


College of Graduate and Professional Studies

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' drgraduate 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,
- b. be enrolled as a full-time student (as defined under Section 2 below) at Indiana State University. Exceptions may be made for students enrolled in ISU-approved consortium programs, and
- c. have a minimum cumulative grade point average (GPA) at the time of the award of 3.0. An undergraduate GPA of 3.0 is required for incoming first-term students. Departments and academic programs may request an exception to this criterion for newly admitted full-time students without prior graduate courses by contacting the dean of the College of Graduate and Professional Studies in cases where a student may have a unique skill set, professional experience, or other quality that warrants special consideration.

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

- a. have a minimum cumulative GPA of 3.0 on earned graduate work at the time of award,
- b. be enrolled as a full-time student (as defined under Section 2 below) at Indiana State University. Exceptions may be made for students who are enrolled in ISU-approved consortium programs, and
- c. maintain satisfactory academic progress.

2. 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).

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 of study may enroll in fewer than 9 credit hours, but no fewer than 3 credit hours.
 - ii. Students serving as Teaching Assistants and teaching more than three credit hours may enroll in fewer than 9 credit hours, but no fewer than 6 credit hours in any given academic semester.
 - iii. Students in clinical programs may earn fewer than 18 credit hours, but no fewer than 12 credit hours in any given academic year. A clinical program is defined as a health, allied health, or human services provider program.
- b. Must earn a minimum of 3 credit hours if awarded an assistantship during the summer term or 1 credit hour in final graduating term.
- 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 may also work 15 hours per week.

3. Types of Graduate Assistantship Positions

Graduate assistantships are intended to provide students with professional experiences that complement their programs of study. As such, assistantship duties should be intentionally designed to enhance the educational experience of ISU students. For this reason, assistantships that support academic programs will be given the highest priority in the allocation and assignment processes. Graduate assistantships are classified into four types: Teaching Assistantships, Research Assistantships, Clinical Interns, and Administrative Interns. All awards should clearly articulate the general

responsibilities of the appointee at the time of the offer including any appointment that may combine one or more of the duties defined below. The definitions, duties, and general expectations for each are as follows:

- a. Teaching Assistantships (TA). The TA position is defined as a graduate assistant whose responsibilities are instructional in nature and support the teaching mission of the university. A full-time TA position would be primarily responsible for at least 3 credit hours of classroom or laboratory instruction and/or the equivalent of associated responsibilities (e.g., course preparation, grading, organizational meetings, office hours, tutoring, program development, assessment, and/or support of instruction in other sections).
- b. Research Assistantships (RA). The RA position is defined as a graduate assistant whose responsibilities are to support externally funded faculty research and/or an established research agenda consistent with the mission of the academic program, college, or university. RA positions support the research mission of the university.
- c. Clinical Interns (CI). The CI position is defined as a stipend-funded placement in a clinical professional setting. CI appointments are closely associated with required clinical experiences in select programs.
- d. Administrative Interns (AI). The AI position is defined as a stipend-funded placement in an administrative office. The range of administrative activities will vary depending on the placement.

4. Term of GA Appointments

Graduate assistants are appointed for a full academic year, unless the student is graduating in the fall semester. The term of the appointment begins the Thursday prior to the start of the semester or term through the last day of classes. Failure to meet the calendar responsibilities of the appointment may result in termination and/or the appropriate proration of the stipend. The performance of GA duties outside of the normal academic calendar will be funded through a student employment position using departmental or external resources. The performance of duties outside of the published ISU academic calendar must be clearly articulated at the time of appointment. Summer assistantships are for the entire summer term (11 weeks) regardless of the dates of the enrolled class(es).

5. Term Limits

Table I (see Appendix A) defines the maximum number of enrolled years (and/or its credit hour equivalent, which may vary slightly by program) for which a student may be eligible to receive a university-funded assistantship. Exceptions to this rule will be at the discretion of the dean of the College of Graduate and Professional Studies.

6. Stipend Amounts

Academic units must pay minimum stipend amounts, based on the student's degree level, in accordance with minimum stipends published annually online by the College of Graduate and Professional Studies.

7. 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. The tuition fellowship is a partial waiver of standard fees and waiver values will be published online. Students remain responsible for all mandatory fees.

8. Termination/Resignation of Graduate Assistantships

Academic units that award assistantships are expected to monitor such awards regularly and immediately report any violation of these guidelines to the College of Graduate and Professional 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 2 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; or
- f. violate Indiana State University academic policies (e.g., academic integrity).

To terminate a graduate student assistantship, the supervising unit will give written notice to the student and copy the dean of the College of Graduate and Professional Studies. Notice should be given as soon as the supervisor becomes aware of the problem. Termination may occur during the academic term. The College of Graduate and Professional Studies will notify the appropriate campus offices (e.g., payroll) to immediately effect the termination. Students may appeal termination to the Graduate Council Student Affairs Committee.

To resign an assistantship, a student must submit a resignation letter indicating the last day of work to the appropriate administrator in the appointing unit. The appointing unit will forward a copy of the letter to the dean of the College of Graduate and Professional Studies, who will notify the appropriate campus offices (e.g., payroll) to immediately effect the resignation.

Assistants who resign prior to the last day to add a course (as published by the Office of Registration and Records), but remain enrolled for courses, will be 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.

9. Scholarship/Fee Waiver Awards

A limited number of fee waivers may be awarded by the College of Graduate and Professional Studies on a competitive basis to students who meet the eligibility requirements for assistantships. Academic units in which students are awarded scholarship/fee waivers are expected to monitor such awards regularly and immediately report to the College of Graduate and Professional 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 or
- b. violate Indiana State University academic policies (e.g., academic integrity).

10. Time Reporting Guidelines and Other Employment

Graduate assistants must report their working hours using the Kronos timekeeping system. Timesheets are entered every two weeks; guidelines for time reporting are contained in Appendix B.

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 to enable students to focus primarily on the rigors of academic study. Graduate assistants are discouraged from seeking additional employment opportunities beyond the graduate assistantship. On-campus employment is limited to a total of 28 hours per week.

Full-time employees of ISU are ineligible for appointment as graduate assistants. Part-time employees of Indiana State University may be eligible for concurrent appointments as GAs with the approval of the immediate supervisor, advisor or department chairperson, and the dean of the College of Graduate and Professional Studies, insofar as total ISU responsibilities do not exceed 1 FTE. Exceptions to this guideline are at the discretion of the dean of the College of Graduate and Professional Studies.

Appendix A

Assistantship Funding Term Limits (University-Funded Assistantships)

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

Appendix B

Graduate Assistantship Time Reporting Guidelines

Graduate Assistants report the completion of their weekly duties online in Kronos. The following guidelines apply to GA time reporting:

- Graduate Assistantships are not hourly positions. They are a type of scholarship with work experience. As such, assistantship duties should be intentionally designed to enhance the educational experience of ISU students.
- All graduate assistants are required to report and approve weekly service hours in the Kronos timekeeping system, and those hours must also be approved by an authorized department member according to the due dates and times for each scheduled pay period. The approval responsibility lies with the department chairperson or supervisor even if the electronic approval task is completed by a delegate.
- Graduate Assistants should accurately report the numbers of hours that they worked for the week (such as 16, 18).
- It is important to accurately reflect the number of hours actually worked in order not to violate the Affordable Care Act or other regulations.
- Graduate assistant hours worked should not exceed the number of hours indicated on the Pay Authorization (10,15,20).
- Graduate Assistants will not enter clock in/clock out times.
- Pay will remain at the hours expected in the Pay Authorization (10, 15, 20). It is assumed that the student will work on average per week the number of hours indicated on the Pay Authorization.
- Graduate Assistants may work at an additional position on campus, as long as the total number of hours do not exceed 28 per week. The graduate assistantship hours do not fluctuate in this case. For example, if the graduate assistantship is established for 20, the second position may not exceed 8 hours. If a student works less than 20 hours at the graduate assistantship in one week, they still may not exceed 8 hours at the second position. International students are limited by the Department of Homeland Security to a total of not more than 20 hours per week.
- In the event of excessive absences, units should contact the Dean's Assistant in the CGPS.
- Termination of graduate assistantships is covered in the assistantship guidelines.