



UNLV Graduate Assistant Policy and SCHS Appointment Process

If you are admitted to a graduate-level program and carry at least 6 semester hours of graduate credits, you may be eligible to fill a graduate assistant (GA) position. Both a financial opportunity and an invaluable professional experience, a graduate assistantship is a highly sought-after position.

What is a GA?

GAs have a unique dual role: they are both graduate students and research or teaching assistants who contribute to the academic mission of the university. Graduate students awarded these comprehensive positions receive a stipend and a benefit package for their work in the classrooms, offices and laboratories of the university.

Types of Graduate Assistantships

Graduate assistants may express interest in their placement of choice, but are ultimately assigned to one of two categories:

- Research Class - conduct cutting-edge research alongside faculty members.
- Teaching Class - instruct undergraduate-level courses

These are State-funded or Externally-funded (grant/contract) positions.

How are GAs appointed?

GAs are appointed by the university to conduct work in exchange for a stipend package. All GA appointments must meet the minimum stipend amount from the student's academic department. GAs awarded state-funded positions are under contract and receive a stipend of \$11,400 at the master's level for an academic year. Externally-funded GA stipends must meet the minimum state-funded GA stipend amount for the student's home department.

GA Duties and Expectations

Should you be awarded a graduate assistantship, you will be required to sign a contract that defines the guidelines and regulations presented below. Review the duties and expectations of a graduate assistant to determine if the program is right for you.

1. **Renewal of Assistantships:** A new application must be submitted to the hiring unit by the student for each academic year and/or semester the assistantship is requested. Please do not make changes to your current AY GA application. When completing a new GA application, you must use a *new username*, however, you can use the same password and email address when applying for a new semester/term.
2. **Terms of Appointment:** Graduate assistants are appointed by the university to conduct work in exchange for a stipend package. In this capacity, they are expected to report in the same timeframe as faculty (i.e., during academic semesters and not during break or vacation times). Graduate assistants must report to work one week prior to first day of instruction, both fall and spring semester. Exceptions to this statement may be negotiated at the time of appointment; however, both parties must agree to the arrangement and approval must be obtained from the chairperson, academic dean, and Graduate College dean.
3. **Work Load:** It is expected that the graduate assistant will spend a maximum of 20 hours per week fulfilling research or teaching requirements.
4. **Satisfactory Performance:** Graduate assistants may be terminated if they do not satisfactorily perform their assigned work duties within the department. GAs may also be terminated if they do not make satisfactory progress toward their degrees. Unsatisfactory progress includes, but is not limited to: not filing a degree program on time; receiving a D or F or receiving an overall GPA below 3.00; obtaining an incomplete grade on the academic record that is not removed after one calendar year; and failing department qualifying and comprehensive examinations. Graduate assistants should be familiar with the provisions of the current [Graduate Catalog](#) and special departmental requirements.
5. **Credit Load:** Graduate assistants must carry a minimum of six graduate credit hours per semester to avoid termination. Credits from audited classes will not be counted toward the six-credit minimum requirement. To carry a credit load in excess of 12 credit hours per semester, graduate students must file an overload petition that must be approved by the department chair and Graduate College dean. Graduate assistants working during the summer must enroll in a minimum of three graduate level credits in order to be hired. Summer GAs appointed for the first half of the summer must enroll in 3 graduate level credits during summer session I or II. Summer GAs appointed for the second half of the summer must enroll in 3 graduate level credits during summer session III. Summer GAs appointed for the entire summer must enroll in 6 graduate level credits during any of the summer sessions.
6. **Summer Sessions:** A state-funded graduate assistant who is under contract for the academic year (fall /spring) and will be appointed as a state-funded GA in the following fall semester may receive a grant-in-aid for the payment of a specified portion of the

registration fees (up to a maximum of 10 graduate credits) in the summer session. In order to receive this benefit, you must inform the Graduate College by sending an email to gradfinancialsvc@unlv.edu when you enroll for summer classes.

7. Outside Employment: Before accepting employment on or off campus, the graduate assistant must petition the Graduate College dean for approval, after obtaining approval from his/her department chairperson. The employment must be limited in nature and related to the area of study. Failure to request approval of employment may result in the assistantship being rescinded. International students (F-1) are limited to a 20-hour work week during the academic year.
 - o [Additional Employment Form](#)
8. Tuition Reduction: A tuition reduction of graduate course fees is available to state-funded graduate assistants for a maximum of 10 credits each semester. Out-of-state tuition is waived for state-funded and grant-funded graduate assistants while they are under contract. If your GA contract ends and you are a non-Nevada resident, you must apply for Nevada residency by completing the residency application in order to avoid paying out-of-state tuition.
9. Mandatory Student Health Insurance: All graduate assistants are required to have health insurance while employed. Graduate assistants will be charged for the student health insurance plan offered by UNLV. It will be up to each student as to whether or not to waive out of the UNLV Student Health Insurance by proving that he or she has acceptable coverage at the beginning of the semester in which they sign their contract. All state funded graduate assistants and most extramurally funded graduate assistants enrolled in the UNLV Student Health Insurance will be given a stipend that will go towards a portion of the premium. The portion of the premium that the university covers will be taxed in April and November.
10. University Benefits/Leave: Graduate assistants are not eligible to receive annual leave or sick leave. A discussion should be held between the student, department, and Graduate College to determine the best course of action if a student is unable to continue with his or her job duties. Graduate assistants are not included in university employee benefit or retirement plans. Graduate Assistant Parental Leave Information: Download the [full parental leave policy](#).

11. For complete information regarding UNLV GA policies, visit:

<https://www.unlv.edu/graduatecollege/ga>

SCHS/HCAP GA Appointment Process

The SCHS has a dedicated budget to pay GA stipends, and the number of budgeted GA positions fluctuate from year-to-year. GAs are generally appointed for one academic year, and must remain in good standing. The SCHS has a GA Committee in place that reviews GA applications annually to fill any vacant positions. GA position selection is based on criteria which includes, but is not limited to: GPA, GRE scores, research interests and experience, and which students are the best fit for current research projects within the department, at the discretion of faculty. The

designated GA positions are split among all SCHS faculty. It has been the practices to solely utilize MHA GAs for research and administrative functions, as opposed to any teaching responsibilities.