



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3061
DIVISION: Academic Affairs
TITLE: Winter Session and Graduate Assistants
DATE: July 19, 2005
REVISED: March 7, 2022
AUTHORIZED: Robert Fischer, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy establishes workload and stipend policy for graduate assistants employed during the winter session.

II. Policy

1. For graduate assistants appointed for the academic year or for spring semester, winter session has no impact other than delaying starting date for spring semester.
2. For graduate assistants who serve as assistants in winter session courses, their work period would be advanced by approximately two weeks (one-eighth of a regular semester).
3. The winter session supplement for graduate assistant would equal one-eighth of the following spring stipend; e.g., a GA appointed for the following spring semester at \$4,400 would receive \$550.
4. In lieu of the additional stipend, the GA may prefer comp time later in the semester.
5. Graduate assistants working both winter session and spring semester courses must work with faculty to coordinate winter session activities with preparation for spring semester.

III. Procedure

1. Faculty using a graduate assistant will include the supplement cost in the request to offer a winter session course.

IV. Related Policies

V. Reason for Revision(s)

March 2022

Non-substantive changes resulting from fifth-year review in accordance with Policy 0.000V.