



SCHOOL OF GRADUATE STUDIES

Graduate Assistant

2021/2022 HANDBOOK



ST. CLOUD STATE
U N I V E R S I T Y

EDUCATION FOR LIFE.



2021-2021 GRADUATE ASSISTANT HANDBOOK

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Welcome to St. Cloud State University and 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 online at <https://scsu.mn/3wzHsKk>.

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.

St. Cloud State University is a member of Minnesota State and committed to legal affirmative action, equal opportunity, access and diversity of its campus community. Please view the full statement: <https://scsu.mn/3dnJqUT>

*This edition of the Graduate Assistant 2021-2022 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. This handbook is accurate as of August 2021. Please refer to the website links for the most up-to-date information.



SCHOOL OF
GRADUATE STUDIES
ST. CLOUD STATE UNIVERSITY

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

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 nine 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:

1. 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.

2. 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.

3. 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

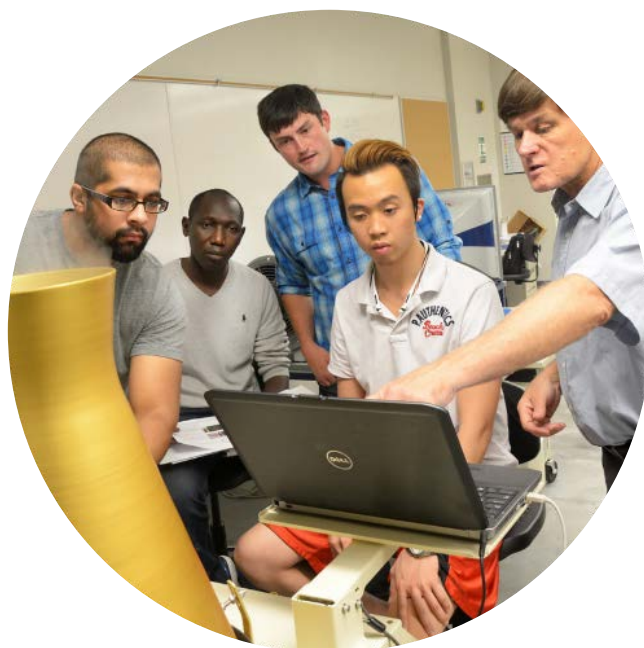
Who is Eligible to Apply?

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).
- U.S. Citizenship and Immigration Services (USCIS) 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

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 101), or by setting up an account in Handshake with the Career Center and searching for graduate assistantships.

Please note: All Graduate Assistants 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 101) or found at: 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 U.S. Citizenship and Immigration Services (USCIS).

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.

Stipends

Graduate assistantship stipends (salary) for the 2021-2022 academic year range up to \$9,250 depending on the hours of assignment and the length of the appointment. Graduate Assistant 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.

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 an Employee's Withholding Allowance Certificate (W-4) and an Employee's Withholding Exemption Certificate (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. A W-4 and an 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, Employment Eligibility Verification 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, Form I-94, Arrival/Departure Record, Information for Completing USCIS, Form I-20, Certificate of Eligibility for Nonimmigrant Student Status.

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)

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 2021 August 17, 2021 – December 17, 2021
Spring 2022 January 4, 2022 – May 6, 2022

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 2021

August 17, 2021 – December 17, 2021 ≈ 330 hours

Spring 2022

January 4, 2022 – May 6, 2022 ≈ 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 \$4,028 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 \$2685 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 Federal Insurance Contributions Act (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 remission 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 Graduate Assistant 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.

GRADUATE ASSISTANT PAYROLL SCHEDULE 2021-2022 (FY2022)			
PAY PERIOD	PAY PERIOD END DATES	APPROVAL OF TIMESHEETS	PAY DAY
2022-01	07/06/2021	07/07/2021	07/16/2021
2022-02	07/20/2021	07/21/2021	07/30/2021
2022-03	08/03/2021	08/04/2021	08/13/2021
2022-04	08/17/2021	08/18/2021	08/27/2021
2022-05	08/31/2021	09/01/2021	09/10/2021
2022-06	09/14/2021	09/15/2021	09/24/2021
2022-07	09/28/2021	09/29/2021	10/08/2021
2022-08	10/12/2021	10/13/2021	10/22/2021
2022-09	10/26/2021	10/27/2021	11/05/2021
2022-10	11/09/2021	11/10/2021	11/19/2021
2022-11	11/23/2021	11/24/2021	12/03/2021
2022-12	12/07/2021	12/08/2021	12/17/2021
2022-13	12/21/2021	12/22/2021	12/30/2021
2022-14	01/04/2022	01/05/2022	01/14/2022
2022-15	01/18/2022	01/19/2022	01/28/2022
2022-16	02/01/2022	02/02/2022	02/11/2022
2022-17	02/15/2022	02/16/2022	02/25/2022
2022-18	03/01/2022	03/02/2022	03/11/2022
2022-19	03/15/2022	03/16/2022	03/25/2022
2022-20	03/29/2022	03/30/2022	04/08/2022
2022-21	04/12/2022	04/13/2022	04/22/2022
2022-22	04/26/2022	04/27/2022	05/06/2022
2022-23	05/10/2022	05/11/2022	05/20/2022
2022-24	05/24/2022	05/25/2022	06/03/2022
2022-25	06/07/2022	06/08/2022	06/17/2022
2022-26	06/21/2022	06/22/2022	07/01/2022

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 I-9 and W-4 forms, have been completed prior to the fifth day.

Fifth Day of Classes

Fall 2021: August 27, 2021

Spring 2022: January 14, 2022

Tenth Day of Classes

Fall 2021: September 3, 2021

Spring 2022: January 21, 2022

- 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 Graduate Assistant 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 www.stcloudstate.edu/billing for more information about billing and important dates.

IMPORTANT DATES 2020-2021

Academic Term

Tuition and fees due (in full)

FALL 2021

Sept. 13

SPRING 2022

Jan. 31

Drop for non-payment

Aug. 27

Jan. 14

Financial Aid applied to student account (day tuition remission will appear on student's accounts)

Aug. 28

Jan. 15

\$50 Late fee applied

Oct. 26

Mar. 15

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

St. Cloud State University 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 six 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 eight 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 four hours for each University observed holiday (i.e., all full time Graduate Assistant will be expected to work a 16-hour week, with four hours of holiday time for Labor Day).

Graduate Assistantships	Weekly Hours Worked	Holiday	Hours Worked
Graduate Assistant (Full time)	20 hours	Holiday 8 hours	Work 16 hours for the week
Graduate Assistant (Part Time)	10 hours	Holiday 8 hours	Work 8 hours for the week

FALL 2021 HOLIDAYS AND BREAKS

Labor Day, September 6
Veterans Day, November 11
Thanksgiving Break, November 22-26
Winter Break Dec. 21 – Jan. 3

SPRING 2022 HOLIDAYS AND BREAKS

Martin Luther King Jr. Day January 17
Spring Break March 7-11
Faculty Workshop, April 12

Work time is at the discretion of the hiring office (i.e., if you have work responsibilities on the holiday, the office should provide four 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 two 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.

Health Insurance

Graduate Assistant 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 <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 www.mnsure.org/ for more information.

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 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, St. Cloud State University not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. St. Cloud State University students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Chocoletta A. Simpson, who is the University Designated Officer, Title IX Coordinator/ Officer and the Equity and Access Officer (phone 320.308.5123 or via e-mail at chocoletta.simpson@stcloudstate.edu). You may also find St. Cloud State University policies and procedures pertaining to discrimination, harassment and sexual violence, as well as information on resources available to you at: <https://scsu.mn/3eC0D03>.

Cultural Diversity

St. Cloud State University 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. St. Cloud State University 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: <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 or at: 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 online in the St. Cloud State University Student Code of Conduct located at <https://scsu.mn/3kiOy3t>. Students who violate University or system regulations shall, after due process, be subject to University sanctions. Contact the Office of Community Standards, 320.308.3455, Hill Hall, 136, 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 Graduate Assistant.

Representing the University

All employees, including Graduate Assistants, are representatives of the University. To this end, it is expected that Graduate Assistant 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:

- The University has 45 days to comply with a student's written request to review their records.
- All information declared confidential by the Act or excluded from the definition of "education records" in the Act is not available for inspection.
- 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 their 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 their 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 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 <http://www.stcloudstate.edu/policies/> and <https://scsu.mn/3icDPVy>.

Consensual Relationships Policy

Minnesota State policy prohibits consensual relationships between an employee and another employee or a student over whom they exercise 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://scsu.mn/2Uc6ZMj>.



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: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=60> For information, counseling, referrals and advocacy services, contact the Gender Violence Prevention Program at 320.308.3995 or go to the Women's Center Website at: <https://scsu.mn/3elo9hv>. If you need immediate assistance call the Central MN Sexual Assault Center's 24 hour crisis line call 320.308.5123.

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 familial 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 Chocoletta A. Simpson, who is the university Designated Officer, Title IX Officer and the Equity and Access Officer (phone 320.308.5123 or via e-mail at chocoletta.simpson@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.

Go to 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

Location: Public Safety Office, 525 Fourth Avenue

Phone: 320.308.3453

E-mail: pubsafe@stcloudstate.edu

Website: 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. 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: <https://ci.stcloud.mn/us/>

Pay Lot Parking

Pay lot parking is available in the South Pay Lot, Miller Pay Lot, ISELF Pay Lot, Husky Pay Lot, and the 4th Avenue Parking Ramp. The charge for the ramp and pay lots is \$1.50/hour. Payments may be made with cash, debit/ credit card, or 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). Parking regulations are enforced each and every day of the year, regardless of the academic calendar. Students park on campus at their own risk. Report any theft or damage to St. Cloud State University Public Safety Department.

*Parking policies and fees are subject to change.

Metro Transit System

320.251.RIDE (7499)

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. Familiarize yourself with the following administrative and student services on campus. A complete listing of all student services can be found at www.stcloudstate.edu/campuslife/student-services.aspx

American Indian Center

(320) 308-5449

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

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

Business Services

(320) 308-4003

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

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

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

Center for Excellence in Teaching and Learning

(320) 308-5282

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

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

Department of Campus Involvement

(320) 308-2205

campusinvolvement@stcloudstate.edu

Provides student opportunities in areas such as student organizations, University Program Board, community service, spirit groups, 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

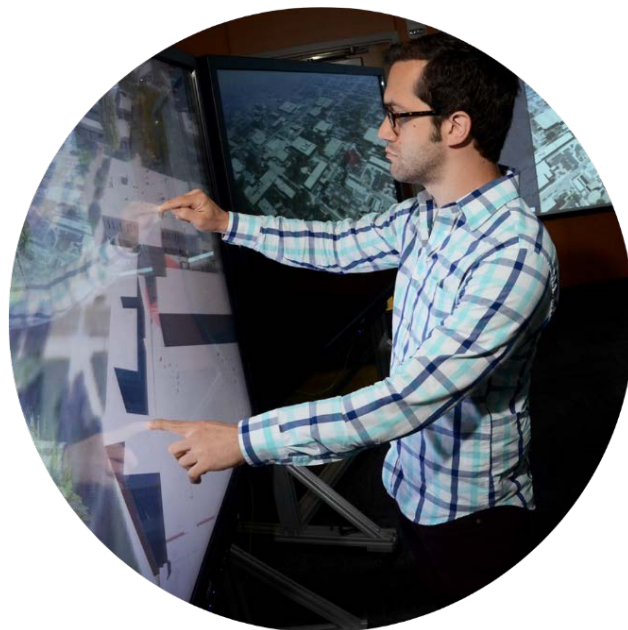
Support students and families with information and resources to financially support your educational goals.

HuskyTech

(320) 308-7000

huskytech@stcloudstate.edu

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



Information Technology Services

(320) 308-2065

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

isss@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

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

LGBT Resource Center

(320) 308-5166

lgbt@stcloudstate.edu

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

Library

(320) 308-2084

library@stcloudstate.edu

The University Library offers a wide variety of resources and services to meet student study and research needs.

Lindgren Child Care Center

(320) 308-3296

childcare@stcloudstate.edu

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

Non-Traditional Students

(320) 308-3296

adultlearners@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

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

Public Safety

(320) 308-3453

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

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

Everything you need to make a St. Cloud State University residence hall your home.

Student Accessibility Services

(320) 308-4080

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 Legal Services

(320) 308-2205

campusinvolvement@stcloudstate.edu

Attorney-staffed office that assists students with legal problems.

Student Life and Development

(320) 308-3111

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

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.

Statistical Consulting Center

(320) 308-4709

statspss@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

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

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. Ruby Cora Webster Hall, room 118 and Miller Center, 135E.

U-Choose

(320) 308-6175

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

(320) 308-2205

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

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

The Women's Center promotes a safe, inclusive and engaged community through advocacy, education, alliance-building and women's leadership.

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

- * Provost/Vice President for Academic Affairs: Daniel Gregory
- * Vice President for Finance and Administration: Tressa Constantineau Ries
- * Vice President for Student Life and Development: Katrina Rodriguez
- * Vice President for University Advancement: Matt Andrew
- *Special Advisor to the President: Judith Siminoe
- *Equity & Access Officer: Chocoletta Simpson
- *Director of Athletics: Heather Weems

- *Director of University Relations/Legislative Relations: Bernie Omann
- *Vice President for Planning and Engagement: Lisa Foss
- *Vice President for Strategic Enrollment Management: Jason Woods
- *Deputy Chief Information Officer: Phil Thorson
- * President's Cabinet members are indicated by an asterisk.

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: Mark Springer, Dean
School of the Arts: Raymond Philpott, Associate Dean
School of Public Affairs: King Banaian, Dean

College of Science & Engineering: Adel Ali, Dean
School of Computing, Engineering & Environment:
Maureen Tubbiola, Associate Dean

School of Public Affairs: King Banaian, Dean
University Library: Rhonda Huisman, Dean
Associate Provost for Research and Dean of Graduate Education:
Claudia Tomany
Assistant Provost for University College: Feng-Ling Johnson
Associate Provost for Faculty and Student Affairs: La Vonne Cornell-Swanson
Associate Vice President for International Studies: Shahzad Ahmad, Interim
Executive Director of Academic Resources: Michele Mumm

Vice President for Finance and Administration: Tressa Constantineau Ries

Assistant Vice President of Safety and Risk Management: Steve South, Interim
Director of Business Services: Jeff Wagner
Director of Campus Dining Services: Luke Robinson
Assistant Vice President for Facilities Management: Mark Hedlund (Interim)

- *Chief Human Resources Officer: Vacant
- Husky Bookstore Manager: Caroline Wadman
- Director of Public Safety: Vacant

Vice President for Student Life and Development: Katrina Rodriguez

Dean of Students: Jen Sell Matzke
Director of American Indian Center: Barb Miller
Executive Director of Atwood Center: Matt Trombley
Director of Campus Involvement: Tommy Balicky (Interim)
Executive Director of Career Center: Michelle Schmitz
Director of Counseling and Psychological Services: Jennifer Rocheleau Dorholt
Director LGBT Resource Center: Jane Olsen (Interim)
Director of Lindgren Child Care Center: Martina Juvera-Paul

Director of Multicultural Student Services: Shahzad Ahmad
Director of Student Conduct and Programs: Peggy Sarnicki
Director of Student Accessibility Services: Nicholas Wright
Director of Student Health Services: Vacant
Director of Veterans Resource Center: Zachary Mangas
Director of Women's Center: Jane Olsen

Vice President for University Advancement: Matt Andrew

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

Vice President for Planning & Engagement: Lisa Foss

Director of Analytics & Business Intelligence: Vacant
Office of Assessment & Accreditation: David Switzer / Holly Evers



School of Graduate Studies
St. Cloud State University
101 Administrative Services Building
720 Fourth Avenue South
St. Cloud, MN 56301-4498

Phone: 320.308.2113
Toll Free: 1.800.369.4260
www.stcloudstate.edu/graduatestudies
graduatestudies@stcloudstate.edu



EDUCATION FOR LIFE.



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 St. Cloud State University is Chocoleta Simpson. For additional information, contact the Office for Institutional Equity & Access, (320) 308-5123, Admin. Services Bldg. Rm 121.



MINNESOTA STATE

St. Cloud State University,
A member of Minnesota State