Georgia College Early College (GCEC) Faculty Policy Sheet for Taking Graduate Level Courses

Early College faculty members have the opportunity for professional development to improve their teaching in Early College (EC). President Leland has approved paying the graduate tuition for the Early College Faculty by treating the EC faculty as Graduate Assistants (GAs). EC faculty members will not receive a Graduate Assistant stipend; otherwise, they must meet the guidelines for graduate assistants.

1. GAs must be fully admitted into a degree program in the COE. Students in endorsement, enrichment or add-on programs do not qualify. Passing the Graduate Writing Assessment is part of being fully admitted to a degree program.
2. GAs are eligible for financial assistance for a maximum of two years or the completion of one graduate degree, whichever comes first.
3. GAs must maintain good academic standing with a G.P.A. of 3.0 or higher.
4. GAs must pay for health insurance or demonstrate through Pearce and Pearce [http://www.studentinsurance.com](http://www.studentinsurance.com) that they have approved group insurance.
5. GAs must pay their student fees. They will be responsible for all fees including athletic, student activity, health, technology, parking, and lab. The university will pay for the tuition.
6. The Early College principal must turn in and approve requests by the following dates in order for you to have your tuition paid:
   a. **July 1** for Fall Semesters
   b. **December** 1 for Spring Semesters
   c. **April 1** for Summer Semesters (Maymester courses will require permission of the President.)

   The principal signs to affirm that these courses are related to work in Early College and will indeed improve the quality of teaching for EC students.
7. GAs are not generally paid for summer classes. However, GCEC faculty members have the opportunity for tuition to be paid for COE courses only.
8. Faculty must have worked in GCEC at least six months to be eligible for a Graduate Assistantship. This 6-month requirement is a University System of Georgia guideline.
9. Course limits are worked out between the GCEC principal and the faculty member, but the COE dean believes six hours should be the maximum in fall or spring semesters. Taking 9-11 hours requires an [Advisor Request Form for Students Requesting 9-11 Hours per Semester](#). Taking 12 hours or more requires a [Petition Form](#).
10. EC faculty may audit COE courses during the academic year but not during the summer.

**Flowchart for requests:**

1. EC faculty member gets form signed by Program Advisor and turns form in to EC Principal.
2. Principal of GCEC sends request to Asst. Dean by July 1 (fall), December 1 (spring), or April 1 (summer). The principal signs indicating approval and that the courses will benefit the 7-12th grade students in Early College.
3. Asst. Dean signs and sends on to Certification Officer.
4. Certification officer sends to President, if necessary (Maymester).
5. Banner is updated by Certification Officer (David Ladd), and he sends confirmation emails to Asst. Dean and GCEC principal when completed.
6. Faculty must complete the Pearce and Pearce insurance compliance within the allotted time frame of the company and GCSU.  

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