

Current Policy 5120	Proposed Revisions and language for linked url																
<p>5120.1 Length of Appointment</p> <p>Graduate assistants supported in whole or in part by Wright State University receive appointments for two semesters beginning in the Fall. If funds are available, a contract may be issued to the student for the Summer Term at the same per-term stipend as was received during the previous academic year. Graduate assistantship support may be provided for up to a maximum of two years for master's students and additionally, up to five years of assistantship may be provided for doctoral students. To receive continued support, assistants must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means at least the following:</p> <ul style="list-style-type: none"> • full-time registration status (at least six semester hours) for students who have six or more hours of remaining course work; • registration for the specific hours indicated on an approved program of study for students who either a) have fewer than six hours of remaining course work to complete, or b) have completed all course requirements and are completing remaining degree requirements; • a cumulative grade point average of at least 3.0; • following an approved program of study, and fulfilling other academic requirements as determined by the program. <p>Failure to meet these standards, or failure to perform satisfactorily as a graduate assistant, will be grounds for cancellation of the assistantship agreement.</p> <p>Continued support of a graduate assistant beyond the normal period requires special approval by the Dean of the Graduate School.</p>	<p>5120.1 Graduate Assistantships</p> <p>Graduate Assistantships combine an educational experience and a financial support package for full-time graduate students, whose primary occupation is the pursuit of their degrees, and include tuition remission and a minimum stipend. Assistantship duties should be related to the student's degree program, and the experience should advance the student's educational objectives. Assistantships are overseen by faculty members and support primarily academic goals. Graduate Assistantships are distinct from scholarships or student employment.</p> <p>5120.2 Periods of Appointment</p> <p>Graduate assistants supported in whole or in part by Wright State University typically receive appointments for two semesters beginning in the Fall. If funds are available, an agreement may be issued to the student for the summer term at the same per-term stipend as the assistant received during the previous academic year. Periods of appointment extend from the beginning of the first full month of the academic term to the end of its last month as follows:</p> <table border="1" data-bbox="852 1008 1520 1214"> <thead> <tr> <th>Semester</th> <th>Full Term</th> <th>A Term</th> <th>B Term</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>Sep, Oct, Nov, Dec</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Spring</td> <td>Jan, Feb, Mar, Apr</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Summer</td> <td>May, Jun, Jul, Aug</td> <td>May, Jun</td> <td>Jun, Jul</td> </tr> </tbody> </table> <p>Graduate assistants are actively appointed for the entirety of every calendar month covered by the assistantship agreement, and the per-</p>	Semester	Full Term	A Term	B Term	Fall	Sep, Oct, Nov, Dec	N/A	N/A	Spring	Jan, Feb, Mar, Apr	N/A	N/A	Summer	May, Jun, Jul, Aug	May, Jun	Jun, Jul
Semester	Full Term	A Term	B Term														
Fall	Sep, Oct, Nov, Dec	N/A	N/A														
Spring	Jan, Feb, Mar, Apr	N/A	N/A														
Summer	May, Jun, Jul, Aug	May, Jun	Jun, Jul														

Deleted: Length

Deleted:

Deleted:

Deleted: a contract

Deleted: Summer Term

Deleted: was

Deleted:

5120.2 Stipends

There are minimum stipend amounts for an academic year (8 month) appointment for graduate assistants. Higher stipend levels can be granted with the approval of the appropriate college/school dean. Funds for all stipends will be contained within the sponsoring college/school budget or an externally funded account.

The stipend is subject to all appropriate withholding taxes.

5120.3 Tuition Remission

Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees (not including laboratory or other program fees). Tuition will be applied electronically once the student is registered for the appropriate number of hours.

Tuition remissions are not authorized for audited courses. Tuition remissions are not authorized for undergraduate courses unless the courses are recommended by the graduate program and are directly germane to the assistants' courses of study. Funds for all tuition remissions, including summer term tuition remissions, will be contained within the sponsoring college/school budget or an externally or separately funded account. Students who had assistantship agreements for the preceding academic year (Fall through Spring) may be authorized, contingent upon availability of funds, a Summer Term tuition remission with no service required during the Summer Term. Students who have completed their graduate degree program of study are not authorized a Summer Term tuition remission.

Graduate assistants not completing the terms of their assistantship agreements in a given academic term may be required to reimburse the university for part or all of the tuition that was remitted. In

semester stipend is paid in equal monthly installments. Graduate assistantship support may be provided for up to a maximum of two years for master's students and, additionally, up to five years of assistantship may be provided for doctoral students. To receive continued support, assistants must meet requirements for satisfactory progress per 5120.5 below.

Continued support of a graduate assistant beyond the normal period requires special approval by the Dean of the Graduate School.

5120.3 Stipends

There are minimum stipend amounts for an academic year (eight-month) appointment for graduate assistants. (current rates are listed at [URL]). Higher stipend levels paid from WSU funds may be granted with the approval of the appropriate college/school dean and the Graduate School. Higher stipend levels paid from external grants and contracts may be granted as indicated in a budget approved by the external sponsor. Funds for all stipends will be contained within the sponsoring college/school budget or an externally funded WSU account.

The stipend is subject to all appropriate withholding taxes.

5120.4 Tuition Remission

Students under an assistantship agreement are eligible for tuition remission covering instructional fees applicable to the student's program (not including laboratory or other program fees). Tuition will be applied electronically once the student is registered for the appropriate number of hours.

Tuition remissions are not authorized for audited courses. Tuition remissions are not authorized for undergraduate courses, unless the

Deleted:

Deleted:

Deleted: perform satisfactorily in both degree

Deleted: and their assistantship duties. Satisfactory

Deleted: toward a degree means at least the following:

Deleted: <#>full-time registration status (at least six semester hours) for students who have six or more hours of remaining course work;¶
<#>registration for the specific hours indicated on an approved program of study for students who either a) have fewer than six hours of remaining course work to complete, or b) have completed all course requirements and are completing remaining degree requirements;¶
<#>a cumulative grade point average of at least 3.0;¶
<#>following an approved program of study, and fulfilling other academic requirements as determined by the program.¶

Moved down [1]: <#>Failure to meet these standards, or failure to perform satisfactorily as a graduate assistant, will be grounds for cancellation of the assistantship agreement.¶

Deleted: 2

Deleted:

Deleted: 8

Deleted: .

Deleted: can

Deleted: .

Deleted: 3

Deleted:

Deleted: to be awarded a

Deleted: for all

Deleted:

Deleted:

addition, a graduate assistant dropping a course(s) after the refund date, without permission of the department/program and the Graduate School, is subject to reimbursing the University for the fees that were remitted for the dropped course(s).

5120.4 Minimum Credit Hour and Work Hour Requirements

Graduate assistants, teaching assistants, and research assistants must carry a minimum of six semester hours of graduate credit per term, and students on Graduate School Scholarships must carry a minimum of eight graduate semester hours. These hours must consist of courses listed on the student's program of study. However, individual departments and/or programs may establish a higher minimum. Colleges/school offering scholarships may also establish a higher minimum registration requirement. Assistants may not drop below the six graduate credit hour minimum. Such an action is grounds for termination of the assistantship.

Full-time assistants normally devote a minimum of 20 hours per week to assistantship assignments (for the purpose of this manual twenty hours per week is considered a full-time appointment). Academic units should specify any other conditions (working hours, etc.). This includes off time between academic semesters, specific duties, and proper faculty supervision. Such conditions should be stated in writing on the Graduate Student Assistantship Agreement. Scholars may take less than eight hours of graduate credit only in the Summer Term.

5120.5 Hour Limit

STUDENTS MAY WORK A MAXIMUM OF 28 HOURS PER WEEK. International students who are graduate assistants are

courses are clearly indicated on an approved program of study. Funds for all tuition remissions, including summer term tuition remissions, will be contained within the sponsoring college/school budget or an externally or separately funded WSU account. Students who have completed their graduate degree program are not authorized to receive a Summer Term tuition remission.

Graduate assistants not completing the terms of their assistantship agreements in a given academic term are subject to reimbursing the university for part or all of the tuition that was remitted. In addition, a graduate assistant dropping courses after the refund date, without permission of the department/program and the Graduate School, is subject to reimbursing the university for the fees that were remitted for the dropped courses.

5120.5 Requirements for Satisfactory Progress

Graduate assistants (GAs), graduate teaching assistants (GTAs), and graduate research assistants (GRAs) must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means at least the following:

- Full-time registration status (at least six semester hours) for students who have six or more hours of remaining course work;
- Registration for the specific hours indicated on an approved program of study, for students who either a) have fewer than six hours of remaining course work to complete, or b) have completed all course requirements and are completing remaining degree requirements;
- A cumulative grade point average of at least 3.0;
- Adherence to an approved program of study and fulfilment of other academic requirements as determined by the program.

Deleted: recommended by the graduate

Deleted: and are directly germane to the assistants' courses

Deleted:

Deleted: Students who had assistantship agreements for the preceding academic year (Fall through Spring) may be authorized, contingent upon availability of funds, a Summer Term tuition remission with no service required during the Summer Term.

Deleted: of study

Deleted: may be required

Deleted: reimburse

Deleted:

Deleted: a course(s)

Deleted: University

Deleted: course(s).

Deleted: 5120.4 Minimum Credit Hour and Work Hour

Deleted: ,

Deleted: ,

Deleted: carry

Deleted: minimum of

Deleted: of graduate credit per term, and students on Graduate School Scholarships must carry a minimum of eight graduate semester

Deleted: . These

Deleted: must consist of courses listed on the student's

Deleted: .

permitted by the Immigration and Naturalization Service (INS) to be employed for only twenty hours per week during a school term.

5120.6 Concurrent Appointments

Students may NOT hold concurrent active appointments with the Graduate School and the Office of Student Employment.

Students may have only one assistantship agreement at a time.

No supplemental agreements will be accepted.

Superseding agreements may be submitted at any time during the semester.

5120.7 Oral Proficiency Test

Because Ohio Law requires that all teaching assistants who provide classroom instruction to students be orally proficient in English (ORC 3345.281), all WSU graduate assistants who have teaching responsibilities (including graduate assistants and graduate research assistants who provide instructional or other direct-contact student services in either the classroom or laboratory) must establish that they are proficient in spoken English before they will be allowed to sign their assistantship agreements. Oral proficiency in English may be established either by a) confirmed citizenship of a country where English is the primary language (see the list at <https://www.wright.edu/graduate-school/academics/english-official-language>) and demonstrated proficiency during a brief oral interview with the university representative overseeing the signing of the assistantship contract, or b) a score of at least 250 (Category 1) on Wright State's Oral Proficiency Test (OPT), administered by Wright State's Department of English Language and Literatures.

However, individual departments and/or programs may establish a higher minimum. Failure to meet these standards, or failure to perform satisfactorily as a graduate assistant, will be grounds for cancellation of the assistantship agreement.

Full-time assistants normally devote a minimum of 20 hours per week to assistantship duties (for the purpose of assistantships, an assignment of twenty hours of duties per week is considered a full-time appointment). The supervising unit should specify any other conditions, including specific duties, hours during which those duties should be performed, expectations between academic terms, and the individual supervisor to whom the assistant will report. Such conditions should be stated in writing within the Graduate Student Assistantship Agreement.

5120.6 Hour Limit

Assistantship duties may cover a maximum of 28 hours per week for domestic students. International students who are graduate assistants are permitted by the United States Immigration and Customs Enforcement (ICE) to perform associated duties for no more than twenty hours per week during an academic term. Full-time assistants, domestic and international, normally devote a minimum of 20 hours per week to assistantship duties.

5120.7 Concurrent Appointments

Students may NOT hold concurrent active appointments with the Graduate School and the Office of Student Employment.

Students may have only one assistantship agreement at a time.

No supplemental agreements will be accepted.

Moved (insertion) [1]

Deleted: Colleges/school offering scholarships may also establish a higher minimum registration requirement. Assistants may not drop below the six graduate credit hour minimum. Such an action is grounds for termination of the assistantship.¶

Deleted: assignments

Deleted: this manual

Deleted: Academic units

Deleted: (working hours, etc.). This includes off time

Deleted: semesters, specific duties, and proper faculty supervision.

Deleted: on

Deleted: Scholars may take less than eight hours of graduate credit only in the Summer Term.

Deleted: 5

Deleted:

Deleted: STUDENTS MAY WORK A MAXIMUM OF

Deleted: HOURS PER WEEK.

Deleted: Naturalization Service (INS

Deleted: be employed

Deleted: only

Deleted: a school term

Deleted: 6

Deleted:

<p>Students scoring 210 to 249 (Category 2) will be allowed to teach if they are supervised by a department advisor and simultaneously enrolled in English 1050 “Classroom Communication for the International Teaching Assistant.” Students who receive an unsatisfactory grade in English 1050 are required to repeat the class during the following term. Students who score 209 or less (Category 3) will not be authorized to teach and must take (or repeat) English 1010 before attempting the OPT again. Students may take the OPT only once per term, and must wait at least five weeks between testing dates. Students should contact the Department of English Language and Literatures for OPT information and registration. Students will be required to provide positive identification (including a picture I.D.) to register and to take the OPT. If possible, the OPT should be completed no later than the end of the term preceding the intended assumption of assistantship duties. Results of testing administered between terms or during the term in which teaching duties actually begin may not be available in time for the assistantship agreement to be processed. The English Department will report OPT results directly to the Graduate School, which will promptly provide the results to the appropriate academic programs and students.</p>	<p>Superseding agreements may be submitted at any time during the semester.</p>
<p>5120.8 Off-Campus Employment</p> <p>Graduate assistants must abide by the policies of the employing program or department in regard to off-campus employment. Generally, to hold off-campus employment, a graduate assistant must have written permission from the program or department sponsoring the assistantship.</p> <p>In addition to meeting the criteria above, international graduate assistants must gain approval from the United State Immigration and Customs Enforcement (ICE) before accepting off-campus</p>	<p>5120.8 Oral English Proficiency Test</p> <p>Because Ohio Law requires that all teaching assistants who provide classroom instruction to students be orally proficient in English (ORC 3345.281), all WSU graduate assistants who have teaching responsibilities (including graduate assistants and graduate research assistants who provide instructional or other direct-contact student services in either the classroom or laboratory) must establish that they are proficient in spoken English before they will be allowed to sign their assistantship agreements. Oral proficiency in English may be established either by a) confirmed citizenship of a country where English is the primary language (a current list is published at https://www.wright.edu/graduate-school/academics/english-official-language) and demonstrated proficiency during a brief oral interview with the university representative overseeing the signing of the assistantship agreement, or b) a score of at least 250 (Category 1) on Wright State's Oral English Proficiency Test (OEP), administered by Wright State's Department of English Language and Literatures.</p> <p>Students <u>with an OEP score of</u> 210 to 249 (Category 2) will be allowed to teach if they are supervised by a department advisor and simultaneously enrolled in the International Teaching <u>Assistants' Workshop</u>. Students who score 209 or less (Category 3) will not be authorized to teach. Students may take the <u>OEP</u> only once per term, and must wait at least five weeks between testing dates. Students should contact the Department of English Language and Literatures for <u>OEP</u> information and registration. Students will be required to provide positive identification (including a picture I.D.) to register and to take the <u>OEP</u>. If possible, the <u>OEP</u> should be completed no later than the end of the term preceding the intended assumption of assistantship duties. Results of testing administered between terms</p>

Deleted: 7

Deleted:

Deleted:

Deleted: see the

Deleted: contract

Deleted: OPT

Deleted: scoring

Deleted: English 1050 “Classroom Communication for

Deleted: Assistant.” Students who receive an unsatisfactory grade in English 1050 are required to repeat the class during the following term.

Deleted: and must take (or repeat) English 1010 before attempting the OPT again.

Deleted: OPT

Deleted: OPT

Deleted:

Deleted: OPT.

Deleted: OPT

Deleted:

<p>employment. Questions concerning off-campus employment should be addressed to the University Center for International Education.</p>	<p>or during the term in which teaching duties actually begin may not be available in time for the assistantship agreement to be processed. The English Department will report OEP results directly to the Graduate School, which will promptly provide the results to the appropriate academic programs and students.</p>
<p>5120.9 Application Procedures and Procedures for Processing Graduate Assistantship Applications</p>	<p>5120.9 Off-Campus Employment</p>
<p>Assistantships are available in a variety of departments, programs, and some administrative offices. Students should contact the program(s) or department(s) in which they would like to receive assistantships to request applications and discuss opportunities.</p>	<p>Graduate assistants must abide by the policies of the employing program or department regarding off-campus employment. Generally, to hold off-campus employment, a graduate assistant must have written permission from the program or department sponsoring the assistantship.</p>
<p>The application process is as follows:</p>	<p>In addition to meeting the criteria above, international students who are graduate assistants must gain approval from the United States Immigration and Customs Enforcement (ICE) before accepting off-campus employment. Questions concerning off-campus employment should be addressed to the University Center for International Education.</p>
<p>A. Students submit the completed applications to the departments or programs. Students may apply to more than one area by submitting an application to each of the departments, programs, or offices.</p> <p>B. The department, program, or office reviews the applications to determine whether applicants are eligible for an assistantship (i.e., have regular status as a degree-seeking students and a cumulative grade point average of at least 3.0), and able to register for at least six credit hours applicable to the degree.</p>	<p>5120.10 Application Procedures for Graduate Assistantships</p> <p>Assistantships are available in a variety of supervising units (departments, programs, and some administrative offices). Students should contact the supervising units in which they would like to hold assistantships to request applications and discuss opportunities.</p>
<p>C. When departments, programs, or offices have decided which students to employ they complete a Graduate Assistantship Agreement form and Employment Eligibility Verification Form I-9 for each student they wish to employ and send the forms to the appropriate college/dean or designated representative for approval. The agreement and I-9 are then forwarded to the Graduate School for final processing. The Graduate School will be responsible for the other elements required to complete the agreements, i.e., Internal Revenue Service (IRS)</p>	<p>The application and contract process is outlined at [URL-A].</p> <p>5120.11 Students' Responsibilities for Assistantship Processing</p>

- Deleted:
- Deleted: OPT
- Deleted: 8
- Deleted:
- Deleted: in regard to
- Deleted:
- Deleted: State
- Deleted:
- Deleted: ¶
- Deleted: 9
- Deleted: and Procedures
- Deleted: Processing
- Deleted: Assistantship Applications
- Deleted: .
- Deleted: program(s) or department(s)
- Deleted: receive
- Deleted: as follows:¶
Students submit the completed applications to the departments or programs. Students may apply to more than one area by submitting an application to each of the departments, programs, or offices.¶
- Deleted: least 3.0), and able to register for at least six
- Deleted: <#>When departments, programs, or offices ha
- Moved down [2]: <#>Wright State University is
- Deleted: <#>
- Moved down [3]: <#>The Graduate School reviews the
- Deleted: <#> Major errors will be referred to the acaden
- Deleted: <#>10
- Deleted: <#>

forms, Ohio Public Employees Retirement System (OPERS) forms, verification that the applicant has passed the OPT, application of tuition remissions, and input of the appropriate information into the Banner HR/Payroll system.

All assistantship agreements should be forwarded to the Graduate School at least five weeks before the beginning of the semester. It is important to meet this deadline so that all processing can be completed in time for the assistants to be paid during the first regularly scheduled pay period.

Wright State University is committed to abiding by the Council on Graduate Schools' (CGS') guideline that prospective students be given until April 15 to accept any assistantship offer.

- D. The Graduate School reviews the assistantship agreements and corrects minor typographical, grammatical, or other non-substantive errors. Major errors will be referred to the academic unit/department/office that prepared the agreement for correction or revision. Corrected or revised agreements should be signed by the student acknowledging the changes, and shall be brought to the attention of principal investigators and/or concerned parties.

5120.10 Students' Responsibilities for Assistantship Processing

- A. International students who have been granted a graduate teaching assistantship, and who do not have a previous degree earned in a country where English is the official language of instruction in higher education ([see attached list](#)) must contact the Department of English and Literatures to schedule an appointment to take the Oral Proficiency Test (OPT). The assistantship candidate must successfully

- A. International students who have been granted a graduate teaching assistantship, and who do not have a previous degree earned in a country where English is the official language of instruction in higher education ([a current list of which is published at https://www.wright.edu/graduate-school/academics/english-official-language](#)), must meet the requirements detailed above in 5120.8.
- B. [International students with F-1 or J-1 visas wishing to be approved for assistantship duties must follow the process described at \[URL-A\]](#).
- C. [All students](#) must contact the Graduate School [in order to finalize](#) the assistantship agreement after they have been notified that the assistantship agreement is ready for final processing. [Further details regarding this process may be found at \[URL-A\]](#).
- D. [All students](#) must be registered for the appropriate number of hours each term before tuition can be applied [to the student's bursar account](#).

5120.12 Continuing Assistantships

- A. [Supervising units](#) desiring to retain the same student graduate assistant for a subsequent [appointment period](#) must send a new assistantship agreement to the Graduate School covering the new appointment period.
- B. If a graduate assistant wishes to continue as a graduate assistant but in a different [supervising unit](#), he/she must be appointed by that new [supervising](#) unit, which must [send](#) a new assistantship agreement to the Graduate School covering the new appointment period.

5120.13 Graduate Assistant Evaluation

Deleted: [\(see attached list\)](#)

Deleted: must contact the Department of English and Literatures to schedule an appointment to take the Oral Proficiency Test (OPT). The assistantship candidate must successfully complete the OPT before scheduling an appointment for assistantship processing. Graduate assistant and graduate research assistant candidates may be asked by their departments to take the OPT if there is any chance they may have limited classroom duties.

Deleted: <#>F-1/J-1 Foreign students seeking Social Security Numbers for on-campus work are required to provide documentation that they have been offered an on-campus job. The employing department will issue a letter that verifies employment. Additionally, UCIE will provide a letter that verifies the visa status. The student will need to submit these two letters to the Social Security Administration and apply for a Social Security card. Students may work while the Social Security

Deleted: for an appointment

Deleted: sign

Deleted: Since there are deadline dates for insuring t

Deleted: <#>Students will complete the required tax

Deleted: 5120.11 Employment Eligibility Verification ¶

Deleted:

Deleted:

Deleted: Departments, colleges, or offices

Deleted: appointee

Deleted: year

Deleted: program, college, or office

Deleted: sponsoring

Deleted: sent

Deleted:

Deleted:

complete the OPT before scheduling an appointment for assistantship processing. Graduate assistant and graduate research assistant candidates may be asked by their departments to take the OPT if there is any chance they may have limited classroom duties.

- B. F-1/J-1 Foreign students seeking Social Security Numbers for on-campus work are required to provide documentation that they have been offered an on-campus job. The employing department will issue a letter that verifies employment. Additionally, UCIE will provide a letter that verifies the visa status. The student will need to submit these two letters to the Social Security Administration and apply for a Social Security card. Students may work while the Social Security application is being processed. However, they must present the receipt that shows they have applied before beginning any campus employment. The actual card should be received and presented to the Graduate School before the second pay period.
- C. Students must contact the Graduate School for an appointment to sign the assistantship agreement after they have been notified that the assistantship agreement is ready for final processing. Since there are deadline dates for insuring the timely payment of stipends, students are encouraged to make an appointment as soon as possible after being notified.
- D. Students will complete the required tax forms and sign the assistantship agreement. Tuition will be applied electronically for the designated semester.
- E. Students with an assistantship agreement for a full academic year (Fall and Spring Semesters) may receive a tuition remission for subsequent terms when funding is available. Students must be registered for the appropriate number of hours each term before tuition can be applied.

Supervising units are responsible for evaluating the performance of all graduate assistants' duties. Supervisors should complete evaluations each academic term, or upon termination of the assistantship agreements, and should submit them to the Department Chair/Program Director at the end of the term, or upon termination of the assistantship agreements.

[Proposed text for hyperlinked page:]

Graduate Assistantship Agreement Procedures

The graduate assistantship agreement process is as follows:

1. Students submit applications to the units supervising the assistantships. Students may apply for more than one assistantship, but they may ultimately be awarded only one assistantship at a time.
2. The supervising unit determines whether applicants are eligible for an assistantship and meet the requirements detailed in Policy 5120.5, then offers assistantships to chosen applicants, specifying appropriate deadlines for acceptance. Wright State University is committed to abiding by the Council on Graduate Schools' (CGS) guideline that prospective students be given until April 15 to accept any assistantship offer.
3. Supervising units complete a Graduate Assistantship Agreement for each student they wish to engage, secure the approval of the appropriate college dean or designated representative, and send the forms to the Graduate School for final processing. Agreements should reach the Graduate School at least five weeks before the beginning of the semester so all processing may be completed in time for assistants to be paid during the first regularly scheduled pay period.

Deleted: Departments and/or programs

Deleted: job

Deleted: assistants (GAs, GTAs, and GRAs). Faculty supervisors or persons having primary responsibility for the assistants' work activities

Deleted: the

Deleted: . The evaluations may be completed

Deleted: be submitted

Moved (insertion) [2]

5120.11 Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986. All graduate assistants are required to comply with this law. Before the appointment for final processing of the graduate assistantship agreement, students must complete at the department, program or other office employing them, an Employment Eligibility Verification Form I-9 and provide proof of citizenship or legal alien status and eligibility to work in the U.S. Newly hired international graduate assistants must complete and sign section 1 of form I-9 no later than the first day of employment. Employers or their authorized representatives must complete section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. The proof required for employment eligibility is described on the back page of the [I-9](#). If a student cannot provide a document from List A on Form I-9, then a document from both List B and List C must be provided. However, international students with visas must provide a valid passport and form I-94 as proof of legal alien status.

5120.12 Continuing Assistantships

- A. Departments, colleges, or offices desiring to retain the same student graduate assistant appointee for a subsequent year must send a new assistantship agreement to the Graduate School covering the new appointment period.
- B. If a graduate assistant wishes to continue as a graduate assistant but in a different program, college, or office he/she must be appointed by that new sponsoring unit, which must send a new assistantship agreement to the Graduate School covering the new appointment period.

[4. Because the Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986, all newly hired graduate assistants must visit the office of Human Resources \(HR\) to complete and sign an Employment Eligibility Verification Form I-9 before the first day of employment, preferably earlier; in no case may the completion date be later than three business days after the first day of employment. The Graduate School will not finalize assistantship agreements for any students who have not successfully filed an I-9 with HR. Students should be prepared for I-9 completion with proper documentation as follows:](#)

- [a. Proof of citizenship or legal alien status and eligibility to work in the U.S., as described on the back page of the I-9. Students unable to provide a document from List A on Form I-9 must provide at least one document each from List B and List C.](#)
- [b. For International students with visas, a valid passport and form I-94 as proof of legal alien status.](#)

[5. International students who hold F-1/J-1 visas and are seeking on-campus assistantship duties must apply for a Social Security card following these steps:](#)

- [i. The student works with the University Center for International Education \(UCIE\) to complete an employment verification form.](#)
- [ii. The student submits the completed employment verification form to the Social Security Administration along with an application for a Social Security card.](#)
- [iii. Students may work while the Social Security application is being processed, provided that, before beginning any assistantship duties, they](#)

5120.13 Graduate Assistant Evaluation

Departments and/or programs are responsible for evaluating the job performance of all graduate assistants (GAs, GTAs, and GRAs). Faculty supervisors or persons having primary responsibility for the assistants' work activities should complete the evaluations. The evaluations may be completed each academic term, or upon termination of the assistantship agreements, and should be submitted to the Department Chair/Program Director at the end of the term or upon termination of the assistantship agreements.

have presented to the Graduate School the receipt that shows they have applied for a Social Security card. Students must present an official Social Security card to the Graduate School before the second pay period.

2. After students have been notified that the assistantship agreement is ready for final processing, they must contact the Graduate School at (937) 775-2976 for an appointment to sign the assistantship agreement. Since there are deadlines for insuring the timely payment of stipends, students are encouraged to make an appointment as soon as possible after being notified. During the appointment with the Graduate School, students will complete the required tax forms and sign the assistantship agreement. Tuition will subsequently be applied electronically for the designated semester.
3. The Graduate School is responsible for the following elements required to complete the agreements:
 - a. Completion of Internal Revenue Service (IRS) forms
 - b. Completion of Ohio Public Employees Retirement System (OPERS) forms
 - c. Verification that the applicant is orally proficient in English.
 - d. Application of tuition remission
 - e. Input of the appropriate information into the Banner HR/Payroll system

The Graduate School reviews the assistantship agreements and corrects minor typographical, grammatical, or other non-substantive errors. More substantive alterations will be referred to the academic unit/department/office that prepared the agreement. Corrected or revised agreements must be signed by the student, acknowledging the changes, and shall be brought to

Moved (insertion) [3]

[the attention of principal investigators and/or concerned parties.](#)