Graduate Assistants

If you have a question after this presentation, please go to:

http://www.grad.usf.edu/assistantships.php
Graduate Assistants

- Minimum Stipends (regardless of class)
  - Master’s Level:
    - $9,880 9 month, .50FTE ($12.67 hour)
  - Doctoral Level:
    - $11,155 9 month, .50FTE ($14.30 hour)
Graduate Assistants - RA

- 9181 Research Associate (2 or more years research experience)
- 9182 Research Assistant (first two years of study, no experience)
- Only research duties/supporting research
- Salaried
- .25FTE minimum to qualify for health insurance and tuition waiver
Graduate Assistants - TA

- 9183 Teaching Associate (must have completed 30 hours @ grad level)
- 9184 Teaching Assistant (must have completed 18 hours @ grad level)
- 9550 Instructional Assistant (no hours required, must not be assigned to teach)

Only teaching duties/supporting instruction

Salaried

.25FTE minimum to qualify for health insurance and tuition waiver
Graduate Assistants - GA

- 9185 Graduate Assistants
- Administrative, not teaching or performing research
- non-exempt hourly employees (non-salaried) and must complete timesheets
- .25FTE minimum to qualify for health insurance and tuition waiver
- Duties performed must directly contribute to the graduate student’s program of study
**FTE levels**

**0.25FTE** = Minimum FTE allowed to be eligible for waiver and ins.

**0.50FTE** = Most common and typically preferred

**0.73FTE** = Absolute maximum allowed with approved justification

**Higher than 0.50**

- Justification Letter from major professor.
- How the appointment is vital to the student’s academic success.
- Nothing above .73FTE (29 hours a week) will be approved.
- Requests sent to Peter Harries and Joseph Butts
**Automatic Deferments:**

- Job Code equivalent to GA position.
- Once **in GEMS** student is granted an automatic 9 week deferment if the appointment is in GEMS prior to 5pm the last day of drop/add.
- Students cannot be dropped from classes and will not be assessed with late fees due to unpaid tuition if the deferment is in place.

*For this semester, the deadlines are:*

*For students w/financial aid tuition deferments*  October 31

*For students w/V.A. tuition deferments*  October 31
The New Online Request System:

• Streamlines the out-of-unit tuition request procedure.
• A “Greener” system.
• Reduces reviewing time.
• Knowledge of multiple appointments.
• Eliminates duplicate submissions.
System Requirements

- Access at college level.
- Student must be registered:
  - Minimum 9 credit hours in the Spring & Fall Semesters.
  - Minimum 6 credit hours for the Summer semester.
- Gems job code equivalent to GA or TA Position.
The Graduate Research Assistant / Associate Tuition Waiver Request Form

- Formerly known as Form 1.
- Most commonly used when the funding source is a grant that lacks tuition support.
- The only request that is submitted in hard copy to OGS.
- To be used for those students with a job code of 9181 or 9182.
- Backup documentation is required.
The Review Process

Once a request is received:

- Students Status is reviewed and confirmed  
  - (Job Code, Residency, Registered Credit Hour’s, FTE and GPA)
- Verify back-up documentation.

Once this initial review is done:

- Requests are reviewed by Assistant Dean for approval.  
  - (At this time, more information can be requested.)
- Assistant Dean approves the request.
- Waiver is keyed.