SEMESTER REMINDERS
(Fall to Spring)

Graduate Assistantships

1. **Full time registration:**
   
   A. Per the Office of Graduate and Professional Studies, full-time registration is required at a minimum of 9 **credited** hours during the fall/spring to be employed in an assistantship position, no exceptions.
   
   B. A student **must** maintain the full-time registration requirement during any semester in which they hold an assistantship. For fall/spring full-time registration must be for the entire semester. Student must be employed before the 12th class day until the end of the semester.
   
   C. Students registered **In-Absentia** are NOT allowed access or use of facilities of TAMUS at any time during the semester. This includes on-campus employment.
   
   D. Full-time registration is required to be employed on an **assistantship**, even if this will be the student’s last semester.

2. **Winter Break:**
   
   A. Because the graduate assistant titles (and various wage positions) are NOT eligible for holiday pay, the automatic reduction in pay for holiday(s) for a GAT/GAR (and various wage positions) position was removed. In other words, these employees are scheduled to be paid for the holidays and the system will NOT automatically exempt these positions from receiving holiday pay. The department/division is responsible for making sure that if a GAT/GAR is working he/she will be paid and if a GAT/GAR is NOT working that he/she is placed on Unpaid Time Off (unpaid). Since GANT positions are biweekly paid employees, these individuals will submit time worked through the Enter Time business process (timesheet).

3. **Unpaid Time Off:**
   
   A. Department head approval is needed prior to placing a graduate student on an assistantship in an Unpaid Time Off status. Engineering Human Resources created the **Graduate Assistantship Request for Unpaid Time Off** form as a means to obtain department head approval. It is located on our webpage at [https://tees.tamu.edu/personnel/forms](https://tees.tamu.edu/personnel/forms) under **Other**. Name, UIN, Period of Unpaid Time Off, and Reason/Justification for the Unpaid Time Off must be included on the form for each individual listed. If student will return on a Monday, Period of Unpaid Time Off should be through Sunday (day before student is scheduled to return) as Unpaid Time Off is based on calendar days.
   
   B. The approved copy signed by the department/division head will need to be kept on file in the department.
C. Any changes to the approved dates of the unpaid time off indicated on the original form should be amended on the original form and initialed and dated by the department head or designee (departmental/division business administrator designee allowable in this situation). The amended approved memorandum form should be kept on file in the department.

4. **Working up to 29 hours/week:**

   A. Graduate students working on an assistantship may work up to 29 hours per week with **PRIOR** approval from Office of Graduate and Professional Studies. For foreign national students working on an assistantship, additional hours are allowed in between semesters, during official holidays, and during summer vacation per visa regulations. Foreign national students may begin to work additional hours after the fall term has ended, from **December 17, 2018, through January 13, 2019.**

   B. The request form for approval to work additional hours as well as an instructions page can be located at [https://tees.tamu.edu/personnel/forms](https://tees.tamu.edu/personnel/forms). You will submit the form to the Associate Dean for Graduate Programs, Dr. Harry Hogan (submit to Jennifer Veracruz in EASA).

5. **Graduation Commencement:**

   A. The College of Engineering Fall 2018 Commencement is scheduled for **Friday, December 14, 2018.**

6. **Terminations**

   A. Last eligible date to be employed on an assistantship is the day of graduation, **December 14, 2018,** for College of Engineering students.

   I. Graduate Students on assistantships who are graduating can be employed up to the date of graduation. However, the last eligible working day for a foreign national student **may be earlier** if work authorization has ended. Please review the **Foreign National Graduating Students-Work Authorization** Guide for further details.

   II. Exception—US citizens paid via assistantship can be extended up to 2 weeks after graduation (no later than December 31, 2018) provided the graduate student **is working.** This option is **not** available to foreign national students per visa regulations.

7. **GAT/GANT/GAR—to Graduate Student Worker position**

   A. Approval will be required for a change from a GAT/GAR/GANT to a Graduate Student Worker position. The Department PEEP will complete a web based Graduate Student Worker request form located at [https://tees.tamu.edu/personnel/forms](https://tees.tamu.edu/personnel/forms) to request this title change. The request will route to the Associate Dean for Graduate Programs for approval.
B. The Graduate Student Worker title will be approved based on a reduction in job duties as a result of the student being in his/her final semester and offers the opportunity for the individual to maintain benefit eligibility. The position will be a budgeted position (either monthly or biweekly) and will require the student to work a minimum of 20 hours per week, 50% effort, to no more than 29 hours per week (72.50% effort), and will not be considered a wage position.

C. Please note that a foreign national student IS ONLY ALLOWED to work more than 20 hours per week during interim periods such as in between semesters, official holidays, and during the summer vacation.

D. A Position Title change will need to be processed for the GSW title and if a GSW will work more than 20 hours/week (50% effort) in the budgeted position, the percent effort (up to 72.50%) will need to match the number of hours worked (during each pay period).

Student Employees

1. Work Hours—Student Wage position

A. Student employees may not work hours during their scheduled class times.

B. Student employees may work full-time during interim periods (between semesters) and during the summer. Students may begin to work full-time after the fall term has ended, from December 17, 2018, through January 13, 2019.

2. Terminations

A. Last eligible working day for students (in student wage positions) who are graduating in fall 2018 is December 14, 2018. A foreign national undergraduate student is NOT eligible to work beyond his/her completion of academic program or graduation date, i.e. last eligible working day is December 14, 2018. However, the last eligible working day for a foreign national student may be earlier if work authorization has ended.

B. Terminations should be based on the employee’s last working day. Terminations should be processed within the pay period of the individual’s last working day (no “future” terminations beyond the current pay period). We need to ensure that the termination date is accurate. The termination date may be impacted if a student is in more than one position so be careful when processing terminations/end of additional job.

C. Student wage employees, who will be graduating, will NOT be eligible to be employed in a student wage title after December 14, 2018. Please contact Chantale Deuel (c-deuel@tamu.edu) to assist with an appropriate title if continuation of employment is desired.