

# School of Communication Sciences and Disorders

## Graduate Assistant Application and Selection Policies and Procedures

### Graduate Assistantship Requirements (Department Policy)

A student selected for a graduate assistantship must meet satisfactory academic progress requirements. Students who appear on one or more of the following lists are **not eligible** for an assistantship:

- Department Remediation List
- University Low Grade Report
- University Probation List
- Roster for full-time externship
- New students completing their first semester

### Application deadlines

- Students will submit applications: April 1<sup>st</sup> – May 31<sup>st</sup>
- Master's Coordinator and Coordinator of Graduate Advising review applications: June 1<sup>st</sup> – June 7<sup>th</sup>
- Faculty submits GTA/GRA Request Form: June 8<sup>th</sup> – June 15<sup>th</sup>
- Revision and allocation of assistantships: June 16<sup>th</sup> – June 30<sup>th</sup>

### Graduate Assistant Selection Procedure

1. Student completes graduate assistant application and submits it to [csdgraduate@ucf.edu](mailto:csdgraduate@ucf.edu) or they can drop it off in person at the front desk. The front desk person will save the application on the shared drive. The Coordinator of Administrative Services will keep the hard copies in a file.
2. The Master's Coordinator and Coordinator of Graduate Advising will review them to ensure their eligibility to serve as a department Graduate Assistant and notes their approval on applicants' application.
3. Faculty review applications on the shared drive, interview prospective graduate assistants, and submit Graduate Assistant Request Forms with the selected student name to Coordinator of Administrative Services.
4. Coordinator of Administrative Services compiles the list of faculty requests and applications, and consults with Chair & Master's Coordinator to determine Graduate Assistant assignments.
5. Upon Chair approval, Master's Coordinator emails Faculty regarding outcome of request.
6. Applications are reviewed by the Coordinator of Graduate Advising at the end of each semester to ensure their continued eligibility. Agreements are usually awarded as fall/spring when available.
7. Faculty submits GTA Performance Assessments online at the end of each semester.

### Graduate Assistantship Requirements (University Policy)

Graduate students may not be appointed more than 20 hours per week in fall and spring and no more than 40 hours per week in summer. An assistantship agreement is contingent upon full-time enrollment as specified in the Graduate Catalog and the Department of Communication Sciences and Disorders (9 or more credit hours for fall and spring, and 6 or more credit hours for summer).

Graduate Studies at UCF requires that all students under Job Code 9183-Graduate Teaching Associate, that **does NOT** have a master's degree in the teaching discipline, provide **18 hours of graduate course work in the teaching discipline.**

An assistantship may be curtailed, diminished, or terminated at any time, by reason of any one of the following:

- Failure of the graduate assistant, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress toward the degree;
- Incompetence, which is documented, or misconduct of the employee;
- Completion of degree requirements;
- Lack of funds as a result of adverse financial conditions;
- No further need, in the opinion of the University, Department or other unit, for the functions being performed; or for international students, if visa status is not maintained.

New graduate assistant appointees (and those who have not had university employment in the previous 12 months) must have criminal history background checks, which will be conducted via a process overseen by UCF Human Resources. Authorization must be obtained to conduct these background checks.