

Texas A&M University-Texarkana

Office of Graduate Studies and Research

Approval Form

Graduate Assistants—General Educational Support

General Requirements for Graduate Assistants:

- Hold the bachelor's degree or equivalent
- Be admitted to a degree seeking program
- New students—GPA of 3.0 or higher in last 60 semester credit hours
- Current students—maintain a cumulative graduate GPA of 3.0

Requirements for Graduate Assistants—General Educational Support (GA): GAs provide general educational support related to their field of study. This group of GAs provide support to educational programs and offices on campus such as Registrar, Graduate Studies, Provost Office, East Texas Writing Program, IRB, etc. GAs do not have any teaching responsibilities and may not be listed as instructor of any class or course section.

- GAs can work no more than 19 hours per week.
- GAs must have planned and periodic evaluations.
- The dean will review and approve assignments of graduate general educational support assignments.
- The dean will review evaluations each semester.

Name _____ ID# _____

GPA _____

Supervisor _____ Office _____

Description of Duties:

Approved by

Department Chair/Program Director

Date

Dean

Date