

## GRADUATE ASSISTANT GUIDELINES AND REGULATIONS

- GA Appointment Forms & Responsibilities:** To ensure clear communication and to protect all parties involved, the GA supervisor must provide his/her GA with pertinent objective and subjective work standards that comport with NSHE and UNLV guidelines, including those below, and as stated in Title 4, Chapter 5 of the BOR Handbook ([http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4-CH05%20-%20Graduate%20Assistants%20or%20Fellows\(1\).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4-CH05%20-%20Graduate%20Assistants%20or%20Fellows(1).pdf)).
- Adhering to Policies and Laws:** Graduate Assistants are required to abide by all federal and state laws, as well as NSHE and university policies, standards of professional conduct, and the rules, ethical codes, and policies that govern the GA's field of work, area of study, and funding source. Any violation thereof may lead to the termination of a student's Graduate Assistantship, possible separation from his or her graduate program, as well as possible legal action, criminal penalties, and/or other sanctions deemed appropriate.
- Application & Renewal of Assistantships:** A new application must be submitted by the student for each academic year, even if you want to continue in the same GA position. If a GA is appointed for one semester at a time, a new application must be submitted each semester to be considered for an assistantship. Students must also submit a new GA application to apply for a new or different assistantship.
- Dates of Employment:** Graduate assistants are employed by the university to conduct work in exchange for compensation. In this capacity, they are expected to report in the same timeframe as faculty (i.e. during academic semesters when classes are in session and during summer work periods if working 12 months). Graduate assistants must report to work one week prior to the first day of instruction each semester. Exceptions may be negotiated at the time of employment. Both parties, however, must agree to the arrangement and it must be approved by the department chair, academic dean, and Graduate Dean.
- Work Load:** Graduate assistants are expected to spend an average of 20 hours per week fulfilling duties and responsibilities as stated on the GA appointment form. Graduate assistants are graduate students, first and foremost.
- Additional Employment:** Additional employment on or off campus is prohibited unless approved by the department chair and Graduate Dean. Such employment **may never exceed 10 hours per week** and must be limited in nature. Failure to request prior approval of employment may result in the assistantship being rescinded. **International students (on F-1 visas) are limited to the 20 hour GA work week during the academic year.** All domestic students requesting additional employment must turn in a completed request to work additional hours to the Graduate College before beginning any outside employment ([http://graduatecollege.unlv.edu/PDF\\_Docs/Request%20for%20Additional%20Employment%20Form.pdf](http://graduatecollege.unlv.edu/PDF_Docs/Request%20for%20Additional%20Employment%20Form.pdf)).
- Credit Load:** Graduate assistants must carry a minimum of six graduate credit hours per semester. **Audited or undergraduate courses will not be accepted. Failure to remain in six graduate credit hours for a grade will result in the termination of the Graduate Assistantship contract.** An overload petition must be approved by the department chair and Graduate Dean for credit loads in excess of 12 credit hours.
- International GAs:** All International GAs must request a work permit through OISS each semester you are a GA. International students can request a work permit as soon as they have enrolled in classes for the semester. Failure to provide the Graduate College with your updated work permit may result in the delay of your paycheck, a delay in processing your tuition waiver, and/or the termination of your GA contract.
- Summer Sessions:** A state-funded graduate assistant who is under contract for the academic year 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 at [gradfinancialsvc@unlv.edu](mailto:gradfinancialsvc@unlv.edu) when you enroll for summer classes.
- Tuition Reduction:** A reduction of graduate course fees is available to state-funded graduate assistants for a maximum of 10 credits per semester for students enrolled in state-funded programs. Out-of-state tuition is waived for state-funded and grant-funded graduate assistants. We encourage graduate assistants to apply for NV residency, otherwise if/when you are no longer on a GA appointment you will revert to out-of-state status. State funded GAs in a self-funded program are not eligible to receive a tuition waiver. Please note that state-funded GAs in graduate programs that are subject to differential tuition will only receive a reduction in their tuition equal to up to 10 graduate credits at the standard state tuition/fee rate.

11. **Mandatory 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.
12. **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 ([http://provost.unlv.edu/downloads/parental\\_leave\\_policy.pdf](http://provost.unlv.edu/downloads/parental_leave_policy.pdf)).
13. **Satisfactory Performance:** Graduate assistants must be familiar with the provisions of the current *Graduate Catalog* and departmental requirements. **Graduate assistants may be terminated if they do not satisfactorily perform their assigned work duties and/or do not make satisfactory progress toward their degree.** Unsatisfactory degree progress includes, but is not limited to: not filing a degree program or other required forms on time; receiving grades lower than allowed in one's degree program; having an overall GPA below 3.00; obtaining an incomplete grade that is not removed within one calendar year; failure to establish a required graduate committee in the appropriate timeframe; failing department qualifying and/or comprehensive examinations; failure of a prospectus defense, or failure to advance to candidacy. Supervisors must follow the procedures on the GA Termination Form in order to terminate a GA appointment early: [http://graduatecollege.unlv.edu/PDF\\_Docs/termination.pdf](http://graduatecollege.unlv.edu/PDF_Docs/termination.pdf).
14. **Tuition/fees upon Termination or Resignation:** If a GA appointment is terminated early, tuition and fees are not generally rescinded for the current semester. **If a GA resigns from their assistantship before the end of their contract, written notification must be sent to the Graduate College and the GA department. GA resignation may result in the loss of tuition benefits.**
15. **Termination for Financial Reasons:** If a GA appointment must be terminated early due to a lack of funding:
  - a. Within five working days of being notified of the loss of funding, the supervisor must inform the GA of the termination.
  - b. The written termination notice must include the new employment end date and the rationale for termination.
  - c. It is the responsibility of the hiring authority to verify that there is a lack of funding. Should the funding be continued or restored, the GA must be offered the opportunity to continue their employment.
  - d. The termination for financial reasons process cannot be utilized in lieu of the termination procedure for issues related to unsatisfactory job performance.
16. **Due Process Review:** A GA who believes that s/he has been wrongfully terminated from his/her GA position may submit a Summary Due Process Review Form to appeal her/his case. This form, as well as policy guidelines and directions, are available on the graduate college website here: <http://graduatecollege.unlv.edu/ga/> and here [http://graduatecollege.unlv.edu/PDF\\_Docs/summaryForm.pdf](http://graduatecollege.unlv.edu/PDF_Docs/summaryForm.pdf).
17. **Equal Opportunity:** It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity. The University is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to their race, color, religion, gender, national origin, ancestry, age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with University policy, sexual orientation. Persons having questions regarding university policies relating to nondiscrimination law are encouraged to contact Vice President Juanita Fain, in Flora Dungan Humanities Building Room 514, or via phone at 702- 895-3656.

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***I have read these Guidelines and Regulations and understand they are a part of my appointment as a Graduate Assistant at UNLV.***

Print Name: \_\_\_\_\_ NSHE ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_