

Office of Graduate Studies and Research Graduate Assistant Guidelines

ELIGIBILITY: To maintain eligibility for your graduate assistantship, you must remain enrolled as an active student in a master's degree program or a joint master's degree and certification program. Graduate students seeking certification only are ineligible for assistantships, therefore if you graduate with your master's and continue to pursue certification only you forfeit your assistantship position. **Please be aware that if you are seeking certification and are required to register for student teaching, you will be unable to continue your assistantship in the term which you will be student teaching regardless of your status in a master's degree program.**

TUITION WAIVER: Please be advised that all full-time (20 hrs./week) graduate assistants for the academic year receive a tuition waiver of 24 graduate credits (12 earned in the fall and 12 earned in the spring); you must enroll for a minimum of 6 to a maximum of 12 graduate credits per fall and spring semesters. (Note: Full-time graduate assistant requirements should not be confused with full-time graduate student requirements. Full-time graduate students need to be enrolled for a minimum of 9 graduate credits per fall and spring semesters.) **(Tuition waiver for graduate students does not apply for undergraduate credits, auditing courses, or EDW workshops.)** If you do not utilize the full 24 graduate credits by the end of the spring semester, these credits may be carried into the summer sessions, provided you do not graduate in May. Once the academic year concludes with the end of summer session III or you graduate, whichever comes first, any remaining tuition waiver is forfeited. Half-time (10 hrs./week) graduate assistants for the academic year receive a tuition waiver of 12 graduate credits (6 earned in the fall and 6 earned in the spring); you must also enroll for a minimum of six graduate credits per semester. Tuition waivers cannot be used prior to the starting date of the assistantship. **Note: If you should resign the assistantship or be terminated, you automatically forfeit any remaining tuition waiver. Your stipend and tuition waiver will be prorated at the time of your resignation or termination.**

STUDENT FEES: The tuition waiver which is made available to you by your contract is indicated in your appointment letter. This waiver does not include the general fee, technology fee and other appropriate university fees. You are responsible for paying these fees by the due date designated by the Bursar's Office.

WORK LOAD: During the period of your assistantship, you are not permitted to work for the University as a regular employee, through temporary help agencies, or on a contract basis (e.g., honoraria). Half-time and full-time graduate assistants may work on the regular student payroll, but combined employment should not generally exceed 30 hours per week during academic sessions or 40 hours per week during breaks.

WORK SCHEDULE: Your work schedule of 20 hrs. per week for full-time graduate assistants and 10 hrs. per week for half-time graduate assistants is designated by your supervisor. Graduate assistantships begin the first day of each semester and end the last day of each semester (which includes working during finals week), and you are expected to work the total number of hours each week as designated in your award letter. During the academic year, graduate assistants do not work on the following days: fall break, Thanksgiving break, winter session, Martin Luther King Day, spring break, possible weather make-up days, and reading days; you are not expected to make up these days.

GRADUATE ASSISTANT PERFORMANCE: Graduate assistants are required to perform their assigned duties in a thoroughly professional manner, meeting performance expectations specified by the supervisor, including but not limited to matters involving professional attire, demeanor, productivity, punctuality and collegiality. Failure to meet performance expectations can result in termination of the assistantship at any time. When problems arise, the supervisor and graduate assistant are expected to seek resolution. Should this fail, the head or chair of the office/department will seek to resolve the matter. If the problem is not corrected, it will be referred to the graduate

to the graduate dean for final resolution. Additionally, graduate assistants will be formally evaluated annually in April; copies of the graduate assistant evaluation form are available in the Office of Graduate Studies and Research and will be forwarded to all supervisors in early March. In the unusual circumstance that an assistantship is terminated, the graduate student loses entitlement to both stipend and tuition waiver, prorated to the time of termination.

IDENTIFICATION CARDS: All graduate students must secure a student identification card from the Campus I.D. Office located in Boyer. First card is free, replacement cost is \$15.00.

HOUSING: The only residence hall accommodation for graduate students is that which is provided to those who are assigned Housing and Residential assistantships. For Off-Campus Housing, contact 872-3707.

ACADEMIC POLICIES AND PROGRAM INFORMATION: Please consult the most recent graduate catalog for questions you might have regarding academic policies and requirements. The graduate coordinator of your master's degree program can provide you with specific information regarding degree qualifying examinations, degree completion, etc.

NOTE: It is the graduate assistant's responsibility to notify his or her immediate supervisor and the Office of Graduate Studies and Research in writing of any change precluding the fulfillment of the assistantship assignment. Graduate assistantships are for one academic year with the possibility of reappointment for a second year.

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