FACULTY SENATE ISSUE FORM

Date Submitted: April 9, 2018

Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed Revisions to the Graduate Assistantship Policy Section on Eligibility

Description of Issue: The Deans Council recommends changes to the section of the Graduate Assistantship policy on Eligibility. The changes have been approved by the Graduate Administrators Council.

Rational for Submission: The changes make it clear that graduate assistants must be full-time students. In addition, the changes would align the policy with current practice by establishing a process for extension of an assistantship appointment when a student’s GPA falls below 3.0.

Name: Judy Bowman, submitted on behalf of Austin Agho and the Deans Council
Department: Academic Affairs
Date: April 9, 2018
Signature: 

SUMMARY FROM CMTE C

Cmte C recommends approval of the proposed changes to the Graduate Assistantship policy on Eligibility with minor modifications. The minor modifications, shown in document “AY18-02-C doc three,” are the addition of benchmarks to the student’s remedial plan of study. Cmte C believes that the revised policy balances concerns for academic integrity with concern for students, and the addition of benchmarks provides more concrete goals for students to work toward.
E. Eligibility

1. Only *full-time* students admitted to graduate degree programs in regular or provisional status on the basis of complete and fully evaluated credentials and in good academic standing are eligible for appointment to a graduate assistantship. Additional criteria apply for appointment as a graduate teaching assistant (GTA) (see section on appointments).

2. All students appointed to a graduate assistantship are required to verify their identity and employment eligibility and complete an I-9 Form, according to University procedures, prior to commencing their duties. This requirement is established in order to comply with the Immigration Reform and Control Act of 1986. Students are also required to complete the Child Support Disclosure and Authorization Form, the Commonwealth of Virginia’s Policy on Alcohol and Other Drugs Form, ODU Use of Electronic Communications and Social Media Form, the Commonwealth of Virginia Selective Service Form, and the Employee Payroll Direct Deposit Authorization Form.

Students who are not in good academic standing (i.e. a GPA below 3.0) may not be appointed to an assistantship. An existing assistantship appointment will be terminated for any student whose GPA falls below 3.0 and whose status subsequently moves to probationary at the end of a given semester. An exception may be granted for one semester by the dean of the Graduate School or designee provided that 1) a remedial plan of study is developed and confirmed in writing with the student, the student’s advisor, and, if pertinent, the student’s supervisor, and 2) a justification is submitted by the graduate program director and approved by the dean of the college or the dean’s designee. An extension for a second semester may be granted only if the student has shown significant improvement and by using the same process.
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