

## **Southern Oregon University General Regulations for Appointment of Graduate Assistants**

In order to hold a graduate assistantship at Southern Oregon University a student must meet the following criteria:

1. The student must be fully admitted to a master's degree program at Southern Oregon University. This means the student has received a letter from the Division Director, which grants them admission to the specific master's program. (Consult the current University catalog for details.)

NOTE: Occasionally, on the basis of appropriate recommendations, students who fail to satisfy one of the admission requirements may be granted permission to begin coursework toward a program. Students in this category **may not** hold a graduate assistantship until they obtain full admission to a master's degree program at SOU.

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 four of the term.
3. The student **must** have an **approved** program for a SOU master's degree on file in the Office of the Division Director **no later than two weeks into the first quarter** in which the student holds the assistantship.
4. Students holding a graduate assistantship at .10 FTE and .20 FTE may take at most a total of 15 credits per term and **must successfully complete each quarter at least six (6) credits of graduate coursework listed on the approved program of studies on file in the Office of the Division Director.** (Students who do not meet this criterion are no longer eligible for the assistantship.)
5. Students those holding an assistantship at .30 FTE, .40 FTE, and .50 FTE may take at most a total of 12 credits per term and **must successfully complete each quarter at least nine (9) credits of graduate coursework listed on the approved program of studies on file in the Office of the Division Director.** (Students who do not meet this criterion are no longer eligible for the assistantship.)
6. Graduate Assistant duties may include assisting with lab instruction or other assigned teaching-related duties, but Graduate Assistants cannot be the primary instructor / instructor of record for a course or be hired as part-time faculty members.
7. Tuition Waiver: Graduate Assistants are entitled to receive a tuition waiver. The tuition waiver is for tuition only, and does not apply against any other associated fees. Tuition waivers are set at:  
100% tuition waiver for .50 FTE, requiring 20 hours per week of assistantship duties,  
80% tuition waiver for .40 FTE, requiring 16 hours per week of assistantship duties,  
60% tuition waiver for .30 FTE, requiring 12 hours per week of assistantship duties,  
40% tuition waiver for .20 FTE, requiring 8 hours per week of assistantship duties,  
20% tuition waiver for .10 FTE, requiring 4 hours per week of assistantship duties.
8. The Director of Graduate Studies must approve waiver of any of the above regulations in writing.