**HOW TO REPORT graduate Assistants in ipeds**

This document describes CUPA-HR’s suggestions about how to handle graduate assistants for the purpose of IPEDS reporting, based on conversations with IPEDS staff.

**IPEDS Instructions for Completing Part D: Graduate Assistants**

Graduate assistant data are collected in Part D (by race/ethnicity and gender) & in Part E (by medical school status) for the HR version applicable to Degree-granting (DG) institutions that have 15 or MORE full-time staff while graduate assistant data are collected in Part B of the HR version applicable to DG institutions that have LESS than 15 full-time staff.

Listed below are the descriptions of the graduate assistant categories:

* **Graduate Assistant - Teaching**[SOC Detailed Occupation 25-1191 -<http://www.bls.gov/soc/2010/soc251191.htm>**:**

Assists faculty or other instructional staff in postsecondary institutions by performing teaching or teaching-related duties, such as teaching lower-level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate teaching assistants must be enrolled in a graduate school program. Graduate assistants who primarily perform non-teaching duties, such as research, should be reported in the occupational category related to the work performed. Excludes staff [non-student] "Teacher Assistants" (25-9041).

Illustrative examples: *Graduate Teaching Assistant, Graduate Teaching Fellow, Instructor. Individual must be simultaneously enrolled in the institution as a graduate student whose primary reason for being affiliated with the institution is ‘working toward a degree’ – rather than ‘being employed’)*

* **Graduate Assistant - Research**

Graduate Assistants whose specific assignments are for the purpose of **conducting research**, regardless of academic discipline, by performing duties such as preparing and conducting scientific research or engaging in original scholarship / scholarly inquiry under the supervision and mentorship of a faculty member or senior researcher. Graduate research assistants must be enrolled in a graduate school program. Excludes staff [non-student] “Research Assistants,” which are reported under the appropriate occupational category related to the work performed.

* **Graduate Assistant – Other Categories**

If your institution has graduate assistants performing duties in the following categories, they should be placed in the appropriate graduate assistant categories below. For example, a graduate assistant updating websites for a campus department should be considered a graduate assistant in the IPEDS HR category called, "Computer, Engineering, and Science Occupations."

* **Graduate Assistant – Management**. This is an individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Management” job if the individual were a non-student employee, such as a student working as the manager of an administrative department. Such examples are likely to be rare. Does *not* include graduate teaching assistants or graduate research assistants in a department of Management or a college of business; those are reported as graduate TA’s or RA’s as noted above.
* **Graduate Assistant - Business and Financial Operations** (refer to the "Business and Financial Operations Occupations" category for more information). This is an individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Business or Financial Operations” job if the individual were a non-student employee, such as a graduate student working as an accountant in the accounting department. Such examples are likely to be rare. Does *not,* for example, include graduate teaching assistants or graduate research assistants in a department of business or finance; those are reported as Graduate TA’s or RA’s as noted above.
* **Graduate Assistant - Computer, Engineering, and Science** (refer to the "Computer, **Engineering, and Science Occupations" category for more information). This is an** individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Computer, Engineering or Science” job if the individual were a non-student employee, such as a graduate student working as a webmaster for an academic or administrative unit on campus, or a student working as an engineering or architectural assistant in the campus Facilities department. Does *not* include graduate teaching assistants or graduate research assistants in a computer, engineering, or science department; those are reported as Graduate TA’s or RA’s as noted above.
* **Graduate Assistant - Community Service, Legal, Arts, and Media** (refer to the "Community Service, Legal, Arts, and Media Occupations" category for more information). This is an individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Community Service, Legal, Arts, or Media” job if the individual were a non-student employee, such as a graduate student working as a videographer for the campus communications department. Does *not,* for example, include graduate teaching assistants or graduate research assistants in a department of arts, design, media, or social/ community services; those are reported as Graduate TA’s or RA’s as noted above.
* **Graduate Assistant - Library and Non-Postsecondary Teaching** (refer to the "Library and Non Postsecondary Teaching" category for more information). This is an individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Library or Non-Postsecondary Teaching” job if the individual were a non-student employee, such as a graduate student working as a library associate in the campus library, or as a childcare teacher in the campus childcare after-school program. Does *not,* for example, include graduate teaching assistants or graduate research assistants in a department of library science or education; those are reported as Graduate TA’s or RA’s as noted above.
* **Graduate Assistant - Healthcare Practitioners and Technical** (refer to the "Healthcare Practitioners and Technical Occupations" category for more information). This is an individual whose primary relationship with the institution is as a student, but who is performing activities that would be comparable to a “Healthcare Practitioners and Technical” job if the individual were a non-student employee, such as a graduate student working as a phlebotomist or paramedic on campus. Does *not,* for example, include graduate teaching assistants or graduate research assistants in a department of medicine or allied health; those are reported as Graduate TA’s or RA’s as noted above.

NOTE: Graduate Students who are working campus jobs that would be considered skilled crafts/trades, service maintenance, or office/clerical support if the individual were a non-student employee, such as a graduate student working in the campus dining hall, or as a painter, or serving as an office receptionist for a campus department, are not reported under any category.

**NOTE**:  Public Service is not included in the above categories as recommended by the IPEDS HR Technical Review Panel members.