

THE GRADUATE SCHOOL

Funding Opportunities for Graduate Students

The Graduate School offers assistantships and scholarships to qualified graduate students. All awards require nominations from either faculty, Graduate Program Directors, Department Heads, or Deans. Continuing and newly admitted students can request the appropriate nominator as indicated above to nominate them for the Graduate School awards. The student must be admitted to the Graduate School before a request for an assistantship or scholarship will be considered by the department or the Graduate School.

In selecting individuals for any assistantship or scholarship and in the administration of appointments, New Mexico State University does not discriminate on grounds of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or veteran status. The University limits the number of years a student may be supported on Instruction and General (I&G) funds from the state of New Mexico. Departments may place additional limitations on the years of support. For detailed information, application process, and deadlines please see the link, [here](#).

Assistantships

Graduate assistantships, including teaching and research, offered by New Mexico State University, are awarded primarily by the students' academic department. Employment guidelines may be found at: [Guidelines on Employment for Graduate Assistants](#). **Additional resources may be found at: Graduate Assistant Resources. Graduate assistantships are governed by the NMSU and United Electrical, Radio and Machine Workers of America - Collective Bargaining Agreement.**

Students with assistantships must maintain full-time status by enrolling in and successfully completing 9 credit hours each semester. Students must also maintain a 3.0 grade-point-average. Courses taken for audit do not count in the minimum graduate assistant course load requirement. Graduate assistants should take no more than 15 course credits per semester. During their first semester at NMSU, if course deficiencies are identified, the student can register for 3 undergraduate credits and a minimum of 6 graded graduate credits to be eligible for a graduate assistantship. The graduate assistantship duties typically require students to work 20 hours per week (full-time, fall, and spring).

Graduate Teaching Assistantships

A student seeking appointment as a Graduate Teaching Assistant will be required to demonstrate proficiency in communication skills necessary for satisfactory service in the classroom. All graduate students awarded a Teaching Assistantship must complete the online mandatory orientation offered by the Graduate School. Departments may require students to complete additional workshops or orientations to qualify for teaching assistantships.

Eligibility for teaching assistantships includes:

- Acceptance by and subsequent registration in the Graduate School and academic department,
- Classification as a "Regular" graduate student,
- Enroll in at least nine graded credit hours per semester, and
- Maintain a 3.0 grade-point average.

Teaching Assistantships for International Students

All international students seeking a teaching assistantship must demonstrate proficiency in English and competency in pedagogy. Prior to their first semester as a teaching assistantship, international students must undergo the NMSU International Teaching Assistant Screening (ITAS) administered by the NMSU English Department on behalf of the Graduate School. International graduate students wishing to hold a teaching assistantship should check with their department to determine when they should arrive on campus to meet the screening requirement. The ITAS can be waived for international students who hold a degree from an accredited university in the United States, or a country where English is the official language of instruction. Departments also have the discretion to allow waivers for special circumstances.

The ITAS requires that a teaching assistant candidate deliver a short, ten-minute teaching demonstration of an introductory undergraduate level course in a topic relevant to their area of studies. The demonstration is observed by English Department faculty and an undergraduate student. Based on the results of the screening, the English Department observers present a report of findings to the department head where the graduate student will be a teaching assistant. Students who pass the screening exam are immediately eligible for assignment to a teaching assistantship.

Those that do not pass the ITAS are required to enroll in and successfully complete course **ENGL 485 M** (<https://catalogs.nmsu.edu/search/?search=ENGL+485+M&fscaturl=%2Fnmsu%2F&gscaturl=%2Fnmsu%2F>) International Teaching Assistant Development. International Teaching Assistants are recommended to complete this requirement prior to their first teaching appointment. Students may be hired as a Research Assistant (RA) or GA-Other the semester, they are enrolled in **ENGL 485 M** (<https://catalogs.nmsu.edu/search/?search=ENGL+485+M&fscaturl=%2Fnmsu%2F&gscaturl=%2Fnmsu%2F>).

Assistantships for Provisional Graduate Students

Graduate students accepted on a provisional basis cannot serve as Graduate Teaching Assistants or Graduate Assistant-Other. However, they can serve as Graduate Research Assistants. Eligibility includes:

- Acceptance by and subsequent registration in the Graduate School and academic department,
- Classification as a "Provisional" graduate student,
- Enroll in 9 graded credits with a minimum of 3.0 GPA, and
- Funded on research projects of the faculty of NMSU.

Provisional students can also be hired as graders for one semester. The department must hire the student as a Graduate Assistant-Other at the time of completing the hiring path, so that the student is allowed to work as a grader.

Assistantships and Scholarships

The Graduate School maintains a **Awards and Funding Information webpage** providing a database of assistantships and scholarships provided by the Graduate School. Most graduate assistantships offered by New Mexico State University are awarded by the student's academic department. Please contact your department of study to receive information on graduate assistantships and scholarships. The student must be admitted to the Graduate School before a request for an assistantship or scholarship will be considered by the department or the Graduate School.

The university limits the number of years a student may be supported on funds from the state of New Mexico. A student should check the

Guidelines on Employment for Graduate Assistants. Departments may place additional limitations on the years of support.

Graduate Assistants Salaries and Tax Withholding Guidelines

Internal Revenue Service tax withholding guidelines require graduate students employed through NMSU to maintain at least 6 credits of course work during the fall and spring semesters and 3 credits of course work for summer sessions to be eligible for the student FICA tax exemption. Student employees who do not meet this requirement during any given pay period will be subject to Social Security taxes and Medicare taxes. Salaries for the three salary levels of graduate can be found **here**.

Level I (G1) - Applies to regularly enrolled students pursuing a master's degree. This level is also for a first-year student seeking a doctoral degree who does not currently hold a master's degree. Once the doctoral student becomes a second-year student and passes their qualifying exam, they can obtain support as a Level II (G2) student.

Level II (G2) - Applies to students pursuing the Education Specialist or Doctoral degree who have passed the qualifying exam or who have a master's degree. This also applies for a student who currently holds a master's degree and is entering another master's degree program.

Level III (G3) - Applies to a doctoral student who has passed the comprehensive examination and has advanced to candidacy.

Graduate assistants employed at least ten hours per week will be given in-state tuition during the first 12 months of tenure if the Graduate School approves of the hiring process prior to census date (stated by the University Student Records Office as the third Friday of the semester each spring and fall semester).

If New Mexico resident status has not been established by the time of any reappointment, the graduate assistant may be subject to non-resident tuition rates.

Information regarding applications for state residency may be obtained from the University Student Records website **here**.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who

1. Plan to seek employment on campus or
2. Wish to receive financial aid.
3. In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

In order to be employed by New Mexico State University all students must have obtained a social security number within eight weeks of being hired or risk losing their assistantship.

When an official social security number is issued to an international student, it is the student's responsibility to inform Human Resources or the University Student Records Office as soon as possible.

Hourly Work

Eligibility for student payroll requires that a graduate student

1. Be admitted to the Graduate School as well as to a department,
2. Maintain a minimum cumulative GPA of 3.0, and
3. Be enrolled for at least 9 graded credits.
4. A student may not work more than 20 hours per week during the academic year. Students looking for current job postings should check with Office of Experiential Learning here (<https://oel.nmsu.edu/handshake/handshakeinfo.html>).

Students not classified as residents of New Mexico but working at an hourly rate are not eligible to receive in-state tuition.

Contact Information

For more information, contact:

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