

## MFT Program Policy on Hiring Graduate Assistants

### Policy Availability

The **Policy on Hiring Graduate Assistants** is available to the public via the [MFT Homepage > Accreditation > Policies and Handbook](#).

### Fair and Published Hiring Practices

The MFT Program adheres to the [University](#) and [Board of Regents policy of non-discrimination](#) in its hiring practices, including Graduate Assistants.

The MFT Program follows all policies and procedures concerning [Graduate Assistantships](#) as established by the Graduate School.

- Graduate Assistants can only be hired to begin their contracts on August 1 of each year. GA appointment forms will be dated August 1.
- If a graduate assistant is not hired on August 1, the next available hire date is August 14, in which case the stipend check will be automatically pro-rated and the graduate assistant will get a “short check.”
- All Graduate Assistants must have a background check. When a prospective student is offered a Graduate Assistantship, the program is to email the student’s name and VSU ID to the Graduate School. The Graduate School will instruct the students about how to request an electronic background check.
- Graduate assistants are given 1-semester contracts, the renewal of which is at the discretion of the program.
- Some Graduate Assistantships are for 20 hours; other for 14. The program does not establish nor does it have control over Graduate Assistants hours or salary.
- Graduate Assistants are hired for the mutual benefit of themselves (monetary remuneration) and the program (assistance with programmatics, research, the intake desk, the website, client and student files, grading, etc.)
- The graduate student must be accepted as either “Regular” or “Probationary” in an approved graduate degree or post-master’s program at VSU. Students classified as either “Irregular” or “Non-Degree” are not eligible for an assistantship.
- Students must be enrolled in a minimum of six (6) graduate-level hours each semester they have the assistantship. There are no exceptions to this minimum.

- For the second year graduate student, satisfactory progress toward the degree must be evidenced by the completion of a minimum of 12 semester hours (6 hours minimum per term) with at least a 3.0 cumulative grade-point average.
- The MFT Program requires that Graduate Assistants make up hours missed due to illness or other absences. Graduate Assistantship hours that fall when the university is closed due to holidays, inclement weather, fall break, or spring break do not have to be made up.
- Graduate assistants must maintain a 3.0 GPA in order to keep their assistantships. If the GPA drops below 3.0, the assistantship will be terminated. Graduate students must have a 3.0 to graduate, so it is recommended that GAs stay focused on their coursework and grades!
- In keeping with VSU's Human Resources policy that once hired, all employees must get a background check before starting their employment, all new graduate assistants are required to complete a background check. Students are also REQUIRED to present identity documents as required by the I-9 form. This is required BEFORE employment may begin.

For further information, visit the Graduate School website and click on the link to [Graduate Assistantships](#).