Graduate Assistantships

Otterbein University provides graduate assistantships to help students complete graduate school in two years with full University tuition benefits. Various opportunities exist in academic departments, administrative offices, and athletics. This policy clarifies the academic progress necessary for graduate assistants (GAs) to remain at Otterbein. Job descriptions for each position are on file in Human Resources. Hiring and performance evaluation is done by the unit, in collaboration with Human Resources.

Otterbein has graduate assistants in three categories – 1) 10 months, 2) 12 months and 3) 12 months with working breaks. Breaks include Fall break, December holiday break, and Spring break.

A. Graduate Assistants in academic, athletic and administrative units:

1. must have a Bachelor's degree and supply official transcripts prior to being offered a position

2. must be admitted and enrolled in an Otterbein graduate program or post-baccalaureate program and make satisfactory progress toward a degree. They may only take undergraduate classes if required to complete a graduate program.

3. they must complete a minimum of 18 semester hours per academic year (Fall through Summer). Six (6) credit hours per semester is the minimum for full-time student status.

4. are generally offered a GA position for up to two years. A second year is contingent upon making satisfactory progress toward a degree and satisfactory performance of other duties and responsibilities during the initial contract period.

5. must assume financial responsibility for books, supplies, lab fees, overload fees, library and parking fines, student teaching fees and any other fees. Graduate courses are subject to IRC Section 127 and up to $5,250 can be excluded from taxes annually.

6. will receive a full-time tuition waiver to cover three semesters and J-term. A total of 36 credit hours may be taken over two full academic years as a Graduate Assistant.

7. will be responsible for tuition for the term if a GA resigns or is dismissed while a term is in session. The stipend and all tuition benefits will cease immediately upon resignation or dismissal.

B. Academic Progress Reporting Process

All GAs are students in an Otterbein graduate or post-baccalaureate program and must make satisfactory progress in the program of study. They must complete a minimum of 18 semester hours per academic year (Fall through Summer).
All supervisors shall report student academic progress at the end of fall and spring terms to the Graduate Dean’s assistant using the form found at http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx.