

SCHOOL OF GRADUATE STUDIES

# Graduate Assistant

2018/2019 HANDBOOK



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## Foreword

Welcome to the School of Graduate Studies! We are pleased that you have chosen St. Cloud State University to pursue your graduate education, and we are delighted that you have been selected to serve as a graduate assistant. As a graduate assistant, you will be employed in academically relevant environments that may include teaching, research, or program support throughout the University. The assistantship experience will enhance and complement your graduate studies at St. Cloud State University.

This handbook has been designed to provide you with important and useful information about your assistantship. It will serve as a quick reference guide to the policies and procedures related to University assistantships and tuition benefits. The handbook also provides basic information on University resources that may help you to be more effective in your assistantship. Information that pertains to your role as a graduate student is available at the School of Graduate Studies or on the Web at [www.stcloudstate.edu/graduatestudies/students/default.aspx](http://www.stcloudstate.edu/graduatestudies/students/default.aspx)

St. Cloud State University is dedicated to the high standards of scholarship that characterize graduate education, and we are proud to offer tuition remission to our graduate assistants. It is the purpose of this handbook to provide information that pertains to the academic and administrative processes of providing this financial support.

Best wishes to you as you pursue your graduate studies at St. Cloud State University.

## Disclaimer

This edition of the Graduate Assistant 2018-2019 Handbook supersedes all previous editions of the St. Cloud State University Graduate Assistant Handbook. Every effort was made to ensure that the information in the Graduate Assistant Handbook was accurate at the time of publication.



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MINNESOTA STATE

St. Cloud State University will provide equal education and employment opportunities to all persons following the federal, state, and system legislations and policies outlined in the CRA (1964), Title IX, and Title VII. Specifically, the CRA prohibits discrimination based on race, color, religion or national origin. Title IX prohibits decisions based on sex/gender in all U.S. education systems receiving federal financial aid. Federal law also prohibits discrimination based on age, disability, pregnancy and certain Veteran status. The State of Minnesota further prohibits discrimination based on marital status, sexual orientation, receipt of public assistance or membership on a human rights commission. The Title IX coordinator at SCSU is Dr. Ellyn Bartges. For additional information, contact the Office for Institutional Equity & Access, (320) 308-5123, Admin. Services Bldg. Rm 102.

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## The Graduate Assistant

### What is a Graduate Assistantship?

The term “graduate assistant” applies to graduate students under contract supported by University funds. Graduate assistantships generally serve as on-campus employment to provide our graduate students with academically relevant experiences while aiding both the student and the University faculty and staff.

Graduate assistant appointments vary in length, lasting from one semester to an entire academic year. Depending on the appointment, a graduate assistantship will require 10 or 20 hours per week of employment. Graduate students employed in a graduate assistantship may not work on campus more than 20 hours per week.

In addition to expanding the academic experience, students receive a stipend for their work, as well as a partial tuition remission of up to eight graduate-level credits. The remaining tuition balance is charged at the resident rate. Student fees are NOT included in the tuition remission or stipend and must be paid by the student.

### Types of Appointments

St Cloud State University offers three basic types of assistantships:

#### Research Assistants

Research assistants are assigned to participate in research or research-related tasks directed and supervised by faculty members. These experiences should be educational and provide insight into the way research is conducted.

#### Teaching Assistants

Teaching assistants participate in undergraduate instruction either by teaching or by providing support services. Under the guidance and supervision of departmental faculty members, teaching assistants may serve as instructors of record, laboratory assistants, or test and paper evaluators. It is expected that this experience will provide teaching experience relevant to a professional career.

#### Program Support Assistants

Program support assistants are assigned to participate in the administration of the appointing unit. Both academic and non-academic units employ administrative assistants. Program support assistants should have the opportunity to learn both office functions and educational management procedures. Duties may be specific to an individual graduate program or service unit and could include working under the supervision of the department’s office manager, the department faculty, or with facilities specific to the department.

### The Graduate Assistant as a Graduate Student

Graduate assistants must juggle several roles. Time management and planning are essential; setting goals and prioritizing are crucial. Above all, graduate assistants must plan and manage their time so that they are able to perform their duties as graduate assistants while remaining focused on their primary duty as graduate students.

### Graduate Assistant Supervision

Graduate assistants are supervised by the unit in which they are employed. For teaching and research assistants, the supervisor is usually a faculty member. Program support assistants are often supervised by staff members. Supervision includes instruction and guidance on job responsibilities and regular performance evaluation.

## Application and Selection Process

### Who is Eligible to Apply?

Both U.S. citizens and international students who hold a bachelor’s degree are eligible to apply for graduate assistantships. A student must:

- Be fully admitted to a graduate program in the School of Graduate Studies.
- Conditionally admitted students may hold an assistantship one semester at a time.
- Language admission students may hold an assistantship upon completion of their Intensive English Center, Level 5 program.
- Certificate students are not eligible for graduate assistantships.
- Be registered as a full-time graduate student each term of the appointment.
- A 10- or 20-hour/week assistantship requires full-time status. Full-time status for a graduate student is eight or more semester credits (500 or 600 level) or six or more semester credits (700 or 800 level).
- Bureau of Citizenship and Immigration Services (BCIS) regulations require that international students take a full-time load of eight credits per semester regardless of appointment hours.
- Achieve and maintain a cumulative GPA of 3.0 or higher in all graduate work to apply for and hold a graduate assistantship.

Graduate assistantships can only be offered to students who are fully admitted.

Departments will select the best qualified candidate for their position. Graduate assistantship appointments are subject to the approval of the department, the school/college dean, and the School of Graduate Studies.

## How to Find Open Positions

Prospective graduate assistants can search for open positions three ways: through their academic department, on the posting board in the School of Graduate Studies office (AS 121), or by setting up an account in Handshake with the Career Center and searching for graduate assistantships.

**Please note:** All graduate assistant positions are not posted online. A student interested in working in their academic department should contact the department's graduate program director. Students are encouraged to inquire as early as possible about current or upcoming availability for open positions.

## How to Apply

Seeking a graduate assistantship is comparable to a job search. The positions are competitive and should be viewed as such. Graduate assistantships are not guaranteed.

To apply, provide a resume and cover letter to the hiring unit. It is the student's responsibility to provide a cover letter and resume to the departments/units in which they would like to work. Departments and administrative offices will invite candidates to interview for the graduate assistantship in person, by phone, or via Skype. Graduate assistantships are based on the qualifications of the applicant and the availability of funding. The following qualifications may be considered during the interview:

- |                             |                         |
|-----------------------------|-------------------------|
| • Pertinent experience      | Work experience         |
| • Letters of recommendation | Educational preparation |
| • Undergraduate GPA         | Test scores             |
| • Interpersonal skills      | Language skills         |

# Appointment Policies and Obligations

## Offers and Acceptances

April 15 is the traditional deadline for the extension and the acceptance of offers of graduate assistantships. St. Cloud State University observes the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants which states in brief:

1. If a student accepts an offer of an assistantship before April 15, but subsequently wishes to withdraw, the student may submit a written resignation any time through April 15.
2. If a student has an acceptance in effect after April 15, the student is obligated to obtain a written release before accepting another offer.
3. An offer extended after April 15 is contingent upon submission by the student of written evidence of release from any previously accepted offer. The responsibility for compliance with this resolution rests with both the academic departments granting the awards and with the students accepting them.

A copy of this resolution, as part of the graduate assistantship application and handbook, serves as notification of the resolution. A complete copy of the resolution may be obtained from the School of Graduate Studies (AS 121) or found at: [www.cgsnet.org/students](http://www.cgsnet.org/students)

## Appointment Requirements

- At any time during the appointment, a graduate assistant may be required to complete mandatory training sessions as a condition of continued employment.
- Graduate assistantship appointments are not to exceed one year; however, they may be renewed for a second year.
- Appointments may not exceed two calendar years in length without special permission from the School of Graduate Studies.
- It is the obligation of the graduate assistant and the employing unit to adhere to fair labor practices.

## Other Simultaneous Campus Employment

University policy states graduate assistants may not accept other on-campus employment beyond 20 hours per week, i.e., a graduate assistant can be employed for a maximum of 20 hours per week.

- Graduate assistants employed 20 hours per week may not hold any other employment positions with St. Cloud State University while employed as a graduate assistant.
- Graduate assistants cannot be concurrently employed as adjunct faculty.
- A graduate assistant employed for 10 hours per week may concurrently hold a community advisor (CA) position or an additional 10 hour/week student employment position.

## Off-Campus Employment

If a graduate student is already employed as a 20-hour per week graduate assistant, it is not recommended that the student obtain off-campus employment. Given the course load (eight graduate credits) required to maintain a 20-hour graduate assistantship, employment in excess of the graduate assistantship may prove to be an academic hardship for the student. International students are not permitted to accept off-campus employment according to regulations set forth by the Bureau of Citizenship and Immigration Services (BCIS).

## Continuance of Appointment as a Graduate Assistant

Continuation of appointment beyond the academic year is not automatic. Appointment continuance is based on the availability of funds, department determination of satisfactory work performance, determination of satisfactory academic progress, and department needs. Continuance of appointment will be determined by the supervisor and communicated to the graduate assistant.

## Academic Non-Renewal

Graduate assistants who fail to meet the academic eligibility requirements may be denied renewal of their appointment. In this case, the supervisor and Graduate Studies will jointly make a renewal decision. Possible decisions are probationary appointment status for one semester or complete revocation of the appointment.



### Termination of Graduate Assistantship

The employing department may elect to terminate the graduate assistant at any time during the appointment. Reasons for termination may include but are not limited to: non-performance of duties, non-attendance, lack of fulfillment of the assistantship requirements, and interpersonal reasons. If the graduate assistant feels they have been wrongly terminated, the student may bring their concerns to Graduate Studies for review.

### Termination Before the End of Appointment

Graduate assistantship appointments are contingent upon, and subject to, satisfactory performance of assigned duties as determined by the appointing unit. Appointments may be terminated for cause before their expiration under certain conditions.

- The graduate assistant fails to maintain good academic standing (3.00 minimum GPA); or
- University funds cease to be available for the appointment; or
- The graduate assistant fails to perform services satisfactorily or violates laws or University regulations which, in the judgment of the University, affect duties or services performed by the appointee; or
- The graduate assistant violates provisions of the appointment.

Before termination for unsatisfactory work performance, graduate assistants must receive from their immediate supervisor(s) written notice of specific deficiencies in performance, as well as detailed suggestions for improvement. If unacceptable employment performance continues and a decision is made to proceed with possible termination, the supervisor of the assistant must meet with the graduate assistant. After these proceedings, the appointing unit will notify the School of Graduate Studies of the outcome.

### Resignation

- A graduate assistant may resign.
- Written notification must be submitted from the graduate assistant to the department two weeks prior to resigning.

### Notification and Financial Implications

- Written notification of resignation or termination must be submitted by the appointing unit to the School of Graduate Studies indicating the last working day through which the graduate assistant is entitled financial compensation.
- Termination of an assistantship may occur prior to the date indicated on the employment letter. In this case, the effective termination date will be when the School of Graduate Studies receives written verification from the department.
- All compensation earned prior to this date will be charged to the department/unit responsible for the direct supervision of the graduate student.

## Stipends and Tuition Remission

Both master's and doctoral students are eligible to apply for graduate assistantships. All tuition remission is at the standard resident rate.

GRADUATE ASSISTANTSHIP STIPENDS		
Stipend	Required Workload	Master's Credits Required
\$9,250/year or \$4,625/semester	20 hrs/week	8 (500/600)
\$4,625/year or \$2,312.50/semester	10 hrs/week	8 (500/600)
Stipend	Required Workload	Doctoral Credits Required
\$9,250/year or \$4,625/semester	20 hrs/week	6 (700/800)
\$4,625/year or \$2,312.50/semester	10 hrs/week	6 (700/800)
Doctoral Center Stipend	Required Workload	Doctoral Credits Required
\$15,000/year or \$7,500/semester	20 hrs/week	6 (700/800)

### Stipends

Graduate assistantship stipends (salary) for the 2018-2019 academic year range up to \$9,250 depending on the hours of assignment and the length of the appointment. GA positions and salary compensation are based on the availability of state and university funding. Graduate assistants are compensated according to pay rates established by St. Cloud State University.

### Financial Implications for International Students

Upon receipt of a departmental letter of appointment, international students may list the stipend as income on their financial certification forms.

## Summer Stipend

Summer assistantships are based on an hourly rate of pay, approximately \$12-\$16 per hour. Graduate assistants are not permitted to work more than 20 hours per week during the summer term.

- The tuition benefit is not available, yet a graduate assistant must be enrolled in three or more credits over the course of the summer. Exceptions may be granted by filing a petition with the School of Graduate Studies.
- Required credits may be taken in one term or spread over all summer terms.
- Summer assistantships are granted only if the department/unit has a need for an assistantship and has the funding for an assistantship.

Teaching assistants who are Instructors of Record in the summer will receive:

- \$633 for a 1-credit course taught in five weeks.
- \$1,266 for a 2-credit course taught in five weeks.
- \$1,900 for a 3-credit course taught in five weeks.
- \$2,200 for a 4-credit course taught in five weeks.

## Tax Status of Stipends

The Internal Revenue Service (IRS) usually treats stipends paid to graduate assistants as taxable income. Therefore, the University is obligated to withhold federal and Minnesota state income taxes. The Business Services Office requires all employees to fill out a W-4 and an IT-4, tax forms outlined in the next section. Business Services can offer general suggestions on the number of tax exemptions you may wish to submit. W-2 can be acquired by going into e-services where it can be downloaded and printed.

## Payroll Procedures

Paychecks are available in paper check form or via direct deposit into the graduate assistant's bank account. Direct deposit is recommended and can be set up in e-services. Graduate assistant paychecks will be mailed to the student's permanent address in the system. International student paychecks will be sent to their local address in the system, unless the student has selected the direct deposit option. An Employee's Withholding Allowance Certificate (W-4) and an Employee's Withholding Exemption Certificate (IT-4), found on the reverse side of the W-4, and must be filed in the Payroll Office, Administrative Services 124, to allow proper tax deductions from payroll checks. Graduate assistants must immediately report changes of address to the Payroll Office.

The Immigration and Control Act of 1986 requires all employers to verify each new employee's identity and employment eligibility. The employing department must complete an I-9 form for each new graduate assistant within three working days of the effective date of the appointment. Instructions for completion are on the reverse side of the form and documentation must be verified with the graduate assistant in person.

Proof of eligibility can be shown through the following documents:

- U.S. Citizens and Residents: passport or driver's license and Social Security card
- Resident Aliens: driver's license, Social Security card, and resident alien card
- International: passport, visa, I-94, and I-20

## GRADUATE ASSISTANT PAYROLL SCHEDULE 2018-2019

Pay period end date	Checks distributed	Pay period end date	Checks distributed
07.10.2018	07.20.2018	01.09.2019	01.19.2019
07.24.2018	08.03.2018	01.23.2019	02.01.2019
08.07.2018	08.17.2018	02.06.2019	02.15.2019
08.21.2018	08.31.2018	02.20.2019	03.01.2019
09.04.2018	09.14.2018	03.06.2019	03.15.2019
09.18.2018	09.28.2018	03.20.2019	03.29.2019
10.02.2018	10.12.2018	04.03.2019	04.12.2019
10.16.2018	10.26.2018	04.17.2019	04.26.2019
10.30.2018	11.09.2018	05.01.2019	05.10.2019
11.13.2018	11.21.2018	05.15.2019	05.24.2019
11.27.2018	12.07.2018	05.29.2019	06.07.2019
12.11.2018	12.21.2018	06.12.2019	06.21.2019
12.25.2018	01.04.2019	06.26.2019	07.06.2019

## Employment Dates

Graduate assistant employment dates generally reflect the employment dates of University faculty. The dates for fall and spring semesters are as follows:

**Fall 2018** August 21, 2018 – December 21, 2018  
**Spring 2019** January 8, 2019 – May 9, 2019

These dates represent a guideline for graduate assistants and employers. Departments and supervisors may identify different start and end dates based on position responsibilities. Stipends and tuition remission will be prorated according to the start date and end date of the graduate assistant appointment.

## Number of Hours Required

A full-time graduate assistant will work approximately 330 hours during each semester of employment. This guideline is based on 20 hours/week for 17 weeks minus breaks and holidays.

**Fall 2018**  
8/21/18 -12/21/18 ≈ 330 hours

**Spring 2019**  
1/8/19 – 5/9/19 ≈ 330 hours

### Graduate Assistantship Tuition Remission

In addition to the salary/stipend, full-time graduate assistantships include tuition remission for 500-800 level credits up to \$3,190 per semester during the academic year (fall and spring semesters only). Part-time graduate assistantships (10 hours/week) include tuition remission for 500-800 level credits at up to \$2,392.50 per semester during the academic year (fall and spring semesters only). Tuition remission is available to graduate assistants during the academic year. Tuition remission is considered earnings and is therefore subject to FICA, State, and Federal tax withholding.

All student fees and any remaining tuition beyond tuition remission benefit must be paid by the student. The schedule outlines the amount of tuition waiver available. \*Undergraduate preparation courses are not eligible for the graduate assistantship tuition benefit.

- Graduate students must be at least a half-time graduate assistant, i.e., working 10 hours/week, to qualify for a tuition remission.
- Tuition remission is applicable only to graduate level courses (500-800).
- Credits that are prerequisites of the graduate program will count toward the credit minimums but are not eligible for tuition remission.
- Undergraduate credits that are preparatory in nature, such as EAP, are not counted toward the credit minimums nor are they eligible for tuition remission.
- Undergraduate prerequisite courses required by a program can be counted toward credit minimums but are not eligible for tuition remission. Please discuss with your advisor.
- Tuition remission is not awarded for graduate courses that are enrolled in after the tenth class day of each semester.
- Any student beginning an appointment after the eighth week of the semester (mid-point of the semester as stated in the official University registration calendar) will not be eligible to receive tuition remission for that semester.
- Tuition remission is not available during the summer sessions.
- Students leaving a GA position prior to the 8th week (mid-point) are not eligible for tuition remission.

### Resident Rate Tuition

All graduate assistants, international and U.S. citizens and residents, qualify for resident (in-state) tuition rates. Graduate assistants will find the resident tuition rate credited on their statement as a MN RATE tuition scholarship.

### Receiving the Tuition Remission

Tuition remission is placed on a student's tuition statement in the form of a payment when the hiring department has provided the appointment, position description and employment request to the School of Graduate Studies AND the graduate assistant is enrolled for the appropriate number of credits required for the assistantship. Since tuition remission is applied following the fifth class day of the semester, the student must be registered for the appropriate number of credits prior to the fifth class day to ensure tuition remission in the appropriate amount. Further, the hiring department/unit must provide the appointment, position description, and employment request to the School of Graduate Studies prior to the fifth class day of the semester. The department must also ensure that all payroll procedures including, submission of I9 and W4 forms, have been completed prior to the fifth day.

#### Fifth Day of Classes

**Fall 2018:** August 31, 2018

**Spring 2019:** January 18, 2019

#### Tenth Day of Classes

**Fall 2018:** September 7, 2018

**Spring 2019:** January 28, 2019

- Students are responsible for being fully enrolled/registered for the appropriate number of credits prior to the fifth day of the semester.
- Departments/hiring units are responsible for entering the GA appointment and providing all appropriate hiring documents to the Payroll office prior to the fifth day of the semester.
- Tuition remission for full-term assistantships has a final deadline of the tenth day of the semester. Registration must be complete and all employment paperwork must be submitted. Failure to meet the deadline will result in a loss of tuition remission.
- Exceptions in extenuating circumstances may be considered through a petition to the School of Graduate Studies.
- Hiring units granting a partial-term assistantship beginning prior to the eighth week of the semester must ensure the student is registered for the appropriate number of credits required to hold an assistantship at the time the employment request is submitted.
- If there is a delay within the School of Graduate Studies with the appointment, employment request, or payroll forms, tuition remission will be credited to the student's bill as soon as the problem has been resolved. In some cases, this may mean that the student will need to pay the tuition in full and receive a refund for the amount of the tuition remission upon resolution.
- Pro-rated stipends for shortened assistantships will result in fewer credits of tuition remission.

**Visit this Web site for more information about billing and important dates. [www.stcloudstate.edu/billing](http://www.stcloudstate.edu/billing)**

### IMPORTANT DATES 2018-2019

Academic Term	FALL 2018	SPRING 2019
Tuition and fees due	Aug. 5	Dec. 23
Drop for non-payment	Aug. 6	Dec. 24
Financial Aid applied to student account (day tuition remission will appear on student's accounts)	Sept 1	Jan. 19
Late fee applied	Oct. 30	March 19



# Graduate Assistantship Benefits

## Vacation/Sick Leave/Holidays

### Vacation

Graduate assistants do not accrue vacation hours.

### Sick Leave/Medical Leave

Graduate assistants do not accrue sick time. Graduate assistants who are ill and must miss work should notify their supervisor. Hiring units may request that students make up these hours. Students who will be absent from work for an extended period of time due to illness or injury, should talk with the supervisor and contact the School of Graduate Studies as this may require an adjustment of the stipend or extension of the contract to allow for time to make up missed hours.

### Pregnancy Leave

SCSU is required to provide graduate assistants with the medically necessary leave to accommodate pregnancy and birth. Graduate assistants may request a leave of absence for up to 6 weeks or longer if medically necessary. The leave time is unpaid and must be arranged in advance and include an anticipated start and end date for the leave. Graduate assistants on approved leave will be reinstated to the graduate assistant role following the leave. A graduate assistant must work at least 50% of the required assistantship hours to earn the tuition remission. Leaves longer than 8 weeks may require the graduate assistant to make up hours to maintain the tuition remission. Students and departments are encouraged to contact the School of Graduate Studies for guidance on the pregnancy leave process.

### Holidays and Breaks

All graduate assistants may observe the University Holiday/Break schedule when classes are not in session. Graduate assistants working 20 hours per week will have their hourly work expectations decreased 4 hours for each University observed holiday (i.e., all full time GAs will be expected to work a 16-hour week, with 4 hours of holiday time for Labor Day).

Work time is at the discretion of the hiring office (i.e., if you have work responsibilities on the holiday, the office should provide 4 hours of holiday time on another day during that week). For graduate assistants working less than 20 hours per week, holiday time is prorated based on the number of employment hours (i.e., a graduate assistant working 10 hours per week will receive 2 hours of holiday time per each day of the holiday or break when classes are not in session).

For those graduate assistants who observe religious holidays not observed on the University holiday schedule, those holidays may also be included by arrangement between the graduate assistant and supervisor.

For those graduate assistants on a full academic year appointment (August through May), a regular paycheck will continue during academic breaks such as winter break or spring break. If a graduate assistant requires time off for such things as personal time, finals week, or time to work on course work, arrangements need prior approval from the appointing department/ unit to grant time off and schedule time when the graduate assistant will make up the hours missed.

## FALL 2018 HOLIDAYS AND BREAKS

Labor Day,  
September 3

Fall Break Days  
October 5  
October 23

Veterans Day  
November 12

Thanksgiving,  
November 21-23

## SPRING 2019 HOLIDAYS AND BREAKS

Martin Luther King Day,  
January 21

Spring Break  
March 4-8

Faculty Workshop Day  
April 16

### Health Insurance

Graduate assistants are not covered by the University employee health insurance. They may use the Student Health Services available to all students. International students are required to purchase health insurance. Please see [www.stcloudstate.edu/healthservices](http://www.stcloudstate.edu/healthservices) or call St. Cloud State University's Health Services office at 320.308.3191 for current rates. Domestic students may wish to review options available through MNsure Visit this website for more information - [www.mnsure.org/](http://www.mnsure.org/)

### Worker's Compensation

Worker's compensation is available for any graduate assistant on University payroll who sustains an injury while performing the duties of his/her position. Should an injury occur, the graduate assistant should immediately report the incident to the supervisor of the hiring department and contact the Human Resources Office to prepare a First Report of Injury form. Questions should be directed to Human Resources, 204 Administrative Services, (320) 308-3203.

### Complaint Resolution

In the event a graduate assistant has an employment related complaint, the graduate assistant should address the issue with the immediate supervisor as soon as possible. If a solution is not reached, the graduate assistant may meet with the director of graduate student services or the dean of graduate studies to discuss the concern.

## Rights and Responsibilities

### Statement of Nondiscrimination

St. Cloud State University (SCSU) is committed to providing equal education and employment opportunities to all students and employees regardless of race, color, creed, religion, national origin, sex (including pregnancy), marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, or genetic information.

To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Ellyn L. Bartges, who is the University Designated Officer, Title IX Coordinator/Officer and the Equity and Access Officer (phone 308-5123 or via e-mail at [elbartges@stcloudstate.edu](mailto:elbartges@stcloudstate.edu)). You may also find SCSU policies and procedures pertaining to discrimination, harassment and sexual violence, as well as information on resources available to you at: [www.stcloudstate.edu/oea/policies/default.aspx](http://www.stcloudstate.edu/oea/policies/default.aspx)

## Cultural Diversity

SCSU students are members of a university community that is committed to creating a positive, supportive environment which welcomes a diversity of opinions and ideas for students, faculty, and staff of all cultures. SCSU is dedicated to providing equal education and employment opportunities to all persons, regardless of race, gender, age, status, or physical condition. We will not tolerate racism, harassment, or any derogatory remarks about a student's race, class, age, gender, sexual orientation, or physical limitations. The best and most effective learning for tomorrow's leaders takes place in a multicultural setting.

## Americans With Disabilities Act (ADA)

In compliance with federal and state laws and regulations, including the ADA, if you need a reasonable accommodation for a disability (e.g., an interpreter or an alternative non-print means of receiving information about the University), such an accommodation can be available upon advance request. In order to receive a reasonable accommodation, you must provide current disability accommodation documentation. Please contact Student Accessibility Services, 320.308.4080, Visit the website for more information: [www.stcloudstate.edu/sas/](http://www.stcloudstate.edu/sas/)

## Campus Safety

Public Safety Officers and full-time staff support personal and property safety through crime prevention (e.g., provide on-campus escorts, support campus bus services, monitor and respond to all campus "blue-light" and elevator emergency call stations, present security and safety awareness programs, provide 24-hour elevator emergency call stations, present security and safety awareness programs, provide 24-hour vehicle "jump-start" assistance), and enforce the University Code of Conduct and parking regulations. The University annually publishes a Campus Security Report with policy statements for a range of security programs. This report is available in print or electronically from University Public Safety at 320.308.3333, e-mail [pubsafe@stcloudstate.edu](mailto:pubsafe@stcloudstate.edu) or on the Web at: [www.stcloudstate.edu/publicsafety](http://www.stcloudstate.edu/publicsafety)

## Student Conduct

University regulations, which express expectations of behavior and provide for the protection of the rights of individuals, are published yearly on-line in the St. Cloud State University Student Code of Conduct located at [www.stcloudstate.edu/studenthandbook/code/default.aspx](http://www.stcloudstate.edu/studenthandbook/code/default.aspx). Students who violate University or system regulations shall, after due process, be subject to University sanctions. Contact the Assistant Dean of Students, (320) 308-3111, Atwood Center, room 219, if you need additional information or assistance with a complaint. Graduate assistants found to be in violation of student conduct policies may be terminated from the GA.

## Representing the University

All employees, including graduate assistants, are representatives of the University. To this end, it is expected that graduate assistants will conduct themselves in a manner that is appropriate to the workplace. Any graduate assistant who conducts themselves inappropriately in the workplace will be subject to review including formal reprimand by their supervisor, the graduate dean, or termination of the graduate assistantship appointment.

## Student Records and Directory Information

Pursuant to the Family Educational Rights and Privacy Act of 1974, students at St. Cloud State are entitled to review records, files, documents, and other materials containing information directly related to them which are maintained by the University. In accordance with regulations issued by the Secretary of Health, Education and Welfare, students may request a hearing to challenge the content of education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their rights. A student may insert in his or her records a written explanation respecting the contents of such records if suggested corrections or deletions are not made by the University.

Access and review is subject to the following conditions:

1. The University has 45 days to comply with a student's written request to review her/his records.
2. All information declared confidential by the Act or excluded from the definition of "education records" in the Act is not available for inspection.
3. After reviewing records, a student may request the unit maintaining the record to remove or modify information the student believes is misleading, inaccurate or inappropriate. If the request is refused, the student may insert in the records a written explanation respecting the contents objected to or the student may file an appeal with the office in charge of the records. This appeal will be heard by a person or committee appointed by the director of the office involved.

The Act further states that certain information can be construed to be directory information which is available to the public. These are the items the University declares to be directory information available to the public:

- name
- hometown
- major field of study
- class status (freshman, sophomore, etc.)
- participation in officially recognized activities and sports
- weight and heights of members of athletic teams
- dates of attendance
- degrees and graduation honors received
- and the most recent previous educational agency or institution attended

Confidential information will not be released regardless of the student's financial support. A student has the right to inform the University that any or all of the above information should not be released without her/his prior consent. Students who wish to restrict the release of this information must complete a written request to that effect with the Office of Records and Registration, 720 Fourth Avenue South, St. Cloud, MN 56301-4498. After the required written request has been made, appropriate offices will be notified so that they can begin to comply with the request as soon as possible. This restriction pertaining to the release of directory information remains in effect until the Office of Records and Registration is notified by the student in writing to remove it, even after a student graduates or ceases enrollment. For further information, contact the Office of Records and Registration, 320.308.2111. St. Cloud State University usually requires a student's consent before releasing information which is not public. Exceptions are provided for in the law which allows St. Cloud State University, at its discretion, to release non-public information without consent; however, non-public information generally will not be given to parents or legal guardians, regardless of financial support, without the student's consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of Minnesota State, including the Board of Trustees, Chancellor, Chancellor's staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

### **Drug and Alcohol Policy**

#### Drug and Alcohol Policy

Drug and alcohol abuse affects health, safety, and the well-being of all employees and students, and restricts the University's ability to carry out its mission. Please review and familiarize yourself with the Alcohol and Other Drug Policies found at [www.stcloudstate.edu/policies/](http://www.stcloudstate.edu/policies/) and <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=57>

### **Consensual Relationships Policy**

Minnesota State policy prohibits consensual relationships between an employee and another employee or a student over whom he or she exercises direct, or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extra-curricular authority or influence. If a relationship already exists, you must discuss this with your supervisor so that reassignments can occur if needed.

### **Religious Observance Policy**

It is the policy of St. Cloud State University to make good faith efforts to reasonably accommodate the sincerely held religious beliefs of students, faculty and staff with respect to all academic and other work requirements unless doing so would pose an undue hardship. The full policy can be found at <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=27>

### **Sexual Violence Policy**

St. Cloud State University prohibits sexual violence as it is an intolerable intrusion into the most personal and private rights of an individual. St. Cloud State University is committed to eliminating sexual violence in all forms. St. Cloud State University will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other board policies that may require separate proceedings. To further its commitment against sexual violence, St. Cloud State University provides reporting options, investigative and disciplinary process, education and prevention training, and a variety of related services that are confidential, including advocacy and counseling. The full policy can be found at: <http://www.stcloudstate.edu/womenscenter/violence-stalking/assault-rape-culture.aspx>. For information, counseling, referrals and advocacy services, contact the Gender Violence Prevention Program at 320-308-3995 or go to the Women's Center Web site at: [www.stcloudstate.edu/womenscenter/default.aspx](http://www.stcloudstate.edu/womenscenter/default.aspx) If you need immediate assistance call the Central MN Sexual Assault Center's 24 hour crisis line call (320) 251-4357.

### **Harassment and Discriminatory Conduct**

Policy 1B.1 Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familiar status is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

Discrimination is defined as conduct that is directed at an individual because of his or her protected class, and that subjects the individual to different treatment that interferes with or limits the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Retaliation against any individual who makes a complaint under this policy is prohibited.

As an employee, you are strongly encouraged to report any information about an incident or complaint to Ellyn L. Bartges, who is the university Designated

Officer, Title IX Officer and the Equity and Access Officer (phone 308-5123 or via e-mail at [elbartges@stcloudstate.edu](mailto:elbartges@stcloudstate.edu))

Any student who may be concerned about possible discrimination or harassment because of sex, race, color, sexual orientation, religion or any of the above, may contact the Office for Institutional Equity and Access, 320-308-5123 or e-mail [oea@stcloudstate.edu](mailto:oea@stcloudstate.edu).

Go to [www.stcloudstate.edu/oea](http://www.stcloudstate.edu/oea) for further information about your rights, to discuss conduct that is causing problems for you and what your options are or to access training resources to enable you to be your own advocate.

## **University Parking Policies\***

### **University Parking Policies**

[www.stcloudstate.edu/parking/regulations.aspx](http://www.stcloudstate.edu/parking/regulations.aspx)

Location: Public Safety Office, 525 Fourth Avenue

Phone: 320.308.3453

E-mail: [pubsafe@stcloudstate.edu](mailto:pubsafe@stcloudstate.edu)

Web site: [www.stcloudstate.edu/parking/](http://www.stcloudstate.edu/parking/)

### **Day/Evening Parking**

Information regarding parking permits and enforcement may be obtained by contacting the Public Safety Department or online at [www.stcloudstate.edu/parking](http://www.stcloudstate.edu/parking). St. Cloud State University Street Parking information is controlled by the City of St. Cloud. City Permit information can be obtained by contacting Cashier, City Hall, 400 Second Street S., St. Cloud MN 56301, 320-650-3374, Website: [ci.stcloud.mn.us/](http://ci.stcloud.mn.us/)

### **Pay-lot Parking**

Pay-lot parking is available in the South pay, Miller pay, ISELF pay and Husky pay. The charge for the ramp and pay-lots is \$1.50/hour. Payments may be made with cash, debit/credit card, and we now offer the pay by phone option. Details may be found on the signage at each pay station.

### **Daily Enforcement**

Parking is prohibited in areas specifically designated as delivery areas, service areas, "no parking" zones, "state vehicle parking" zones, fire zones, driveways, lawns, sidewalks, and other posted areas (handicapped zones, timed zones, fire lanes, and loading zones). The above are enforced each and every day of the year, regardless of the academic calendar. Persons park in University lots at their own risk and are encouraged to lock their vehicles at all times.

\*Parking policies and fees are subject to change.

### **Metro Transit System**

251-RIDE,

Website: <https://www.ridemetrobus.com/home/college-connect/7>

As an alternative to parking on campus, the Metro Transit system provides convenient bus service to the campus from many locations within the St. Cloud Area. Students with a campus ID can ride anywhere in the city for free. The campus bus stop is located at the south side of the Miller Learning Center. An information area is also located in Atwood on the first floor.

## University Student Resources

As a graduate assistant you are both student and St. Cloud State University employee. This dual role provides you the opportunity to be a source of information for undergraduate students and your fellow graduate students. Below is a list of offices providing administrative, student, and academic services with which you should become familiar. A complete listing of all student services can be found at [www.stcloudstate.edu/campuslife/student-services.aspx](http://www.stcloudstate.edu/campuslife/student-services.aspx)

### Administrative and Student Services

#### American Indian Center

(320) 308-5449 | [aic@stcloudstate.edu](mailto:aic@stcloudstate.edu)

Supports the educational needs of American Indian students and area American Indian communities.

#### Atwood Memorial Center

(320) 308-4636 | [atwood@stcloudstate.edu](mailto:atwood@stcloudstate.edu)

The University's meeting place and community center serves students, staff, faculty, alumni and the community.

#### Business Services

(320) 308-4003 | [businessservices@stcloudstate.edu](mailto:businessservices@stcloudstate.edu)

Supports students with questions about tuition, fees, loans and all other University business processes.

#### Campus Recreation

(320) 308-3325 | [campusrec@stcloudstate.edu](mailto:campusrec@stcloudstate.edu)

Participate in athletic, fitness and recreation activities, from aquatics to canoe trips to intramural sports. Enjoy year-round field sports on the turf at Husky Stadium.

#### Career Center

(320) 308-2151 | [careercenter@stcloudstate.edu](mailto:careercenter@stcloudstate.edu)

Explore career opportunities through services such as counseling, on-campus interviews, resume assistance and expert advice.

#### Center for Excellence in Teaching and Learning

[cetl@stcloudstate.edu](mailto:cetl@stcloudstate.edu)

The Center for Excellence in Teaching and Learning fosters, supports and celebrates communities of scholars engaged in collaborative inquiry to achieve intellectual and personal growth.

#### Counseling and Psychological Services

(320) 308-3171 | [counseling@stcloudstate.edu](mailto:counseling@stcloudstate.edu)

Your one-stop location for mental health resources, services and referrals.

#### Department of Campus Involvement

(320) 308-2205 | [campusinvolvement@stcloudstate.edu](mailto:campusinvolvement@stcloudstate.edu)

Provides student opportunities in areas such as student organizations, University Program Board (UPB), community service, spirit groups (Dance and Cheer Teams), Greek Life and campus programs. Also provides support services for students such as Student Legal Services, student organizations support and recognition programs.

#### Financial Aid Office

(320) 308-2047 | [financialaid@stcloudstate.edu](mailto:financialaid@stcloudstate.edu)

Support students and families with information and resources to financially support your educational goals.

#### HuskyTech

(320) 308-7000 | [huskytech@stcloudstate.edu](mailto:huskytech@stcloudstate.edu)

The one-stop center for technology support, training, services and products.

#### LGBT Resource Center

(320) 308-5166 | [lgbt@stcloudstate.edu](mailto:lgbt@stcloudstate.edu)

Support, education and advocacy for Lesbian, Gay, Bisexual, Transgender, Transsexual, Queer, Questioning, Intersex and Ally (GLBTQIA) students.

#### Information Technology Services

(ITS) (320) 308-2065 | [itsoffice@stcloudstate.edu](mailto:itsoffice@stcloudstate.edu)

Manages the University's telecommunication infrastructure, including networks, servers, computers, computer labs and smart classrooms. ITS also provides Web-, application- and multimedia-development services. International Students and Scholar Services (320) 308-4287 | [iss@stcloudstate.edu](mailto:iss@stcloudstate.edu)

Provides information, assistance, advocacy, guidance and support to students and scholars from other nations.

#### Multicultural Student Services

(320) 308-3003 | [mss@stcloudstate.edu](mailto:mss@stcloudstate.edu)

Academic support, multicultural programming, cultural organizations and social events are among the offered services.

#### Library

(320) 308-2084 | [library@stcloudstate.edu](mailto:library@stcloudstate.edu)

The University Library offers a wide variety of resources and services to meet student study and research needs. Resource offerings include scholarly articles, books, DVDs, streaming media, archival material and equipment such as data projectors, calculators, cameras and phone chargers. Librarians are available to help students during library instruction sessions, personal consultations and through our 24/7 chat reference service. We assist with fine-tuning research topics, finding and evaluating information resources, creating bibliographies, and more. The library also features group and individual study spaces with and without computers.

#### Lindgren Child Care Center

(320) 308-3296 | [childcare@stcloudstate.edu](mailto:childcare@stcloudstate.edu)

Day care for the children of students, staff and faculty.

#### Non-Traditional Students

(320) 308-3296 | [ontrst@stcloudstate.edu](mailto:ontrst@stcloudstate.edu)

The Office for Non-Traditional Students is committed to the intellectual development and academic success of nontraditional students.

#### Parking

(320) 308-3453 | [parking@stcloudstate.edu](mailto:parking@stcloudstate.edu)

The Public Safety Department handles all parking permit requests/disbursement and parking ticket processing.

#### Public Safety

(320) 308-3453 | [pubsafe@stcloudstate.edu](mailto:pubsafe@stcloudstate.edu)

Open 24 hours a day, working to provide the safest environment possible on campus.

#### Records and Registration

(320) 308-2111 | [registrar@stcloudstate.edu](mailto:registrar@stcloudstate.edu)

Course registration, grade transcripts, academic petitions, credit transfer,

graduation, teacher licensure and more is managed in 118 Administrative Services Building.

### **Residential Life**

(320) 308-2166 | [reslife@stcloudstate.edu](mailto:reslife@stcloudstate.edu)

Everything you need to make an SCSU residence hall your home.

### **Student Accessibility Services**

(320) 308-4080 | [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu)

Support for students with a physical, cognitive or mental/emotional disability. Services include priority registration, sign language/oral interpreting and note taking.

### **Student Health Services**

(320) 308-3191 | [healthservices@stcloudstate.edu](mailto:healthservices@stcloudstate.edu)

Clinic, pharmacy, immunization, education and referrals are some of the offered services.

### **Student Legal Services**

(320) 308-2205 | [campusinvolvement@stcloudstate.edu](mailto:campusinvolvement@stcloudstate.edu)

Attorney-staffed office that assists students with legal problems.

### **Student Life and Development**

(320) 308-3111 | [sld@stcloudstate.edu](mailto:sld@stcloudstate.edu)

Manages residence halls and student conduct while championing student needs via the student union, student-run arts and entertainment programming, Career Center and more.

### **Speech-Language and Hearing Clinic**

(320) 308-2092 | [csd@stcloudstate.edu](mailto:csd@stcloudstate.edu)

The Speech-Language and Hearing Clinic provides diagnosis and treatment for persons with communication disorders in the areas of articulation, voice, language, stuttering and hearing. All services, offered on an individual basis, are provided by practicum students under the direct supervision of certified faculty.

### **Statistical Consulting Center**

(320) 308-4709 | [statsps@stcloudstate.edu](mailto:statsps@stcloudstate.edu)

Providing statistical consultation, this center is a vital resource for graduate students. You will find statistical consultants available for research suggestions, questionnaire development, as well as data entry services, ISELF 228

### **Testing Center**

(320) 308-5456 | [testingcenter@stcloudstate.edu](mailto:testingcenter@stcloudstate.edu)

The Atwood Testing Center provides computerized testing for many different programs including the GMAT, GRE, PRAXIS, Minnesota Teacher Licensure Program, TOEFL, MAT, CLEP, and various IT testing. Paper/pencil exams are also offered multiple times throughout the year and include the LSAT, ACT, and GRE Subject.

### **The Write Place**

(320) 308-2031 | [writeplace@stcloudstate.edu](mailto:writeplace@stcloudstate.edu)

The Write Place offers free, individualized help to undergraduate and graduate student writers — the kind of help that often cannot be found in classrooms, textbooks, or occasional conferences with teachers. Writers at any stage in the writing process can work one-on-one with trained tutors during appointments. 51 Building, room 118 and the Miller Center, 1st floor

### **U-Choose**

(320) 308-6175 | [uchoose@stcloudstate.edu](mailto:uchoose@stcloudstate.edu)

U-Choose, the Alcohol and Other Drug Prevention Program at St. Cloud State University, utilizes a comprehensive approach to educate students and the campus community about the impacts associated with high risk use of alcohol and other drugs.

### **University Program Board (UPB)**

(320) 308-2205 | [campusinvolvement@stcloudstate.edu](mailto:campusinvolvement@stcloudstate.edu)

Events planned for students, by students! The source for events and activities that help students meet people, provide fun things to do, enhance student learning and personal development, and create the “Husky Community” on campus. These campus-wide events include live music, movies/films, performing arts, husky pride and spirit, late-night, student talent, speakers and visual arts.

### **Veterans' Resource Center**

(320) 308-2185 | [veteransresource@stcloudstate.edu](mailto:veteransresource@stcloudstate.edu)

Honored multiple times as a military-friendly university, St. Cloud State supports and serves current, retired and reserve service members.

### **Women's Center**

(320) 308-4958 | [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu)

Responds to women's issues with support services and programming.

## **University Organizational Structure**

Graduate Assistants are both students and employees of St. Cloud State University. As such it is important that you have knowledge of the leadership and structure of the university. The information below contains the titles and names of university officers and indicates lines of supervision.

President: Robbyn Wacker

Interim Provost/Vice President for Academic Affairs: Daniel Gregory

Vice President for Finance and Administration: Joe Trubacz

Vice President for Student Life and Development: Wanda Overland

Vice President for University Advancement: Matt Andrew

Special Advisor to the President: Judith Siminoo

Equity & Access Officer: Ellyn Bartges

Director of Athletics: Heather Weems

Director of University Relations/Legislative Relations: Bernie Omann

Vice President for Strategy and Engagement: Lisa Foss

Vice President for Strategic Enrollment Management: Jacqueline McMillan

Associate Vice President for Technology/ Chief Information Officer: Vacant

Interim Provost/Vice President for Academic Affairs: Daniel Gregory

Herberger Business School: David Harris, Dean

School of Education: Jennifer Mueller, Dean

School of Health & Human Services: Shonda Craft, Dean

College of Liberal Arts; School of the Arts: Mark Springer, Dean

School of Public Affairs: King Banaian, Dean

College of Science & Engineering; School of Computing, Engineering &

Environment: Adel Ali, Interim Dean

Learning Resources: Rhonda Huisman, Dean

Associate Provost for Research and Dean of Graduate Education: Latha

Ramakrishnan, Interim Dean

-- Director of Graduate Studies Services: Melanie Guentzel  
Assistant Provost for University College: Glenn Davis, Interim  
-- Assistant Provost for Student Recruitment and Enrollment:  
Amber Schultz  
-- Director of Financial Aid: Michael Uran  
-- Assistant Provost for Student Success: Nancy Mills  
Associate Provost for Faculty and Student Affairs:  
La Vonne Cornell- Swanson,  
Associate Vice President for International Studies: Shahzad Ahmad, Interim  
Executive Director of Academic Operations:  
Michele Mumm  
Vice President for Finance and Administration: Joe Trubacz  
Assistant Vice President of Safety and Risk Management: Jesse Cashman  
Director of Business Services: Jeff Wagner  
Director of Campus Dining Services: Jeffery Hilligoss  
Assistant Vice President for Facilities Management: Philip Moessner  
Human Resources: Michael Freer  
Husky Bookstore Manager: Vacant  
Director of Public Safety: Kevin Whitlock

Vice President for Student Life and Development: Wanda Overland  
Associate Dean of Students: Gerald Bulisco  
Assistant Dean of Students/Director of Residence Life: Jen Sell Matzke  
Director of American Indian Center: Jim Knutson-Kolodzne  
Executive Director of Atwood Center: Vacant  
Director of Campus Involvement: Jessica Ostman  
Executive Director of Career Center: Michelle Schmitz  
Director of Counseling and Psychological Services: John Eggers  
Director LGBT Resource Center: Seth Kaempfer  
Director of Lindgren Child Care Center: Dennis Mergen  
Director of Multicultural Student Services: Shahzad Ahmad  
Director of Student Conduct and Programs: Margaret Sarnicki  
Director of Student Accessibility Services, Andrea Belishe  
Director of Student Health Services, Corie Beckermann  
Director of Veterans Resource Center, Zachary Mangas  
Director of Women's Center, Jane Olsen

Vice President for University Advancement: Matt Andrew  
Director of Alumni and Constituent Engagement: Terri Mische  
Director of University Development; Bob Beumer  
Director of Athletics Development; Kurt Stelten  
Director of Annual Giving Development: Josh Lease  
Director of University Advancement Finance: Roger Lewis  
Director of University Advancement Research: Sharon Carter  
Director of University Advancement Data: Paula Eckerman

## Frequently Asked Questions

### What is a graduate assistantship?

Graduate assistantships (GAs) are employment opportunities intended to enhance graduate students' experience in their field and offset the cost of graduate education. In exchange for professional-level work in a department or office at St. Cloud State University, you will be provided with a stipend (salary) and a tuition remission of up to 16 credits per academic year. A GA is one of the best deals available to graduate students and St. Cloud State University offers one of the most progressive graduate assistantship programs in the state. In essence, you're paid to pursue your degree.

**At St. Cloud State University, we offer three basic types of GA appointments:**  
Program Support Assistants perform duties specific to an academic program or an

administrative office. Duties include a variety of tasks specific to the office in which they work but may include: clerical support, utilizing software programs, conducting surveys, organizing information, and overall participating in the inner workings of academia. These assistantships can be sought by contacting a specific administrative unit in which you wish to work.

Research Assistants perform research studies and activities connected to a department or professor. Tasks vary dependent upon your supervisor's needs, but assistants generally learn the skills necessary to conduct research and prepare work for publication through tasks such as: active research, fact-checking, collaboration with professionals and peers, and any activity that supports the research process. These assistantships can be sought through your program department.

Teaching Assistants participate in undergraduate instruction either by teaching or by providing support services. Teaching assistants may serve as primary instructors, instructors of record, laboratory assistants, or test and paper evaluators. Duties vary according to the specific position but may include: managing students, running a classroom, evaluation, developing lesson plans, holding office hours, and overall contributing to the success of the students in the class to which you are assigned. These assistantships are sought through your program department.

### Are graduate assistantships renewable?

Yes. Graduate assistantship appointments do not exceed one year, but may be renewed for a second year. This renewal is not automatic; it is dependent on a variety of factors including the availability of funds, satisfactory work performance, academic progress and departmental need. Assistantships do not exceed two years unless permission is received from the School of Graduate Studies.

### Can my assistantship extend into the summer?

An appointment cannot extend into the summer, but a summer assistantship may be granted if the department has a need and the funding available. Summer graduate assistants are paid at an hourly rate, but are not permitted to exceed 20 hours-per-week. In order to be eligible, a student must be enrolled in three or more graduate-level summer session credits; however, tuition is not waived during the summer, so you would be personally responsible for the cost of these credits.

Graduate students are also eligible for student employment during the summer at the lower student rate. In these cases, St. Cloud State University student employment policies apply rather than graduate assistant policies. Before accepting summer employment you should clarify if it is a GA position or student employment.

### Can my assistantship be terminated before the end of my appointment? If so, under what conditions?

Yes. The employing department may elect to terminate the graduate assistant at any time during the appointment. Conditions for termination may include: poor academic standing, lack of availability of funds, non-performance of duties, non-attendance, lack of fulfillment of assistantship requirements, violation of appointment, or interpersonal reasons. See policy on Termination in the GA Handbook

### Do health benefits or insurance come with my assistantship?

No. International students are required to purchase health insurance if they are not already covered. See <http://www.stcloudstate.edu/healthservices/default.aspx> for more information.

### Am I allowed to hold multiple assistantships?

Usually not. But, under special circumstances, if the combined required hours of on-campus positions do not exceed 20 hours-per-week, you are able to hold more than one graduate assistantship.

### Application for Graduate Assistantships

#### Who can apply?

Admitted degree-seeking students are eligible to apply. The opportunity to receive a full-time graduate assistantship is available to everyone who is admitted to their graduate program and is enrolled for eight credits at the 500/600 level. Doctoral

students must be enrolled full time (six credits at the 700/800 level) to hold a full-time or part-time assistantship. Feel free to apply during the admission process, but you will not be hired until fully admitted and registered.

#### **Are international students eligible for assistantships?**

Yes. Any student who holds a bachelor's degree, is registered full-time for graduate credits, and is admitted to a graduate program is eligible.

#### **How do I apply?**

The search for a graduate assistantship is comparable to a job search. You should seek positions that offer you the most benefit professionally and meet your individual qualifications. Descriptions for some available GA positions are posted in Handshake through the Career Center <https://www.stcloudstate.edu/careercenter/jobs-internships/default.aspx> You may also contact programs and departments that you are interested in working with to see if they have any assistantships available. Your program adviser or graduate director can also inform you of potential assistantship opportunities.

Once you find the positions that best fit your career and educational goals, distribute a cover letter indicating your interest and skills, and a resume to the departments and offices in which you would like to work. Because graduate assistantships are competitive and based on the availability of funding, you are encouraged to contact the department early and reapply each semester until you secure an assistantship.

#### **When are applications for assistantships due?**

Deadlines for applications vary by the position, so check with the department in which you are applying for specific due dates. Keep in mind that April 15 is the traditional deadline for the extension of a graduate assistantship offer, so begin your search well before this date.

#### **Where do I apply for a graduate assistantship?**

Send your application materials directly to the department or office to which you are applying. You should not send application materials to the School of Graduate Studies unless you are applying for a position within our office.

#### **What happens once I apply?**

Graduate assistantships are not guaranteed to all applicants. The hiring department or office will review your application and an interview may follow. If you are offered the position, you will receive an employment letter which outlines the length, conditions, and stipend of your appointment. Use the link provided in the letter to log into the electronic system to accept or deny the GA offer. If you have not been employed at SCSU within the past two years your letter should indicate the information that you will need to provide in order to be set up in the payroll system.

### **Stipends and Tuition Reimbursement**

#### **Do graduate assistants have to pay tuition and fees? If so, how much?**

Full-time graduate assistants receive eight graduate-level credits (500-800) at the on-campus resident rate each semester they are employed. Part-time graduate assistants (10 hours per week) are eligible for 6 graduate-level (500-800) credits at the on-campus resident rate each term of employment. You cannot rollover unused tuition remission. Undergraduate credits are not eligible for tuition remission even if they are prerequisites for graduate-level courses. Graduate assistants must be employed at least a half-time (10 hours per week) to qualify. Fees for all credits (including those covered by tuition remission) and all tuition beyond the six or eight credits over at the on campus rate must be paid by the student. Visit <http://www.stcloudstate.edu/srfs/finances/cost-of-attendance.aspx> for specific tuition and fees information.

#### **How is my tuition paid? Do I have to do anything?**

All you need to do is accept your appointment, complete payroll documentation (I-9 and W-4) and register for the required number of credits for your assistantship before the fifth class day of the semester. Once eligible for a graduate assistantship, the remission will be placed on your tuition statement on the fifth class day of the semester. If there is a problem with the appointment or forms that is not resolved

before this date, the remission will be applied as soon as the problem is resolved. If this happens, you may have to pay tuition and receive a refund upon resolution.

#### **Does having a graduate assistantship affect my financial aid?**

Yes, loan eligibility for a graduate student may be reduced if the student receives a graduate assistantship. Your eligibility is generally reduced by the amount of your tuition remission. Please contact the Office of Scholarships and Financial Aid at [financialaid@stcloudstate.edu](mailto:financialaid@stcloudstate.edu) or (320) 308-2047 for more information.

#### **How often will I get paid?**

Graduate Assistants generally receive a paycheck every other week. Be aware that the first check may not be available for approximately four weeks, so budget accordingly. Your stipend will be divided according to the number of pay periods that occur during appointment. If the appointment lasts the academic year, you will continue to receive checks during academic breaks.

#### **Do we receive holiday, sick, or vacation pay?**

All graduate assistants may observe the University Holiday/Break schedule when classes are not in session. Graduate assistants working 20 hours per week will have their hourly work expectations decreased 4 hours for each University observed holiday (i.e., all full time GAs will be expected to work a 16 hour week, with 4 hours of holiday time for Labor day). Work time is at the discretion of the hiring office. For graduate assistants working less than 20 hours per week, holiday time is prorated based on the number of employment hours (i.e., a graduate assistant working 10 hours per week will receive 2 hours of holiday time per each day of the holiday or break when classes are not in session).

#### **Are taxes taken out of my paycheck?**

Yes. The University is required to withhold federal and Minnesota state income taxes on both the stipend and the tuition remission. Students classified by their department as teaching or research assistants will not have their tuition remission taxed. As an assistant, you will need to fill out tax forms for the Business Services Office.

### **Life as a Student and a Graduate Assistant**

#### **Will my work as a graduate assistant interfere with my studies?**

An assistantship is no "free ride," of course. You will be expected to provide professional work and will hold responsibilities that affect others, the University, and your personal reputation. However, assistantships are created with graduate students' needs in mind. On average, full-time GAs will work 20 hours-per-week and part-time GAs will work 10 hours-per-week. You will most likely find that your schedule as a GA will be flexible and that demands of the job ebb and flow throughout the semester. GA supervisors take your role as a student seriously and will work with you if any scheduling conflicts arise.

#### **Can I hold a graduate assistantship and not register for classes?**

No. A graduate assistant must maintain full-time enrollment each term of the appointment. Eight 500/600 or six 700/800 level credits are required for full-time enrollment. Full registration is required by the fifth day of classes or your tuition remission is in jeopardy.

#### **What is the minimum required credit load for a graduate assistant?**

A graduate assistantship requires eight or more 500/600 level credits per semester. Doctoral students holding an assistantship must be enrolled for a minimum of six doctoral credits (700/800 level) per semester. Undergraduate credits that are prerequisites for your graduate program do count toward the required credit load, but the tuition for these credits is not waived.

#### **Who do I go to if I am having a problem with my assistantship?**

As is customary in any professional situation, talk with your supervisor first. If your problem is not resolved, feel free to contact the School of Graduate Studies' Director of Student Services, Melanie Guentzel, at (320) 308-2194 or [mjguentzel@stcloudstate.edu](mailto:mjguentzel@stcloudstate.edu).

#### **What kind of training will I receive?**

The School of Graduate Studies requires an online sexual harassment and

discrimination prevention training for all graduate assistants. Some assistantship positions require an online data privacy training session; your department will let you know if you need to participate. The School of Graduate Studies also requires that new assistants attend the Graduate Assistant Orientation. At this orientation, you will be introduced to School of Graduate Studies' staff and campus administrators. You will also learn important graduate assistantship policies, listen to the specific answers to commonly asked questions from graduate assistants including payment policies and expectations, ask your own questions, and hear speakers discuss University resources and professionalism.

Individual departments have their own training specific to the position. Information regarding graduate assistant training will likely be included with your appointment letter if you are offered the assistantship. Please contact the department in which you are employed for more information.

**Will my graduate assistantship require that I take any additional classes?**

It is possible that your assistantship will require that you take a course in order to receive additional training throughout the semester. This information should be included with your appointment letter if you are offered the assistantship. Please contact the department in which you are hired for specific information.

**As a graduate assistant, what is expected of me? What are my responsibilities?**

A graduate assistantship is a professional job and could be the beginning of your reputation in the field. As such, in your assistantship you are expected to: work your scheduled hours, communicate with your supervisor, and act in a professional and courteous manner including dress, hygiene and attitude. Your responsibilities will be outlined by your supervisor. You should not need to work more than 20 hours-per-week for a full-time assistantship.

**How can I meet other graduate assistants?**

The School of Graduate Studies strives to provide graduate assistants with many opportunities to meet other students and faculty through events listed at <http://www.stcloudstate.edu/graduatestudies>. You will also be e-mailed about many of these opportunities, so it is important to activate and frequently check your HuskyNet account. You can also check <https://huskiesconnect.stcloudstate.edu/> to see opportunities for further involvement on-campus. Graduate Assistantship orientation, your department training or orientation (if offered), shared office space, and planning out-of-school events provide excellent opportunities to begin relationships with faculty and peers that will be invaluable throughout your graduate education and may last long into your career.

**What can I do to enhance my professional development?**

In addition to providing opportunities to meet faculty and peers, the School of Graduate Studies strives to provide graduate assistants with events geared toward professional development. You will be e-mailed about many of these events, so it is important to activate and frequently check your HuskyNet account. You can also check [www.stcloudstate.edu/graduatestudies/](http://www.stcloudstate.edu/graduatestudies/) Your department should also make you aware of professional development opportunities via e-mail; contact your department if you are not receiving this type of e-mail to make sure you are on their listserv.

**Will someone familiarize me with the technology I will be using as a graduate assistant and student?**

Information Technology Services provides free training sessions and workshops each semester. For more information, see [husky.net.stcloudstate.edu/help/training/default.asp](http://husky.net.stcloudstate.edu/help/training/default.asp).



**Graduate Assistant Evaluation**

Student Name: \_\_\_\_\_  
 Assistantship Type: Program Assistant\_\_\_\_ Research Assistant\_\_\_\_ Teaching Assistant\_\_\_\_  
 Semester and Year: Fall\_\_\_\_ Spring\_\_\_\_ Summer I\_\_\_\_ Summer II\_\_\_\_  
 Department: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

	Unacceptable	Needs Improvement	Acceptable	Exceptional	Not Applicable
Work Expectations:					
Quantity of Work:					
Quality of Work:					
Professionalism:					
Timeliness					
Attendance:					
Collegiality:					
Courtesy:					
Initiative:					
Works Independently:					
Works Cooperatively:					
Judgment:					
Respects Diversity:					
Communication Skills:					
Oral					
Written					

Describe the Graduate Assistant's greatest strengths:

Describe the area(s) that need the most improvement:

Discussion:

Did we accomplish our work goals for the year/semester? Why or why not?

Did the student accomplish his/her learning goals for the year? Why or why not?

Student response to the feedback? Do they agree/disagree? What is next?







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