

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO: III:12**

**DATE: August 1992**

**REVISION/REVIEW DATES: May 1997, Aug 2007, Oct 2011, June 2015, June 2016, Aug 2017, September 2022, May 2023**

**SUBJECT: Graduate Assistantship Program**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

Graduate assistantships support the University in its teaching, research, and service missions; help establish a graduate culture within academic units; and, provide financial assistance and enhanced educational and developmental opportunities for graduate students.

**POLICY**

Depending on the needs of the organizational units within the University, available University funds, and the qualifications of the individual graduate student, the following types of assistantships are offered: Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Administrative Assistant (GAA).

**Workload and Stipend**

Graduate assistantships provide stipends based on a workload equivalent to the type of position awarded. Graduate assistantships may be awarded in the following forms: as one quarter positions, half-time positions, or full-time positions. Graduate assistants are prohibited from accepting, receiving, or being credited for other forms of University tuition scholarship, with the exception of Merit Scholarships. At no time should a student receiving a Graduate Assistantship Scholarship and a Merit Scholarship receive a refund for tuition dollars unspent. If a graduate assistant resigns from an assistantship or is terminated, the stipend will be prorated through the last day of employment. Graduate Research Assistantships funded by external resources (i.e., grants) are not limited to the outlined wage/per hour requirement presented in the table below. All graduate assistantship positions require awardees to work on campus or approved JSU-affiliated locations under the direct supervision of a JSU supervisor.

## Additional Compensations

In addition to receiving the outlined stipend, a graduate assistant may be awarded a tuition scholarship for a maximum of nine (9) semester hours per regular semester or for a full summer term, and fee waivers may be awarded for all general university fees (not course or program fees). Tuition scholarships are based on the type of position awarded and a breakdown of the tuition scholarship award is provided below.

Table 1: Graduate Assistantship Stipend and Scholarship Breakdown – GAA and GRA Positions:Position Status	Stipend Parameters	Scholarship Awarded
Quarter-Time	5 hours/week X \$8.25/hour	One-quarter of tuition and one-quarter of general university fee*
Half-Time	10 hours/week X \$8.25/hour	One-half of tuition and one-half of general university fee*
Full-Time	20 hours/week X \$8.25/hour	Full coverage of tuition and full coverage of the general university fee*

\*Calculations are based on a maximum of 9 credit hours at the graduate level.

Table 2: Graduate Assistantship Stipend and Scholarship Breakdown – GTA Positions

Position Status	Stipend Parameters	Scholarship Awarded
Quarter-Time	\$1,000/per semester	One-quarter of tuition and one-quarter of general university fee*
Half-Time	\$2,000/per semester	One-half of tuition and one-half of general university fee*
Full-Time	\$4,000/per semester	Full coverage of tuition and full coverage of general university fee*

\*Calculations are based on a maximum of 9 credit hours at the graduate level.

Graduate Studies provides administrative oversight to ensure conformity with institutional policies and procedures. A published set of guidelines for the University-wide graduate assistantship administration includes this information:

1. Purpose of Graduate Assistantship Program
2. Employing a Graduate Assistant (Summary)
3. Applying for a Graduate Assistantship Position
4. Compliance
5. Eligibility
6. Appointment
7. Period of Appointment
8. Application
9. Stipend and Workload
10. Evaluation
11. Termination
12. Rights and Responsibilities

These guidelines are available on the Graduate Studies website.

### **RESPONSIBILITY**

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

### **EVALUATION**

This policy will be reviewed at least every five (5) years by the Dean of Graduate Studies.