

## Summary of Graduate Assistantship Policy & Procedures

- **Types**
  - Graduate Teaching Assistant (GTA)
  - Graduate Research Assistant (GRA)
  - Graduate Assistant (GA)
  
- **Length of Assistantship**
  - Minimum of one (1) semester and up to one year.
  - Assistantships can be renewed for an additional year.
  
- **Determination of Number of Tuition Waivers**
  - Waivers can be full or partial (50%) in-state; can 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.
  - By March 1 annually, Academic Affairs will determine the number of tuition waivers available to each academic college.
  - Using Graduate Assistantship Tuition Waiver Request form, non-academic institutional divisions can submit requests for institutional, needs-based tuition waivers for graduate assistantships (by no later than March 1<sup>st</sup> annually). Requests must include delineation of job duties, justification for the waiver, and summary of assistantship's expected impact on the academic outcomes for graduate assistant.
  - An interdivisional ad hoc committee will review all requests and submit a recommendation to Academic Affairs.
  - The total number of waivers annually will be no more than approximately 5% FTE.
  
- **Recruitment & Hiring Process**
  - Job descriptions should include (1) type of assistantship with duties & responsibilities; (2) specifications of job's requirements; (3) number of weekly work hours required; and, (4) objectives for student learning.
  - Competitive assistantships (i.e., those not used exclusively for recruitment purposes by academic college/program) position announcements should be posted on Laker Career Zone a minimum of eight weeks prior to start of semester.
  - Once selected, the Hiring Manager will request a background investigation with the Office of Human Resources (HR). Also, the Hiring Manager and the graduate student will review and sign the "Graduate Assistantship Duties & Responsibilities" and "Graduate Assistantship Agreement" forms.
    - International students must 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.
  - 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 copy of the background clearance email and completed “Graduate Assistantship Duties & Responsibilities” and “Graduate Assistantship Agreement” forms to the Dean (or designee) of their respective college/Division Lead.
- The Dean (or designee) /Division Lead will submit completed forms and copied email electronically to School of Graduate Studies by the submission deadlines.
  
- **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 Bursar’s office. Student health insurance is currently provided by United Healthcare.
  - 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.
  - 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 waives, go to [https://www.usg.edu/student\\_affairs/student\\_health\\_insurance\\_program\\_SHIP/waiver\\_process](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.
  
- **Deadlines for Submission of GA Paperwork to SoGS:**
  - Fall Semester = July 1<sup>st</sup>
  - Spring Semester = November 1<sup>st</sup>
  - Summer Semester = April 1<sup>st</sup>