Guideline for Graduate Assistant (Job code #2325) Eligibility

Requirements by Graduate Division

Appointments must be filed, eligibility determined, and an ETRAC approval received before a student begins work. The student certifies his/her eligibility on the Graduate Assistant (GA) Eligibility Certification form and should provide you with evidence of classified status and a 3.0 or higher GPA. Inaccurate eligibility information may result in the student not able to work as Graduate Assistant.

- **3.0 GPA:** The GA/GTA must be in classified (or conditionally classified) graduate status and maintain a 3.0 (B) cumulative grade point average.
- **Current Registration:** The student must be registered for a minimum of 3 units in coursework applicable to the degree. The only exception is for a student who registered in one of the culminating experience courses, 892, 893, 894, 895, or 898, in the immediately preceding term. Departments may require some form of registration the semester of graduation.
- **Current Registration for International Students:** International students must be enrolled in at least 8 units. The only exception is for a student who registered in one of the culminating experience courses (appropriate for specific degree completion), 890, 892, 893, 894, 895, 898 or 998, in the immediately preceding term. The student, however, must complete the Request for Approval to Take a Reduced Course Load Due to Thesis/Project/Recital/Oral Defense/Exam form two weeks prior to the beginning of this semester and have submitted it to the Office of International Programs. The form is available online at http://oip.sfsu.edu/f1/formsadvising. Departments may require some form of registration the semester of graduation.
- **Maximum Term:** A student in a 30-unit graduate program may only work as a GA for four semesters. Students in longer programs may work for a proportionately longer time, up to a maximum of 6 semesters. Any exception will require a departmental memo justifying continued employment.
- **Work-related Courses:** Specific reference must be given to the course(s) for which the student is working, with a description of the duties involved.
- **Appropriate Work:** A student cannot be registered in a course for which there is a work-related assignment, and must not be given work responsibilities involving preparation or evaluation of tests or papers in a graduate level course. If the job description is changed or modified after the appointment as been made, the employee is to be provided with the revision. Advanced notice of such a revision shall also be provided as soon as practicable.
- **Multiple Positions:** A student cannot be appointed in a lecturer or staff position and a GA position simultaneously. Students must notify the PI/ORSP if working in other departments.
- A Graduate Assistant are paid a salary, not an hourly rate; however, for convenience it is desirable to establish a minimum number/dollar amount to be worked for the salary received. Full-time salary base range is $2,179.00 to $4,282.00.

For more information regarding Graduate Assistant, please visit Graduate Division website: [http://grad.sfsu.edu/](http://grad.sfsu.edu/)

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