



**ST BONAVENTURE**  
**UNIVERSITY**

## Graduate Assistantship Policy & Procedure

**Administered By:** Office of Graduate Studies, Office of Financial Aid, and Office of Human Resources

**Approved By:**

*Jeff Gingerich*  
Dr. Jeff Gingerich, President

**Policy Effective Date:** January 23, 2026

**Policy Number:**

SBU-2024-01

**New Policy**\_\_\_\_ **or Revision of Existing Policy** **X**

**Name of Previous Policy:**

### 1. Purpose

This policy outlines the application process, credit hour allocation, commitment expectations, and compliance measures for Graduate Assistantships at St. Bonaventure University. It ensures transparency, fairness, and adherence to New York State laws regarding compensation and working hours.

### 2. Definition

Graduate Assistantships provide a waiver of tuition in exchange for a specified amount of work on campus. Graduate Assistants are utilized by a variety of departments around campus.

The School of Graduate Studies at St. Bonaventure University offers a limited number of assistantship grants for an academic year. Assistantships are available for ground and online graduate programs and can provide a full or partial tuition waiver in exchange for a specified amount of work. Graduate assistants are utilized by a variety of university departments for project management, research projects, administrative support, and more.

### 3. Credit Hour Allocation:

- A total of 480 credit hours are allocated for Academic Graduate Assistantships.
- 198 credit hours are allocated for Non-Academic Assistantships in each academic year.

### 4. Assistantship Commitment and Compensation

Policy HR-010/version 1.23.2026

Assistantships provide a tuition scholarship of up to 18 credit hours per academic year; summer, fall, and spring terms. The academic year begins in the summer I semester and ends at the end of the following spring semester.

Students awarded a Graduate Assistantship must commit to a certain number of working hours of University-related research or work per week during the awarded semester. This commitment serves as compensation for the tuition waiver associated with the Assistantship.

In exchange for the tuition waiver, graduate assistants are expected to work 2.222 hours per week for each 1 credit hour tuition waiver during the awarded semester when classes are in session. Therefore:

3 credit tuition waiver = 6.5 hours of work per week

6 credit tuition waiver = 13 hours of work per week

9 credit tuition waiver = 20 hours of work per week

The type of work, schedule, and other details are specific to each assistantship and defined by the supervisor.

Graduate assistants are not expected to work during breaks or between semesters. If graduate assistants work during breaks or between semesters, they will be paid at an hourly rate in accordance with section 7 of this policy.

## **5. Eligibility**

An undergraduate GPA of 3.00 or better and satisfactory academic progress is required for eligibility.

Graduate assistant aid cannot be combined with other SBU-based aid programs (e.g. Athletic aid, Dean's Scholarship, etc.). Assistantships do not provide health insurance or other SBU staff benefits.

## **6. Application Process**

- Assistantship applications can be submitted when the individual submits their application for admission or at any time during an individual's graduate-level study.
- Students interested in applying for Graduate Assistantships must submit their applications to the Dean of the School of Graduate Studies office.
- Applications should be completed and submitted online through the following link:  
<https://www.schooljobs.com/careers/sbuedu/jobs/4540482/graduate-assistant?keywords=graduate&pagetype=jobOpportunitiesJobs>
- Applicants should submit the completed application, resume, and a letter of recommendation from a supervisor or employer who can speak to their work ethic, reliability, and ability to work in a collaborative environment (this is in addition to letters of recommendation required for Graduate Admissions).
- Grades, GRE/GMAT scores, an additional recommendation, a writing sample, and an interview may be required as part of the assistantship application process.
- The Dean of the School of Graduate Studies is responsible for collecting, reviewing, and approving Graduate Assistantships.



- The Office of Financial Aid is responsible for awarding Graduate Assistantships.

## **7. Compliance:**

- All Graduate Assistants are required to submit time cards for the actual hours worked.
- Supervisors approve time cards and are responsible for ensuring hours worked.
- Graduate Assistants working over the number of hours required for their tuition waiver per week (with prior approval from respective departments) will be compensated at an hourly rate equal to New York State's minimum wage.
- Any hours worked in excess of 40 hours in one week will be eligible for overtime pay equal to 1 ½ times the regular hourly rate.
- Time will be calculated on a weekly basis, and hours cannot be carried over.
- Logistics regarding timekeeping and compensation will be coordinated between the Payroll department and respective supervisors.

## **8. Compensation for travel time**

### **a. Same-Day Travel**

If a Graduate Assistant is required to travel for a same-day assignment, all travel time to and from the destination is counted as time worked and is compensable under the Fair Labor Standards Act. 29 C.F.R. § 785.37. Thus, whether or not the travel time coincides with the graduate assistant's normal working hours, the employee is entitled to be paid his or her regular rate for all the travel time. The University is obligated to pay for down time that the graduate assistant may have once he or she has reached the destination.

### **b. Travel Involving an Overnight Stay**

When a Graduate Assistant's travel includes an overnight stay, the travel time that occurs during the GA's normal working hours is counted as time worked. This is true regardless of whether the travel occurs on the employee's regular or irregular working days. Thus, even if the travel time occurs on a Sunday -- a day when the employee does not ordinarily work -- it would still be compensable insofar as it takes place during the employee's normal working hours. Prior to any travel, the supervisor must submit to the HR and Payroll offices documentation of the GA's normal working hour schedule to confirm which part of the travel is compensable and should be submitted on the timesheet.