

## **USA School of Computing Graduate Assistant Application Process**

### **Graduate Assistant Information:**

Graduate assistantships are awarded to select qualified School of Computing (SoC) graduate students based on a competitive application process. Graduate assistants receive an academic-year stipend (\$11,000 per year for master's students [fall and spring semesters] and \$18,000 per year for PhD students [fall, spring, and summer semesters]) and a tuition waiver for up to 10 semester credit hours for each term of the appointment. University fees, such as computer and student activity fees, are the student's responsibility.

### **Responsibilities of Graduate Assistant**

SoC graduate students work under the direct supervision of a member of the SoC faculty to assist in research, help with special projects, and provide other administrative or course support.

Other responsibilities include:

- Working 20 hours per week on their assigned responsibilities. Time worked must be reported though the submission of an electronic time sheet in PAWS on the university bi-weekly payroll cycle.
- Registering for a minimum of 6 hours of course work for the semester. In the case where a student will be in their final semester prior to graduation and does not have 6 hours of course work remaining an exception can be provided with approval of the SoC Director of Graduate Studies.
- Reporting for work on the first day of classes each semester. The work schedule normally ends on the last day of classes each semester. Final exam week is NOT a work week.
- Graduate assistants are required to maintain the highest standards of academic honesty and integrity and to keep informed of and follow program, departmental, college, and University rules and regulations.

Students with full-time jobs are not eligible for assistantships. Students with part-time jobs must submit a written request for approval from the Director of Graduate Studies.

### **Evaluation and Renewal for SoC Graduate Assistants:**

Renewal of SoC graduate assistantships is contingent upon satisfactory evaluations from the SoC supervising faculty member, department chair, and/or Director of Graduate Studies, remaining in good academic and ethical standing, good standing in department, satisfactory performance of duties, and financial exigency of the University.

Graduate assistants who drop a course, withdraws from the University, or resigns or is terminated from an assistantship before the end of the semester will be required to reimburse the University for courses paid by the tuition remission on a prorated basis.

Master's level graduate assistantships are provided for a maximum of 2 years without a documented exception provided by the Director of Graduate Studies.

PhD level graduate assistantships are provided for a maximum of 3 years without a documented exception provided by the Director of Graduate Studies.

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Graduate Assistant Application**

**Due Dates:** Applications for graduate assistantships must be received by Dr. Debra Chapman, [dchapman@southalabama.edu](mailto:dchapman@southalabama.edu), Director of Graduate Studies, no later than **April 1<sup>st</sup>** for fall graduate assistantships and **November 1<sup>st</sup>** for spring graduate assistantships. New students must have an accepted application for admission in one of the SoC graduate programs to apply for an assistantship.

Name:

Jag Number:

I am an International Student

I am a New SoC Student

Address:

Phone Number:

Email Address:

SoC Grad. Program Enrolled In:    Info. Systems    Cybersecurity    Comp. Science    Ph.D.

Semester Applying for Graduate Assistantship:    Fall    Spring

Specify your qualifications for receiving a graduate assistantship (you may also attach a resume):

Submit this completed form along with two letters of recommendation to the SoC Director of Graduate Studies by the due date. Applicants may also include a current resume to identify their specific qualifications. Letters of recommendations are not required for new students as we will use the letters of