

VIRGINIA STATE UNIVERSITY GRADUATE ASSISTANTSHIP

GUIDELINES FOR GRADUATE ASSISTANTSHIP

The College of Graduate Studies offers this set of guidelines for appropriate roles and responsibilities for the graduate assistantship. The graduate assistant offers a valuable service to the academic community at Virginia State University. A graduate assistantship provides opportunities for students to expand and/or apply their discipline knowledge and skills under supervision of faculty or administrators while also providing instructional, research, and/or administrative support to departmental efforts.

Eligibility Requirements

1. Submit all requirements for admissions to include official scores from standardized tests (GRE, Praxis, VCLA, etc.) if applicable.
2. Accepted to a graduate program at Virginia State University and be enrolled as a full-time student with 9 credit hours or more.
3. Minimum cumulative undergraduate grade point average of 3.0 for first time graduate students, and minimum cumulative graduate grade point average of 3.0 for current graduate students if applicable.
4. U. S. Citizen or Permanent Resident Alien

Duties and Responsibilities

1. Duties are at the discretion of a designated faculty member or administrator referred to as the GA (Graduate Assistant) supervisor.
2. Duties may include, but not limited to assistance in laboratories, assigned duties that complement classroom instruction and/or performing common academic duties, and/or holding office hours or other administrative support.
3. Graduate assistants may not be assigned to regular classroom instruction duties nor may they serve as an **instructor of record** for any instructional activity.
4. Attend the orientation session and **other assigned events** that are organized by the College of Graduate Studies specifically for graduate assistants.

VIRGINIA STATE UNIVERSITY GRADUATE ASSISTANTSHIP

5. Complete at least 9 hours per semester, with a grade point average of 3.0 or higher. Students failing to maintain a cumulative grade point average of 3.0 and/or maintaining 9 credit hours will be terminated. The student may reapply once the grade point average is restored. Students with a grade of "I" (incomplete) are ineligible but **may be eligible** once the "I" is removed and the term grade point average is restored.
- 6. Receiving the Graduate Assistantship does not guarantee renewal.**
7. Students must complete a minimum of 20 hours of work in the department each week. A *Graduate Assistant Hours Work Log* must be completed monthly and returned within 5 business days from the end of each month to the College of Graduate Studies.
8. Satisfactorily perform the duties assigned by the GA supervisor. The GA supervisor will complete a mid-semester and end of the semester evaluation. The evaluation must be satisfactory if the GA will return the next semester.
9. The GA will have a maximum of 4 semesters to receive the assistantship (see six above).
10. Sign a written GA contract each semester.
11. Students accepting the graduate assistantship cannot be employed with another entity on or off campus.



Application for Graduate Assistantship

Term

New

Renewal

APPLICANT INFORMATION

<u>Name</u> <input type="text"/>	<u>Student V #</u> <input type="text"/>
<u>Telephone</u> <input type="text"/>	<u>Email Address</u> <input type="text"/>
<u>College/University (Bachelor's Degree)</u> <input type="text"/>	<u>Month/Year of Undergraduate Graduation</u> <input type="text"/>
<u>Graduate Program, VSU</u> <input type="text"/>	<u>Anticipated Graduation Date</u> <input type="text"/>

FUNDING INFORMATION

Do you receive military or veterans benefits?

YES NO

Do you receive additional scholarships?

YES NO

List additional scholarships below:

<u>Citizenship</u> <input type="text"/>	<u>Cumulative Undergraduate Grade Point Average</u> <input type="text"/>
<u>Residency</u> <input type="text"/>	<u>Cumulative Graduate Grade Point Average</u> <input type="text"/>
<u>Credit Hours Registered Next Semester</u> <input type="text"/>	<u>Total Graduate Hours Completed</u> <input type="text"/>
<u># of Graduate Assistantship semesters completed</u> <input type="text"/>	<u>Are You employed?</u> <input type="text"/>

I acknowledge that I have read and understand the Guidelines for Graduate Assistants.

Student Signature

Date

FOR OFFICE USE ONLY

Graduate Assistant Fund Type

Graduate Assistantship Amount Awarded

Cumulative Undergraduate Grade Point Average

Cumulative Graduate Grade Point Average

Credit Hours Registered Next Semester

Graduate Assistant Semesters Served