

## BGSU Graduate College

### Graduate Assistant Guidelines 2022-2023

Graduate assistantships provide students with education and training opportunities that align with the educational mission of their degree programs. The appointment as a Graduate Assistant (GA) contributes to the graduate student's principal objective, which is to develop academically and earn a degree, while also providing financial support to assist in the completion of the academic program. The US Department of Labor defines the Graduate Assistant role as one that is primarily an *educational relationship and not an employment relationship with the school or with a grantor*. Graduate Assistantships include Research Assistant I (RAI), Research Assistant II (RAII), Teaching Associate (TI), Teaching Assistant (TA), or Housing Assistant (HA). See the end of this document for categorical position descriptions of the Graduate Assistantships.

#### Academic Standards for the Granting of Graduate Assistantship Positions

1. Students must have earned **regular admission** status in a graduate degree program to receive a Graduate Assistant (GA) position. A student who has been conditionally admitted is not eligible for a graduate assistantship or graduate student tuition scholarship (GSTS) until regular status has been achieved, unless an exception has been requested by the academic program and approved by the Graduate College.
2. Students awarded a GA position of 11 – 20 hours (.275-.5 FTE) must be enrolled **full-time** during the academic year or a minimum of 8 credit hours per term.
3. Students awarded a GA position of 1 – 10 hours (.025-.25 FTE) must be enrolled at least **half-time** during the academic year or a minimum of 4 credits hours per term\*\*.
4. Students awarded a graduate assistantship in the **summer** must register for a minimum of 4 credit hours during the summer term.\*\*
5. Approved exceptions to #2 and #3 above may permit:
  - a. a **master's degree student** to fall to less than full-time status (<8 credits) and be eligible for a GA position for 11 – 20 hours after completing one year of full time enrollment (or 16 credit hours) of the degree program\*
  - b. a **doctoral student** to fall to less than full-time status and be eligible for a GA position for 11 – 20 hours after completing two years of full time enrollment (or 32 credit hours) of the degree program.\*
6. Students may lose their graduate assistantship and/or GSTS if they do not maintain good academic standing as defined by [University Policy 3341-3-1](#), the Graduate College and their academic program.
7. A student must actively participate in their academic responsibilities requisite to their degree program each term an assistantship or scholarship is awarded.

*\*Note: Exceptions to these guidelines must be approved by the Line Associate Dean and Dean of the Graduate College.*

*\*\*Possible implications exist for [OPERS](#) and [financial aid loans](#) when falling below 4 credit hours.*

## Graduate Assistant Compensation and Graduate Student Tuition Scholarship (GSTS) Definitions and Policies

1. **Assistantship Stipend:** A stipend is the remuneration given to a Graduate Assistant for service provided in a contracted position.
2. **Scholarship/GSTS:** GSTS dollars are utilized for tuition payment and *may never be used as compensation* for services. A GSTS is awarded separate from any assistantship position.
  - a) GSTS funds can only be used towards graduate credit hours that satisfy requirements for a degree.
  - b) A GSTS may be awarded for up to 12 credit hours per semester. Students may take between 12 and 18 credit hours at the 12 credit hour rate. See the [Cost of Attendance webpage](#) for additional information.
3. **Non-Resident Assistance:** Students who are not Ohio residents are eligible for one year of GSTS assistance to cover non-resident fees, with consideration of GSTS funding availability within individual programs. However, Graduate College allocation budgets may not be used to pay for out-of-state tuition beyond one year (except for international students and at the discretion of the program). It is the **student's responsibility** to follow all state policies for residency requirements. See [Ohio residency application instructions](#).
4. **General Fees:** A GSTS does not cover any student fees. If the terms of a grant or cost-sharing agreement require the inclusion of fees within the scholarship, this must be pre-approved, in writing, with the signature of the line/reporting dean.
5. **Time Limits of Support:** The degree program awards financial assistance in the form of GSTS and/or assistantship annually. Renewal is not guaranteed, and financial support contains duration limits based on the degree type.
  - a) Master's students are limited to two years (24 consecutive months) financial assistance in the form of GSTS and/or assistantship unless the student is working on a Graduate College approved dual masters. For approved dual masters, or a second master's degree, the financial support maximum is 3 years (36 consecutive months).
  - b) Doctoral students may be awarded financial assistance in the form of GSTS and/or assistantship for no more than four years, unless an exception provided in writing by the department chair/school director is approved by the Line College and Graduate College Dean.
6. **Communication with Students:** Offers of financial assistance should be separate from admission decisions. Initial funding offers should be in writing closely following admission decision, or at least one term prior to a continuing student's enrollment. Departments are encouraged to use the Initial Funding Offer template provided by the Graduate College. When extending an initial offer of funding, students should be informed regarding expectations for future funding. For instance, the time limits of funding should be determined (i.e., one semester, one year), and policies regarding student eligibility for funding in subsequent years should be provided. A student's funding is limited to the annual contractual agreement. Future funding is regulated by policies and resources.
7. **CGS GA Resolution:** Prospective Graduate Assistants are subject to the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. BGSU is a member institution supporting the [CGS Resolution](#).

## Graduate Assistant Position Contracting Guidelines: (Stipends)

A Graduate Assistant may have one of four designations per contract: Research (I or II), Teaching Assistant, Teaching Associate, or Housing. Students may have multiple GA contracts with different designations. Students with the same designation, within the same program, and at the same degree (masters or doctorate) will be paid in the same assistantship compensation level. Students funded by an external agency may be compensated at a different rate as agreed upon by said agency and BGSU. Some departments may choose to award assistantships at *reduced hours* (e.g., 15 or 10 hours per week). Students on multiple contracts may not work for more than a total of 20 hours per week on their GA assignments.

1. **Position Description:** All students must be provided with a position description for each assistantship prior to work.
2. **Contract Hours:** All Graduate Assistants are expected to be available for work the weeks (class days) outlined in the academic calendar period matching their contract period. Exceptions to this must be agreed upon between supervisor and GA in advance of the schedule modification. No student will be contracted for more than 20 hours per week. <sup>1</sup>
3. **Background Checks:** Students being offered a graduate assistantship must undergo a background check prior to hire. For more information, see <https://www.bgsu.edu/graduate/graduate-assistantships/background-checks.html>.
4. **Cleared to Work:** Students MUST have a signed contract and be authorized (cleared) to work by *Student Employment Services* before beginning work.
5. **Telecommuting/Off campus work sites:** GA work will be completed on the BGSU campus the student was hired unless:
  - The work requirement of the position necessitates off-campus work due to a sponsorship agreement or
  - There is a documented accommodation from the Office of Accessibility Services.Any exceptions must be approved by the supervisor, Department Chair/School Director and Dean. Documented exception approval and confirmation of a Telecommute form filing will be retained in the student's academic office through the length of the student's appointment.
6. **Maintenance of Graduate Assistantship:** Students who resign from their GA position or who are removed from the graduate assistantship for cause may be subject to having their stipends and/or GSTS cancelled under the direction of either the graduate program or Graduate College.

Students and their supervisors should also read the [Statement of Understanding](#) that accompanies the GA contract for all guidelines and procedures affiliated with a GA stipend contract.

Supervisors should be familiar with the [GA Supervisor Responsibilities](#) document. Program Coordinators are expected to share the Statement of Understanding and GA Supervisor Responsibilities links with supervisors of GAs working outside their academic programs. (i.e. service office, other academic program)

Note: Contrary to Graduate Assistants, *Graduate Student Employees* (GSE) perform duties on campus that are not necessarily directly aligned with the educational mission of their degree. As employees, these students are hired through the Office of Student Employment Services and are subject to policies outlined in the

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<sup>1</sup> Graduate Student Senate elected officials who receive an extra stipend for their service may be compensated for up to 24 hours per week. International GSS elected officials must maintain a maximum of 20 hours per week per Department of Homeland Security regulations.

Student Employment Handbook. Offices hiring these student employees may not use Graduate College allocations for these positions.

## **Graduate Assistant Categorical Position Descriptions**

All Graduate Assistant positions will fall under one of the following categories. Depending on the type of assistantship, students may also receive a more detailed position description, specific to the nature of the individual position.

### **Research Assistant I**

Research Assistants I (RAI) perform research that is related to the student's field of study (e.g., dissertation topic). Some portion of the hours spent on research is attributable as university work, but those research responsibilities are related to their academic program. The research responsibilities performed are under the direct supervision of and collaboration with faculty. Depending on the discipline or field, the research experience could take place in: laboratories, field based settings, clinical locations, or other academic environments necessary to the research methodology. Duties vary by discipline and program, but generally include: experimentation; data collection, entry and analysis; literature searches; manuscript assistance; attendance at conferences to present results; and training and supervising less experienced research personnel.

### **Research Assistant II**

Research Assistants II (RAII) participate in applied research and creative activities that are related to the student's field of study. The hours spent on applied conceptualization of their field is attributable as university work, but still related to their academic program. This applied experience is performed under the direct supervision of either faculty or university professionals working in the student's field of interest. Depending on the discipline or field, the professional experience could take place in: laboratories, field based settings, clinical locations, or other university environments necessary to the application of the field of interest. Duties vary by discipline and program, but could include: field based learning derived from interactions with clients, professionals, students, and other participants; data organization; and training and supervising less experienced personnel.

### **Teaching Assistant (TA)**

Teaching Assistants are assigned to one or more faculty to assist them with instructional responsibilities for a course that is related to their field of study. The faculty for whom they are assisting take on a supervisory role. Teaching Assistant responsibilities vary by discipline and program, but normally include one or all of the following: grading assignments and examinations; administering/proctoring tests or exams; maintaining the online class management system (e.g., Canvas); and collecting and organizing class records and data.

### **Teaching Associate (TI)**

The primary responsibility of a Teaching Associate is that of an instructor (thus the "I" in TI). The form of instruction may include any of the following: the sole instructor of record for a section of a class; leader of discussion or recitation section of a course; or supervisor of instruction and tutoring in a lab. Without these

individuals, the course, discussion group, or lab could not function. While Teaching Associates are supervised by a faculty member or academic administrator, their primary responsibility is to carry out their own teaching, guidance, and tutoring with students and not assist faculty with their teaching. Teaching assignments must be in or closely aligned with the TI's field of study.

### **Housing Associate (HA)**

Housing Associates are live-in staff members for the Office of Residence Life who assist in the daily operation of an undergraduate residence hall. Specific duties include but are not limited to: the hiring, supervising, advising, training, and evaluating of Resident Advisor (RA) staff. They also co-supervise the Student Desk Manager. Housing Associates are generally responsible for developing a well-rounded community within the residence facility, focused on academic success, safety and security, inclusivity, personal growth, and engagement. Within this position, they counsel students and respond to crisis situations that may occur in the residence hall; conduct meetings with students who have violated the Code of Student Conduct; and assign sanction or refer to the university-level conduct system. This position description is limited to students in the College Student Personnel program.