

Graduate Assistantship Guidelines for University Sponsored Assistantships

Graduate Assistant Information

It is a great honor to have a graduate assistantship at Bradley University. Given the economy and competitive nature of the awards, this is a very important position. Remember, that a Bradley University graduate assistantship is a paid position. Failing to fulfill graduate assistant responsibilities and obligations can result in revocation of the graduate assistantship. Please read the following information very carefully. If you have any questions, please contact the Graduate School.

- You are expected to report on time to work on the date specified in your contract letter and work through the end of the contract.
- A student must be in good standing in order to receive and keep a graduate assistantship and the concomitant benefits. A student who is dismissed or on probation is not in good standing and the student will not be eligible for an assistantship.
- International students must be employable to receive an assistantship, thus they must have an appropriate visa and work authorization.
- Students who have an assistantship are required to attend an orientation sponsored by the Graduate School.
- It is important to wear appropriate clothing while working on your assistantship. This may include wearing more formal attire than you would wear to class. Please follow the guidelines established by your supervisor.
- Students cannot begin any work associated with the graduate assistantship until the graduate assistantship award letter is signed and returned to the Graduate School by the student.
- Students may not be involved in other commitments that conflict with assistantship expectations.
- The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records. There may be student information you will come in contact with related to your graduate assistantship. This information is confidential and may not be shared with others. It is important that you become familiar with these guidelines and procedures. Please go to the following page for more information:

<http://lydia.bradley.edu/registrar/ferpa/>

- Graduate Assistantships will be awarded yearly; however, evaluations on student performance will be conducted near the end of each semester by the supervisor to decide if students will keep their assistantship or not.
- GA work schedules should follow the same academic calendar as other students (not working on University observed holidays like Fall Break, Thanksgiving, and Spring Break). For partial weeks that include breaks (i.e., Fall Break and Thanksgiving) the supervisor should communicate expectations about hours required to work to the graduate assistant.

I. Tuition Remission

Students who are awarded graduate assistantships for the academic year (Fall and Spring) are expected to enroll each semester, Fall and Spring, for nine credit hours. For example, a student who is awarded eighteen (18) hours of tuition scholarship for the academic year is expected to register for nine (9) hours of classes in the fall semester, followed by nine (9) hours in the spring. A student who is awarded more than eighteen (18) hours of tuition scholarship is expected to register for at least nine (9) hours of classes in each of the fall and spring semesters, with the remainder of the scholarship hours being divided among the fall, spring, interim and/or summer (May-I through Summer II sessions) as determined by the needs and requirements of the academic unit to which they are assigned. Assistantships only pay for courses listed on the student's Program of Study, excluding prerequisites. Exceptions to this must be approved by the Dean of the Graduate School.

Please note that tuition remission policies may differ in those programs where tuition is established for students who are members of a cohort rather than having tuition based on credit hours taken.

II. Definitions of Assistantships

A. Academic Year Full-time Assistantship: An Academic Year Full-time Assistantship commits the sponsor of the assistantship to providing the student a stipend (salary) each semester of the academic year. The stipend (salary) may vary from unit to unit.

It also provides for full-tuition remission (100%) of nine (9) credit hours per semester, with a limit of eighteen (18) credit hours per academic year starting with the fall semester and ending with the following spring semester. A student who is awarded more than eighteen (18) hours of tuition scholarship is expected to register for at least nine (9) hours of classes in each of the fall and spring semesters, with the remainder of the scholarship hours being divided among the fall, spring, interim and/or summer (May I through Summer II sessions) as determined by the needs and requirements of the academic unit to which they are assigned. In return, the student is required to be actively engaged in duties assigned by the sponsoring unit or individual for twenty (20) hours per week during the term of the assistantship. These hours do not include time spent on normal academic course work.

B. Academic Semester Full-time Assistantship: Students receiving an Academic Semester Full-time Assistantship receive the same biweekly stipend payments and must work the same number of

hours per week (20) as Academic Year Full-time Assistants. Tuition remission is limited to nine (9) credit hours (9/12 in the case of art students) and must be used during the semester (either Fall or Spring).

It also provides 100% tuition remission for nine (9) (or 9/12 in the case of art students) credit hours per semester. In return, the student is required to be actively engaged in duties assigned by the sponsoring unit or individual for twenty (20) hours per week during the term of the assistantship. These hours do not include time spent on normal academic course work.

C. Academic Year Part-time Assistantship: An Academic Year Part-time Assistantship commits the sponsor of the assistantship to providing the student a stipend each semester of the academic year. This may vary from unit to unit.

It also provides for half-tuition remission (50%) of nine (9) credit hours per semester, with a limit of eighteen (18) credit hours per calendar year starting with the fall semester and ending with the following spring semester. A student who is awarded more than eighteen (18) hours of tuition scholarship is expected to register for at least nine (9) hours of classes in each of the fall and spring semesters, with the remainder of the scholarship hours being divided among the fall, spring, interim and/or summer (May I through Summer II sessions) as determined by the needs and requirements of the academic unit to which they are assigned. In return, the student is required to be actively engaged in duties assigned by the sponsoring unit or individual for ten (10) hours per week during the term of the assistantship. These hours do not include time spent on normal academic course work.

D. Academic Semester Part-time Assistantship: Students receiving an Academic Semester Part-time Assistantship receive the same biweekly stipend payments as Academic Year Part-time Assistants and must work the same number of hours (10) per week. Tuition remission is limited to nine (9) credit hours (9/12 in the case of art students) and must be used during the semester (either Fall or Spring).

It also provides half (50%) tuition remission of up to a maximum of nine (9) (9/12 in the case of art students) credit hours per semester. In return, the student is required to be actively engaged in duties assigned by the sponsoring unit or individual for ten (10) hours per week during the term of the assistantship. These hours do not include time spent on normal academic course work.

III. Types of Assistantships

A. Full-time University Sponsored Assistantship: these assistantships are fully funded by the University.

B. Full-time Externally Funded University Sponsored Assistantship: funding for these assistantships is provided by an external agency but are administered at the discretion of the University.

C. Full-time Externally Funded by a Sponsored Program Assistantship: funding for these assistantships is generated through grants from externally funded sponsored programs. The University, in accordance with the agreement between the University and the sponsoring entity, administers these assistantships. Externally funded assistantships that are established as a part of a grant are to be administered through the appropriate campus offices as established by the University.

D. Full-time Shared University and Externally Funded Sponsored Assistantship: In these

instances, money from a sponsored program or other source may be used to supplement funds provided by the University. The University, in accordance with the agreement between the University and the sponsoring entity, administers these assistantships.

E. Half-time Assistantships may be any of the types described in A. – D. above.

IV. Eligibility Criteria Used in Awarding Initial Assistantships

A. Term of Assistantships. The initial award shall be for the academic year with the following exceptions:

(1) Students who will graduate or have completed their course of study in December.

(2) Students who have their assistantship terminated for cause.

B. Enrollment Status. The student should be enrolled in nine credit hours (plus 6 credit hours during the interim session for FCBA students or 9/12 in the case of MA students).

C. Admission Status. The student must be a full-time student admitted unconditionally to a degree program. The initial award shall not be made to students whose admission status is conditional.

D. Reapplying. Students who apply and do not receive awards will have their applications kept on file and will be reconsidered in succeeding semesters if positions become available.

E. Dismissed Students. Students who have been dismissed and reinstated on probation are not eligible.

F. Probationary Status. Students on probation are not eligible until the probationary status is removed.

G. Grade Requirements. Students must have and maintain a grade point average of 3.0 on the 4.0 scale.

H. Enrollment Requirements. Students must be enrolled for nine (9) credit hours per semester. Students having IN/IP contracts to complete may not count these hours as enrolled hours. In the student's last semester, he or she may enroll for three (3) to nine (9) hours. If a student's courses end prior to the end of the semester they are still required to work the number of hours stipulated in their contract until the end date listed. If a student is enrolled in their last semester for zero (0) to two (2) hours, he or she is not eligible to receive an assistantship award for that semester.

I. Approval Signatures. The assignment of assistantships to individual students must have the approval of the Graduate Program Coordinator, Chair/Director of the unit, Dean of the College, Dean of the Graduate School and Principal Investigator and Controller's office where applicable.

The Recommendation Form must be signed and submitted to and approved by the Graduate School. Students awarded a Graduate Assistantship will receive a letter designated as a contract. This letter must be signed by the student and returned to the Graduate School within two weeks of the date of the letter before work can begin.

V. Criteria Used in Renewing Assistantships

A. Student Renewal Responsibility. Graduate Student Assistantships are not guaranteed from year to year. At the end of the award date to receive another assistantship the student should check with the department/unit they are working for regarding renewal policies and procedures.

B. Renewal Supervisor Recommendation. The department/unit must submit a new Recommendation Form for Graduate Assistantships to the Graduate School in order to renew an assistantship for another year or semester.

C. Students with IN or IP Grades. Students having an IP or IN on their record must have a

contract for completion by the end of the next semester on file in the Graduate School before approval for renewal will be considered.

D. Dismissed Students. The student who has been dismissed will not be considered for renewal.

E. Students on Probation. The student must not be on probation, but may be reconsidered when the probationary status is removed.

F. Approval Signatures. The Recommendation Form for Graduate Assistantships must receive the approval of the Graduate Program Coordinator, Chair/Director of the unit, Dean of the College, Dean of the Graduate School and Principal Investigator and Controller's office where applicable.

G. Enrollment Requirements. Students must be enrolled for nine (9) semester hours per semester. International students taking less than nine (9) hours must provide an F-1 Equivalency form to the appropriate on-campus immigration officer. Students having IN/IP contracts to complete may not count these hours as enrolled hours.

H. Maximum Award Semesters. A student may receive a graduate assistantship for a maximum of four (4) semesters. In cases where a student's program exceeds thirty-six (36) semester hours, the student may receive an assistantship for up to six (6) semesters.