

POLICY ON GRADUATE ASSISTANTS

A student enrolled in a graduate or professional degree program in the Hudson College of Public Health can be appointed as a graduate assistant. The primary responsibility of a graduate assistant is participation in the research and teaching effort of the department or program. The work effort must contribute to the graduate or professional education of the student and fulfill the requirements for the degree.

Graduate assistants may be categorized as Graduate Assistants (GA), Graduate Research Assistants (GRA) or Graduate Teaching Assistants (GTA). These categories are defined according to the emphasis placed on the student's responsibilities.

GAs, GRAs, and GTAs may be eligible for waiver of non-resident tuition in accordance with Oklahoma State Regents' Policy and resident tuition as determined by college tuition waiver resources. A student must be appointed a GA, GRA, or GTA by the first day of class in order to receive a non-resident tuition waiver for that semester.

The Internal Revenue Service grants student status to GAs, GRAs, and GTAs that are enrolled for a minimum of half-time. Half-time enrollment for IRS purposes is five credit hours for fall and spring semesters and two credit hours for the summer semester. If the enrollment drops below this minimum, he/she must be reclassified as an employee and will no longer be considered a GA, GRA, or GTA.

Graduate Assistant – The primary responsibility is participation in work effort that contributes to the educational process and development of the student.

Graduate Research Assistant – The primary responsibility is participation in the research effort of the department and the graduate program. The work effort must be related to and should contribute to fulfilling requirements for completing the degree.

Graduate Teaching Assistant – The primary responsibility is in the teaching effort of the department and contributes to the development of the student.

To be appointed a GA, GRA, or GTA, the student must meet the following requirements:

1. The student must be enrolled as a full-time student. Full-time enrollment for a Graduate Assistant is defined as six credit hours for fall and spring semesters and three credit hours for the summer term.
2. The student must be appointed for 10–20 hours per week (0.25 to 0.50 FTE) to the assigned work as a GA, GRA, or GTA.
3. The work the student is being appointed for must be related to the student's program of study.
4. The student must receive a minimum stipend of \$500 per calendar month. Students may not receive a stipend that exceeds the annually established maximum without prior approval of the Dean of their college.

Appointment Outside the Student's Primary Graduate Department

If the GA, GRA, or GTA appointment is for work experience with a faculty member who does not hold a faculty appointment in the

primary department from which the student will receive his/her degree, the information outlined below must be provided to the chair of the department. Students enrolled in the Graduate College should consult the Graduate College Bulletin for additional requirements. The Chair will review this information. Following review by the Chair, if the decision is to support appointment, a recommendation with the supporting documentation will be forwarded to the Dean or his designee. The Dean or his designee will review the materials to determine if the work experience is directly related to the program of study and degree requirements. If the work experience is not directly associated with the program of study, the individual will not qualify for the appointment.

The following documentation must be provided by the student and mentor and must include:

1. A detailed description of duties and how they are related to the program of study.
2. Description of the purpose and scope of the project on which the student would work.
3. Identification of the department and college where the project is located.
4. Identification of the faculty member who supervises the work and definition of the faculty member's association with the primary department and/or education.
5. List of skills that will be developed or learned that are directly related to the graduate program objectives.
6. Statement by the student addressing how this experience will enhance the student's career objectives, including specific and measurable outcomes (i.e., professional presentations, publications, etc.).
7. Statement by the supervising faculty member confirming the scope of the work, its relevance to the program of study, the stipend amount, and percent time appointed.

If the work experience qualifies for appointment as a GA, GRA, or GTA, the appointment will be in the primary department even though the department in which the project is funded will provide the stipend support. The appointment paperwork should originate from the primary department and include the signature of the Chair. The appointment must meet all requirements, policies, and procedures defined by the primary department for GA, GRA, and GTA appointments in the department.

These policies are consistent with the University of Oklahoma Health Sciences Center Policy on Graduate Assistants as approved by the OUHSC Graduate College (8-1-15). The purpose is to provide an opportunity for students to gain working experience that contributes directly to their graduate and professional academic program of study. It is not the intent to provide a means of employment above and beyond their commitment to their degree program. Any exceptions to these policies must be approved by the Dean or his designee, Hudson College of Public Health.