

**THE COLLEGE OF SAINT ROSE**  
**GRADUATE ASSISTANTSHIP PROGRAM POLICIES & PROCEDURES**

1. Graduate assistantships are awarded for the full academic year (fall and spring semesters). Acceptance of the graduate assistantship is a commitment to work a minimum of 150 hours each semester (approximately 10 hours per week; 300 hours a year).
2. Each graduate assistantship awards a \$3,200.00 tuition grant each semester (\$6,400.00 per academic year).
3. The award of a graduate assistantship may impact (decrease) financial aid packages. Students should confer with Financial Aid office staff to discuss their individual circumstances prior to accepting the offer of a graduate assistantship. If you are anticipating a refund from your GA, you will need to contact the Office of Financial Aid to understand the timing of this refund and its effect of on your financial aid.
4. The Graduate Assistantship Program is administered by the Office of Graduate Admissions located at 919 Madison Avenue. Administrative questions should be directed to the Graduate Assistant Coordinator in Graduate Admissions. Graduate assistants report directly to an assigned faculty or administrative supervisor. Questions pertaining to assigned duties should be directed to the supervisor.
5. Graduate assistants are required to meet the performance expectations established by their supervisors. Assigned tasks must provide benefit to the educational experience, may not be purely clerical in nature, and may not include teaching courses or labs.
6. To be eligible for a graduate assistantship, an applicant must:
  - a. be unconditionally admitted to graduate degree study at The College of Saint Rose;
  - b. achieve satisfactory academic progress demonstrated by an earned minimum overall grade point average of 3.00 throughout the assistantship period;
  - c. be a registered, full-time (minimum of 9 graduate credits each semester), matriculated graduate student; and
  - d. successfully complete a minimum of nine graduate credits each semester.Undergraduate credit will not be counted towards minimum credit requirements. Credit and grade point average requirements will be verified by Graduate Admissions staff subsequent to the conclusion of each semester.
7. The following circumstances will render an applicant ineligible for the graduate assistantship program:
  - a. if fewer than twelve graduate-level credits remain to complete his or her degree program;
  - b. has conditions placed on their acceptance or continuance in the program of study;
  - c. full-time student teaching, internship, practicum, or field placement assignment during the fall or spring semester of the assistantship period;
  - d. has not satisfactorily completed previous graduate assistantship commitments at The College of Saint Rose (i.e. resigned from the position prior to completing the appointment; was unsuccessful in maintaining a minimum overall GPA of 3.00; etc.); and/or
  - e. award of other institutional aid or tuition benefit (i.e. Scholarships, Dean's Award, etc).
8. All graduate assistants are required to complete an electronic orientation presentation prior to beginning their assistantship. Graduate assistants will acknowledge completion of this orientation upon signing their contract.
9. All graduate assistants are required to read and sign an acknowledgment of the Family

Educational Rights and Privacy Act (FERPA) which will also be reviewed in the orientation to ensure that graduate assistants understand the importance of their ethical responsibilities with regard to confidentiality in the educational workplace.

10. Graduate assistants will receive a tuition grant, which will be applied to the student account in the fall and spring semesters. This grant will initially appear on the student account as a pending credit, and will be disbursed to the account at the end of each semester, after timely submission of the supervisor-approved timesheet.

- a. The tuition grant will not be disbursed until completion of the required 150 hours is verified through supervisor-approved timesheet(s).
- b. In the rare and unforeseen event that an assistant cannot complete a minimum of 150 hours during a semester due to extraordinary circumstances including dismissal, the assistantship award will be prorated based on the number of hours reported on the timesheet(s). Any unpaid charges on the student's account will be in arrears and subject to late fees and records holds.
- c. It is expected that graduate students will plan their time based on the established schedule and required hours. Graduate assistants who have encountered extraordinary difficulty completing the required 150 hours each semester due to extenuating, unavoidable circumstances may, with the supervisor's approval, appeal in writing to the Office of Graduate Admissions for a short extension. Under no circumstances will the extension exceed the following parameters:
  - For the fall semester: through the end of the day preceding the first day of spring classes
  - For spring semester: two weeks after May commencement.

For additional information, please contact the Office of Graduate Admissions at 518-454-5143 or [grad@strose.edu](mailto:grad@strose.edu).