

BEING EMPLOYED AS A GRADUATE STUDENT IN YOUR FINAL SEMESTER

A person is required to be enrolled in at least six credit hours to be hired into a graduate student position, either as a Graduate Teaching Assistant, Graduate Research Assistant or a Graduate Assistant. However, an exception may be made by the Graduate School during your final semester to allow you to be enrolled in less than the six hour requirement.

During your final semester you may be employed on a graduate student appointment, however, if you enroll in less than six hours you cannot be employed on a graduate student appointment beyond November 17 (fall semester) or April 17 (spring semester). The number of hours enrolled determines the length of employment on a graduate student appointment during your final semester. Please refer to the “Last Semester GTA/GRA/GA Employment: Hours Based on Length of Appointment” table below.

In the past departments were able to transfer a person from a graduate student appointment to an hourly student appointment for the semester. However, new hourly student employment requirements, that went into effect for the Fall 2004 semester, will only allow hourly student employment if enrolled in at least six hours.

Procedures:

1. Personnel specialist submits appropriate appointment from to Human Resources prior to the beginning of semester.
2. Major professor sends an email or memorandum to Associate Dean of Graduate School indicating termination date of assistantship during the resident enrollment time frame and a statement that the student will complete degree requirements by the end of the semester and that the student is enrolled in the designated number of hours in “Last Semester GTA/GRA/GA Employment: Hours Based on Length of Appointment” table.
3. Associate Dean of Graduate School prepares memorandum to Enrollment Center requesting that the student receive resident tuition benefits based on employment and verifying termination and completion dates. The correspondence also indicates that the student is aware that if they do not graduate they will be assessed non-residence fees. The major professor and the student are informed of the consequences of not graduating.

**LAST SEMESTER GTA/GRA/GA EMPLOYMENT:
HOURS BASED ON LENGTH OF APPOINTMENT**

Fall Semester	
6 hours	Appointment entire semester (Sept. 1-Nov. 17)
5 hours	Appointment ends between Nov. 1 & Nov. 17
4 hours	Appointment ends between Oct. 6 & Oct. 31
3 hours	Appointment ends between Oct. 1 & Oct. 15
2 hours	Appointment ends between Sept. 15 & Sept. 30
1 hour	Appointment ends between Sept. 1 & Sept. 14

Spring Semester	
6 hours	Appointment entire semester (Feb. 1 & April 15)
5 hours	Appointment ends between April 1 & April 15
4 hours	Appointment ends between March 15 & March 30
3 hours	Appointment ends between March 1 & March 14
2 hours	Appointment ends between Feb. 15 & Feb. 28/29
1 hour	Appointment ends between Feb. 1 & Feb. 14