

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 than 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 College of Graduate and Professional 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. 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 should be given the highest priority in the allocation and assignment processes. In an effort to provide general (not prescriptive) guidelines, four types of graduate assistantship (GA) positions are recognized by the guidelines: 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 the sets of duties defined below. The definitions, duties, and general expectations of the four types are outlined below:

- a) Teaching Assistantships (TA). The TA position is defined as a GA 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) totaling 20 hours per week. Part-time assistantships will be expected to perform the duties described above in a proportion equivalent to the assignment and consistent with the GA guidelines. The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period.
- b) Research Assistantships (RA). The RA position is defined as a GA whose responsibilities are to support externally supported 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. The expectations are that full time RA positions will perform 20 hours of service per week. Part-time assistantships will be expected to perform the duties described above in a proportion equivalent to the assignment and consistent with the GA guidelines. The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period.
- 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. The expectations are that full time CI positions will perform 15-20 hours of service per week (depending on the program). Part-time assistantships will be expected to perform the duties described above in a proportion equivalent to the assignment and consistent with the GA guidelines. The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period.
- 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. The expectations are that full time AI positions will perform 20 hours of service per week. Part-time assistantships will be expected to perform the duties described above in a proportion equivalent to the assignment and consistent with the GA guidelines. The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period.

5. Term of GA Appointments

The term of the appointment begins the Thursday prior to the start of a given semester or term through the close of the grading period. 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 supplemental stipends (usually one-time-only payments) 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.

6. TERM LIMITS

Table I 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. Please note, individuals who have been enrolled at ISU beyond the maximum number years (or its credit hour equivalent) are ineligible for university funded support even if s/he has not received the “maximum” number of years of support from university resources. Exceptions to this rule will be at the discretion of the Dean of Graduate Studies and will not exceed one semester.

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

7. 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. Beginning in Fall 2010, the minimum stipends will increase annually based on the prior year’s salary pool increase. The amount of any single increase will be rounded down to the nearest \$25.00 increment. The revised GA floor values will be distributed as part of the normal annual allocation process to the colleges-ordinarily in December or early January.”

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 \$1,250.00 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. 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 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 does not include the “so-called” building fee. Students remain responsible for all mandatory fees.

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

8. 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 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 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 College of Graduate and Professional 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 College of Graduate and Professional 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 College of Graduate and Professional 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.

9. 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 College of Graduate and Professional Studies. For programs requesting awards, a memorandum of understanding signed by the Dean of the Awarding College and the Dean of the College of Graduate and Professional 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 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
- 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.

10. 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 employees of ISU are ineligible for appointment as a graduate assistant. Part-time employees of Indiana State University may be eligible for concurrent appointments as GAs with the approval (via email or memorandum to the College of Graduate and Professional Studies) 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.

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

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