

GENERAL CRITERIA FOR APPOINTMENT OF GRADUATE ASSISTANTS

1. The student must be admitted to graduate school.
2. The student must be in good academic standing at TWU. A student who is on scholastic probation may not hold a graduate assistantship.
3. A student who is employed full-time in any position cannot be appointed as a *Graduate Teaching Assistant*. However, a student who holds a full-time position may hold a *Graduate Research Assistantship*.
4. A student is not permitted to hold a graduate assistantship at TWU concurrently with an assistantship at any other college or university or with a student assistantship at TWU.

5. The maximum course load for a student who holds a graduate assistantship of approximately half time is 12 semester credit hours (SCH). The recommended course load for a GA with an appointment of approximate halftime is 9 SCH of graduate coursework.

The number of graduate hours of coursework in which a graduate student must be enrolled to hold a graduate assistantship in Fall or Spring is 5 SCH of graduate coursework. This minimum number has no impact on the number of hours of enrollment required for financial aid eligibility. (Exceptions: doctoral-level graduate assistants who have been admitted to candidacy may enroll for dissertation only for as few as 3 SCH of graduate coursework without any special approval. Masters level graduate assistants may enroll for the minimum course load of 3 SCH of graduate coursework of professional paper, recital, or thesis so long as clear evidence of progress can be demonstrated.) Any requests for exceptions are required to come from the Chair of the student's program. (International GAs who are classified as F1 must take 9 SCH of graduate coursework and must follow guidelines for International Student and Scholar Services (<http://www.twu.edu/international-education/>).

Graduate assistants hired for the summer will be hired for the period of 6/1 through 8/31. Since the employment period is from 6/1 to 8/31, students may perform their GA duties during any of the summer academic terms. For a 0.50 FTE summer appointment (6/1-8/31), GA's must enroll in at least 5 SCH of graduate coursework at some time during the Summer term. Graduate assistants must enroll in at least 3 SCH of graduate coursework to have a .25 PTF summer appointment (6/1-8/31).

6. In-state Tuition waiver: An out of state student holding a graduate assistantship is entitled to register by paying the tuition and other fees or charges required for Texas residents without regard to the length of time the assistant has resided in Texas if
 - a) The assistant is employed at least one-half time (.50 FTE),
 - b) The assistant has enrolled in the minimum required graduate course load (5 SCH of graduate coursework), and
 - c) The assistant is working in a position that relates to her/his degree program.

The student must complete the Request for In-State Tuition (<https://www.twu.edu/gradschool/graduate-assistants/applying-for-graduate-assistantships/>) form, have it signed by the Chair of the department, and send it to the Graduate School. If approved, Graduate School personnel will forward it to the Registrar. Once approved and processed by the Registrar, the Request for In-State Tuition form will

be forwarded to the Bursar who will be responsible for applying the In-State Tuition rate.

7. Special criteria for Graduate Teaching Assistantships assigned primary responsibility for teaching a course for credit and assigning final grades to include the following:
 - a. The student should have earned at least 18 semester credit hours of graduate credit in the teaching field.
 - b. Preferably the student will have had teaching experience in the specialty area.
 - c. The student whose primary language is not English should have demonstrated proficiency in English as described below and as mandated by the Texas Higher Education Coordinating Board.
8. International students must demonstrate English speaking proficiency through one of the following in order to hold a graduate teaching assistantship
 - a. A score of 26 or higher on the TOEFL iBT (<https://www.ets.org/toefl/>) speaking section
 - b. A score of 7.5 or higher on the IELTS (<http://www.ielts.org/>) Speaking Test
 - c. A score of 53 or above on the Pearson Test of English (<https://pearsonpte.com/>) (PTE) Academic
 - d. A score of 4 or higher on the MELAB (<https://www.esldirectory.com/english-language-exams/melab-2/>) Speaking Test
9. International students must also follow the guidelines of International Student and Scholar Services (<http://www.twu.edu/international-education/>).