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This edition of the Graduate Assistant 2020 Handbook supersedes all previous editions of the Stockton University Graduate Assistant Handbook. While every effort has been made to ensure the accuracy of the information contained, the University reserves the right to make changes without prior notice.

The original copy of this Handbook was designed, researched and developed through graduate

Graduate assistant responsibilities are generally of a professional or professional nature. These academic assistantships further assist the professional and/or academic development of the graduate student. Assignments are diverse and encompass a wide variety of responsibilities. To the extent possible, graduate assistants are provided assignments that complement their areas of academic study. While the graduate assistant's duties may involve some clerical work, the assistantship is expected to serve as an integral learning experience.

For example, a graduate assistant may work collaboratively with faculty and/or staff members:

- Conduction a literature review or library research
- Refining their skills as a researcher
- Collecting, coding, and/or analyzing data;
- Creating content, updating and designing a research instrument, or scholarly project;
- Proofreading a research study or field testing a instrument;
- Creating or editing a scholarly presentation or report;
- Research assistance on a curricular project related to one's graduate program, as they relate to research, practical experience, or scholarly work
- Performing other tasks as determined by the student's graduate program, as they relate to research, practical experience, or scholarly work
- Assisting with a project related to improving practice and effecting change

Each awarded credit hour requires approximately 3 hours of work per week with a faculty or staff member for 14 weeks. For example, a graduate assistantship award for 3 credit hours requires a graduate assistant to log an average of no fewer than 7 hours of work per week. The work hours are defined by the program for which the assistant is assigned, consistent with University policy, below. Normally, graduate assistants work during regular business hours, however in some instances; work assignments may be made in the evenings or on weekends to meet the special needs of the graduate assistant's work or research assignment.

The graduate assistant is required to keep a graduate assistantship log and turn it in to the respective faculty supervisor once a month. See a sample template below. At the end of each term, please send final graduate assistant logs to gschool@stockton.edu

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All graduate assistants are required to maintain a minimum 3.0 grade point average (unless specified differently by the student's program) and perform assigned duties and responsibilities successfully. Graduate assistants who do not honor these responsibilities are subject to termination. Graduate assistants who are terminated or who resign before the end of the period of appointment are not eligible to re-apply. If, for any reason, a graduate assistant resigns or is terminated at the end of the appointment, the following conditions apply:

- Unsatisfactory performance of the assistantship tasks may result in termination of an assistantship as determined by the policies of the respective program and the University.
- Two weeks written notice of the resignation must be sent to the Office of Graduate Admissions and a copy provided to the faculty supervisor and, if applicable to the off-campus site supervisor as well.
- If the resignation takes place after the 12th week of the semester in which the assistantship is awarded, the tuition waiver for that semester remains in effect.
- If the resignation or termination takes effect after the University deadline for withdrawal with refund as indicated in the [Academic Calendar](#), an electronic bill will be issued to the student for the balance of the tuition.

Graduate assistantships in the form of tuition waivers are subject to Internal Revenue Service Guidelines, visit <https://www.irs.gov/uac/Tax-Benefits-for-Education-Information-Center> for more information. A 1098T form will be mailed to you by [Bursar's Office](#) by January 31.

Stockton is concerned that University policies and procedures be applied as ~~possible~~ ^{equitably}. The University is especially aware of its obligation not to discriminate because of race, creed, color, national origin, ancestry, disability, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States or nationality.

Students who have a complaint regarding award, withdrawal or termination of financial assistance, or who feel that they have been the subject of possible discriminatory treatment on the basis of their handicap/disability, should direct their initial complaint to the [Graduate Program Chair](#). If the complaint involves the Graduate Program Chair and remains unresolved at this level, the student should

It is essential to understa

The advisor should discuss the scope of his/her duties and responsibilities with the graduate student at the beginning of each semester:

- State expectations and criteria for performance
- Develop explicit guidelines regarding the criteria for what constitutes the allotted credit amount for academic work performed
- Structure the graduate assistant research activities and projects and adjustment of expected workload
- Communicate that performance of unrelated services (e.g., personal errands) are not the responsibility of the graduate assistant.
- The advisor will forward the Graduate Assistant Log to the Graduate Program Chair who will then forward to the Office of Graduate Admissions

Graduate assistantship credits are normally posted by the end of the first week of the semester for which the credits are assigned. This credit can only be applied to student accounts that involve at least 3 credits.

These credits only include the tuition costs per credit. It is the student's responsibility to pay all additional University fees.

Application for Graduate Assistantship

Graduate Assistantship (GA) Cover Letter (Statement)

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“The future belongs to those who believe in the beauty of their dreams.” - Eleanor Roosevelt

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