



Graduate Assistant Procedure

Graduate Assistantships provide students with training and valuable professional experience in higher education work environments. Graduate Assistantship duties should not interfere with academic studies but rather should contribute to students' intellectual growth and degree goals. Graduate Assistants are students first.

Eligibility: Students are eligible to hold graduate assistantships if they are admitted to a graduate school degree program at Upper Iowa University and are registered as a full-time student equivalent to at least three credit hours per module.

Tuition: Graduate Assistants receive a tuition waiver to cover tuition costs for one course per module while holding the Graduate Assistantship. All tuition costs above one course per module and all fees are the responsibility of the Graduate Assistant. Tuition waivers are subject to all appropriate withholding taxes according to IRS regulations. Please check <http://www.irs.gov> for more information.

Housing and Meal Plans: Since UIU does not provide assistance for housing and meal plans, graduate assistants will be responsible for these expenses.

Classification: Graduate Assistants are student employees who cannot:

- work more than 20 hours per week
- be "on-call"
- hold any other employment position at UIU

Stipend: All Graduate Assistantships include a stipend, which is intended to help defray the costs of attending school. A stipend is a fixed sum of money that is not necessarily based on work performed or hours of work. Graduate Assistants are paid \$1,000 per month during the term of their agreement and are subject to applicable federal and state taxes.

Non-reappointment: A department may decide not to reappoint a graduate assistant on the basis of performance, budgetary constraints, or lack of need for the position.

Termination: A Graduate Assistant may be terminated prior to the end of a current appointment for non-registration, fiscal emergency, just cause, or lack of progress towards degree.

Expectations: Graduate Assistants are expected to abide by all rules as outlined in the Student Handbook and Graduate Assistant Procedure. Graduate Assistants are expected to receive their graduate degree from Upper Iowa University within a two year time frame. Graduate Assistants that do not receive their master's degree within the two year time frame are ineligible to continue as a Graduate Assistant at Upper Iowa University.