

INDIANA STATE UNIVERSITY  
GRADUATE ASSISTANTSHIP AND SCHOLARSHIP/FEE WAIVER AWARD GUIDELINES

Graduate Assistantships are provided as financial support for selected graduate students and to supplement students' graduate studies with experiences appropriate to their academic pursuits. Their objective is to facilitate progress towards a graduate degree, and assistantship regulations and procedures are designed to promote this academic objective.

1. ACADEMIC CRITERIA

To be eligible for an initial graduate assistantship, a student must:

- a). have been admitted to a graduate degree program with a regular admission status.
- b). be enrolled as a full-time student (as defined under section 3 of these guidelines) at Indiana State University. Exceptions will be made for students enrolled in the Ph.D. Technology Management or other ISU-approved consortium programs.
- c). have a minimum cumulative Grade Point Average (GPA) at the time of the award of 3.0 (undergraduate if the first term of graduate work, or graduate GPA on 9 graduate hours if after the first term of enrollment, or 3.5 on 9 graduate hours after the first term of enrollment in Ph.D. program in College of Education). At their discretion, however, individual academic units may set higher minimum standards.

To be eligible for reappointment of a graduate assistantship, a student must:

- a). have a minimum cumulative GPA of 3.0 (3.5 for Ph.D. in the College of Education) on earned graduate work at the time of award. At their discretion, however, individual academic units may set higher minimum standards.
- b). be enrolled as a full-time student (as defined under section 3 of these guidelines) at Indiana State University. Exceptions may be made for students who are enrolled in the Ph.D. Technology Management or other ISU-approved consortium programs, as well as for students who are enrolled in their final semester at Indiana State University.
- c). maintain satisfactory academic progress as determined by the department.

2. INTERNATIONAL STUDENTS

To be eligible for a graduate assistantship, an international student must:

- a). meet all of the academic criteria as described in section 1 of these guidelines.
- b). possess a valid passport and appropriate visa at the time of award.
- c). be in good standing and in compliance with U.S Homeland Security and U.S. immigration laws and regulations. Any unit which wishes to award a graduate assistantship to an international student must first consult the ISU International Affairs Center and obtain written verification of the eligibility of such student to work (visa, immigration status, etc.) before extending an assistantship offer.

3. SATISFACTORY PROGRESS (ENROLLMENT) CRITERIA

Graduate assistantships shall be awarded only to full-time students at either the full-time level (20 hours per week, 15 hours per week for clinical programs) or half-time level (10 hours per week). For units (academic departments/programs or administrative offices) with fewer than ten assistantships, no more that one shall be half-time. For units with ten or more assistantships, no more than 10% shall be at the half-time level. In special cases under extenuating circumstances, an exception to the number of assistantships at the half-time level may be made upon a request from a College and the approval of the Dean of the School of Graduate Studies.

Requirements for a student awarded either a full- or half-time assistantship include the following:

- a). Must earn a minimum of 18 credit hours per academic year. Exceptions:
  - i). Students enrolled in their final semester in Graduate School may earn fewer than 9 credit hours. For students completing a thesis, dissertation, or final project, and when the thesis, dissertation, or final project is the single remaining degree requirement, enrollment may drop below 9 hours, but not below 3 credit hours during the students' last semester of registration. This exception will be allowed only once.
  - ii). Students serving as Teaching Assistants and teaching more than three credit hours (or more than one course per semester) may enroll in fewer than 9 credit hours, but no fewer than 6 credit hours in any given academic semester, because of the time demands of the teaching load.
  - iii). Students in clinical programs may earn fewer than 18 credit hours, but no fewer than 12 credit hours in any given academic year, because of the time demands of clinical placements. A clinical program is defined as a Health or Allied Health Services provider program.
- b). Must earn a minimum of three credit hours during the summer period, if a full-time assistantship is awarded in the summer. Must earn a minimum of one credit hours during the summer period if a half-time assistantship is awarded. Failure to maintain the appropriate enrollment limits for summer assistantships may result in ineligibility for future assistantships/fee waivers.
- c). Must work 20 hours per week for a full-time award and 10 hours per week for a half-time award. Students in clinical programs must work 15 hours per week for a prorated award.

#### 4. TERM LIMITS

University funded assistantships will be funded for the term limits outlined in Table I.

Table I: Assistantship Funding Term Limits (University Funded assistantships)

DEGREE LEVEL	MAXIMUM TIME LIMIT
1. Master's (published degree requirements) = 36 or fewer credit hours	2.0 years
2. Master's (published degree requirements) = 37 - 54 credit hours	3.0 years
3. Master's (published degree requirements ) = more than 54 credit hours and/or Teaching Assistants who teach more than one course per semester)	3.5 years
4. Master's of Fine Arts	3.5 years
5. Educational Specialist	3.0 years
6. Doctoral (with Master's degree required at entry)	4.0 years
7. Doctoral (with Bachelor's degree at entry)	6.0 years

5. STIPEND AMOUNTS

Academic units must pay minimum stipend amounts, based on the student’s degree level, in accordance with the following tables. At their discretion, however, units may pay higher amounts from their allocated budgets or supplement these amounts from other sources.

Table II: MINIMUM STIPEND AMOUNTS (2007-2008, 2008-2009 Fall-Spring)

DEGREE LEVEL	MINIMUM STIPEND PER ACADEMIC YEAR (FULL-TIME)	MINIMUM STIPEND PER ACADEMIC YEAR (HALF-TIME)	MINIMUM STIPEND PER ACADEMIC YEAR (CLINICAL)
1. Master’s	\$7,000.00	\$3,500.00	\$5,250.00
2. Master of Fine Arts Educational Specialist	\$7,200.00	\$3,600.00	\$5,400.00
3. Doctoral (with Master’s degree required at entry)	\$10,000.00	\$5,000.00	\$7,500.00
4. Doctoral (with Bachelor’s degree at entry)	\$7,000.00 for each of the first three years, then \$10,000.00 per year thereafter	\$3,500.00 for each of the first three years, then \$5,000.00 per year thereafter	\$5,250.00 for each of the first three years, then \$7,500.00 per year thereafter

Table III: MINIMUM STIPEND AMOUNTS (2008, 2009 THREE-WEEK SUMMER TERM)

DEGREE LEVEL	MINIMUM STIPEND (20 hours/week)	MINIMUM STIPEND (10 hours /week)
1. Master’s	\$656.00	\$328.00
2. Master of Fine Arts Educational Specialist	\$675.00	\$337.00
3. Doctoral (with Master’s degree required at entry)	\$937.00	\$468.00
4. Doctoral (with Bachelor’s degree at entry)	\$656.00 during each of the first three years, then \$937.00 per term thereafter	\$328.00 during each of the first three years, then \$468.00 per term thereafter

Table IV: MINIMUM STIPEND AMOUNTS (2008, 2009 FIVE-WEEK SUMMER TERM)

DEGREE LEVEL	MINIMUM STIPEND (20 hours/week)	MINIMUM STIPEND (10 hours/week)
1. Master’s	\$1,094.00	\$547.00
2. Master of Fine Arts Educational Specialist	\$1,125.00	\$563.00
3. Doctoral (with Master’s degree required at entry)	\$1,563.00	\$782.00
4. Doctoral (with Bachelor’s degree at entry)	\$1,094.00 during each of the first three years, then \$1,563.00 per term thereafter	\$547.00 during each of the first three years, then \$782.00 per term thereafter

Table V: MINIMUM STIPEND AMOUNTS (2008, 2009 EIGHT-WEEK SUMMER TERM)

DEGREE LEVEL	MINIMUM STIPEND (20 hours/week)	MINIMUM STIPEND (10 hours/week)
1. Master's	\$1,750.00	\$875.00
2. Master of Fine Arts Educational Specialist	\$1,800.00	\$900.00
3. Doctoral (with Master's degree required at entry)	\$2,500.00	\$1,250.00
4. Doctoral (with Bachelor's degree at entry)	\$1,750.00 during each of the first three years, then \$2,500.00 per term thereafter	\$875.00 during each of the first three years, then \$1,1,250.00 per term thereafter

Note: The minimum Summer stipends shown in Tables III, IV and V are based on the minimum stipend amounts during the Fall 2008 and Spring 2009 semesters.

6. JOB DESCRIPTIONS FOR GRADUATE ASSISTANTSHIPS

A graduate student awarded an assistantship must have a job description that includes the name of department/program, the name of the faculty member to whom the student will be assigned, plus additional information based on the applicable categories below:

Graduate Teaching Assistant: Course title, number and credit hours with an indication as to the actual duties (e.g. instructor, grader, etc.)

Graduate Research/Clinical Assistant: Title of research/clinical project and a description of student's duties, assignments, and expected outcome.

Graduate Administrative Assistant: A description of administrative duties, activities, assignments and work expectations.

Relative priority order for awarding assistantships should be teaching, research/clinical, and administrative, respectively.

7. POSTING OF GRADUATE ASSISTANTSHIPS

All units that have assistantships must publicly announce the availability of these assistantships and whether they are reserved for students in their specific degree programs (in the case of academic departments). This posting must also provide a general description of the types of activities expected of the graduate assistants and special qualifications, if any. Note that postings on departmental/program websites are considered to meet this requirement, but units may also wish to post in other places (e.g., student employment office in Human Resources, student placement center in Student Affairs).

8. AWARD PROCEDURES AND DEADLINE

Units that award assistantships must have selection committees that review applications (and in the case of teaching assistants, qualifications for teachers) and recommend awards to the head of the unit. In academic units, this committee may be composed of the same members as the admission committee, and determination of assistantship awards may be made as soon as admission is confirmed. In all cases, however, stipends and fee waivers must be awarded no later than **two** weeks after the first day of class during the Fall or Spring semester, and no later than one week after the first day of class during the Summer period. Assistantships awarded by these deadlines may be subject to re-allocation. Exceptions to this guideline are at the discretion of the Dean of the School of Graduate Studies.

## 9. TUITION FELLOWSHIPS

Students awarded assistantships are also provided tuition fellowships in recognition of their scholarly accomplishment. Tuition fellowships are part of the financial aid package, but are not related to services. For students awarded full-time assistantships, 9 hours of tuition waiver per semester (up to 18 credit hours per academic year), and up to 6 hours during the Summer may be awarded. For half-time assistantships, 4.5 hours of tuition waiver per semester (up to 9 credit hours of tuition waiver academic year), and 3 credit hours during the Summer may be awarded.

Table VII: TUITION FELLOWSHIP CREDITS

AWARD PERIOD	TUITION FELLOWSHIP (FULL-TIME ENROLLMENT)	TUITION FELLOWSHIP (HALF-TIME ENROLLMENT)
1. Academic Year (Fall & Spring)	18 credit hours (maximum 9 per semester)	9 (maximum 4.5 per semester)
2. Summer (Total in all terms)	6	3

## 10. TERMINATION/RESIGNATION OF GRADUATE ASSISTANTSHIPS

Academic units which award assistantships are expected to monitor such awards regularly and immediately report any violation of these guidelines to the School of Graduate Studies. In addition, as a minimum, graduate assistants must be reviewed annually by the awarding unit. Assistantships shall be immediately withdrawn from students who:

- a). do not make satisfactory academic progress as defined in section 3 of these guidelines
- b). do not satisfactorily perform their assigned duties
- c). fail to report to work
- d). withdraw from school
- e). are placed on academic probation, suspended, or expelled
- f). violate Indiana State University academic policies (academic integrity, etc.)
- g). are international students and become out-of-status or violate Federal Regulations governing foreign students.

In order to terminate a graduate student assistantship, the supervising unit will give written notice to the student and copy the School of Graduate Studies. Notice should be given as soon as the Supervisor (program head, department chair) becomes aware of the problem. Termination may occur during an academic term. The School of Graduate Studies will notify the appropriate campus office(s) (payroll, etc.) to immediately effect the termination. Students may appeal termination with the appropriate committee.

To resign an assistantship a student must submit a resignation letter (including his/her signature), indicating his/her last day of work to the appropriate administrator in the appointing unit. The appointing unit will forward a copy of the letter to the School of Graduate Studies, which will notify the appropriate campus office(s) (payroll, etc.) to immediately effect the resignation.

Assistants who resign prior to the last day to add a course (as published in the Class Schedule), but remain enrolled for courses, will be re-billed for tuition for that semester. Assistants who resign after the last day to add a course, but remain enrolled for courses, will not be billed for tuition for that semester.

## 11. SCHOLARSHIP/FEE WAIVER AWARDS

Depending on availability of funds, a limited number of fee waivers are awarded on a competitive basis to students who meet the eligibility requirements listed below and have not received assistantships or other tuition awards. These waivers are at the discretion of the Dean of the School of Graduate Studies. For programs requesting awards, a memorandum of understanding signed by the Dean of the Awarding College and the Dean of the School of Graduate Studies must be on file.

Eligibility for scholarship/fee waiver awards is the same as for graduate assistantships (section 1 & 2), except that the student does not have to be enrolled full time.

Academic units which award scholarship/fee waivers are expected to monitor such awards regularly and immediately report to the School of Graduate Studies any violation of these guidelines.

Scholarship/fee waiver awards shall be immediately withdrawn from students who:

- a). are placed on academic probation, suspended, or expelled
- b). violate Indiana State University academic policies (academic integrity, etc.)
- c). are international students and become out-of-status or violate Federal Regulations governing foreign students.

## 12. OTHER EMPLOYMENT

ISU graduate assistantships are intended to support the mission of academic departments and ISU programs, to facilitate student success through professional development and financial support, and enable students to focus primarily on the rigors of academic study. Graduate assistants are discouraged from seeking additional employment opportunities beyond the "GA." Full-time (20 hours) graduate assistants are ineligible for additional ISU appointments (academic or non-academic) within or outside of their home departments. Graduate students with part-time assistantships (<20 hours) are eligible for additional ISU employment, with the permission of their advisor, program coordinator (or chair), the responsible College Dean(s), and the Dean of the School of Graduate Studies, but the total work may not exceed 20 hours per week. Individuals with faculty/staff employment at ISU and other full time employment may not simultaneously hold graduate assistantships. Part-time employees of Indiana State University may be eligible for concurrent appointments as GAs with the approval of the immediate supervisor, advisor, program coordinator (or chair), the responsible Dean(s) (or Vice-President), and the Dean of the School of Graduate Studies, insofar as total ISU responsibilities do not exceed 20 hours. Exceptions to this guideline are at the discretion of the Dean of the School of Graduate Studies.

These guidelines will be reviewed following each year with a report from the Dean of the School of Graduate Studies to the Graduate Council.

(Approved by Grad Council February 2, 2006; Approved by faculty senate executive committee February 7, 2006)

(Revision approved by the Graduate Council February 12, 2007, Revision approved by faculty senate executive committee March 20, 2007)

(Revised March 6, 2008)