INSTRUCTIONS TO ESTABLISH A
GRADUATE ASSISTANTSHIP

Schools or Administrative Units wishing to establish a Graduate Assistantship complete parts A-C of the form "Request to Establish/Renew a Graduate Assistantship" and submit it to the Director of Graduate Studies for approval. The Budget Director will sign when funds are available in the School's or Administrative Unit's account.

Graduate Assistantship Policy:

1. Graduate Assistantship payments will be based on an hourly rate equivalent to an academic year annualized amount generally in the range of $3,500 to $5,500. Summer Graduate Assistantship payments will be awarded on a prorated basis.
2. Schools or Administrative Units hiring Graduate Assistants will be expected to fund instructional fees and payments for Graduate Assistantships. The amount of the fee waiver will be applied to the student's billing/receivable account. Departmental budgets will be charged accordingly.
3. Graduate Assistants are considered Indiana residents for purposes of assessing tuition for the duration of their appointment. If a student resigns from a Graduate Assistantship but remains a USI student, the student's residency classification for subsequent terms reverts to what it would have been without the Graduate Assistantship.

Procedures to Appoint a Graduate Assistant:

1. The School or Administrative Unit establishes a Graduate Assistantship (using the form "Request To Establish/Renew A Graduate Assistantship").
2. An individual student applying for a Graduate Assistantship completes an Application for Graduate Assistantship and submits it to the Office of Graduate Studies.
3. The Office of Graduate Studies sends copies of the application to the school/administrative units with established assistantships.
4. The Director of Graduate Studies and the Dean/Director of the School(s)/Administrative Unit(s) review the application.
5. The Dean/Director who wishes to hire the applicant approves the Application, establishes a pay rate, and notifies the Office of Graduate Studies of the appointment in writing (electronic or paper).
6. A formal letter of appointment is sent to a new Graduate Assistant by the Director of Graduate Studies for the student to sign acceptance and return to the Office of Graduate Studies. The letter's contents are based on information in the Request To Establish/Renew A Graduate Assistantship. Copies of the signed letter are distributed to appropriate administrators.
7. To place a new Graduate Assistant on payroll, the supervisor/fiscal agent of the new Graduate Assistant submits a Student Employment Notification to Human Resources and sends the student to Human Resources to complete the necessary documents.
8. When the student receives his/her bill for semester enrollment, the student reviews the bill to verify that the waiver appears on it, signs the bottom portion of the bill, notes "Graduate Assistant" on it, and returns it to the Cashier's Office. The student submits payment for fees not waived by the assistantship (i.e., when student enrolls for more credit hours than assistantship covers).
9. At the completion or termination of the student's Graduate Assistantship, the supervisor will submit the white and pink copies of the Student Employment Notification to the Graduate Studies Office. The Graduate Studies Office will send the white copy to Human Resources and the pink copy to Student Financial Assistance and notify the Cashier's Office and Registrar's Office of the termination.
10. Each semester the Graduate Studies Office will distribute an update on the Graduate Assistants to the following offices: Human Resources, Student Financial Assistance, Registrar's Office, supervisors.