

GRADUATE ASSISTANT PROGRAM GUIDE

The purpose of Franklin Pierce University's Graduate Assistant (GA) program is to provide you with professional work experience that complements your graduate instruction while contributing financial assistance to your graduate studies.



Program Overview and Eligibility

- Graduate Assistantships are approved on an annual basis and in accordance with FPU's fiscal year, June 1 through May 31. If you are selected for a GA role your stipend will be awarded for the fiscal year and paid to you monthly in accordance with FPU's payroll practices.
- The maximum number of years a graduate student can be in the program are:
 - Two years for a Master's Degree candidate
 - Four years for a Doctoral Degree candidate
- You must remain in academic good standing throughout the GA program, with an overall GPA of 3.0 or higher per term. Please refer to the Academic Catalogue for further information.
<https://www.franklinperce.edu/academics/catalog/>
Requests for exceptions to this policy are reviewed by the Dean.
- The Academic Standards Committee reviews graduate student progress each term. Any issues impacting your ability to retain your tuition support or continue your work, will be discussed with you and Human Resources.
- If you are eligible for a two-year GA position, your reappointment will depend upon satisfactory performance and progress toward your degree, as well as department operational/financial requirements.
- If you need a leave of absence during your graduate studies, you should contact Human Resources as soon as possible.
- During your Assistantship, must comply with all University and Departmental Policies and Procedures as outlined on our Human Resources website, and in the Graduate Studies enrollment requirements.
- The work hour requirements are as follows:
 - Full GA position: Can work 20 hours per week (80 hours per month)
 - Half GA position: Can work 10 hours per week (40 hours per month)
- During the time you are enrolled in the program, you are not permitted to hold an additional paid job or voluntary role at the University. This is to help you

focus on your studies.

How to Apply for a Graduate Assistant Position

It is important to keep your resume up-to-date so it reflects all your academic, athletic, community and work experience each semester. You will need a resume to apply to the program.

Graduate Assistant positions are posted on the FPU website. Go to the Menu and select Employment. You can also access the information from the eRaven site by going to Human Resources clicking on Job Opportunities (<https://franklinperceuniversity.applytojob.com/apply>). From time-to-time, you may network with a specific campus department or be referred by a colleague to a particular manager. While networking often proves to be valuable, you will still need to formally apply online.

Before Starting Your Graduate Assistant Position

Once you have been offered a GA position and as a condition of employment, you'll be asked to complete the new hire process, including a criminal background check, before your first day of work.

Tuition Waiver

Your tuition waiver will begin the Graduate Term following your date of hire.

- Master's programs:
 - Year 1: 100% tuition waiver up to a maximum of \$10,000.
 - Year 2: 100% tuition waiver (Cannot exceed two courses per semester)
- Doctor of Physical Therapy and Master of Physician Assistant programs: Eligible for a 50% tuition waiver.

You are responsible for the cost of books and fees.

Meal Benefits

When you are on the Rindge Campus, you are eligible to receive the employee discount at the Dining Hall. You'll need to show your GA ID card to receive the discount.