

Graduate Research Assistantships



MEMO TO: Graduate Assistants

FROM: Dennis Armistead, Executive Director, Faculty Personnel Services

Below please find a summary of current requirements and important information for graduate assistants appointed for the 2015-16 academic year.

A. Work Authorization (for new employees or those with expiring work authorizations only.)

In order to be in compliance with the "Immigration and Reform Act of 1986," the University must verify both your identity and authorization to work. **To do this, you must bring documentation to the Office of Faculty Personnel Services in 308 Warriner Hall to verify your identity and authorization to work in the United States.** This should be done prior to beginning your employment. Your offer of employment is contingent upon your producing appropriate documentation. For most individuals, a driver's license and an original social security card will suffice. *If you expect to work while in F-1 status, you may choose to present your unexpired foreign passport, Form I-94 Departure Record, and most current I20-ID.*

B. Eligibility Requirements for Appointment (Individual departments may establish additional criteria for graduate assistantships.)

- (1) Graduate assistants with appointments for the fall and/or spring semesters must register for and maintain a minimum of six semester hours of graduate credit at CMU during each semester of the assistantship. The Dean of the College of Graduate Studies will evaluate requests for exceptions on a case-by-case basis. A graduate assistant with a summer appointment must register for and maintain a minimum of one semester hour of graduate credit at CMU. Departments and/or Colleges may require enrollment in a greater number of hours, but may not establish a lower minimum.
- (2) Graduate assistants must be admitted for graduate study at Central Michigan University.
- (3) Graduate assistants must maintain at least a cumulative 3.00 GPA in all graduate work. A request for an exception must be submitted by the department chairperson to the College of Graduate Studies for approval accompanied by appropriate rationale. More than one Incomplete (I) grade per semester is grounds for termination.
- (4) Graduate assistants are expected to perform departmentally assigned duties in a satisfactory manner. As part of those duties, individuals are expected to attend graduate assistant training activities planned by their department and/or the College of Graduate Studies. The determination of satisfactory performance rests with the department and failure to perform satisfactorily is grounds for termination.
- (5) Graduate assistants are expected to comply with the policies, practices, and regulations of the University. Failure to do so is grounds for termination.
- (6) All new graduate assistants are required to complete an online Graduate Assistant Training program which will include important information regarding policies, services, responsibilities

and training requirements. The College of Graduate Studies will send an email to your CMU email account with additional information regarding all training.

C. Compensation

- (1) Stipends for individual graduate assistants will be determined by the department/college.
- (2) Graduate assistants appointed to less than a full-time equated GA load or appointed for less than an entire academic year will receive prorated stipends.
- (3) Graduate assistants are paid on the bi-weekly payroll schedule with Thursday pay dates. The first pay date of the 2015-16 academic year is September 10, 2015, and the first pay date of the 2016 spring semester is January 14, 2016.
- (4) The Benefit Programs document explains the tuition scholarship benefit, and other benefits available to graduate assistants.

D. Other

- (1) Graduate assistants are limited to working no more than 40 hours per bi-weekly pay period. Research conducted by graduate research assistants as part of the graduate assistantship, shall not exceed 40 hours per pay period, except as it relates to the graduate student's education, such as dissertation related research.
- (2) Effective with the beginning of the assistantship and continuing through the subsequent summer, sub-doctoral level graduate assistants are classified as Michigan residents for tuition purposes; graduate assistants who are enrolled in doctoral programs are classified as Michigan residents for the balance of their program.
- (3) Earnings from graduate assistantships are not counted as financial aid for purposes of qualifying for Guaranteed Student Loans. However, graduate assistant earnings are considered employment resources to apply against need for other financial aid programs.
- (4) If you completed the Free Application for Federal Student Aid (FAFSA), you MUST inform the Office of Scholarships and Financial Aid (OSFA) of the number of hours of tuition waiver you will receive. **Tuition assistance is considered financial aid and will reduce your student loan eligibility.** The amount of your financial aid (loans) cannot exceed the CMU cost of attendance minus your tuition remission as a Graduate Assistant. Failure to inform the OSFA will result in a reduction to your student loan eligibility after you have already received a refund for the semester. Contact the OSFA at (888) 392-0007 for additional information.
- (5) Graduate assistants who resign or terminate an assistantship prior to completing the full term of her/his appointment may forfeit a portion of the tuition benefit. In this circumstance, the tuition waiver benefit will be prorated based on the percent of appointment fulfilled and may result in a balance due on the student's account, for which the student will be responsible.