

GRADUATE STUDENT APPOINTEE INFORMATION: 2007–08

Western Michigan University

Service Requirement: The kinds of service required of graduate appointees vary among departments, each of which determines its own range of appropriate responsibilities subject to administrative review. Assigned activities shall be relevant professional experiences. Service is not required for fellowships.

A graduate assistantship or doctoral associateship in any department or service area consists of 20 hours of service a week for a full appointment, 15 hours for a three-fourths appointment, 13 hours for a two-thirds appointment, and 10 hours for a half-time appointment, or an equivalent workload. Equivalent hours are calculated based on the value assigned by a department to the performance of each particular service. Graduate appointees can expect professional guidance and timely evaluation in the performance of their duties from their departmental supervisor.

Award Amount: The Graduate College determines minimum award amounts for graduate student appointments in conjunction with the Provost/Vice President for Academic Affairs and President. Detailed records of all your educational expenses (e.g., tuition, fees, books, and related expenses) and check stubs from any payment you receive from the University should be kept for tax purposes. For detailed information, you should review IRS publication 520-Scholarships and Fellowships. If you are an international student, the stipend may be eligible for exemption from taxation. Review IRS publications 901-U.S. Tax Treaties and 519-U.S. Tax Guide for Aliens for further clarification. All IRS publications are available on the IRS website at www.irs.ustreas.gov or by phone at 1-800-829-3676.

Ethics: Graduate appointees shall adhere to the same standards of professional ethics as those of the faculty.

Notification and Verification of Status: At the time of appointment, graduate appointees shall be informed in writing of the specific conditions of the appointment by the department or unit funding the award. This notification shall include the amount of the award and any tuition scholarship, details of the work assignment, the time period of the appointment, and any other conditions particular to an individual appointment.

Appointment Validation: Upon verification of appointee status, the appointee will become eligible to receive certain privileges from Parking Services, WMU Bookstore, and the University libraries. Appointees with academic year (both Fall and Spring) appointments shall also receive verification of appointee status for the Summer I and Summer II sessions starting two weeks before the Summer I session begins.

Eligibility Requirement: To be eligible to hold any type of graduate appointment, students must have regular admission status in a graduate degree program, remain in good academic standing, and meet the enrollment requirement for the term of appointment (see below). Appointments that do not meet these requirements will be cancelled by the Graduate College.

Enrollment Requirement: The minimum enrollment requirement each semester is **six** graduate credit hours for an assistantship or associateship. In a session, **three** graduate credit hours are required regardless of type of appointment. Individual departments *may* require an enrollment of more than the minimum number of credit hours. Thurgood Marshall Assistants must enroll in at least nine credit hours per semester and a total of nine credit hours over the Summer I and Summer II sessions. Appointees must be registered in semesters and terms during which they receive financial support. **Please note that undergraduate credit and self-instructional courses *may* satisfy the enrollment requirement only when prior written approval from the department advisor is presented to the Graduate College.**

All requests for underenrollment by graduate appointees must be approved by the Graduate College or the student will not be paid the tuition scholarship.

Enrollment Fee: Students registered for five or more credits in a semester (four or more credits in a session) are assessed, as part of the enrollment fee, prepaid student health center and recreation center fees that allow unlimited access to health center services and recreation center facilities. Students enrolled for four or fewer credits in a semester (three or fewer credits in a session) are assessed a smaller enrollment fee which continues to allow for services at the health center and ten visits to the recreation center. Students in the latter example must pay an additional fee to enable them to have unlimited recreation center privileges.

Graduate Assistantship Training: ALL new graduate assistants and doctoral associates are required to attend the University-wide Graduate Assistant Training workshop the week before the Fall term begins. Departments will notify graduate assistants about additional departmental training, if applicable. All newly arrived international graduate assistants must attend an additional week of training and orientation before the university-wide workshop. You should receive a letter that explains the details of the workshops from your department.

Privileges available to graduate appointees:

Tuition Scholarship: Graduate appointees *may*, at the discretion of the University, be granted full or partial tuition scholarship depending on their degree level and type of appointment. Any such scholarship to be awarded will be identified in the appointment letter and on the appointment form. Students who are granted a tuition scholarship and subsequently withdraw from a class after the refund period and/or cancel the appointment will be required to repay the portion of tuition that was granted as a benefit of the appointment.

Your tuition scholarship amount will be credited to your student account before the beginning of the term. Any overpayment or underpayment due to a change in your enrollment will be corrected after the end of the drop/add period through an adjustment to your student account.

To receive any tuition scholarship toward undergraduate or self-instructional courses, the course(s) must have prior written approval.

Tuition Payment Deferral: Appointees may defer payment of tuition by signing up for the installment payment plan available through Accounts Receivable. The usual \$30 fee for this service will be required at the time of enrollment and refunded to students on graduate appointment upon verification of the appointment in about the sixth week of the term. Delinquent accounts are subject to all University collection procedures, including referral to an external collection agency. All tuition and fees must be paid or arrangements for payment made prior to registration for the next semester/session.

Health Care: Appointees *may* at the discretion of the University be granted privileges to enroll in the Appointee Insurance Plan. The University has worked to design a cost-effective insurance plan to protect you from catastrophic health care costs. The policy covers the majority of charges incurred due to illness and injury when treated at the Sindecuse Health Center (SHC) and elsewhere when authorized. Graduate appointees and the University share an annual premium cost based on a sliding scale linked to the student's level of appointment. For more information or if you have not received enrollment information by August 1, contact the Graduate College or the student insurance coordinator at the Sindecuse Health Center.

Parking: Graduate appointees are exempt from paying the motor vehicle registration fee but must register their vehicle each term with Parking Services. Students on graduate appointment in Fall or Spring are eligible to retain a parking permit over the summer without being on appointment.

Campus Bookstore: Graduate appointees will receive a 10% discount on books for their classes and supplies (excludes class rings and sale items) in the term(s) they hold an appointment. To receive this discount, appointees must identify their status as graduate appointees at the service desk before purchases are made.

Library: Appointees will receive certain privileges at the University Libraries when they identify their status as graduate appointees before checkout. The borrowing period for graduate appointees is one semester. Appointees may borrow up to 50 items, and are exempt from ordinary overdue fines. The exemption does not include fines for overdue recalled items and replacement charges for lost items. Details are available at the library circulation desk.

University Housing: Graduate appointees will be accorded priority in securing University housing in residence halls or family housing apartments (if deadlines are observed and vacancies permit).

Facilities: Graduate appointees will be accorded the use of University facilities (e.g., student offices, research facilities, etc.) authorized by the director of the facilities on the same basis as part-time faculty.

It is your responsibility to report any errors in your compensation to your department office. In the event of an *underpayment*, a correction will be made to provide you with the amount due. In the event of an *overpayment*, your University account will be debited in the amount of the overpayment.