

Guidelines and Information for Ball State University Graduate
Assistants and Doctoral Assistants

A. Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants (Council of Graduate Schools)

1. Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.
2. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the students of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL< http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf> should accompany every scholarship, fellowship, traineeship, and assistantship offer.

B. Employment Verification

1. According to the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990 as interpreted by university attorneys, all employees including graduate, research, and doctoral assistants must have their identity and employment eligibility verified by completing a Form I-9. Ball State University participates in the Federal E-Verify program. The verification (I-9) process must be **initiated on or before the first day of work**, and must be completed within three (3) business days. If the employee is unable to present the required document(s) to establish eligibility for section 2 of the I-9 form within the time specified, the employee must produce a receipt showing that he or she has applied for the document(s). In addition, the employee must present the actual document(s) within ninety (90) days of the date of hire. **Assistants who are not verified within three (3) business days of the date of employment could have their employment terminated.** Verification must be done **in person** in the **Graduate School Office, West Quad Room 100.**

C. Eligibility

1. A master's level student **must** have completed the bachelor's degree before the beginning of the semester or term in which the graduate assistantship begins. A doctoral level student **must** have completed the master's degree before the beginning of the semester or term in which the doctoral assistantship begins unless prior approval is granted by the program director and Graduate Dean. Official transcripts **must** be on file in the Graduate School Office of Admissions.
2. Students must maintain a minimum cumulative graduate grade point average (3.000 for master's level or 3.200 for doctoral and specialist level) to continue on the assistantship. Any assistant with an academic year contract whose grades fall below the established

minimums at the end of the fall term will be reviewed by the hiring unit to determine if he/she can continue on the assistantship in the spring semester. The hiring unit will make a recommendation to the dean of the Graduate School either to terminate the contract prior to the spring term or request the assistant be allowed to continue thru the end of the contract period. The final decision rests with the graduate dean.

3. Assistants whose cumulative grade point averages are below the established minimums who are allowed to continue thru the end of their contract periods cannot be reappointed to a new assistantship contract until their grades reach the required minimums.
4. Matriculated students who are recommended for assistantships must also meet the established graduate grade point average minimums (see #2 above) before a contract will be issued.
5. Graduate assistants must maintain an on-campus presence during their assistantship. This may involve completing their assistantship duties on campus or taking courses on campus. Off campus assistantship work must be approved in advance by the Graduate School dean.

D. Stipends and Fee Remission

1. Graduate and doctoral assistants receive a stipend amount determined by the funding unit and approved by the dean of the Graduate School. Graduate students appointed for a summer term will be paid 15% of their previous academic year stipend, if an opportunity is available.
2. A portion of the tuition and nonresident fees of regular graduate assistants are covered by the fee remission as part of the assistantship provided the student is on contract and working by the last day of the university drop/add period.

Full time graduate and doctoral assistants are responsible for the following each semester or term:

- **A portion of tuition**
- **Technology Fee**
- **Recreation Fee**
- **Health Fee**
- **Course Fee**
- **Lab Fee**
- **Program Fee**
- **Other special fees required by Ball State University (including non-resident fees associated with courses)**

Half-time graduate and doctoral assistants receive fee remission of 55% of basic tuition and 55% of non-resident tuition. You are responsible for paying the following each semester or term:

- **45% of basic tuition**
- **45% of non-resident tuition**
- **Student Services Fee**
- **Graduate Fee**
- **Tech Fee**
- **Recreation Fee**
- **Health Fee**
- **Course Fee**
- **Lab Fee**

- **Program Fee**
- **Other special fees required by Ball State University (including non-resident fees associated with courses)**

You are responsible for paying all fees not covered by your assistantship each semester or term. You will receive an e-bill notification at your BSU email account each time a bill is created. To view your e-bill and pay online, go to www.bsu.edu/quickpay. To view current tuition and fees, go to www.bsu.edu/bursar. Fees are due the 1st of each month. Due date for fall is September 1st; spring is January 1st, and summer is June 1st.

3. If the period of employment for regular graduate and doctoral assistants is at least two full semesters (two summer terms constitute a semester), for fee adjustment purposes employment may be considered to include the semester immediately following the assistantship or the semester immediately preceding the second semester of the assistantship. Full semesters include the first through last weeks of the term.
4. Graduate and doctoral assistants are paid bi-weekly during their contract period by direct deposit only. Therefore, you must submit direct deposit forms to the Payroll Office in the Administration Building (AD) Room G29. Pay schedules may be found on the payroll website of Ball State University: www.bsu.edu/payroll.
5. Deductions are made for the Indiana State Income Tax, the County Option Tax (when applicable), and the Federal Income Tax. Please complete W-4 and WH-4 tax forms which are enclosed and return both forms to the Payroll Office, Administration Building (AD) Room G-29.
6. University Counsel is of the opinion that in most cases the stipend associated with graduate and doctoral assistantships is taxable income, and that withholding of income tax is required by law. However, you may wish to consult your own tax adviser with respect to the taxability of these payments under the applicable federal and state income tax laws. In the event you have determined that your stipend is exempt from taxation, please refer to instructions (Line 3 of Form W-4). As indicated in paragraph 4 above, Form W-4 must be returned to the Payroll Office. **See also tax liability for extra work under paragraph E.**
7. Policy and procedures for the remission and billing of contingent fees for mid-semester assignments and resignations of graduate assistants and doctoral assistants effective Fall of 1999.
 - a. **Student filling an assistantship vacancy after the university drop/add period**
No fee remission is available during the academic semester in which the student is initially appointed to fill the vacancy mid-term. All fees (contingent portion of the general fee, graduate course fee) will be waived for the subsequent academic term if the student is re-appointed as an assistant before the end of the drop/add period of that subsequent term to their initial assignment.
 - b. **Student vacating an assistantship after the university drop/add period –**
 1. If the student vacates their assistantship at any time after the university drop/add period but remains enrolled in courses, the student will lose their GA fee remission for that semester. The student will be billed tuition for the semester, and, if they vacate the assistantship during the Spring term, they will not receive summer tuition remission for that academic year.
 2. If the student vacates their assistantship and withdraws from their courses, the student will lose their GA fee remission. The student will be billed for the term's tuition at a pro-rated percentage based on the date of course withdrawal. Please refer to the Bursar page for the complete withdrawal registration fee refund

schedule:

<https://cms.bsu.edu/about/administrativeoffices/bursar/holdsfees/cancellation>

E. Policy Regarding Resignation/Termination of Assistantships

1. Assistants are expected to fulfill the terms of their contracts. An assistant who requests to be released from his/her contract prior to the end of the contract period must receive permission to vacate the position from the hiring unit and the dean of the Graduate School.
2. A hiring unit that requests termination of an assistantship contract prior to the end of the contract period must have informed the assistant in writing of any deficiencies and given the assistant an opportunity to correct the deficiencies within a specified time. If the assistant does not satisfactorily correct the deficiencies within the designated time, the hiring unit can make a recommendation to the dean of the Graduate School to terminate the assistantship for said student. The final decision on termination rests with the dean of the Graduate School.

F. Graduate Academic Course Load Limits for Graduate and Doctoral Assistants

	<u>Minimum</u>	<u>Maximum</u>
Fall and Spring	6 semester hours	15 semester hours
5-wk Summer Session	3 semester hours	6 semester hours
Combined Summer Terms	6 semester hours	12 semester hours

*Departments may have their own maximum enrollments.

G. Amenities

1. A limited number of scholar carrels are available in Bracken Library. Application forms may be obtained on the library web site, www.bsu.edu/library, under Services, and need the approval of the Graduate School. Full-time doctoral candidates working on their dissertations are given first preference. Students may also be eligible for a Muncie Public Library card. Please call 757-8200 for details.
2. The University may have work opportunities for the spouse if he/she is not a full-time student. For further information, contact Human Resources, Administration Building, Room 350, 285-1834.
3. There is no fee for regularly scheduled athletic events or university convocations. Tickets may be acquired by showing ID card. Recreation facilities in the Irving Gymnasium Complex and Ball Gymnasium are available to graduate and doctoral assistants and their dependents. For further information on recreation programs, services and facilities contact the Office of Recreation Programs, Room 201, Irving Gym, 285-1753.
4. All regular graduate and doctoral assistants are entitled for a 10% discount at the Ball State Bookstore on cash purchases to be used for them only. This discount is available only during the time period in which the assistant is employed and receiving a stipend. Charges must be made on Visa or MasterCard (**No discount on charges.**).
5. Graduate and doctoral assistants may borrow from and save in the Ball State Credit Union, 2900 N. Oakwood, 285-1065. The Credit Union also has an office in the village.

6. Graduate and doctoral assistants are eligible to register with the Ball State Career Center, Lucina Hall 220, 285-1522. Professionally trained spouses of assistants may seek the assistance of the Career Center in locating employment during their stay in Muncie.
7. The spouse or children of graduate and doctoral assistants shall also receive resident classification during the term of such employment if residing with such person upon registering and receiving courses at Ball State.

H. Campus Sexual Violence Elimination (SaVE) Act Training

1. The Campus SaVE Act requires institutions of higher education to provide “mandatory ongoing primary prevention and awareness training” for all employees that address our prohibition against domestic violence, dating violence, sexual misconduct, and stalking.
2. All BSU employees, including Graduate Assistants (GAs), will be required to participate in SaVE Act Training. Graduate Assistants will receive an e-mail notification about this soon after the start of term.
3. For more detailed information regarding Ball State's Campus SaVE Act training for employees, contact Associate Director of Learning and Development Jerry Winans at 765-285-1819 or visit the Campus SaVE Act section of the Learning and Development website at: <http://cms.bsu.edu/about/administrativeoffices/humanresources/learndev>.

I. Other

1. University housing fees must be paid **prior** to occupancy. Consult with the Bursar, Lucina Hall, Room 36, 285-1731, if you have questions. For information relative to housing, write or call the Director of Housing, Dr. Alan Hargrave, 765-285-8000.
2. Graduate and doctoral assistants will need the approval of the chair of the department before obtaining building keys from the Business Office.
3. Physical examinations, medical advice, bed patient care, and dispensary treatment are provided by the University Health Service. The University Health Service does not make out-patient calls in dormitories or student residences. Graduate students may also take out student health insurance. For further information concerning student health insurance contact the Office of the Controller, Administration Building, Room 301, 285-8444.
4. Social Security Numbers, Confidentiality Agreements, and Identity Theft. Ball State recognizes that it collects and maintains confidential information relating to its employees and individuals associated with the university. To ensure the privacy and proper handling of this information, the university has developed policies to protect people’s information. The Social Security Number Policy is at www.bsu.edu/bsuid. Part of the Social Security Number Policy includes signing a “Confidentiality Agreement” which is online at www.bsu.edu/webapps2/formfinder/compliance.htm if the graduate assistant has access to confidential information, including social security numbers and/or credit card numbers. The completed Confidentiality Agreement should remain in the department where the graduate assistant has the graduate assistantship. In addition, the Identify Theft Prevention Program Policy is at www.bsu.edu/bsuid. Graduate assistants are expected to be familiar with each of these policies as penalties include the university’s obligation to notify the Attorney General of the state of Indiana if the university has a breach and social security numbers or other information is released in a non-approved manner. Never send a social security number or a credit card number in an email or as an attachment.