



WORLD-CLASS EDUCATION



Graduate Assistantship Handbook

Rev.

KEAN UNIVERSITY

Graduate Assistantship Handbook

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CONDITIONS OF APPOINTMENT

- I. Assistantships are in effect for a full academic year commencing with the fall semester and terminating at the end of the spring semester, unless otherwise stated. Students who are employed full-time on or off-campus are not eligible for an assistantship.
- II. You must be registered for and successfully complete a minimum of 9 credits in your graduate program each semester, for which the University will waive tuition and fees. If you drop or withdraw from a course, you will be subject to the same rules and regulations that apply to all students at the University.
- III. If you applied for (or plan to apply for) financial aid, the assistantship award may have an impact on your financial aid eligibility.
- IV. You are expected to maintain a minimum grade point average (GPA) of **3.0** each semester. Should your GPA fall below **3.0** at the end of any given semester, the Assistantship will be terminated. To be considered for a future Assistantship, you must submit a written appeal to Dr. Jeffrey P.Beck, Dean of the Graduate College.
- V. Should you receive a grade of “F” or “NC” during any semester, you will be liable for payment in full for that course. Any course in which a grade of “Incomplete” is received must be made up by the 11th week of the next semester.
- VI. If you resign from the Assistantship prior to the end of the appointment the following conditions apply:
 - A. A minimum of two weeks notice, in writing, must be given to your supervisor to the Dean of the Graduate College.

- B. If the resignation or termination becomes effective prior to the completion of the fall or spring semester, you will be responsible for payment in full for all tuition and fees applicable to that semester.
 - C. If the resignation or termination becomes effective at the end of the fall or spring semester, the tuition waiver for the semester will not be jeopardized.
- VII. The hours of the Assistantship depend on the G.A. appointment:
 - A. Full-Time Graduate Assistants receive remission of all tuition and fees, in addition to payment per hour worked. Full Graduate Assistantship hours shall not exceed 20 hours nor fall below 15 hours in a given work week.
 - B. Half-Time Graduate Assistants receive a 50% discount of tuition and fees, in addition to payment per hour worked. Half-Time Graduate Assistantship hours shall not exceed 10 hours per week nor fall below 7.5 hours in a given work week.
 - C. Quarter-Time Graduate Assistants receive a 25% discount of tuition and fees, in addition to payment per hour worked. Quarter-Time Graduate Assistantship hours shall not exceed 5 hours per week nor fall below 3.75 hours in a given work week.
- VIII. Doctor of Physical Therapy students **may NOT receive full-time or half-time graduate assistantships** because of the time commitments of these programs. They are, however, eligible for quarter-time assistantships.
- IX. All Full-Time Graduate Assistants are required to work two campus events for the academic year. All Half-Time and Quarter-Time Graduate Assistants are required to work one campus event per academic year. Campus Event forms are provided to the Assistant in the summer and forms must be returned to the Office of the Dean no later than the start of classes.

ADMINISTRATIVE DETAILS

Financial Aid— If you have applied for Financial Aid and then receive an assistantship, you may decide to cancel the aid or keep it for other expenses. If you decide you do not want to take the aid, please notify the Office of Financial Aid immediately. If you wish to retain the aid, it will be applied to your tuition and fees *before* the waiver from the Assistantship. *Therefore, your eligibility for the total original amount of the aid may be affected because of the assistantship funding.*

Work Schedule—Your appointment letter indicates the hours you must work per week. Assistantships vary from office to office but in all cases **you must not exceed the maximum number of hours per your assigned category: Full-Time (maximum of 20 hours), Half-Time (maximum of 10 hours); Quarter-Time (maximum of five hours).** Your schedule is to be arranged with your supervisor. It is important to maintain your schedule as much as possible. *Payment per week may not exceed your maximum hours per week.*

Graduate Assistants are not required to work when classes are not in session. You are not allowed to work during your holiday/spring breaks unless you owe your supervisor hours for various reasons. Before the Spring semester begins, and at other points during the semester, go over your work record with your supervisor to ensure you are in agreement.

Payroll and Recording Hours— *All G.A. hours are submitted by supervisors in the Kronos time system. The Graduate Office will check reports of the Kronos system to ensure that Graduate Assistants do not exceed their maximum hours in a scheduled period.*

Direct Deposits—All payments per hour worked are made to bank accounts. All Graduate Assistants must complete a Direct Deposit form.

Position Description—Your specific duties and responsibilities will be provided by your supervisor. They will

consist of ongoing tasks and projects that are under development. Make sure you understand your duties, and please do not be afraid to ask if you are unsure. You may offer ideas about what else you could be doing or how to do things differently – but only **after** you have understood the needs of the department or activity.

Assistantship duties are assigned to help the supervisor with university-related activities ONLY. You are not permitted to run personal errands off campus for your supervisor or perform other personal duties not related to university projects or programs.

Abused Assistantships – Assistantship duties are designed for the overall professional development of the student. They should promote professional relationships

DEVELOP GOOD COMMUNICATION WITH YOUR SUPERVISOR!!

and communication skills. If you feel that your assigned duties are not professional in nature or that you are expected to work more than your allotted hours, please notify the Dean of the Graduate College immediately.

Assistantship Changes—Mid-Semester changes are not permitted unless there is a serious problem between you and your supervisor that cannot be amicably solved. If your supervisor has a serious concern about your job performance, this may result in the loss of the position for the second semester. If your skill sets do not meet the requirements of the position, but otherwise your performance is satisfactory, you will be placed in the pool of candidates for the following semester. Likewise, changes from partial assistantships to full-time assistantships will not be permitted in the middle of a semester.

ACADEMIC ISSUES

Course Registration—You must be registered for a minimum of 9 credits **in your program**. Tuition for undergraduate prerequisites required for your program will also be waived, but you must always be registered for at least 9 credits. You may take up to 12 credits in your program, per semester. DPT students may take up to 18 credit hours per semester.

Academic Progress—We are **most** concerned with your academic progress. If you are having difficulty during your first semester, you may wish to consider withdrawing from the Assistantship for your next semester. Discuss this with your supervisor and keep the Graduate Dean informed.

Withdrawal During the Semester—If you withdraw from your assistantship for other than **extreme** circumstances (e.g. serious documented illness), you are responsible for the entire tuition as if you were a regular student. Extreme circumstances will be handled on a case-by-case basis. If you wish to withdraw from the Assistantship *and* your

THE UNIVERSITY WILL NOT WAIVE THE LATE REGISTRATION FEE IF YOU WAIT TO REGISTER FOR THE FIRST TIME DURING DROP/ADD.

courses, you must notify both the Graduate Dean and the Registrar's office. Notifying the Graduate Dean **does not** automatically withdraw you from your courses.

Registration for Spring—Your academic advisor can provide you with any petitions or approvals for your courses. . If you have not registered for at least 9 credits, you will need to add them during the Drop/Add period in the first week of the Spring semester.

Summer Assistantships—The Assistantship Program permits only **grant-funded** positions to hire you for the duration of a summer session, with the waiver of maximum 3 credits. In addition, if your department has sufficient funds to hire you as a student worker, you may work in that capacity during the summer months. It is important that you

prepare your time sheets accordingly however and not show the same GA information on your summer student worker time sheets.

Reappointment for Fall—During the Spring semester the GA Coordinator will be sending you and your supervisor a number of forms to complete which will include information about your:

- performance evaluation
- your supervisor's recommendation to retain you
- total number of credits you have completed and how many remain in your program, etc.

Your reappointment is subject to successful academic completion of each semester. If your overall GPA is below **3.0** or your supervisor has less than a satisfactory rating for your performance, you may not continue. If your supervisor has a satisfactory rating for you but the position is going to require someone with additional skills, you may be placed back in the pool for consideration by other supervisors.

If you do not return all evaluation forms, the Graduate Office will assume you are no longer interested and you will be dropped from the GA Program.

PERSONAL DEVELOPMENT ISSUES

Relationship with Supervisors and Colleagues—We trust that as a professional, you have developed standards of appropriate behavior for communicating with individuals in a professional setting. We encourage you to cultivate relationships with your immediate colleagues as well as with those from other departments.

Confidentiality Responsibilities—You will be dealing with confidential issues regarding student records, faculty activities,

departmental activities, etc. All rules of confidentiality – both statutory obligations and University policy, must guide your behaviors. Check with your supervisor about where confidentiality issues may surface before they happen.

Overall Professional Development—We urge you to participate in the events and activities that take place on Kean's extremely active campus. The Graduate and Part-Time Student Council is a dedicated group of graduate students who make decisions about funding events for graduate students. We encourage you to participate in their once a month meetings and volunteer to participate on college-wide committees requiring graduate student representation.

Career-Related Development—There are not enough positions to satisfy the number of students who are looking for a perfect match between their academic program and their Assistantship responsibilities. Therefore, we suggest being creative in your approach to the work you do at your assistantship. You can offer to do the following to help bridge the perceived gap:

- Write a newsletter
- Participate in any projects emanating from college- wide committees, etc.
- Review and analyze data for self-study
- Develop and administer student surveys

CONTACT INFORMATION

Office of the Graduate Dean, 908-737-5900
Nathan Weiss Graduate College
East Campus, Room 211

