



Graduate Assistant Eligibility Requirements

Requirement Checklist to be used by Departments when hiring a Graduate Assistant Teaching (GAT), Research (GAR), Non-Teaching (GANT)

✔ **Before student is entered into Workday each semester— verify the following:
GAT, GAR & GANT:**

- ⇒ Does student have full/conditional admission to a master's, specialist or doctoral program?
- ⇒ Is student in Good Academic Standing (3.0 overall Graduate GPA)?
- ⇒ Is student Registered?
 - ⇒ Full-time GA— Must be registered for 6 graduate hours (3 hours per summer term)
 - ⇒ Half-time GA— Must be registered for 3 graduate hours (3 hours per summer term)
 - Note: If in final semester, student can be hired as full-time GA and be registered for a minimum of 3 graduate semester hours (make note in comments field in Workday).
- ⇒ GA must be hired by 12th class day (fall and spring) and 4th class day (summer) in order to be eligible to receive the in-state tuition waiver. The in-state waiver is only available for full-time graduate assistants.
- ⇒ **GAR:** All GAR's are required to complete and pass Responsible Conduct in Research Training (RCR) **before** they can begin research (RCR training is valid for 3 years). Information/Instructions for RCR training can be found online at www.tamuc.edu/research/compliance/training/Responsible-Conduct-in-Research.aspx.
 - ⇒ RCR completion date cannot be after hire date
 - If the RCR completion date is after the hire date, Workday document will be sent back to adjust hire date
 - ⇒ GAR cannot begin working before RCR training is complete
 - ⇒ Student must complete RCR training and be hired by 12th class day (fall and spring) and 4th class day (summer) in order to be eligible to receive Tuition Remission
- ⇒ **GAT:** Student must be hired by 12th class day (fall and spring) and 4th class day (summer) in order to be eligible to receive Tuition Remission.

✔ **Workload/Level of Assistantship (FTE):** full-time 50% or half-time 25%

- ⇒ **GANT/GAR:**
 - ⇒ Full-time: works 20 hours per week each semester of assistantship
 - ⇒ Half-time: works 10 hours per week each semester of assistantship
- ⇒ **GAT:**
 - ⇒ Full-time: teaches (associated with) 6 semester hours of undergraduate courses in fall/spring semester (3 per summer term)
 - ⇒ Half-time: teaches (associated with) 3 semester hours of undergraduate courses in fall/spring semester (3 per summer term)

[Procedure 33.99.08.R1.02 Graduate Assistantships](#)

For additional information or clarification, please contact the Graduate School:
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