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UNI Mission Statement

The University of Northern Iowa is a comprehensive institution dedicated to providing a personalized learning environment, founded on a strong liberal arts curriculum. It is committed to being an intellectually and culturally diverse community. The University focuses both on undergraduate education, and on selected masters, doctoral and other graduate programs. It is characterized by excellence in three areas: teaching and learning; research, scholarship and creative work; and service. Through its varied endeavors, UNI shares its expertise with, and provides service to, individuals, communities and organizations throughout the state, the nation and the world. For more information, please visit http://www.uni.edu/strategicplan/.

Drug and Alcohol Policy

It is the policy of the University of Northern Iowa and the Board of Regents to provide for a drug free work place and learning environment for students and employees. For the University policies, please visit http://www.uni.edu/policies/413 and http://www.uni.edu/policies/1318.

Discrimination, Harassment, and Sexual Misconduct Policy

The University is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, sexual misconduct, and retaliation under this policy. For the University policy, please visit http://www.uni.edu/policies/1302.

Equal Opportunity & Non-Discrimination Policy

It is the policy of the University of Northern Iowa that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, education or activity of the University based on protected-class status. For the University policy, please visit http://www.uni.edu/policies/1303/.

Accommodations of Disabilities Policy

It is the policy of the University of Northern Iowa that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large. For the University policy, please visit http://www.uni.edu/policies/1315.
What is a Graduate Assistantship
Graduate Assistantships are available to qualified students who are working toward a graduate degree at the University of Northern Iowa. They may only be held by full-time students who are in residence during the time of their appointment.

Graduate Assistantships are essential for the recruitment of excellent students into the graduate program. A well-funded Graduate Assistantship program is an important component in the university's efforts to attract high quality students. Such students enliven the academic environment of the university by setting high standards for their fellow students and calling forth the best from their professors. Assistantships can provide the means for an influx of new ideas and viewpoints since they attract students from other colleges and universities.

These awards make it possible for many students to enroll full-time in graduate degree programs who would otherwise be forced to seek their degrees through part-time study. They not only enable the student to complete his or her degree more quickly, but also afford the benefits of full-time involvement in study and academically related pursuits at the university. The level of financial support has become a significant factor in the ability of a university to maintain a strong graduate program.

Graduate assistants are full-time graduate students employed on a half-time basis (10 hours per week) or on a full-time basis (20 hours per week) to work on assignments which meet the guidelines approved by the Graduate Council. A graduate assistant receives a salary for services rendered to the University.

Types of Graduate Assistant Positions
There are three categories of Graduate Assistantships.

Graduate Teaching Assistants
Graduate students given primary responsibility for the instruction of undergraduate courses are the exception rather than the rule. Students should only be given such responsibility under carefully defined conditions. The department and the Graduate Assistant must adhere to the Policy on Teaching Assistant Evaluation and Training at the University of Northern Iowa approved by the Graduate Council on September 1, 1992.

Ideally, instructional assignments are to be undertaken by second year graduate students. The assistant assigned significant instructional responsibilities is to be carefully supervised by senior faculty, and the assistant's assignment should not exceed six contact hours per week for a full-time graduate assistantship assignment. Students assigned to teaching functions should not be given sole responsibility for courses. The conditions under which a student may assume primary responsibility for an undergraduate course must include the following components as well as other conditions described in the Policy on Teaching Assistant Evaluation and Training at the University of Northern Iowa: (a) proficiency in oral communication, (b) pre-service training and orientation, (c) ongoing instructional support, and (d) teaching performance evaluation/course evaluation.
Graduate Research Assistants
Research Assistants are selected for excellence in scholarship and promise as researchers. They do research as a portion of their training under the direct supervision of regular faculty members or support the research initiatives of the institution.

Graduate Service Assistants
Graduate Service Assistants assist in a service unit whose mission is closely related to the student’s area of academic study and interest. They are responsible to a professional member of the service unit who supervises and trains the student in the service role. The main purpose of the assignment is to assist in the service role of the unit.

In this handbook, the term Graduate Assistant (or GA) is used to refer to all positions.

Employment Restrictions of Graduate Assistants
Graduate Assistants are not eligible for additional UNI employment as an adjunct, faculty, P&S, or merit employee and cannot be hired as a student employee within the department where their assistantship is assigned. Exceptions for a student position in the department of their assistantship require a written request to, and approval by, the Dean of the Graduate College.

Domestic (non-international) students: Domestic graduate students who serve as Graduate Assistants cannot work more than 29 hours per week of University employment in the combination of assistantship and hourly student employment and occasional special engagement employment**. There are no exceptions to this rule.

International students: Federal Law mandates that international students who are employed by the University are limited to working a maximum of 20 hours per week. Therefore, any international graduate student who serves as Graduate Assistant cannot work more than 20 hours per week of University employment in the combination of assistantship and hourly student employment and occasional special engagement employment**. There are no exceptions to this rule.

Note: Full-time graduate assistantships are twenty (20) hours per week. Half-time graduate assistantships are ten (10) hours per week.

The Graduate College has no restrictions on the hiring of students who have a Graduate Assistantship by employers outside the University. However, International Students are restricted by immigration regulations from working off-campus without proper authorization. Questions about employment/internships for international students should be directed to the International Services Office at (319) 273-6421.

**Some Occasional Special Engagement Employment examples are:

- Judging
- Music at commencement or other events
- Translation services
The following actions will be taken in response to violations of these employment restrictions:

Payroll will monitor University employment hours and will inform the Graduate College of any violations.

The Graduate College will communicate in writing to the student with direction that no further violation occurs. This communication will be carbon copied to the departmental employer (non-GA position department).

Students that violate the maximum hours after their initial violation notification could be terminated from their student employee hourly position.

Graduate Assistantship Job Descriptions

Each Graduate Assistantship position must have a job description that must be reviewed and approved by the Graduate College prior to its use. Each type of assistantship the department offers must be posted to the departmental website prior to accepting applications. The department must provide each student with their specific job description immediately upon starting their Graduate Assistantship position, if not earlier. A copy of the job description should be kept in the student’s departmental personnel file.

Academic credit may not be given for Graduate Assistant assignments or any work or services performed as part of the assigned duties for a Graduate Assistantship.

Guidelines for Graduate Assistantship positions:

- Assistantships best serve graduate students and the university when they are used as an integral part of graduate education. They should under no circumstances detract from a student's graduate education nor distract him or her from its pursuit. Assistantships cannot be justified merely as a source of inexpensive labor or even merely as financial support for students.
- Graduate Assistant assignments should enhance students' graduate education by exposing them to the professional activities and concerns of their discipline, involving them in university activities related to their academic and professional interests, and giving them opportunities to work closely with faculty and other university professionals. This extensive, tutorial experience is a valuable part of the professional development of graduate students.
- Students on Graduate Assistantships should provide high quality support for the academic activities of a university. Graduate assistants, within the instructional and research components of a university, provide a flexible, cost-effective, and competent resource.
- In the academic programs, the Graduate Assistantship system supports and strengthens graduate and undergraduate instruction. The contributions of graduate assistants include teaching under careful supervision, providing teaching or research support for faculty, serving as laboratory assistants, and serving in other academically appropriate ways.
• The department is responsible for ensuring that the work load is academically appropriate and meets maximum hour guidelines. Departments are encouraged to consult with students in making work assignments.

Where are Graduate Assistantships Offered

Positions are available in both academic and support service units at UNI. Some assistantships are funded internally and others are funded through external funds. Regardless of the funding source, all policies and procedures pertaining to them are the same.

Academic Departments. Assistantships in academic units support the instructional programs, research efforts, and service roles of UNI’s academic units.

Students may apply for a Graduate Assistantship in a different academic unit than the one in which they are pursuing their degree.

Some graduate assistants are classroom instructors and others are laboratory instructors and tutors. In many instances, graduate assistants work closely with a faculty member to assist with classroom preparation, grading, and teaching an occasional class. Some graduate assistants are trained to assist undergraduates in advisement and course selection. Many work as research assistants on faculty research and service projects supported by either state funds or funds from grants and contracts.

Support Service Departments. Some Graduate Assistantships are available in other areas of the university besides academic departments. Some assistantship openings in support service units are posted on the Graduate College website at http://www.grad.uni.edu/ or they could be posted at the particular support services department looking for a Graduate Assistant or on the UNI job board.

Application Process for Graduate Assistantship

An individual who wishes to apply for a Graduate Assistantship can find the application form on the Graduate College website. http://www.grad.uni.edu/assistantships. This form can be submitted electronically as an email attachment to the department from which he or she is seeking an assistantship, or to a non-academic department looking for a Graduate Assistant in which the duties would pertain to the student’s field of study. See Appendix A of this document for a sample copy of the application form. Steps in the application process are:

• The applicant must complete all items on the form.
• An applicant can apply for a Graduate Assistantship for both fall and spring semesters of an academic year or for the fall semester only or the spring semester only.
• The applicant must submit the application form to the department in which she or he is applying for a Graduate Assistantship. The applicant should not submit this form to the Graduate College unless the position description directs that.
• Before an applicant can be awarded a Graduate Assistantship, the applicant must be accepted into a graduate degree program.
• Students seeking support should submit the application form by February 1st to be considered for the following academic year. *Failure to do so may prevent the student from being considered for support.* Students should consult the program of interest for more information.
• The department will decide which applicants to recommend to the Graduate College to be awarded a Graduate Assistantship.
• All offers for a Graduate Assistantship to students MUST come from the Dean of the Graduate College via email, copied to appropriate departmental employees. (See “Offer and Acceptance Process” section for details on these procedures). Departments should NOT inform a student verbally, or in writing, that they will be receiving, or will be recommended for, a Graduate Assistantship.

A student who has been awarded a Graduate Assistantship receives the award only for the duration stated in the formal letter(s) of offer from the Dean of the Graduate College. Students seeking continued support *must complete a new application* and submit the form to the department.

**Eligibility for Assistantships**

Assistantships at the University of Northern Iowa are granted to excellent students. Before an assistantship can be awarded all of the following must be met:

• U.S. students must possess a bachelor's degree from a regionally accredited institution prior to the start of the assistantship appointment. International students must have graduated from an undergraduate academic program.
• The student must have been admitted to graduate study at the University of Northern Iowa on a degree-track basis, either regular admission or provisional admission for non-GPA reasons. (Admission must show on the SIS student record).
• A newly admitted graduate student must have at least a 3.00 grade point average for undergraduate or previous graduate work. The student must maintain a minimum Plan GPA of 3.00 in order to be eligible for continued or further appointment.
• The student must be enrolled full-time and carry a minimum of 9 on-campus graduate-level credit hours for each semester during the award. The expectation is that these will eventually apply to the degree. Workshops, audit, undergraduate, CIEP or correspondence courses may not be used as part of the minimum load.
• Master/Specialist students are allowed a maximum of four (4) semesters of support per degree.
  a. Graduate Assistantship support and/or Graduate College tuition scholarship support counts as a semester of support, even if only one of these is awarded.
  b. Students with a graduate double major can receive up to 8 semesters of support as long as progress in the second major is made each academic year.
• Doctoral students are allowed a maximum of six (6) semesters of support (students on doctoral support have to have received their master's degree before starting doctoral support).
• Students who must resign their graduate assistantship before the end of the eighth week of classes due to a documented FMLA-type circumstance will not be counted as receiving a semester of support for the purposes of determining number of semesters of support.

• International students may be offered assistantships but additional items need to be considered.
  o Offers to International students should be made as soon as possible to allow time for the student to apply for documents necessary for attending UNI.
  o International students should contact International Graduate Admissions (319-273-5925) during their admission process. http://www.uni.edu/intladm/graduate
  o International students need to be aware of TOEFL/IELTS score admission requirements. International Graduate Admissions (319-273-5925) can provide information on this. http://www.uni.edu/intladm/graduate
  o If an international student will be on an assistantship that involves teaching or tutoring undergraduate students, the employing unit must verify that the assistant's command of the English language is sufficient to allow easy communication with undergraduate students in a classroom.

Graduate Assistantship Appointment Process

Graduate Assistantships, whether funded through the Graduate College or through department or grant funds, are awarded by the Graduate College and are made under the Council of Graduate School guidelines. The steps in the appointment process are:

• By mid-February, the Graduate College will notify each graduate program/department of the minimum number of Graduate Assistantships committed to the graduate program/department from Graduate College funds. (If graduate program/department determines at any time they will not use any portion of the Graduate College allocations they should notify the Graduate College so that funding can be made available to other graduate programs/departments.)

• Graduate programs/departments review all Graduate Assistantship applications received. The department must consider all qualified students; however, continuing students who have performed well should have priority for continued support. Graduate Assistantship decisions reside in the graduate program/department. The graduate program/department will need to determine who will be offered an assistantship and at half-time or full-time status. The department will also determine if the offer is for fall semester or spring semester or both.

• By recommending a student to the Graduate College for a Graduate Assistantship, the department certifies that the student meets the qualifications stated in the preceding section. Departments should NOT offer these awards verbally, or in writing, to a student or tell a student that they have been recommended for an award. At most, departments can tell students that “Recommendations for financial support are sent to the Graduate College, which sends out official offers.”
The steps in the Graduate Assistantship offer and acceptance process are:

- The department will need to complete an offer form for each student. This offer form is located on the Graduate College website. Step by step directions on how to complete the form is provided on a separate tab of the document. [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships).

- After completion of the form, the department head or college dean must sign and then the form is submitted to the Graduate College. (Secretaries or others cannot sign for the department head or dean.)

- If a GA is being funded by a Foundation account, the paperwork will need to be sent to the Foundation for approval signature before sending to the Graduate College.

- Departments should be sure to track available funds from the account listed on the offer paperwork.

- Offer Forms for support should be received in the Graduate College no later than April 1st. An exception to the April 1st deadline is provided for spring only offers for spring admits or a first time offer to a student, which should be received in the Graduate College no later than December 1st. Note: Spring only offers to a student that has received prior offer(s) do not fall under the exception and therefore their offer paperwork needs to be received in the Graduate College by the April 1st deadline. Departments that have Graduate College allocations that do not follow guidelines and due dates may forfeit that funding back to the Graduate College for possible reallocation elsewhere. Departmentally funded assistantship offer forms are highly recommended to be submitted by April 1st, but will be accepted up until July 1st, since these funds do not come directly from the Graduate College.

- Offer forms for students who do not qualify for the appointment or for whom funds have not been allocated should not be submitted. If a form is received for a student who does not qualify, or if the paperwork is incomplete, or the offer is unable to be processed, the form will be returned to the department. If the form is incomplete a new completed offer form can be re-submitted for that student.

- Once the Graduate College reviews the offer form, and determines the student meets eligibility requirements, a formal letter of offer for a Graduate Assistantship will come directly from the Dean of the Graduate College via email with a copy to departmental employees listed on the offer form.

- The student should read the full offer letter to make sure they are aware of all provisions of the offer. Any questions the student may have regarding the offer should be directed to the department.

- To accept a Graduate Assistantship offer, an applicant must respond in writing. They can do this by clicking on “Reply All” from the offer email and indicate clearly if they accept (or decline) the award being offered. Each offer email must be responded to separately.

- If a student accepts an offer and later must decline, the student must notify the Graduate College and awarding department in writing.
• If a student declines their Graduate Assistantship offer, the department can make an offer to another qualified student and an offer form should be initiated for this next selected individual. Note: After April 1st, this needs to be done within five business days of the student declining their offered award(s). Any declined Extra or Minority awards designated for a specific student must return to the Graduate College for reallocation.

• The University of Northern Iowa has supported a resolution by the Council of Graduate Schools that 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 student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

• It is the responsibility of the department head or designee to notify students, in a timely fashion, who have not been recommended for an award.

Process for Assistantships After Offer is Accepted

Students must be registered for at least 9 graduate-level credit hours each semester while employed as a graduate assistant. It is ultimately the student’s responsibility to make sure this is done in a timely manner, but the department may help the student in getting this accomplished.

In the summer, students with assistantships must be enrolled in at least 2 graduate-level credit hours during each 4-week summer session in which they have their assistantship. A 2 credit enrollment in the June-July 8-week session satisfies this requirement for both June and July.

A PAF should be initiated as soon as possible after the student has accepted their assistantship AND they meet the GPA and course registration requirements.

For fall assignments, if the student is registered in summer courses, the PAF cannot be submitted until summer grades are posted and there is verification that the student’s Plan GPA is 3.00 or higher.

For spring assignments the PAF cannot be submitted until after fall grades are posted and there is verification that the student’s Plan GPA is 3.00 or higher.

Do not submit a PAF for a student who has not yet received their bachelor’s degree.
Employment must not begin until the PAF has been approved by all parties in the Graduate College and the student’s new hire paperwork is received by Human Resources. Employment for a Graduate Assistantship must not begin before the first day of classes of each semester. If new hire paperwork is not completed and received within three days of the effective employment date, by Federal regulations, steps will be taken to terminate the appointment.

If all requirements are not met within three days of the effective employment date, the start date will be revised to be the Monday following the date that requirements are met, and the salary will be prorated based on this date. Students need to be enrolled for the required 9 graduate-level hours and have all requirements met before August 10 in order to be guaranteed they will receive an August pay check and before January 10 to be guaranteed they will receive a January pay check. These dates assume the PAF is submitted and comes to the Graduate College in a timely manner.

**Assistantship Salary**

Graduate Assistantship salary amounts vary based on the graduate student's degree and these rates change from year to year. For the current year’s salary amounts contact the Graduate College.

Salaries are based on 16 work weeks for the semester. (Excludes Thanksgiving week during the fall semester and spring break week during the spring semester). Salaries are paid through payroll the last day of the month and are evenly distributed over 5 months. (August-December for fall and January-May for spring)

**Benefits**

Graduate Assistantships must cover the entire semester in order to qualify for benefits.

All graduate assistants, with at least a half-time appointment for an entire semester, receive the following benefits:

- Tuition billed at resident rates
- Spouse billed tuition at resident rates (must be requested on the assistantship application form)
- Can purchase an “A” parking permit (“A” permit rates will apply)

Graduate Assistants are covered by Worker's Compensation. However, Graduate Assistants are not eligible for University-sponsored insurance benefits, sick or vacation days as part of the GA position. For information on how to purchase health insurance contact the Student Health Clinic.

**Graduate Assistant Appointment Terms**

Graduate Assistantships are offered on a semester basis during the academic year.

Summer-only appointments for graduate assistants are rare and are usually funded by the department. Summer graduate assistants are offered as a 4 week summer appointment and the student must be enrolled in at least 2 graduate-level credit hours during the same time frame and have a Plan GPA of 3.00 or higher.
Work Hours
Graduate assistants with a half-time assistantship should work ten hours per week and those with a full-time assistantship should work twenty hours per week. Under no circumstances should a graduate student be required to work more than 10 (half-time) or 20 (full-time) hours per week. If a student worked less than their required hours during one or more weeks, that student should not be asked to make up this time during any other time period.

Graduate assistants do not submit time cards but the student and supervisor should track hours worked.

Graduate assistants should begin work the first week of classes, if the student meets qualifications and PAF has been approved by the Graduate College. The appointment extends through final exam week. The exact dates are specified in the student’s offer letter. The student cannot be required to work Thanksgiving week during the fall semester and Spring break week during the spring semester. Graduate assistants should not work during the winter break.

Extended Leaves – If a Graduate Assistant is gone and cannot work their assistantship hours for reasons out of their control, the student shall provide their employer and the Graduate College with written notice as soon as possible, preferable prior to the dates of the requested leave. The notice needs to include the reason for the absence and dates gone and any backup documentation to support the reason for taking a leave, if applicable.

When a student takes a leave from their assistantship for any reason, their salary will be prorated based on the duration of their leave.

Absences
Jury Duty/Subpoenaed as a Witness – If a Graduate Assistant is called to serve on a jury or as a witness, and is not excused/released, the department must allow the GA to adjust his/her work schedule accordingly. Proof of jury duty services or subpoena showing dates and times of service will be required to turn into their supervisor and should be kept in the student’s personnel file in the department. Any jury duty pay received other than reimbursement for travel, meals, or parking should be surrendered to the University through the cashiers in the Office of Business Operations.

Military Service – If a Graduate Assistant is called to Active Military duty the student is eligible for a withdrawal from the semester without F’s and without revocation of their tuition scholarship, if they have one. A copy of the student’s military orders will need to be provided in order to not have their scholarship revoked. The student would need to resign their Graduate Assistantship since they will no longer be enrolled and they are unable to fulfill their Graduate Assistantship duties.

National Guard – Supervisors/departments are expected to allow a GA to adjust his/her work schedule to accommodate National Guard duty/training.
FMLA (Family Medical Leave Act) – Graduate Assistants do not meet the eligibility criteria for leave under the Family Medical Leave Act. However, students who must resign their graduate assistantship before the end of the eighth week of classes due to a documented FMLA-type circumstance will not be counted as receiving a semester of support for the purposes of determining number of semesters of support.

Pregnancy, Birth or Adoption of a Child - See Parental Support and Relief for Graduate Assistants below.

Maintain Contact with Supervisor
Graduate assistants must work closely with their supervisor in carrying out assigned duties as specified in the student’s job description. At a minimum, this means having regular weekly contact.

To get the most from this experience, both the graduate assistant and the supervisor should establish goals early during the term of appointment and work together to achieve them. This also means assessing work experience, in consultation with the supervisor, on a regular basis.

If problems arise, the student should first seek help from the supervisor. If a resolution can’t be reached, then the student should seek help from the next appropriate level, usually the individual to whom the supervisor reports.

Graduate Assistant Performance Appraisals
Evaluation is a crucial part of the assistantship experience. It should be a supportive and constructive process that helps identify strengths as well as weaknesses and develops a plan for improvement.

All Graduate Assistants must receive a formal performance appraisal twice a semester by their supervisor. The first performance appraisal should be done 3 weeks after the student’s start date and then another appraisal be done at the end of the semester. At any point during the semester, additional performance appraisals may be done at the request of the graduate assistant or their supervisor.

As a first step in the performance appraisal process, the student must be provided a job description and be given clear information by the supervisor about job expectations at the beginning of the employment period and must be informed of the ways in which progress will be measured.

The department must use the Graduate Assistant Performance Appraisal form, which is located on the Graduate College website. [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)

The performance appraisal process involves the student and the supervisor discussing a written evaluation and is intended to be constructive and to serve as an aid to the graduate assistant in correcting any cited performance problems. Following the review, the performance appraisal form will be signed by the supervisor and the graduate assistant. The program coordinator needs to sign the form after the evaluation has
been done and has been signed by the graduate assistant and their supervisor. Both the student and the supervisor share responsibility for ensuring that the evaluation process is carried out.

The performance evaluation should be kept in the Graduate Assistant’s personnel file in the department. Any negative evaluations or discipline issues, and all related documentation, need to be sent to Human Resources immediately. A copy of these should also be kept in the GA’s personnel file in the department. The student’s personnel file should be kept in the department for at least 3 years once the student is no longer a graduate assistant in the department.

Performance Appraisal Training for GA Supervisors

To assist supervisors in conducting productive performance appraisals, the HRS website provides many training resources on preparing for and conducting performance appraisals, including “Supervisor’s Guide for Conducting Performance Appraisals” and recorded training http://www.vpaf.uni.edu/hrs/training/perf_appraisal.shtml. This training is geared toward performance appraisals of staff, but may be useful for appraising graduate assistants as well. This training is typically presented live in late February or early March each year by HRS, but the recorded version can be viewed at any time. The Performance Appraisal Training offered will help supervisors see the benefits of offering feedback and conducting performance appraisals. They will also develop ways to reduce the negativity often associated with the evaluation process.

Academic Integrity

Whether working in a laboratory, classroom, office, or other setting, graduate assistants must maintain standards of academic honesty and integrity and report any violations of these to their supervisor. Students must also keep well informed of departmental, college, and institutional regulations and follow them consistently.

Satisfactory Academic Progress

If a graduate assistant’s Plan GPA goes below 3.00, their assistantship will be discontinued. If their Plan GPA returns to 3.00 or higher the student would qualify for an assistantship offer and would need to complete and submit a Graduate Assistant application form.

Parental Support and Relief for Graduate Assistants

(Approved by Graduate Council 2/27/14)

Graduate assistants who wish to suspend their academic responsibilities because of pregnancy, the birth or adoption of a child may request parental support or relief during the semester in which the pregnancy, birth or adoption occurs. This policy applies to graduate students who are current graduate assistants and who are/will be related to the child as mother or father, including domestic partners. If both parents are graduate assistants, this policy applies to both. This policy is not mandatory – if the graduate assistant chooses not to suspend academic responsibilities during the semester of the pregnancy, birth or adoption of a child, no action is warranted.
Summary of Policy

1. The Graduate Assistant must be currently enrolled in an academic program, and in good academic standing.

2. The Graduate Assistant shall provide his/her employer with written notice not less than thirty days prior to the date of the requested leave, if practicable. In the case of unforeseen/emergency circumstances only, to the extent reasonably possible the graduate assistant must give a verbal notice to his/her employer at least twenty-four hours prior to taking leave.

3. The Graduate Assistant must provide medical or legal documentation of the birth or adoption to his/her supervisor.

4. Prior to taking the leave, to the extent reasonably possible, the Graduate Assistant must make all arrangements with course instructors regarding making up coursework during the time of the leave.

5. If a student takes a leave from their assistantship due to Parental Support leave their salary will be prorated based on the duration of their leave.

6. Students who must resign their graduate assistantship before the end of the eighth week of classes due to Parental Support leave will not be counted as receiving a semester of support for the purposes of determining number of semesters of support.

7. If a student is receiving a tuition scholarship, the scholarship will be retained by the student, who will complete all course requirements as determined in item #4 above. If the student withdraws from courses, the student may be required to repay the scholarship amount, as described in current Graduate Assistantship policies.

8. The graduate student who remains enrolled shall retain full access to UNI library services, computing services including e-mail and MyUniverse, health center, sports and performing arts activities, and on-campus housing during the semester of leave, provided the necessary financial obligations are satisfied. If the student withdraws from all courses, the student will lose access to some of these services.

9. The graduate student will be granted a one semester extension on the recency requirement. The graduate student must file a student request to enact this extension.

Special Considerations

- All graduate students are responsible for determining the implications for eligibility of student loans and loan deferment privileges.

- All graduate assistants are responsible for discussing with their research advisor how a leave would affect time-sensitive research projects and reporting, and the feasibility of resuming the same research project on return from leave. A graduate student may not necessarily be able to resume the same research project after a leave, but will have the opportunity to engage in similar research projects on return.

- International graduate students are responsible for determining the implications of a leave for fulfilling visa requirements.
Resignation of a Graduate Assistantship

A graduate student may elect to resign their Graduate Assistantship. If students are carrying a full-time load in their program of study and are maintaining a 3.00 grade average or higher, they may retain their Graduate Tuition Scholarship, if applicable, even if they elect to resign their Graduate Assistantship. Full-time students in good academic standing cannot be forced to resign their tuition scholarship, even if their Graduate Assistantship is terminated because of their failure to perform the work assignments required of their assistantship. However, Tuition Scholarships awarded under an externally funded grant may be terminated as well, if required under the terms of the grant.

If a student resigns from their Graduate Assistantship they must provide written notice to the Graduate College and to the department. Their salary will terminate on the day the resignation is effective, or the last day worked if prior to resignation. Payroll will contact the student if any overpayment has been made to the student to work out repayment of these funds.

If the student is a non-resident and resigns from their Graduate Assistantship they will be charged tuition at the non-resident rate.

If the student who also has a scholarship resigns because they are dropping all classes or dropping below a full-time load in the program of study, the scholarship will be revoked and the student will be required to pay the entire tuition charges for that semester.

Termination of a Graduate Assistantship

The Graduate Assistantship cannot be terminated without appropriate procedures.

Suspension or dismissal of a graduate student from the University for disciplinary reasons will terminate a student’s Graduate Assistantship.

Any member of the University who is found to have engaged in discrimination or harassment that violates University policy or the law will be subject to disciplinary action, including termination or dismissal. Faculty and graduate students should familiarize themselves with the University Discrimination and Harassment Policy. http://www.uni.edu/policies/1302. Suspension or dismissal of a graduate student from the University for violation of this policy will terminate a Graduate Assistantship. Other disciplinary actions against a graduate student resulting from a discrimination or harassment complaint may also lead to termination of a Graduate Assistantship.

A Graduate Assistantship may also be terminated for any one of the following reasons: a) the Plan GPA falls below 3.00, b) the semester course load falls below the minimum full-time load of 9 on-campus graduate credit hours in the program of study, or c) an allegation of academic or scientific misconduct such as cheating, plagiarism, or falsification of data, has been investigated and verified. Departments need to monitor the GPA and enrollment requirements closely.
In addition to the above reasons, a student’s Graduate Assistantship may be terminated when there is substantial written documentation that a student consistently has not carried out work assignments which fall within the description of the assistantship position. Students on Graduate Assistantships are employees of the University for the duration of their appointment. During the appointment period, they have similar protection against unlawful termination afforded other University employees. If a student holds both a Graduate Assistantship and a Graduate Tuition Scholarship, the failure to perform work assignments for the Graduate Assistantship normally cannot lead to termination of the Graduate Tuition Scholarship. However, Tuition Scholarships awarded under an externally funded grant may be terminated as well if required under the terms of the grant.

Before a department recommends termination, it must: a) notify the student of the specific nature of the problem or problems, with documentation of non-performance of duties or poor performance of duties, b) allow the student a reasonable opportunity to be heard, whether the student wishes to respond orally or in writing, c) if possible, attempt an informal resolution to avoid termination, d) give the student written notification of the department's reasons for recommending termination if an informal resolution cannot be achieved.

After the above steps have been followed, the department shall forward its written recommendation, including the reasons leading to the recommendation, to the Graduate College for review and approval. The Graduate College and the department to which the graduate student is assigned have a joint responsibility to ensure that appropriate procedures are followed before the termination. A department cannot terminate an award without the review and approval of the Dean of the Graduate College, even if the funding is not provided by the Graduate College.

If a student elects to file a grievance under the Graduate Assistant Grievance Procedure, then the procedures therein take precedence over all of the above.

**Grievance Procedures and Appeals for Graduate Assistants**

When complaints or disagreements arise concerning a student's Graduate Assistant assignment, efforts should be made to resolve problems informally. However, if such efforts fail, graduate assistants have the option of filing a grievance.

Students who hold, or have held, a Graduate Assistantship, and who have a complaint or disagreement concerning their Graduate Assistantship, may file a grievance according to the steps outlined in the Graduate Assistantship Grievance Procedure in Policy 12.05-Graduate Assistantship Grievance. [http://www.uni.edu/policies/1205](http://www.uni.edu/policies/1205)

Such grievances are restricted to interpretation or application of established policies and procedures governing assistantships; the grievance procedure does not apply to tuition remission and salary adjustments.
For academic grievances, graduate assistants may use the procedure which is available to all students, Policy 12.01.  http://www.uni.edu/policies/1201

Copies of both grievance procedures are available from the Graduate College.

Appeals arising from suspension or dismissal for disciplinary reasons will be processed under the University's Student Conduct Code.  http://www.uni.edu/policies/302

Appeals from either party in a discrimination or harassment complaint will be processed according to the appeal procedures specified in the University's Discrimination and Harassment Policy.  http://www.uni.edu/policies/1302.

* Approved by the Graduate Council
University of Northern Iowa

Application for Graduate Assistantship

(University of Northern Iowa)

Application for Graduate Assistantship

(Must be full-time graduate student to be eligible)

UID: __________________________

Last (family) Name: __________________________

First (given) Name: __________________________

Email: __________________________

Phone: __________________________

Correspondence address March to May: __________________________

Correspondence address May to August: __________________________

Name of Graduate Program/Degree: __________________________

Beginning date of program: __________________________

Undergraduate GPA: __________________________

Target completion date: __________________________

Graduate GPA: __________________________

Graduate hours completed: __________________________

Post BA GPA: __________________________

(if applicable)

For which semester(s) is this application made: □ Fall □ Spring

Note: student must re-apply for each academic year

Are you interested in full-time (20 hrs per wk) or half-time (10 hrs per wk) assistantship? □ Full □ Half

List bachelor level, and higher, honors or awards received or extra-curricular activities involved in:

Provide 2 references: (name, email address and phone number)

Skills/Certificates, etc.

Computer/Software

Research

Marketing

Event Planning

2nd Language

Other

Teaching experience. (Provide location(s), subject(s) and dates of each position)

Do you hold a teaching certificate? □ Yes □ No

If so, provide name of certificate and state issued

Do you plan to attend UNI full-time until your degree is earned? □ Yes □ No

□ Check box if you have a non-resident spouse attending UNI. (GA spouses receive resident tuition rates)

UNI requests this information for the purpose of considering you for an Assistantship. No persons outside the University are routinely provided this information. Release of any information is governed by Board of Regents rules and applicable state and federal statutes. Responses to all items are required, if applicable. If you fail to provide the required information, the University may not consider your application.