

**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 and/or the dean, School of Graduate Studies 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:

<b>FTE</b>	<b>Average # hours/week</b>	<b>Total # hours for Semester by Semester Graduate Assistant per Pay Block</b>
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](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](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 each semester's deadline.

### **Graduate Assistantship Recruitment and Hire Process**

Hiring managers should complete a job description that includes (1) type of assistantship with duties and responsibilities; (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 for each graduate assistantship position.

Graduate assistant position announcements must be posted in OneUSG Careers prior to initiating a background investigation. Instructions for how to post the position announcement in OneUSG Careers can be found at [Recruitment: Creating a Job Opening \(USGKB0011245\)](#). A login maybe required. You will receive an email from HR approving and confirming the position has been posted on the Careers page.

Once a graduate student candidate has been selected, the Hiring Manager and graduate student will discuss the duties and responsibilities expected for the Graduate Assistantship position. Upon agreement, the Hiring Manager and graduate student must complete and sign the "[Graduate Assistantship Agreement](#)" form. Selected graduate students will need to complete an application through the Careers page. Update the status of your applicants as you go. The status of your applicants in OneUSG Careers needs to be marked as "Reviewed" for your selected candidate to be considered for a background check. Background checks will be denied without all candidates being marked as reviewed in OneUSG Careers.

Once the job posting and application process has been completed, the Hiring Manager (that's YOU 😊) will submit a request for an Onboarding Room with the Office of Human Resources (HR). Information and instructions about the Onboarding Room can be found at <https://share.percipio.com/cd/FZp7nWNiW>. Hiring Managers will complete one initial request to create the onboarding room, which includes the Background Investigation process. **Note: A Graduate Assistantship cannot begin until the BI process has been successfully completed.**

**Note:** Assistantship candidates who are international students are required to have a tax identification or social security number in order to complete a background investigation. To apply for a tax identification or social security number, candidates will need to submit a copy of the approved "Graduate Assistantship Agreement" to the International Student Services Office and receive work authorization approval.

If a P-Card is required for the position, a P-Card Background Investigation must also be completed. P-Card Background Checks require additional information from the Hiring Manager and Candidate, please contact HR to learn the additional requirements and documentation needed.

Once the background investigation concludes, the Hiring Manager will submit verification that the BI has cleared and the completed "Graduate Assistantship Agreement" form to the Academic Dean (or designee) of the respective college or Division Lead. The Academic Dean (or designee) or Division Lead will submit all completed forms, and verification of the cleared BI, to the School of Graduate Studies (SoGS). All documents must be submitted by no later than the deadlines listed below.

**Deadlines for Submission of Paperwork to SoGS:**

**Fall Semester = August 10<sup>th</sup>**

**Spring Semester = January 10<sup>th</sup>**

**Summer Semester = May 10<sup>th</sup>**

**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. 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 notify the School of Graduate Studies of the resignation by submitting the [Termination of Graduate Assistantship](#) form. 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 by submitting the [Termination of Graduate Assistantship](#) form. Compensation will cease upon termination, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.