Millersville University
COLLEGE OF EDUCATION
& HUMAN SERVICES

Office of Graduate Studies & Adult Learning
717-871-7171
https://www.millersville.edu/

GRADUATE ASSISTANT GUIDELINES

ELIGIBILITY: To maintain eligibility for a graduate assistantship, you must remain enrolled as an active student in a master's degree program or a joint master's degree/certification program. Full-time graduate assistants must remain enrolled in a minimum of 6 graduate credits per fall and spring semesters at Millersville University. Part-time graduate assistants must remain enrolled in a minimum of 3 graduate credits per fall and spring semesters at Millersville University.

Graduate students seeking certification only are ineligible for assistantships, therefore if you graduate with your master's and continue to pursue certification only you forfeit your assistantship position. Please be aware that if you are seeking certification and are required to register for student teaching, you will be unable to continue your assistantship in the term which you will be student teaching regardless of your status in a master's degree program.

PLACEMENT: Graduate assistantships are generally appointed to begin in the fall for one academic year with the possibility of reappointment for a second year. In the event you are placed in an assistantship beginning in the spring semester, you will be appointed for that term only and may be renewed for the following academic year, plus the additional fall semester. The limit for a graduate assistantship is four regular semesters (fall and spring).

TUITION WAIVER: Full-time (300 hours/semester) graduate assistants for the academic year receive an annual tuition waiver of 18 graduate credits: 9 credits earned in fall and 9 credits earned in spring. Part-time (150 hours/semester) graduate assistants for the academic year receive an annual tuition waiver of 9 graduate credits: 4.5 credits earned in fall and 4.5 credits earned in spring. Note if your fall semester credits are not fully utilized, they may be carried into the winter session and/or the spring semester (if you are an active graduate assistant in the spring). Waiver credits cannot be borrowed from a future term because they have not yet been earned (for example you may not apply spring waiver credits to the winter term). If you do not utilize all of your waiver credits by the end of the spring semester, these credits may be carried into the summer sessions, provided you do not graduate in May. Once the academic year concludes with the end of summer session or you graduate, whichever comes first, any remaining tuition waiver is forfeited.

Tuition waivers for graduate assistants do not apply for transfer credits or course audits. Tuition waivers can only be used for courses taken at another institution with permission from the Graduate Dean.

Tuition waivers cannot be used prior to the start date of the assistantship.

Note: If you should resign the assistantship or be terminated at any point during the semester, you automatically forfeit any remaining tuition waiver WHICH WILL BE prorated to the time of termination.

STUDENT FEES: The tuition waiver which is made available to you by your contract is indicated in your offer letter. This waiver does not include the general fee, technology fee and other appropriate university fees. You are responsible for paying these fees by the due date designated by the Office of Student Accounts.

STIPEND: Stipend payments are distributed throughout the semester, typically in eight biweekly installments during both the Fall and Spring terms. Full-time GAs earn a total of $3,000 per term, which is paid at $375 every other week, before taxes and deductions. Payments begin around the third week of September and continue through the end of December. Spring term payments follow a similar pattern, starting in early February and continuing biweekly until early May. Part-time GAs follow the same schedule earning $1,500 per term, with biweekly payments of $187.50, before taxes and deductions.

WORKLOAD: During the period of your assistantship, you are not permitted to work for the University as a regular employee, through temporary help agencies, or on a contract basis (e.g., honoraria). Half-time and full-time graduate assistants may work on the regular student payroll, but combined employment should not generally exceed 30 hours per week during academic sessions or 40 hours per week during weeklong, summer, and winter breaks.

WORK SCHEDULE: Full-time graduate assistants are expected to work 300 hours/semester, with a typical work schedule being 20 hours per week over a fifteen-week semester. Half-time graduate assistants are expected to work 150 hours/semester, typically representing 10 hours per week during the academic semester of fifteen weeks. Your specific schedule will be designated by your supervisor, flexibility in scheduling is permitted, as long as the total expected work hours for the semester are realized. Graduate assistantships begin the first day of each semester and end the last day of each semester (finals week hours will be dependent upon your schedule throughout the semester and if you have already fulfilled your hours requirement), and you are expected to work the total number of hours as designated in your offer letter. During the academic year, graduate assistants are not required to work on the following days: fall break, Thanksgiving break, winter session, Martin Luther King Day, spring break, possible weather make-up days, and reading days.

There are no legal or payroll policies mandating lunch or other breaks for student employees, including graduate assistants, over the age of 18. Breaks are not included in your required hours per week (i.e. if you take a lunch or other break during your shift, you may not count that time toward your work hours to meet assistantship requirements). If you work an extended day or over a period that you feel you require a break for lunch or other reasons, this should be worked into your schedule by you and your supervisor.

GRADUATE ASSISTANT PERFORMANCE: Graduate assistants are required to perform their assigned duties in a thoroughly professional manner, meeting performance expectations specified by the supervisor, including but not limited to matters involving professional attire, demeanor, productivity, punctuality and collegiality. Failure to meet performance expectations can result in termination of the assistantship at any time. When problems arise, the supervisor and graduate assistant are expected to seek resolution. Should this fail, the head or chair of the office/department will seek to resolve the matter. If the problem is not corrected, it will be referred to the graduate dean for final resolution. Additionally, graduate assistants will be formally evaluated on an annual basis. Requests for evaluation will be made periodically by the Office of Graduate Studies and Adult Learning. In the unusual circumstance that an assistantship is terminated, the graduate student loses entitlement to both stipend and tuition waiver, prorated to the time of termination.

CHANGES TO ASSISTANTSHIP: It is the graduate assistant's responsibility to notify his or her immediate supervisor and the Office of Graduate Studies and Adult Learning at AdultLearning@millersville.edu in writing of any change precluding the fulfillment of the assistantship assignment.

IDENTIFICATION CARDS: As it is imperative for all students and employees to carry a form of identification issued by the university, the ID Services department is available to assist with all matters regarding the issuance, usage, and maintenance of these IDs.

HOUSING: Residence hall accommodation is required for graduate assistants who are assigned Housing and Residential assistantships. On-campus housing may be available for other graduate students as well, please contact the University Housing and Conference Services at Housing@millersville.edu or 717-871-4200.