TITLE III GRADUATE ASSISTANT
PROGRAM REQUIREMENTS

Qualifications for Appointment

_____ 1. Graduate Assistants (GA) supported by Title III must meet the following requirements:

- Unconditionally admitted to the Graduate School
- Must be enrolled full time in a graduate degree program
- Maintain at least a 3.00 (B) cumulative GPA
- Register and enroll for a minimum of **9 credit hours in the Fall and Spring semester**, and **6 credit hours in the summer**. (During the last semester of matriculation, the Graduate Assistant may enroll in less than the above credit load)

_____ 2. Graduate Assistants are university employees as well as students and are expected to meet their instructional, research, or administrative obligations. They will work under the direction of an assigned supervisor.

_____ 3. Graduate Assistants must be full-time students and work 20 hours per week.

_____ 4. Graduate Assistants may not teach courses which carry undergraduate credit hours. Further, they may not enroll in courses for which they have assigned responsibilities.

_____ 5. Graduate Assistants are to work closely with their supervisors in the discharge of assigned duties while at the same time making progress toward the completion of their degree programs.

_____ 6. Graduate Assistants are expected to adhere to the policies and regulations of the university and Title III Administration.

_____ 7. Graduate Assistants who voluntarily resign their positions should communicate their intent in writing to their supervisor and the Title III office. (Dr. Tyler: atyler2@tnstate.edu)

_____ 8. Graduate Assistants are to attend the seminars and workshops sponsored by Title III. Those GAs supported by HBGI are **required** to attend a minimum of **three seminars/workshops per semester**. Graduate Assistants supported by HBCU and SAFRA are highly encouraged to attend, however it is not required.

_____ 9. Signed contract submission

_____ 10. You must submit a copy of your signed contract to Dr. Tyler immediately after signing.

_____ 11. GA cannot work prior to signing contract

Sign: _____ Date: _____