

# Masters Regulations and Procedures

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## Graduate Assistantships

Master assistantships are academic appointments that are normally reserved for qualified graduate students at the Daytona Beach Campus. A graduate teaching assistant helps in teaching undergraduate students in specified courses or laboratories under the general supervision of a faculty member. A teaching assistant must have completed 18 graduate credit-hours in the discipline. A graduate research assistant is involved in research activities under the direction of a faculty member or a research associate. A graduate administrative assistant assists departments or faculty with curriculum development, special projects, and other duties as assigned. To be eligible for a master assistantship, a student must have full graduate status in a degree program, must have maintained a CGPA of 3.00 out of a possible 4.00 or above through the end of the semester (graduate or undergraduate) preceding the appointment, must maintain a 3.0 GPA during the semester, and must demonstrate adequate communication and technical skills.

Each department has the responsibility to post the availability of its graduate assistantships. Students interested in applying should submit a resume directly to the department. Incoming students should contact departments directly about the availability of assistantships.

Full graduate assistantships carry a stipend set by the University and a tuition waiver for up to nine graduate credits per semester. Graduate assistants with such appointments are expected to devote 20 hours each week to carry out their assignments effectively. Under some circumstances, partial assistantships providing either tuition or a stipend may be granted. In such cases, expected time to be devoted is set by the assigning department. Graduate assistants are permitted to accept other University employment; however, University policies limit students to a total of 25 hours and international students to 20 hours of work per week, including the graduate assistantship. All graduate teaching, research, and administrative assistantships, both full and partial, require that the recipient be registered for at least six graduate credits at Embry-Riddle for any semester of their appointment. Summer registration is not required, but encouraged.