

GRADUATE ASSISTANT GUIDELINES AGREEMENT

To hold a graduate assistantship at Western Oregon University a student must meet the following criteria (initial next to each statement as your acknowledgment of position rules and regulations):

1. The student must be fully admitted to a master's degree program at Western Oregon University. _____
2. The graduate assistant's duties must relate to the student's graduate program and/or career expectations. Assistantship must begin no later than the start of week one of the term. _____
3. The student **must** have an **approved** program for a WOU master's degree on file in the Graduate Programs office **no later than the first week of the term** in which the student holds the assistantship. _____
4. To be considered for **renewal**, the graduate assistant must meet all of the following criteria: _____
 - a. Have a grade point average of at least 3.00 on all graduate hours taken.
 - b. Have no more than 8 credits of C grades.
 - c. Have no grades of D or F.
 - d. Enroll in at least **eight/nine** and a maximum of **sixteen** hours of graduate work each term.
 - i. During the summer term a student can enroll in as few as **three** credits.
 - ii. During your last term of enrollment, a student may be under the **eight/nine** credit requirement to finish their program.
 - e. Satisfactory ratings (average score of 3) for all supervisor evaluations received the previous term.

Notes:

Good academic standing includes a minimum 3.0 overall GPA, no grades of D or F, no more than 8 credits of C; no more than 4 credits of incomplete.

5. The position requires you to work .25 (**10**)- .49 (**19.6**) hours on average per week each week of the term. Schedule to be coordinated with your direct supervisor. _____

6. **Stipend and Tuition Remission:** _____
 - a. Each GA will receive \$600 (.25) or \$1186 (.49) per month for 9 months. (unless 4-term employee)
 - b. Graduate students appointed by the University are paid at established institutional salary rates and are exempt from the payment of the instruction fee (tuition), on the first twelve (12) graduate credit hours per term.
 - c. Graduate assistants are assessed and are individually responsible for payment of the building fee, incidental fee, health fee, one-time matriculation fee, online fee, and any other fees approved for the University according to the graduate student fee schedule. See WOU tuition and fees schedule
 - d. When an assistant is authorized to register for more than twelve (12) graduate credit hours per term, the institution shall charge the assistant the resident rate for additional instruction fees for the excess of the twelve-credit hour limit.

7. **Timesheets:** It is the responsibility of the Graduate Assistant to keep track of their hours with their supervisor. This timesheet should be shared with your supervisor and the Graduate Programs office. _____

8. An **evaluation** is due by the final Monday of each term. Both the Graduate Assistant and their supervisor must sign the form. Completed evaluations are to be submitted to the graduate office. Failure to complete an evaluation each term will cause the Graduate Assistant to forfeit their continuing position. _____

9. **Other Employment:** Graduate Assistants may not be an employee of Western Oregon University or another state university during their time of assistantship. Other employment obligations are taken into consideration to not exceed a 40-hour work week. _____

10. Communication with Graduate Office: _____

- a. GA should notify the Graduate office immediately (within 24 hours) of any changes to their registration status or schedule.
- b. Students who fail to complete all courses paid for by tuition remission may lose subsequent terms of their GA position.
- c. All students are required to have a GA evaluation form submitted to the Graduate office by Monday of finals week in the term in which they are employed.
 - i. Failure to provide this form will delay tuition remission for subsequent terms and could lead to additional late fees.

11. Personal Leave/Holiday Time: _____

- a. GAs will be awarded 2.0/4.0 hours per holiday as recognized by the university if scheduled to work during that time. These holidays include the following:
 - i. Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas, New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, and Independence Day.
- b. If a student needs to take a leave of absence due to documented illness the student will be given two weeks of leave.
 - i. Documentation from a doctor must be provided.
- c. A GA needing to ask for personal leave due to any medical, personal, or financial reasons must contact Amber Deets to determine that the appropriate paperwork is completed.

12. Students Financial Responsibilities: _____

When you accept your GA position, you agree to fulfill your obligations as a financial recipient.

- a. It is your responsibility to report additional resources (such as other financial assistance) and any changes to those resources to WOU's Financial Aid Office if you have applied for aid. If the receipt of additional resources results in an over-award (financial aid and resources exceed your need or the cost of attendance), you may be required to pay back a portion of your financial aid received and financial aid for subsequent terms may be reduced.
- b. You are responsible for supplying complete and accurate information to determine your aid eligibility.
- c. You must maintain Satisfactory Academic Progress (SAP). See the policy for graduate students for full details.

- d. If you withdraw from school, you must notify the Graduate Programs Office in writing. You may be expected to repay a portion of the remission disbursed on your behalf to Western Oregon University. Graduate Programs will determine your responsibility on a case-by-case basis.
- e. You are responsible for reporting any change in your status.
- f. If you fail to report drops/changes in your schedule to Graduate Programs within 24 hours of the change you will be charged the tuition difference. The business office will give any refunds for tuition remission back to the Graduate Studies Office.
- g. **During your last term of enrollment, you will be billed back 50% of remission if you fail to complete your program.**

A graduate assistant who fails to uphold the guidelines will be required to report to the Dean of Graduate Studies and Research. If problems persist, Western Oregon University reserves the right to terminate the contract.

Graduate Assistant Guidelines Agreement

Printed Name

By signing below, I have read and understand the Graduate Assistant Guidelines. Also, I understand that failure to uphold these guidelines will result in termination of my current contract and/or non-renewal for the following term.

Signature

Date