

5. Graduate Student Employment

1. Who is the contact person for payroll and stipend payments?

- Graduate Director (csggrad@gsu.edu)

2. What is the minimum enrollment requirement for a GRA or GTA?

Full-time student status.

3. How many credits must a GRA take?

A GRA must take 4 credits of CSC 8981.

4. How many credits must a GTA take?

A GTA must take 4 credits of CSC 8982.

5. How many hours per week must a GRA spend on their project to fulfill their work obligation?

20 hours per week.

6. Can total work hours exceed 20 hours per week for students with multiple appointments?

No, total work hours cannot exceed 20 hours per week.

7. Where can students find information on tuition waivers?

At GSU's Graduate Assistant Policy [here](#).

8. Who is the contact person for GTA matters, excluding payroll issues?

AGD B.

9. Where must M.S. candidates apply for a GTA position?

Via OGMS.

10. Can students email the department or graduate director to apply for a GTA?

No, such applications will not be considered.

11. How often must M.S. candidates apply for GTA positions?

Every semester they are seeking a TA-ship.

12. When are Ph.D. students offered GTA positions?

Yearly.

13. What is the approximate ratio of GTA openings to the total number of graduate students as of Fall 2024?

Less than 30%.

14. What is one of the required duties of a GTA?

Conduct in-person office hours at least 1 hour per week.

15. How many credit hours must a GTA sign up for during the academic year?

12 credit hours.

16. Can GTAs engage in other employment, such as OPT or outside-department jobs?

No, they cannot.

17. How many in-person GTA training sessions are required?

At least one at the beginning of each semester (Fall, Spring).

18. Must GTAs be physically present on campus throughout the semester?

Yes, from the first day to the last day.

19. Who must approve a GTA's absence during the semester?

Course instructors and the Director of Graduate Studies.

20. Who is the first point of contact for GRA-related issues?

The student's research advisor.

21. Should students email the CS graduate director team regarding GRA openings?

No, they should not.

22. How are research assistantship openings determined?

By individual faculty members' labs or groups.

23. How many credit hours must a GRA sign up for during the academic year?

12 credit hours.

24. What is the minimum GPA requirement for GRAs?

A GPA of 3.00 or above.

25. How long is Ph.D. funding from the department limited to?

5 years.

26. What happens if a Ph.D. student shows poor research performance?

Their funding may be terminated earlier.

27. How many years can a Ph.D. student receive TA funding?

Up to 5 years.

28. What must be done for the renewal of Ph.D. funding after the 4th year?

The Graduate Committee will evaluate the student's overall performance.

29. Who is the contact person and department approver for Curricular Practical Training (CPT)?

AGD B.

30. What is the first step to apply for CPT?

Register for 1 credit of CS 8980 with AGD B's approval.

31. What visa status must a student have to be eligible for CPT?

F-1 status.

32. Can students apply for CPT after completing their program of study?

No, CPT is not available after completing the program.

33. What is required for CPT application besides academic eligibility?

An offer of employment is required.

34. What course must students register for to take the Perspectives in Computing oral examination?

CSC 8901.

35. What happens if a student fails the Perspectives in Computing oral exam?

They can redo the exam within 1 week. If they fail again, they must re-attempt in the following semester.