

Exceptions must be requested in writing - by email or memo.

TYPES OF ASSISTANTS:

Graduate Research Assistant (GRA)-

teaching activities can include assisting in grading papers, lab work, etc. or assisting a faculty member with research or time spent involved with thesis and dissertation research). Graduate Assistant I tuition funding will not be taxed due to federal government regulations.

Graduate Assistant II (GAII)- work duties are less than 50% devoted to research and teaching. Graduate Assistant II work duties may include clerical, administrative, and other appropriate duties as long as these occupy the majority of the student's work assignment. Graduate Assistant II tuition funding will be taxed due to federal government regulations.

Graduate Teaching Assistant (GTA)- primary responsibility for teaching appropriate classes as well as other duties in support of instruction, and serves as the ***teacher of record*** in Banner. In addition to the required forms (see below section on required forms), GTAs must also submit:

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