Graduate Assistantships provide students with education and training opportunities that align with the educational mission of their degree program. The appointment as a Graduate Assistant 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. The types of Graduate Assistantships include the following.

**Research Assistants (RA)**

**Research Assistants 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 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.
Minimum 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 GA position. A student who has been conditionally admitted is not eligible for a graduate assistantship or scholarship 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 Graduate Assistant (GA) position of 11 – 20 hours must be enrolled full-time during the academic year (minimum of 8 credit hours) per term.

3. Students awarded a Graduate Assistant (GA) position of 1 – 10 hours must be enrolled at least half-time during the academic year (minimum of 4 credits hours per term).*

4. Exceptions to #2 and #3 above allow for a master’s degree student to fall to half-time status (4 credits) and be eligible for a GA position for 11 – 20 hours during the second year of the degree program, and a doctoral student to fall to half-time status and be eligible for a GA position for 11 – 20 hours after completing two years of the degree program.

5. Graduate Assistants are not required to register for summer courses unless they earn a stipend as a Graduate Assistant during the summer. In this event, they must register for a minimum of 4 credit hours unless granted permission from their graduate coordinator and Graduate College. *

6. Students may lose their Graduate Assistantship (stipend and/or scholarship) if they do not maintain good academic standing as defined by the Graduate College.

*Note possible implications for OPRS and loans when falling below 4 credit hours.

Graduate Assistant Compensation and Scholarship Policies

1. **Stipend:** A stipend is the remuneration given to a graduate assistant for service provided in that position. While most students who have a GA position also receive some tuition scholarship, it is possible for a student to be contracted for a GA position and receive a stipend without a tuition scholarship.

2. **Scholarship:** Tuition scholarships may be awarded with or without a GA stipend position. Scholarship dollars may only be utilized for tuition payment and may never be used as compensation for services.

3. **Full Scholarship:** Students may take between 12 and 18 credit hours at a flat rate. However, students who exceed 18 credits pay an additional $200 per credit hour.

4. **Non-Resident Assistance:** Depending on scholarship availability within individual programs, students who are not Ohio residents are eligible for one year of scholarship assistance to cover non-resident fees. However, Graduate College allocation budgets may not be used to pay for out-of-state tuition scholarship beyond one year (except for international students and at the discretion of the program).
5. **General Fees:** Tuition scholarships do 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 preapproved in writing with the signature of the reporting dean.

6. **Time Limits of Support:** Financial assistance for master’s students in the form of scholarship or stipend is limited to two years (24 consecutive months) unless the student is working on dual or multiple masters, in which case the maximum is 3 years (36 consecutive months) financial support. Doctoral students may be awarded financial assistance in the form of scholarship or stipends for no more than four years unless an exception provided by the department chair/school director is approved by the line dean.

7. **Communication with Students:** 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.

8. **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 scholarship cancelled under the direction of both the graduate program and Graduate College.

**Graduate Assistant Position Contracting Policies: (Stipends)**
A Graduate Assistant may have one of four designations (or a combination of those designations): Research, Teaching Assistant, Teaching Associate, or Housing. Students with the same designation within the same program and at the same level (masters or doctorate) will be paid the same stipend rate. (Students funded by an external agency may be compensated at a different rate as agreed upon by said agency and BGSU.) A student may not be contracted or work for more than 20 hours per week on a GA assignment. However, some departments may choose to award stipends 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 will work the hours they are contracted to work. No student will be contracted for more than 20 hours per week.

3. **Background Checks:** Students being offered a graduate assistantship must undergo a background check prior to hire. See [http://www.bgsu.edu/gradcoll/page123591.html](http://www.bgsu.edu/gradcoll/page123591.html) for more information.

4. **Cleared to work:** Students MUST have a contract and be authorized (cleared) to work by Student Employment Services before beginning work.

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 program. As employees, these students are hired out of the Office of Student Employment Services and are subject to policies outlined in the Student Employment Handbook. Offices hiring these student employees may not use Graduate College allocations for these positions.