

Valid Courses Are:

- Graduate-level courses numbered 5000 and above that count toward your degree.

Invalid Courses Are:

- Audited courses (if you register for audit courses or change from credit to audit during the semester you are responsible for the tuition fees for those courses).
- Undergraduate-level courses taken for undergraduate credit including prerequisites or deficiency courses.
- Personal preference courses within or outside of your discipline that will not count toward your degree and that have not been approved for scholarship coverage by both your department and the Graduate School in writing.

16. Work Duties/Hours: Assistants are required to work approximately 20 hours per week. Starting and ending dates, duties, distribution of hours over the semester, and assignments to faculty are made by each department chair or director of graduate studies. Some departments may also require that their assistants participate in orientation programs or work during regular university recesses such as Winter and Spring Holidays. F-1 visa students may not work more than 20 hours per week while school is in session.

The *Rules and Guidelines for Graduate School Financial Aid* may change from time to time as new policies are implemented. For current updates of these rules and guidelines online, visit http://www.marquette.edu/grad/finaid_rules-assist.shtml.

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Rules and Guidelines for Graduate School Financial Aid:

Assistantships



MARQUETTE
UNIVERSITY

This brochure describes the rules and guidelines that apply to your award. By accepting your award offer you agree to the rules and guidelines in this brochure.

Responding To This Offer

All Students Living in the U.S.: You should accept or decline your offer as soon as you are able to give us a reply.

- For offers issued between January 1 and April 1, that are made for the academic year beginning in the fall term, you have until **April 15** to respond. If your reply is not received by April 15, the Graduate School may rescind your offer.
- For all offers issued on or after April 2, you should respond within 2 weeks of receipt of the award letter, or the Graduate School may rescind your offer.

International Students Not Living in the U.S.:

you must send an e-mail to thomas.marek@marquette.edu with your response (include your Marquette ID number on all correspondence), then sign and return the letter marked *copy*. We will accept an e-mail with your scanned attachment or a faxed copy of your acceptance letter. We must hear from you within 4 weeks after we issue your award or your offer may be rescinded.

Types of Assistantships

1. Teaching Assistantships: TAs assist faculty with various instructional duties. They may function as classroom teachers, lab or quiz instructors, or instructional assistants.

2. Research Assistantships: RAs assist faculty in conducting research and are expected to perform research-related work assigned by their supervisors.

3. Graduate Assistantships: GAs may perform a combination of TA and RA duties as determined by their departments.

Duration and Renewal of Awards

Normally, assistants are appointed for the months August – May. The assistants' departments

determine the specific beginning and ending dates of the appointments.

Future assistantships are not guaranteed or renewed automatically. You must apply for continued support and be considered along with new applicants. Award decisions are based on academic credentials not on financial need. Some programs renew assistantships for the normal duration of their students' programs; and some programs have limits on the number of assistantships a student may receive. Students should not assume that their awards extend to any terms not specifically stated in their award letters. To reapply for an assistantship, submit a *Financial Aid Application for Admitted Students* form to the Graduate School or apply online at http://www.marquette.edu/grad/finaid_forms.shtml by the appropriate competition deadline:

- Fall: February 15
- Spring: November 15

Rules and Guidelines

1. Disbursement of Your Scholarship: Your scholarship will be disbursed to your Bursar account or show up as an anticipated payment on your account, after we receive your acceptance of your offer and after you register for classes.

2. Employment Documents: All assistants are required to complete:

- An I-9 form (attached to new offers only).
- MU's *Employment Data Form* (obtained from their departments).
- *W-4* Withholding form (obtained from their departments).

Federal law and the Department of Homeland Security require verification of employment eligibility for all employees within 72 hours of employment. Before you may legally start working, you must submit a completed *I-9 Employment Eligibility Verification* form to the Graduate School. You are required to present specific documentation **IN PERSON** to the Graduate School to fulfill this obligation. Refer to the reverse side of the I-9 for a listing of acceptable documentation. In addition to

submitting an I-9 form, **international students** must also submit a *letter of employment eligibility* from Marquette's Office of International Education. International students may **not** begin working until both documents are on file in the Graduate School. New assistants should also fill out a *W-4* withholding form. The *Employment Data* and *W-4* forms are available from Payroll, Human Resources, and your department. In addition, all assistants must have, or must have applied for, a social security number.

3. English Proficiency/English as a Second Language (ESL) Courses: All TAs with native languages other than American English are required to attend the International Teaching Assistant Orientation Program and take an English proficiency test on campus during the first or second weeks before their first semester. Based on the test results, teaching assistants may be required to take one or more English Language course. Students may use their regular tuition scholarships to pay for the courses if required.

4. Full-Time Enrollment Status: Assistants must be registered full-time during the fall and spring semesters of their awards. Full-time status is defined as enrollment in at least 7 credit hours of courses or the equivalent through graduate continuation enrollment.

5. Graduate School of Management Students: Awards to students in Accounting, Business Administration, Economics, and Human Resources are jointly administered by the Graduate School and the Graduate School of Management. GSM students are expected to follow the rules and guidelines in this document. I-9 forms for GAs are distributed and collected by the GSM and not the Graduate School (see #2 above). Additional conditions may be placed on awards by the GSM. If that is the case you will be notified in writing by the GSM. Requests for waivers of any of the rules in this document must receive the approval of the GSM.

6. Identification Cards/Keys: Graduate assistants are issued Marquette ID cards that can be used to obtain discounts on purchases from the MU Spirit Shop and the Haggerty Museum of

Art, and receive additional on campus printing privileges. If an assistant resigns or is terminated, they must return their keys and their assistantship ID cards to their departments. If the student is continuing his/her program, a new ID card will be issued at no charge.

7. Involuntary Terminations: Assistants are retained only if they are doing acceptable work, maintaining a 3.0 GPA (each semester and cumulatively), making progress towards their degrees, and are meeting their obligations to their departments and to the university in an acceptable manner. Before recommending a termination, the department chair or director of graduate studies shall, in most cases, inform the student **in writing** that there is danger of termination as soon as it becomes evident that his/her performance is unsatisfactory. The warning letter should:

- Outline the assistant's deficiencies.
- Suggest required remedies.
- Set a date when the matter will be reviewed to recognize improvement or recommend dismissal to the Graduate School.

In serious cases, a department may recommend to the Graduate School that an assistantship be terminated effective immediately. In these cases, the department is not obligated to use the above warning procedure. After making such a recommendation to the Graduate School, the department may immediately suspend any/all duties of the assistant pending the Graduate School's decision regarding termination. Serious cases include, but are not limited to, violations of university policy/procedures and violations of ethical or professional codes or standards. Termination appeals should first be made to the student's department then to the Graduate School. All stipends end on the date of termination.

8. Outside Employment: Students with full assistantships are not allowed to accept additional employment for pay during their award terms. The Graduate School, under the following conditions, may give special permission:

- The employment is required by serious financial need.
- The request is accompanied by evidence that the assistant's academic work and quality of service will not be affected adversely.
- The request is approved by the assistant's department.

Requests to allow additional employment must be *in writing and must include written endorsement from the department chair or director of graduate studies*. Failure to do so may result in an automatic denial without appeal. Students with partial assistantships generally are granted permission for outside employment, but they too must follow the above request procedure.

9. Registration: You must register no later than the last date of registration of the first semester of your award term. If you fail to do so your award may be rescinded.

10. Release of Information: From time to time the Graduate School receives requests for employment verifications of its assistants. Unless you ask us in writing not to release this information, we will comply with such requests by providing confirmation of employment, starting and ending employment dates, position title, and department of employment.

11. Resignations: Departments count on the services of their assistants for the entire academic year. If it becomes necessary to resign, the assistant must:

- Discuss the resignation with his/her department chair or director of graduate studies well in advance of the resignation.
- Submit a signed letter explaining the reason(s) for and exact date of the resignation to the Graduate School.
- Return their assistantship ID card and all issued keys to their department.

Stipends will be ended and final checks will be prorated to the date of resignation.

12. Sexual Harassment Training: All assistants are required to pass MU's sexual harassment

training online and submit their results to the Department of Human Resources.

13. Stipend Payments: Stipends are disbursed in 10 monthly payments, 5 payments each semester, over the academic year (August-May) unless stated otherwise. Checks are delivered to department offices on the last working day of each month. Direct deposit is also available.

14. Taxes: Your stipend is taxable income and is reported to the IRS. You will receive an earnings statement from Payroll in January to submit with your income taxes. FICA taxes (social security) are not deducted from fall and spring stipends. FICA is charged to the stipends of assistants in summer unless assistants are registered and provide proof of their summer registration to the Payroll Department.

15. Tuition Scholarships: Most full assistantships include tuition scholarships to pay for 9 credits in fall and 9 credits in spring. The dollar value of your award is stated in your offer letter. Your award will not pay for more than this amount. You must pay for all charges taken that exceed the dollar amount of your scholarship and for tuition/fees related to courses that are not covered by your scholarships.

Your award letter shows the amounts of your scholarship allotted to fall, spring, and summer terms. Unused scholarship money from one term is not automatically carried forward to following terms. You should contact the Graduate School to request the transfer of scholarship money from one term to another. Award money cannot be transferred from one aid year to another. Each aid year begins with the fall term and includes the following spring and summer terms. Scholarships will not pay for more than 6 thesis or 12 dissertation credits.

Scholarships may only be used to pay for valid courses that are directly related to your degree.