graduate assistantship, a student must have the following: (1) official acceptance to a graduate degree program at Clayton State University, and (2) Minimum grade point average of 3.0 in any previous graduate coursework.

International students with an F-1 visa are required to provide a copy of their current visa documentation as well as their current I-20 form, complete with work authorization approval from the International Student Services. International students are required to have a tax identification or social security number prior to date of hire.

Determination of Number of Tuition Waivers

Graduate assistants of all types may be awarded a full or partial (50%) in-state tuition waiver. Because assistantship appointments may vary in length and are contingent upon the availability of funding, assistantships are granted for a minimum of one (1) semester and up to (1) year. Assistantships may be renewed for an additional year. Tuition waivers may be awarded in addition to or in place of a stipend. All Graduate Assistants, regardless of type, are required to pay all mandatory student fees.

Academic Affairs will determine the number of tuition waivers available to each academic college annually (by no later than March 1st). Non-academic institutional divisions (e.g., Housing & Residence Life, Center for Academic Success, Campus Life, etc.) will also have an opportunity to submit requests for institutional, needs-based tuition waivers for graduate assistants. Requests must include a

delineation of job duties, a justification of the need for the tuition waiver, and a summary of the expected impact of the assistantship on the academic outcomes for the graduate assistant. Using the “Graduate Assistantship Tuition Waiver Request Form”, all requests must be submitted to the School of Graduate Studies by no later than March 1st. An interdivisional ad hoc committee will review all requests and submit a recommendation to the Academic Affairs who will determine the number of additional tuition waivers awarded.

Requirements for Tuition Waivers

Full Tuition Waiver:

- Graduate assistants, regardless of type, must have an appointment total between 35 and 48.75% FTE
- Must be currently enrolled in a Clayton State graduate program
- Enroll in mandatory health insurance program or provide proof of insurance

Partial (50%) Tuition Waiver:

- Graduate assistants, regardless of type, must have an appointment total of at least 20% FTE
- Must be currently enrolled in a Clayton State graduate program

Please reference the scale below in order to determine the appropriate FTE:

FTE	Average # hours/week	Total # hours for Semester by Semester Graduate Assistant per Pay Block
20%	8	120
25%	10	150
30%	12	180
35%	14	210
40%	16	240
45%	18	270
48.75%	19.5	292.5

Mandatory Health Insurance Requirement

Graduate assistants receiving a full tuition waiver, as part of their graduate assistantship award, are required to have student health insurance that meets the minimum standards set by the University System of Georgia. **Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate documentation of health insurance has been presented** to the Bursars’ office. Student health insurance is currently provided by United Healthcare. Graduate students hired as a graduate research assistant (GRA) only are eligible for a healthcare option available through the University System of Georgia (USG):

https://www.usg.edu/student_affairs/student_health_insurance_program_SHIP

Students who are already covered by an insurance plan can opt out of the plan by completing a Waiver Form to request a review of their existing coverage. If it is determined that their coverage meets United Healthcare minimum coverage standards, they will not be required to enroll in the Clayton State University’s student insurance plan. Please visit <https://www.clayton.edu/health/insurance/> to review information about the student insurance plan and steps to completing a waiver. Please note it is the

student's responsibility to **submit an insurance waiver each semester** of enrollment while in the graduate assistantship. For complete information regarding the USG Student Health Insurance Program and waivers, go to

https://www.usg.edu/student_affairs/student_health_insurance_program_SHIP/waiver_process.

To apply for a Health Insurance Waiver go to <https://studentcenter.uhcsr.com/>, before the semester deadlines.

Graduate Assistantship Recruitment and Hire Process

Hiring managers should complete a job description that includes (1) type of assistantship with duties and responsibility; (2) specifications of the job's requirements; (3) number of work hours required of the graduate assistant each week; and, (4) objectives for student learning. Competitive assistantship (i.e., those not used exclusively for recruitment purposes by the academic college/program) position announcements should be posted on Laker Career Zone a minimum of eight (8) weeks prior to the start of the semester for which the assistantship will occur. Instructions on how to submit job announcements to Laker Career Zone can be found at <https://www.clayton.edu/career/students/laker-careerzone/LakerCareer%20Zone%20Guide%202019.pdf>.

Once a graduate assistantship candidate has been selected, the Hiring Manager and candidate will discuss and sign the "Graduate Assistantship Duties and Responsibilities" and "Graduate Assistantship Agreement" forms. Also, the Hiring Manager must initiate a background investigation with the Office of Human Resources (HR). Once the background investigation has cleared, HR will notify the Hiring Manager via email. The Hiring Manager will submit a copy of the clearance email, from HR, to the Graduate Program Director. The Graduate Program Director will submit completed "Graduate Assistantship Duties and Responsibilities" and "Graduate Assistantship Agreement" forms, and a copy of background clearance, to the Dean (or designee) of their respective college or Division Lead. The Dean (or designee) or Division Lead will submit copy of HR's email and completed forms electronically to the School of Graduate Studies (SoGS) (schoolofgradstudies@clayton.edu).

To ensure the timely awarding of tuition waivers, the completed forms must be submitted electronically to the School of Graduate Studies by the deadlines listed below. To ensure the selected student is on-boarded as a graduate assistant in Human Resources, please follow instructions delineated in the "Step to the Graduate Assistantship Hiring Process" document. **Note:** Assistantship candidates who are international students are required to have a tax identification or social security number. To apply for a tax identification or social security number, candidates will need to submit copies of the approved "Graduate Assistantship Agreement" to the International Student Services Office and receive work authorization approval prior to any other steps in the process.

Deadlines for Submission of Paperwork to SoGS:

- Fall Semester = July 1st
- Spring Semester = November 1st
- Summer Semester = April 1st

Internal Procedures to Processing Assistantships

Once the Dean of School of Graduate Studies is notified of the total number of waivers, the list of students, and the waivers' percentage (100% or 50%), will be sent to the Bursar's office by the dates below:

- Fall semester= August 1st
- Spring semester = December 1st
- Summer semester = May 1st

Once the Bursar's office calculates and applies the waiver amounts to the students' accounts, the Bursar will send a memo to the Vice President of Business and Operations and the Provost; with carbon copies to Budget and Finance, the School of Graduate Studies, and other essential departments. The memo will contain the student's names, Laker ID numbers, Semester, and the dollar amount awarded to each student. **Note:** new and continuing assistantships must be reported every semester.

Performance Evaluation

All graduate assistants should be evaluated by their hiring manager at the end of each semester. Final evaluations of the quality and outcomes of the Graduate Assistantship will be obtained by the School of Graduate Studies following the culmination of the assistantship.

Upon the completion of the Graduate Assistantship, the School of Graduate Studies will present students with an exit survey to evaluate their overall assistantship experience.

Confirmation of Continuation

Before the end of each semester, graduate assistants and their supervisors will discuss continuing the assistantship for the following semester. Confirmation of assistantship continuations should be submitted, each semester, to the School of Graduate Studies by no later than the last day of classes. **Reminder:** Students must maintain a minimum 3.0 GPA to continue as a graduate assistant. The School of Graduate Studies will notify Hiring Managers/Supervisors of students who do not meet the GPA requirement. These students will be denied their appointment.

Resignation

A Graduate Assistant wishing to resign must submit a letter of resignation to the Assistantship Supervisor and the Academic Dean/Division Head. Once the letter of resignation is accepted, the Academic Dean/Division Head will submit a Personnel Action Form (PAF) to Human Resources, ending the GA/GTA/GRA assistantship status. The Academic Dean/Division Head will also notify the School of Graduate Studies of the resignation. Compensation will cease upon resignation, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.

Termination

Students who do not meet the academic or job requirements may be terminated. If termination is necessary, the School of Graduate Studies must be informed in writing. Compensation will cease upon termination, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.