

GRADUATE ASSISTANT GUIDELINE AGREEMENT

In order to hold a graduate assistantship at Western Oregon University a student must meet the following criteria (initial next to each statement as your acknowledgment of position rules and regulations):

1. The student must be fully admitted to a master's degree program at Western Oregon University. _____
2. The graduate assistant duties must relate to the student's graduate program and/or career expectations. Assistantship must begin no later than the start of week one of the term. _____
3. The student **must** have an **approved** program for a WOU master's degree on file in the Graduate Programs office **no later than the first week of the term** in which the student holds the assistantship. _____
4. To be considered for renewal, the graduate assistant must: _____
 - a. Have a grade point average of at least 3.00 on all graduate hours taken.
 - b. Have no more than 8 credits of C grades.
 - c. Have no grades of D or F.
 - d. Enroll in a minimum of **nine** and maximum of **sixteen** hours of graduate work each term.
 - e. Satisfactory ratings (average score of 3) for all evaluations received the previous term.
5. Position requires you to work 19.6 hours on average per week each week of the term. Occasionally your hours will be flexed with approval of your supervisor. _____

6. Stipend and Tuition Remission: _____
 - a. Each GA will receive \$1176 per month for 9 months. (unless 4-term employee)
 - b. Graduate students appointed by the University are paid at established institutional salary rates and are exempt from the payment of the instruction fee (tuition), on the first twelve (12) graduate credit hours per term.
 - c. Graduate assistants are assessed and are individually responsible for payment of the building fee, incidental fee, health fee, one-time matriculation fee and any other fee approved for the University according to the graduate student fee schedule. See [WOU tuition and fees schedule](#)
 - d. When an assistant is authorized to register for more than twelve (12) graduate credit hours per term, the institution shall charge the assistant the resident rate for additional instruction fee for the excess of the twelve credit hour limit.

7. Timesheets: It is the responsibility of the Graduate Assistant to keep track of their hours with their supervisor. It is recommended to create a shared Google document. _____

8. An evaluation is due at by the final Wednesday of each term. Both the Graduate Assistant and their supervisor must sign the form. Completed evaluations are to be submitted to the graduate office. Failure to complete an evaluation each term will cause the Graduate Assistant to forfeit their continuing position. _____

9. Other Employment: Graduate Assistants may not be an employee of Western Oregon University or another state university during their time of assistantship. _____

10. Communication with Graduate Office: _____

- a. GA should notify Graduate office immediately (within 24 hours) of any changes to their registration status or schedule.
- b. Students that fail to complete all courses paid for by tuition remission may lose subsequent terms of their GA position.
- c. All students are required to have a GA evaluation form submitted to the Graduate office by Wednesday of finals week in the term in which they are employed.
 - i. Failure to provide this form will delay tuition remission for subsequent terms and could lead to additional late fees.

11. Renewal Process: _____

- a. It is the responsibility of the graduate assistant to request renewal of a position beyond the first year. To be considered for renewal, the graduate assistant must:
 - i. Have a grade point average of at least 3.00 on all graduate hours taken.
 - ii. Enroll in a minimum of nine and maximum of sixteen hours of graduate work each term.
 - iii. Satisfactory ratings (average score of 3) for all evaluations received the previous term.

A graduate assistant who fails to uphold the guidelines will be required to report to the Director of Graduate Programs. If problems persist, Western Oregon University reserves the right to terminate the contract.



Graduate Assistant Guideline Agreement

Printed Name

By signing below, I have read and understand the Graduate Assistant Guidelines. Also, I understand that failure to uphold these guidelines will result in termination of my current contract and/or non-renewal for the following term.

Signature

Date

Notes:

Good academic standing includes: minimum 3.0 overall GPA, no grades of D or F, no more than 8 credits of C; no more than 4 credits of incomplete.