

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/flformsadvising>.
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/>