

Graduate assistantships serve as the primary means of support for many graduate students, enabling them to work toward their degrees and grow professionally while providing high-quality service to the University. The graduate assistant (GA) is both a student and an employee. The GA is expected to perform well academically and to meet teaching, research, and/or service obligations. All GAs are required to complete FERPA Training as a requisite of employment.

Each graduate assistant is required to perform work at the level consistent with that of a graduate student. Graduate assistants are not to be assigned more than twenty (20) work hours per week. Assistantships are typically awarded for a maximum of four semesters (excluding summers). A student may petition for up to two additional semesters.

Students must be admitted to a graduate program at Murray State University and have earned a cumulative GPA of 3.0, or higher, to be eligible for an assistantship. Students must be enrolled for a minimum of six hours of graduate coursework each semester they hold an assistantship (three hours for the summer). A student in their last semester of graduate study may be permitted to hold an assistantship with less hours than the minimums stated above but must file for degree in that semester. An assistant may not enroll in more than 13 credit hours per semester. **NO COURSE OVERLOADS** are approved for graduate assistants.

An I-9 Form and a background check must be completed by the hiring department/office and on file in Student Employment before a student may begin work. **International students should be referred to Barbara Like in the Institute for International Studies for completion of these employment forms.**

**Effective January 1, 2021: GT (teaching) and GR (research) positions will be paid monthly. Graduate assistants (GA) which are NOT teaching (GT) or in research (GR) will be considered non-exempt and paid on an hourly basis. For GT and GR positions, the Job Query and Job Effective Dates must be the same and reflect the first day of the month to activate payroll. For all other GA positions, the Job Query and Job Effective Dates must be the same and should reflect the first day of work. The Job Begin Date should reflect the date the payroll record for this student in this position begins (original hire). The Terminate Job Effective date is the last day of pay. For GT and GR positions, the Terminate Job Effective date should be the end of the month. For all other GA positions, the Terminate Job Effective date should be the last day of work.**

**The Personnel Dates reflect the actual first and last days of work for the student. Grant funded graduate assistantship assignments and subsequent Personnel Dates on the EPAF should reflect the beginning and end dates of the grant.**

**Job Effective Dates**

**EPAF Due**

**AY 2**



**Compensation**

The compensation of graduate assistants varies from department to department depending on available funds; however, graduate assistants should be paid a fair value for work being done. The total amount of salary should reflect the period of work designated on the EPAF. There is no minimum salary required in

### Graduate Tuition Assistance

**Purpose:** Provide \$350 per hour for a maximum of 3 hours of tuition support (total of \$1,050) for each monthly or hourly-paid graduate assistant (as noted in the 2022-2023 Murray State Graduate Assistant Guidelines and such guidelines, hereafter) during an academic year.

**Details:** The support will be provided in the academic year in the spring term (with possible exceptions as noted below).

The program began in Fall 2023/Spring 2024 for a two-year pilot (FY 24 and FY 25) to determine its utility.

A graduate assistant receives a maximum of two tuition waiver benefits of \$1,050 toward four semesters (excluding summers), then these benefits would be awarded in the spring of 2024 and 2025, for example.

If a graduate student starting in Fall 2023 is scheduled to complete work prior to the completion of this two-year pilot, then a request must be made for approval of the second tuition waiver benefit the semester prior to the completion of the degree.

The amount of funding available will not exceed \$110,000 per year.

Those graduate assistants already receiving full tuition support will not be eligible for this benefit.

If graduate assistants are added with financial support from the departments beyond the current number of positions for FY24, then a discussion with Academic Affairs (Renee Fister) must occur about those additional students receiving these tuition benefits. Recall the total cost of funding has a maximum of \$110,000 per year.

### Process

Camela Ramey will provide the list of M numbers of the graduate assistants who are to receive the benefit in the succeeding spring. These will be provided to Wendy Cain by October 15.

The graduate assistants must register for their spring courses by November 10 in order to receive the tuition benefit for the spring. (For those receiving a fall term tuition benefit, they must register by June 10. The Collegiate Graduate Coordinators are in charge of getting this message to the respective parties.)