

<b>Title: Enrollment Requirements for Teaching Assistants and Research Assistants</b>	<b>Policy No. 3.17</b>
<b>Category: Academic Administrative Processes</b>	<b>Effective: Fall 2010</b>

**Policy Statement:** Enrollment Requirements for Research Assistants – a graduate or undergraduate student may be considered eligible for a research assistantship if he/she is enrolled in a minimum of 6 credit hours for the fall or spring semesters. A graduate or an undergraduate student in his/her last semester may be considered eligible if it can be demonstrated the student only needs one course (a minimum of 3 credit hours). A letter from the student’s advisor to the Office of Employment Services is required for the final semester verifying only 3 credit hours are required for graduation.

Enrollment Requirements for Teaching Assistants – a graduate student may be considered for funding for a teaching assistantship if he/she is enrolled in a minimum of 6 credit hours for the fall and spring semesters.

**Background:** The enrollment requirements for a student receiving a research assistantship and a student receiving a teaching assistantship differ from the number of hours required to maintain a full-time or part-time enrollment status. Receipt of a research assistantship or teaching assistantship does not alter the university-wide definition of the minimum number of hours required to maintain full-time enrollment status or eligibility for student financial aid.

**Purpose:** To clarify the differences between enrollment requirements to receive a teaching assistantship and/or research assistantship and the enrollment requirements to maintain full-time enrollment status or eligibility for student financial aid.

**Implementation Date: Fall 2010**

**Related Procedures:**

**Coordinating Offices:** Enrollment Services, Student Financial Aid, Academic Advisement

**Academic Affairs Point-of-Contact:** Associate Vice President for Enrollment Management/Registrar

**Policy approved by the Provost/Vice President for Academic Affairs on May 18, 2010.**

**Key words:**