Graduate Assistantship (GA) positions 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.
   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.
   c. have a minimum cumulative Grade Point Average (GPA) at the time of the award of 3.0 (or 3.3 in education Ph.D. programs). An undergraduate GPA will be used to assess eligibility for incoming first term students (i.e., 3.0).

   Departments and academic programs may request an extra-ordinary exception to the GPA stipulation (1.c) above for newly enrolled 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 (or 3.3 in education Ph.D. programs) 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.
   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 or Allied Health Services provider program.
   b. Must earn a minimum of three credit hour during the summer term or one 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 should be given the highest priority in the
allocation and assignment processes. Graduate assistantships are classified into four types of positions: 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:

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).

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.

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
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.
Summer assistantships: Students may hold an assistantship throughout all summer term weeks as long as they take and complete 3 hours of courses. The courses may be intensive or condensed into a few weeks of the summer term.

5. TERM LIMITS
Table I (see Appendix) 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 no less than the minimum stipend amounts, based on the student’s degree level, in accordance with minimum stipends published annually on-line by the College.

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 will 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 will be awarded. The tuition fellowship is a partial waiver of standard fees and waiver values will be published on-line. Students remain responsible for all mandatory fees.

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 may be immediately withdrawn from students who:

a. do not make satisfactory academic progress
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
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 the 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, 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
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.
   a. Scholarship/fee waiver awards will be immediately withdrawn from students who: are placed on academic probation, suspended, or expelled
   b. violate Indiana State University academic policies (academic integrity, etc.)
   c. a student whose GPA falls slightly below a 3.0 (on probation) may petition their supervisor/Chair and the Dean of the College of Graduate and Professional Studies to maintain the position for one semester.

10. OTHER EMPLOYMENT
ISU graduate assistantships are intended to support the graduate 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 graduate assistantship. See Reporting Guidelines for specific information. 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 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 28 hours per week in the combined positions.
Appendix

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

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