Office of Graduate Studies
Graduate Assistantship Handbook Supplement for Supervisors & Departments

Contact
Arlene Ceribelli
Graduate Assistantship Office (GAO)
Psychology Building
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Graduate Studies Dean’s Office 410 704 2078

Office Hours (Subject to change)
Monday 9:30 AM - 5:00 PM Tuesday 9:30 AM - 3:30 PM Wednesday 9:30 AM – 5:00 PM
Thursday 9:30 AM – 3:30 PM

Graduate Assistantship Web Site

Finding Assistantships
Please post your job openings on Handshake that qualified students will have an opportunity to view and apply for an assistantship. See Job Posting Instructions for Handshake.

See Graduate Student Handbook for more details about graduate assistantships.

Hiring Graduate Assistants
Your College Dean or Divisional Budget Officer first must grant approval for the graduate assistantship position and verify that there are monies to pay for the stipend and tuition waiver. You then can advertise and interview prospective candidates for the assistantship position. Make sure the candidate is a degree/certificate-seeking student that has been accepted in a graduate program. If the candidate is a current graduate student, he/she must be in good standing and have a cumulative GPA of 3.0 or higher. To qualify for a 20-hour assistantship the student must take at least 6 credits each academic term; for a 10-hour assistantship, the student must take at least 3 credits each academic term. After you have selected a student who meets the qualifications for and wants the assistantship, you are to complete the Graduate Assistantship Appt. Request Form that is available on the Graduate Assistantship web site under GA Appt. Request Form (under Hiring Departments). Fill out all sections of the GA Request Form, obtain the necessary signatures and submit it to the GAO. Once approved the GAO will process the request form and send you the GA Position Requirements Form (GPR) & Acceptance Form. Complete this form, obtain the necessary signatures, and return it to the GAO within 7 days. If the student has not worked for Towson University in the past 6 months GAO will notify the student to complete the I-9 form and new employee paperwork.

When hiring international students, additional procedures apply. Follow the instructions on the GA Request Form. For procedures related to work hour requirements, social security procurement, and class registration requirements students should contact ISSO.
**Start Dates for Assistantships**

Students must have an I-9 on file before they begin working. It may take up to 4 weeks to activate the position in the payroll system for students who have no previous job data at Towson University. It generally takes between 2-6 weeks for the tuition waiver to be adjusted and posted on the student’s tuition account. Students must begin their assistantship by the add-drop date.

**Student Fiscal and Work Obligations**

Students are responsible for paying their bills on time; student who do not do so will be assessed a late fee and may have their classes cancelled. Students are responsible for all fees and for any credits not covered by the tuition waiver. Out-of-state students are billed at the in-state rate during the academic term they have an assistantship. During minimester, graduate assistants do NOT receive tuition waiver. However, out-of-state students may pay in-state tuition rates if they contact the GAO office via email before registering for minimester courses. Students in the UB/Towson MBA program have higher tuition rates that must be covered. However, the higher costs associated with web-only classes are not covered; the standard tuition cost is applied.

In order to be consistent concerning hours worked for all students, each graduate assistant must meet the total hours as stated below by the end of the appointment. This ensures that each student is fulfilling his/her commitment. Graduate assistants are strongly advised to have set schedules to ensure that the hours are met. Graduate assistants do not have to work during the December break, the Spring Break, or the Thursday and Friday of Thanksgiving holiday when the University is closed. The total hours have been calculated to take in consideration breaks and holidays. Graduate assistants may need to work during the minimester to fulfill their total work hour commitment. Supervisors should be mindful of the assistants’ academic demands and should be reasonably flexible to changes in their schedules. Assistants do not have to make up scheduled hours missed if the University closes with administrative leave. Assistants do not get sick leave, and are to make up time missed for illness. Graduate assistant does not complete a web timesheet for the graduate assistantship hours.

**Total Hours That Must Be Met For Assistantship Contract**

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>10 –hour assistantship</th>
<th>20 –hour assistantship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>100 hours total</td>
<td>200 hours total</td>
</tr>
<tr>
<td>Fall</td>
<td>165 hours total</td>
<td>330 hours total</td>
</tr>
<tr>
<td>Spring</td>
<td>165 hours total</td>
<td>330 hours total</td>
</tr>
<tr>
<td>Fall and Spring</td>
<td>330 hours total</td>
<td>660 hours total</td>
</tr>
</tbody>
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**Termination of Assistantship**

Any graduate assistant whose GPA falls below a 3.0 will not be able to continue the assistantship for the next academic term. If you or the student chooses to terminate the assistantship for other reasons, please complete a [Cancellation Form] asap. The GAO will need this information to make arrangements to stop the student’s stipend payments and/or tuition waiver effective immediately upon termination. The department is responsible for recouping any stipend payment made in error, due to a late notice of termination The assistantship also can be terminated due to departmental financial exigency. In this case, the stipend is discontinued as of a specified date, but the tuition waiver is continued to the end of the current academic term.