



Graduate Assistant Roles and Funding Policies

AY 2024-2025



Office of Graduate Student
Assistantships & Fellowships

Graduate Assistant Roles and Funding Policies

Effective Academic Year 2024-25

Definitions

Fall Semester: September 1st – December 31st

Spring Semester: January 1st – May 31st

Academic Year (AY): September 1st - May 31st

Summer Term: June 1st - August 31st

12-month Appointment: September 1st – August 31st

Full Tuition: As many credits as needed for the program, typically 9 credit hours per academic semester (18 per academic year).

SHIP subsidy-eligible / Fully-funded: Assistants and fellows meeting the minimum total funding (in salary, stipend, or in combination of the two) are considered fully funded and will be eligible to receive a Student Health Insurance Plan (SHIP) subsidy in the amount of 80% of the premium for the corresponding period of coverage. The minimum thresholds will be updated yearly and can be referenced in the tables further below under the following categories:

- Full funding threshold for master's students: Master's 0.5 FTE GRA minimum
- Full funding threshold for doctoral students: Doctoral 0.5 FTE GRA/GTA minimum

The above thresholds will automatically update with any change in the minimums.

Note that SHIP enrollment for Fall and Spring+Summer are separate. Spring enrollment comes with Summer enrollment and cannot be separated. However, a student may enroll in SHIP for Summer alone if they did not choose Spring+Summer enrollment. In this case, a fully funded student (meeting the minimum funding threshold for the 3-month Summer term) is eligible for an 80% SHIP subsidy from OGSAF.

Graduate Instructional Assistant (GIA): A master's or doctoral student that assists an instructor in a teaching-related capacity.

Graduate Teaching Assistant (GTA): A doctoral student that assists an instructor in a teaching-related capacity.

Graduate Student Lecturer (GSL): A doctoral student who serves as the Instructor of Record (IOR) for a course and is expected to teach the course with minimal direction from faculty. A GSL may also be assigned additional responsibilities to assist instructors.

Graduate Research Assistant (GRA): A master's or doctoral student who helps faculty members on a specific project and performs research-related duties in exchange for a salary.

Graduate Research Fellow (GRF): A master's or doctoral student who participates in a research project as a trainee to further their individual educational development. There is no service requirement for a GRF.

Instructor of Record (IOR): An individual who has overall responsibility for the development and implementation of the course syllabus, for the day-to-day delivery of the course, for ensuring that course learning outcomes are covered and assessed, and for the issuing of grades.

Graduate Teaching Assistantship Program (GTAP): A program consisting of a virtual orientation module, two single-credit, zero-cost courses (Certification – UNIV 0250 and Advanced – UNIV 0251) to inform newly appointed GIAs, GTAs, and GSLs on GW policy, university resources and teaching strategies. The Certification course is offered in the Fall and Spring and required for all first time GIAs and GTAs. The Advanced course is offered in the Spring and is strongly recommended for all first-time GSLs.

Oral English Proficiency Screening (OEPS): A language screening developed to ensure that GIAs, GTAs, and GSLs will be able to be understood in the spoken content that is presented in class, office hours, and/or labs.

Payment Types, Pay Schedule & Tax Withholding

Stipends: Stipends are generally intended for student living expenses and do not come with any service obligation.

Process: Stipends are submitted by department admins in Stipend Management Application and are disbursed by the Accounts Payables Office

Pay Schedule: Stipends are paid at the start of each month.

Tax Withholding:

See the link that follows for information on tax withholding for [domestic student stipends](#).

See the link that follows for information on tax withholding for [international student stipends](#).

Salary: Salary is payment for the services required of a graduate assistant's role.

Process: Assistantship appointments are submitted as hire forms through Faculty Hire Application to be reviewed and coded by the Office of Graduate Student Assistantships and Fellowships (OGSAF) in Banner. Salary payments are disbursed by the Payroll Office.

Pay Schedule: Students with an assistantship receive equal monthly salary payments at the end of each month.

Tax Withholding:

See the link that follows for information on tax withholding for [domestic student salaries](#).

See the link that follows for information on tax withholding for [international student salaries](#).

New Graduate Assistant Categories and Funding Packages

The information below describes the various types of assistantship positions and their corresponding responsibilities and funding packages for the academic year. The exact responsibilities may vary and are determined by the department. Normally, all appointments are half-time (20 hours per week).

Teaching

Graduate Instructional Assistant (GIA)

A Graduate Instructional Assistant is a master's or doctoral student that assists faculty in a teaching-related capacity. A GIA is not the instructor of record (IOR), but they assist the IOR as needed including but not limited to:

- grading assignments,
- leading lab, recitation or discussion sections, and
- holding office hours

A GIA must complete the online Graduate Teaching Assistantship Program (GTAP) orientation module, undergo Oral English Proficiency Screening (OEPS), and enroll in the 0-credit GTAP Certification course UNIV 0250 concurrently with their GIA appointment if they have not taken and passed the course previously.

A GIA is compensated for their service in the form of an assistantship salary paid monthly. Stipends and tuition awards are optional and may be made at the discretion of the awarding unit.

Please see the table below for the salary ranges as they correspond to various semester, academic year, or 12-month appointments.

Graduate Instructional Assistantship (GIA) Salary Masters and Doctoral Students (AY 2024-2025)

Total award is the salary portion at a minimum. Stipend and tuition at unit's discretion.

Effort (FTE)	Hours per week	Fall Semester Range (4 months)		Spring Semester Range (5 months)	
		min	max	min	max
0.5	20 (full)	\$4,750	\$6,000	\$4,750	\$6,000
0.375	15 (¾)	\$3,563	\$4,500	\$3,563	\$4,500
0.25	10 (½)	\$2,375	\$3,000	\$2,375	\$3,000
0.125	5 (¼)	\$1,188	\$1,500	\$1,188	\$1,500

**Graduate Instructional Assistantship (GIA) Salary
Masters and Doctoral Students**

Total award is the salary portion at a minimum. Stipend and tuition at unit's discretion.

Effort (FTE)	Hours per week	Total Academic Year Range (9 months)		Summer Term Range (3 months)		12-month Range	
		min	max	min	max	min	max
0.5	20 (full)	\$9,500	\$12,000	\$3,167	\$4,000	\$12,667	\$16,000
0.375	15 (¾)	\$7,125	\$9,000	\$2,375	\$3,000	\$9,500	\$12,000
0.25	10 (½)	\$4,750	\$6,000	\$1,583	\$2,000	\$6,333	\$8,000
0.125	5 (¼)	\$2,375	\$3,000	\$792	\$1,000	\$3,167	\$4,000

Graduate Teaching Assistant (GTA)

A Graduate Teaching Assistant is a doctoral student that assists faculty in a teaching-related capacity. A GTA is not the IOR, but they assist the course instructor as needed including but not limited to:

- grading assignments,
- leading lab, recitation or discussion sections, and
- holding office hours

A GTA must complete the online GTAP orientation module, undergo OEPS screening, and enroll in the 0-credit GTAP Certification course UNIV 0250 concurrently with their first GTA appointment if they have not taken and passed the course previously.

A GTA is awarded a full funding package that includes a monthly assistantship salary, a monthly stipend, and full tuition coverage. Tuition credits awarded should align with the program requirements.

Please see the table below for the salary + stipend ranges as they correspond to various semester, academic year, or 12-month appointments.

Graduate Teaching Assistantship (GTA) Doctoral Students (AY 2024-2025)					
Salary and total award (salary + stipend) ranges given below. Full tuition.					
Effort (FTE)	Hours per week	Fall Semester Salary Range (4 months)		Fall Semester Range including stipend (4 months)	
		min	max	min	max
0.5	20 (full)	\$4,750	\$6,000	\$13,050	\$17,550
0.375	15 (¾)	\$3,563	\$4,500	\$9,788	\$13,163
0.25	10 (½)	\$2,375	\$3,000	\$6,525	\$8,775
0.125	5 (¼)	\$1,188	\$1,500	\$3,263	\$4,388

**Graduate Teaching Assistantship (GTA)
Doctoral Students (AY 2024-2025)**

Salary and total award (salary + stipend) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Spring Semester Salary Range (5 months)		Spring Semester Range including stipend (5 months)	
		min	max	min	max
0.5	20 (full)	\$4,750	\$6,000	\$13,050	\$17,550
0.375	15 (¾)	\$3,563	\$4,500	\$9,788	\$13,163
0.25	10 (½)	\$2,375	\$3,000	\$6,525	\$8,775
0.125	5 (¼)	\$1,188	\$1,500	\$3,263	\$4,388

**Graduate Teaching Assistantship (GTA)
Doctoral Students (AY 2024-2025)**

Salary and total award (salary + stipend) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Total Academic Year Salary Range (9 months)		Total Academic Year Range including stipend (9 months)	
		min	max	min	max
0.5	20 (full)	\$9,500	\$12,000	\$26,100	\$35,100
0.375	15 (¾)	\$7,125	\$9,000	\$19,575	\$26,325
0.25	10 (½)	\$4,750	\$6,000	\$13,050	\$17,550
0.125	5 (¼)	\$2,375	\$3,000	\$6,525	\$8,775

**Graduate Teaching Assistantship (GTA)
Doctoral Students (AY 2024-2025)**

Salary and total award (salary + stipend) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Summer Term Salary Range (3 months)		Summer Term Range including stipend (3 months)	
		min	max	min	max
0.5	20 (full)	\$3,167	\$4,000	\$8,700	\$11,700
0.375	15 (¾)	\$2,375	\$3,000	\$6,525	\$8,775
0.25	10 (½)	\$1,584	\$2,000	\$4,350	\$5,850
0.125	5 (¼)	\$792	\$1,000	\$2,175	\$2,925

**Graduate Teaching Assistantship (GTA)
Doctoral Students (AY 2024-2025)**

Salary and total award (salary + stipend) ranges given below. Full tuition.

Effort (FTE)	Hours per week	12-Month Range		12-Month Range including stipend	
		min	max	min	max
0.5	20 (full)	\$12,667	\$16,000	\$34,800	\$46,800
0.375	15 (¾)	\$9,500	\$12,000	\$26,100	\$35,100
0.25	10 (½)	\$6,333	\$8,000	\$17,400	\$23,400
0.125	5 (¼)	\$3,167	\$4,000	\$8,700	\$11,700

Graduate Student Lecturer (GSL)

This position is intended for advanced doctoral students (e.g., students who have passed their prelims) who may benefit from the experience of being the primary instructor for a course. A Graduate Student Lecturer (GSL) is a doctoral student who serves as the IOR for a course and is expected to teach the course with minimal direction from faculty. A GSL is responsible for all aspects of the course including but not limited to course design (if necessary), teaching any associated labs, leading discussion groups, and grading. A GSL may also be assigned additional responsibilities to assist instructors.

A student can only serve as a GSL after they have served as a GIA or GTA for at least one semester. In addition, GSLs are strongly recommended to enroll in the GTAP Advanced course UNIV 0251 either concurrently or in a prior semester if possible.

A GSL is awarded a funding package that includes a monthly assistantship salary and optionally tuition coverage and stipend.

Please refer to the GIA tables for salary ranges. Optional stipend ranges should be in accordance with the GTA stipend ranges.

GTAP and OEPS Requirements for GIAs, GTAs, GSLs

A student appointed to any teaching-related position (GIA, GTA, or GSL) must participate in and complete the Graduate Teaching Assistantship Program (GTAP). The program includes the GTAP Orientation and the GTAP Certification course (UNIV 0250). Newly appointed GIAs and GTAs are automatically enrolled in the program in the first semester that they serve in their positions. In addition, a GSL is recommended to have completed or be concurrently enrolled in the GTAP Advanced course UNIV 0251*. If the student does not successfully complete the GTAP Certification course (UNIV 0250), they may not serve as a GIA, GTA, or GSL in the future unless they re-enroll in the GTAP Certification course (UNIV 0250). A student failing UNIV 0250 for a second time will not be permitted to serve as a GIA, GTA, or GSL in the future.

Students who are non-native English speakers must participate in an Oral English Proficiency Screening (OEPS) in addition to the above.

Note 1: Graduate students whose only responsibility is to grade assignments are normally not appointed as graduate assistants. Graders do not have associated contact with students in the course, i.e., no classroom/lab/recitation instruction and/or office hours. These are generally appointed as hourly waged student positions (W1 positions). Departments may request graders to be added to the asynchronous orientation portion of GTAP as needed.

Note 2: Responsibilities and workloads for GIAs, GTAs, and GSLs should be determined by the academic unit in a reasonable and equitable manner.

Research

Graduate Research Assistant (GRA)

A Graduate Research Assistant helps faculty members on a specific project and performs research-related duties. Research can be conducted through either a sponsored or non-sponsored project that is designed to produce generalizable knowledge. A GRA's specific responsibilities can include participating in the conceptual aspects of the particular research process and utilizing techniques and procedures to obtain original data. These duties are performed under the direction and supervision of a member of the faculty.

A PhD-level Graduate Research Assistant (GRA) receives a funding package that includes an assistantship salary and full tuition coverage. While the tuition fellowship is processed as a credit to the student's account, compensation for the research assistantship must be paid entirely as a salary. GRAs should not receive funding via stipend. Tuition credits awarded should align with the program requirements.

A master's-level Graduate Research Assistant (GRA) receives a funding package that includes an assistantship salary. Tuition awards are at the awarding academic unit's discretion.

Please see the table below for the salary ranges as they correspond to various semester, academic year, or 12-month appointments.

Graduate Research Assistantship (GRA) Master's Students (AY 2024-2025)					
Total award (salary) ranges given below. Full tuition.					
Effort (FTE)	Hours per week	Fall Semester Range (4 months)		Spring Semester Range (5 months)	
		Min	Max	Min	Max
0.5	20 (full)	\$8,550	\$13,050	\$8,550	\$13,050
0.375	15 (¾)	\$6,413	\$9,788	\$6,413	\$9,788
0.25	10 (½)	\$4,275	\$6,525	\$4,275	\$6,525
0.125	5 (¼)	\$2,138	\$3,263	\$2,138	\$3,263

**Graduate Research Assistantship (GRA)
Master's Students (AY 2024-2025)**

Total award (salary) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Total Academic Year Range (9 months)		Summer Term Range (3 months)		12-Month Range	
		Min	Max	Min	Max	Min	Max
0.5	20 (full)	\$17,100	\$26,100	\$5,700	\$8,700	\$22,800	\$34,800
0.375	15 (¾)	\$12,825	\$19,575	\$4,275	\$6,525	\$17,100	\$26,100
0.25	10 (½)	\$8,550	\$13,050	\$2,850	\$4,350	\$11,400	\$17,400
0.125	5 (¼)	\$4,275	\$6,525	\$1,425	\$2,175	\$5,700	\$8,700

**Graduate Research Assistantship (GRA)
Doctoral Students (AY 2024-2025)**

Total award (salary) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Fall Semester Range (4 months)		Spring Semester Range (5 months)	
		min	max	min	max
0.5	20 (full)	\$13,050	\$17,550	\$13,050	\$17,550
0.375	15 (¾)	\$9,788	\$13,163	\$9,788	\$13,163
0.25	10 (½)	\$6,525	\$8,775	\$6,525	\$8,775
0.125	5 (¼)	\$3,263	\$4,388	\$3,263	\$4,388

Graduate Research Assistantship (GRA) Doctoral Students (AY 2024-2025)

Total award (salary) ranges given below. Full tuition.

Effort (FTE)	Hours per week	Total Academic Year (9 months)		Summer Term Range (3 months)		12-Month Range	
		min	max	min	max	min	max
0.5	20 (full)	\$26,100	\$35,100	\$8,700	\$11,700	\$34,800	\$46,800
0.375	15 (¾)	\$19,575	\$26,325	\$6,525	\$8,775	\$26,100	\$35,100
0.25	10 (½)	\$13,050	\$17,550	\$4,350	\$5,850	\$17,400	\$23,400
0.125	5 (¼)	\$6,525	\$8,775	\$2,175	\$2,925	\$8,700	\$11,700

Graduate Research Fellow (GRF)

A student is appointed as a Graduate Research Fellow only if **there is a significant training component and the sponsor requires the student to be funded with a fellowship/stipend.**

There is no service requirement for a GRF. A GRF engages in research programs or participates in training to further their individual educational development.

A PhD-level Graduate Research Fellow (GRF) receives a funding package that includes a stipend and full tuition coverage. Tuition credits awarded should align with the program tuition requirements.

A master's-level Graduate Research Fellow (GRF) receives a funding package that includes a stipend. Tuition coverage is optional.

Please see the table below for the stipend ranges as they correspond to various semester, academic year, or 12-month appointments. The category and hours per week in the table below are for reference purposes only. There is no service obligation for a GRF.

**Graduate Research Fellow (GRF)
Doctoral Students (AY 2024-2025)**

Total award (stipend) ranges given below. Tuition at unit's discretion.

Category	Hours per week	Fall Semester Range (4 months)		Spring Semester Range (5 months)	
		min	max	min	max
0.5	20 (full)	\$13,050	\$17,550	\$13,050	\$17,550
0.375	15 (¾)	\$9,788	\$13,163	\$9,788	\$13,163
0.25	10 (½)	\$6,525	\$8,775	\$6,525	\$8,775
0.125	5 (¼)	\$3,263	\$4,388	\$3,263	\$4,388

**Graduate Research Fellow (GRF)
Doctoral Students (AY 2024-2025)**

Total award (salary) ranges given below. Tuition at unit's discretion.

Category	Hours per week	Total Academic Year		Summer Term Range (3 months)		12-Month Range	
		min	max	min	max	min	max
0.5	20 (full)	\$26,100	\$35,100	\$8,700	\$11,700	\$34,800	\$46,800
0.375	15 (¾)	\$19,575	\$26,325	\$6,525	\$8,775	\$26,100	\$35,100
0.25	10 (½)	\$13,050	\$17,550	\$4,350	\$5,850	\$17,400	\$23,400
0.125	5 (¼)	\$6,525	\$8,775	\$2,175	\$2,925	\$8,700	\$11,700

General Guidelines

Appointment levels: All graduate assistantship appointments are processed as F8 hires through the Faculty Hire Application portal. Appointments can be 5 (0.125 FTE), 10 (0.25 FTE), 15 (0.375), or 20 (0.5 FTE) hours per week for each of the categories above.

Appointment restrictions: Graduate assistants are not permitted to undertake employment inside or outside the university that would make their total service commitment higher than 20 hours/week during their academic semester of appointment without express permission obtained via the [Request for Permission to Work](#) process.

However, Graduate assistants may hold more than one assistantship (GTA, GIA, and/or GRA) concurrently or hold an assistantship in combination with an hourly wage job as long as all positions together total no more than 20 hours per week during Fall and Spring semesters.

In general, students holding a fellowship or assistantship funded at a subsidy-eligible rate for a semester must not engage in other compensable activities inside or outside GW. "Compensable activities" is defined as internships or employment unrelated to the fellowship or assistantship.

Students are expected to always prioritize their academic and related responsibilities during their role as a graduate assistant; the need to obtain written permission to engage in employment inside or outside the university is thus meant to ensure that a conflict of commitment to a student's academic and related responsibilities does not develop.

Graduate assistantship appointments cannot be combined with GW staff appointments.

Summer Appointments: During the Summer term, students who are not taking classes are permitted to take on assistantship roles for up to 40 hours. Students who are enrolled in classes can work up to 20 hours a week. The part-time or full-time designation of the assistantship(s) is subject to employment eligibility as determined by the Office of Graduate Student Assistantships & Fellowships as well as any applicable visa restrictions for international students. The compensation range for the Summer term should be $\frac{1}{3}$ of the AY range for a 20 hours per week appointment and $\frac{2}{3}$ of the AY range for a 40 hours per week appointment. Summer appointments may be made for 1, 2, or all 3 months. The total range provided for the Summer term in the tables above is for 3-month appointments. Ranges should be prorated accordingly for 1- or 2-month appointments.

Contact

Contact the Office of Graduate Student Assistantships and Fellowships regarding any questions or concerns.

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