6.1 – Policy on Graduate Assistants

**Purpose**

With this document Wesley College (“Wesley” or the “College”) seeks to establish a policy on Graduate Assistants (GA).

**Applicability**

Wesley College maintains the position that the goal of the GA and tuition remission should be to enhance the ability of the student to complete her or his graduate degree. Enhancement of the ability to complete the degree should not be interpreted such that the financial support provided by the tuition remission is the only part that helps the student to achieve the goal of completing the graduate degree. The GA is both student and employee, and is expected to perform well academically and to meet obligations.

**Policy Statement**

Wesley College leadership will review and approve, each year, the number of GAs per department that will be allowed. The work assigned to a GA must be relevant to the graduate program of participation in addition to the professional and scholarly goals of the student. This work will generally involve gathering, organizing, and evaluating information, or editorial work related to preparation and review of papers and reports, or assisting Athletic Coaches.

The GA must have a Bachelor’s degree relating to the field of work on campus and be enrolled in a Master’s program that is also related to the work being performed on campus.

The GA position should provide the opportunity for the student to utilize knowledge of her or his academic field while enhancing skills relevant to the student’s professional goals. The ideal Graduate Assistantship will provide the student with a broader and deeper understanding of the College function and, under the supervision of a mentor, enhance the quality of information available to the College. GA’s should have no expectation of compensation in this role.

**Qualifications for Appointment**

1. Only full-time graduate students admitted to Wesley College and accepted into a graduate degree program may hold an assistantship.
2. Graduate students who have previously taken graduate level courses must have earned at least a 3.0 cumulative grade point average.
3. Complete FERPA and Title IX Training as a requisite of employment.
### Appointment of Graduate Assistant

1. To receive tuition remission, GAs with full-time enrollment are required to work at least 20 hours per week, no more than 29 hours per week when enrolled in classes, including summer sessions.
2. A GA who fails to achieve a 3.0 cumulative GPA will not be entitled to the tuition remission for the current semester and will be required to pay. GAs must maintain a minimum cumulative 3.0 grade point average (GPA) to remain eligible for tuition remission for the following semester.
3. If the student can raise the GPA to 3.0, the student can reapply for an open GA position in another semester.
4. GAs may be appointed for no more than two calendar years in a master’s program. If there is an exception to this requirement, requests for time extensions must be made in writing by the supervisor to the appropriate Cabinet Member, with final approval by the Provost/Chief Academic Officer.
5. GAs will only be eligible for a total of 36 credit hours of tuition remission, regardless of any time extension that may be granted.

### Procedures for Appointment

1. Decisions regarding who shall hold GAships are made at the level of the department in which the student shall work.
2. Once accepted, a letter will be prepared by the Human Resource Office and signed by the Director of Human Resource, and provided to the GA explaining the tuition remission, timeframe and the obligation to maintain the 3.0 GPA.
3. The letter must be signed by the GA accepting the terms of the tuition remission.
4. A copy is given to the GA, the immediate supervisor, the Business Office and the Financial Aid Office. Once appointed to work in a department, the GA cannot move to another department.
5. The appointment is for two years, 18 credits per year and the GA will lose their position if they decide to not return to the appointment department.

### Course Load Requirements for Graduate Assistants

Following are the course load requirements for GAs:

1. GAs will receive tuition remission up to a maximum of nine credit hours per semester not to exceed 18 credit hours per academic year.
2. The course load shall not include undergraduate courses. Undergraduate courses will not be covered as part of the tuition remission, and payment is the responsibility of the GA.
3. A GA in the summer must be registered for a minimum of a minimum of six (6) graduate credit hours for the entire summer, if available. These credits may be taken in any summer term.

Resignation from the Graduate Assistantship

If a GA resigns from an assistantship before expiration of the contract, the student must notify his/her supervisor in writing two (2) weeks before the date of resignation. If the student remains enrolled at Wesley College, the student may be required to pay tuition pro rata for the part of the semester following resignation.

Termination from the Graduate Assistantship

If a GA fails to maintain the required GPA or is removed from the Master’s Program, they will no longer be eligible to participate as a GA. A letter will be sent to the GA and supervisor.

Reimbursement of Tuition

If a GA resigns or is terminated from the assistantship during the semester or if they do not withdraw during the appropriate timeframe as set forth in the semester calendar or have an incomplete or receive a grade of “F” or their GPA falls below a 3.0, the student has the responsibility to pay Wesley College the amount of the tuition that was waived.

If a GA resigns the assistantship and withdraws from Wesley College, then the department or unit will have access to the remaining assistantship for a replacement in accord with the refund of fees policies applied to students who pay tuition. These are as follows:

1. One hundred percent of the assistantship will be available to the department for resignations with withdrawal prior to the beginning of classes.
2. Ninety percent of assistantship will be available to the department if the GA resigns and withdraws during the first week of school days or within an equivalent period of time for summer or other short-term courses.
3. Seventy-five percent of assistantship will be available to the department if the GA resigns and withdraws during the second week of school days or within an equivalent period of time for summer or other short-term courses.
4. Fifty percent of assistantship will be available to the department if the GA resigns and withdraws during the third week of school days or within an equivalent period of time for summer or other short-term courses.
5. Twenty-five percent of assistantship will be available to the department if the GA resigns during the fourth week of school days or within an equivalent period of time for summer or other short-term courses.
6. Zero percent of assistantship will be available beyond the fourth week of the term.

This schedule can change without notice. Please refer to the current academic year college catalog to verify percentages of the tuition refund policy.