Graduate Assistantships

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Academic Eligibility – Verify in Banner

**All students MUST be degree-seeking**

- All students **must** be registered for a minimum of 6 hours in Fall and Spring and 3 hours in the summer.
- **Must** maintain a 3.0 GPA and **must** be in good academic standing.
- Graduate students on academic probation are not eligible. However, under extenuating circumstances a Petition can be routed for consideration.
- Departments should verify this information regularly.
Academic Eligibility – continued.

All students **MUST** be degree-seeking

- When students in their Graduating Semester want to continue working but are enrolled below required registration hours, the hiring department may submit a Petition to the Graduate School requesting that we waive the 6- or 3-hour requirement for registration.

- Petitions must route accordingly:
  - Department creates petition document.
  - Routes to the Graduate Advisor of Record or Doctoral Committee Chair.
  - Department Chair.
  - Associate Dean.
  - Dean Dorothy Flannagan in the Graduate School.
Over the 20-Hour Limit

• Under **no circumstances** may graduate students work beyond the maximum of 20 hours per week.

  – Example: If a student is employed by two departments, the total percent time may not exceed 50%. This also includes a student working at the UTHSCSA and UTSA, or in another part-time position on campus.
Routing for Approval

- When appointing Graduate Research Assistants and Graduate Assistants, you need to “FYA” the assignment to the desk “TA/GRA APP”.

- GPA and course information are no longer allowed on HRMS documents. If a GPA is on the document, it will be returned for deletion. (*FERPA Laws*)

- TA I and TA II assignments *automatically* route.

- Failure to route may result in the return of the document or a delay in the approval process.
Assistantship Forms

• Forms are now available on the Graduate School’s Website in PDF format:
  http://graduateschool.utsa.edu/current-students/forms/

• Petition for Assistantship Policy form is also now available.
Reminders

• The Graduate School monitors each student’s enrollment status weekly until the end of each semester.

• Failure to comply with this policy at any time during the semester will terminate the student’s assignment as a *student* employee.