

MEMORANDUM

To: VSoE Faculty and Staff

From: John O'Brein, Executive Vice Dean

JLOB

Date: February 28, 2014

Subject: Graduate Assistant Policy Reminder

It has been brought to our attention that policies regarding graduate assistant appointments are not being followed. As a reminder, only Ph.D. students are eligible to receive research and teaching assistantships. It is university policy that graduate assistants are appointed for the entirety of the fall and/or spring semester, and summer as needed. Students must be paid the stipend for the entire length of the semester (four and a half months) whether or not they complete the work before the last day of the period. For this reason, it is essential that departments clarify the assistantship work responsibilities with their graduate assistants prior to start dates in order to come to a mutual understanding of the timing and duration of the work.

If you feel you are in need of an exception, please contact Jennifer Gerson, Director of Doctoral Programs, at jgerson@usc.edu prior to the start of the semester. She will facilitate the required approvals from the Viterbi Dean's Office and the Graduate School.

