

POLICY STATEMENT 21

GRADUATE ASSISTANTSHIPS

POLICY DIGEST

Monitoring Unit: Graduate School
Initially Issued: January 30, 2004
Last Revised: September 9, 2021

I. PURPOSE

The primary mission of the LSU Graduate School is to promote excellence in graduate education.

considered residents for fee purposes only are liable for payment of full non-resident fees for the semester during which their appointments ended.

D. Tuition, Fees, and Payment Methods

Graduate Assistants are responsible for the payment of their tuition and fees. Graduate Assistants appointed at 50% effort are eligible for a tuition exemption.

Graduate Assistants are responsible for the payment of all fees, except for the non-resident fee (See Residency Status). If the appointment of the GA is not effective from the beginning of the appointment period or if the termination of the GA appointment is effective prior to the completion of the appointment period, then the GA will be responsible for payment of the FULL tuition and the FULL non-resident fees, if applicable. Three methods of paying fees are available:

through payment in full during registration,
through deferred payment, or
through payroll deduction via on-line registration.

Any graduate student using the payroll deduction or deferred payment who resigns the assistantship during the semester will be responsible for any unpaid balance.

E. Summer Allowance Plan

An optional means of appointing a GA over the summer is the *Summer Allowance Plan*. If the GA is in good standing, was appointed on a nine-month appointment, will not be taking any milestone examinations, and will not be graduating over the summer, the GA may be appointed on a Summer Allowance Plan that does not require that the GA register for courses. GAs appointed on a twelve-month basis cannot be appointed on a Summer Allowance Plan, must be appointed as GAs, and must register for courses. GAs who plan to take General Exams or

documentation includes an academic plan for the student and a description of the academic support that will be provided to the student by the Department. If the Department is not the student's academic department, then both the unit supporting the student (where the GA responsibilities lie) and the student's academic unit must agree to the proposed academic plan and support. A GA who does not hen botp23 ()2m supported15 the stic

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additional compensation. Approval for additional compensations is based on an assessment of the scope and duration of the additional responsibilities. Additional compensation is limited to five hours per week. International students who hold a 20-hour graduate assistantships may NOT receive additional compensation.

H. Appointments

Appropriate unit administrators or supervisors are responsible for extending assistantship offers to eligible graduate students, contingent upon acceptance for admission into the Graduate School. The offer of appointment³, once accepted, becomes a formal contract between the student and appointing unit.

Appointing units must maintain current records on all GAs in the HRM system of record⁴ including:

- a. a copy of the letter of appointment signed by the student;
- b. a description of the responsibilities of the GA that is signed and dated by the student to indicate that the student has received a copy; and
- c. a copy of performance evaluations signed by both the student and the evaluator, covering each period of appointment.

Tentative offers of graduate assistantships by departmental representatives to applicants who have applied to the Graduate School, but have not yet been admitted, must clearly state the requirement that the applicant be accepted for admission to the Graduate School.

All offers of graduate assistantships must include the following material (italicized text):

Your appointment as an xxxx% full-time equivalent graduate assistant will be for a xxxx month period beginning xxxx (date) and ending xxxx (date), may be renewed, and is contingent on your being a student in "good academic and accountability standing" in the Graduate School, a term defined in the Graduate Catalog. A student on probation (academic or disciplinary) is not in good standing. While you hold a graduate assistantship, you are expected to devote full time to your graduate studies and to fulfill the responsibilities of your graduate assistantship.

The conditions of your Graduate Assistantship include: (1) adequate performance of assistantship duties and (2) satisfactory progress toward your degree. Your performance in your assistantship duties will be evaluated in the context of a written description of your responsibilities. The term "satisfactory progress toward your degree" includes, but is not limited to, maintaining cumulative grade point average of at least 3.0, taking and passing major examinations (sometimes called "milestones") on schedule

d. Notice and Termination

For GAs who do not meet the expectations required for holding an assistantship,

school or their designee also will meet with relevant parties such as the supervisor of the GA, unit leader of the academic department, and/or associate dean or dean of the academic college. The dean of the Graduate School or designee will notify the grievant and the grievant's department head of the decision within one week following the final meeting. This decision will be final.

Any grievance based on alleged discrimination should be reported to Human Resource Management pursuant to PS 1. Any grievance based on sexual harassment should be reported to Human Resource Management, or in the case of student to student harassment the Dean of Students, pursuant to PS 73.

Title	Examples of Responsibilities
	<ul style="list-style-type: none"> • Dispense supplies to laboratories, clean equipment, maintain inventory, perform assays, set up and conduct experiments • Relevant coursework required • Knowledge of lab equipment and procedures may be required
RA2	<ul style="list-style-type: none"> • All duties of RA1 AND • Performs laboratory tasks without constant supervision • May act as lead person in absence of supervisor • Collects and analyzes data, makes calculations and prepares reports • Ability to make independent decisions and complete assigned projects with minimal supervision • Relevant coursework and knowledge of equipment and procedures required
RA3	<ul style="list-style-type: none"> • All duties of RA2 AND • Performs complex laboratory and diagnostic testing with minimal supervision • Determines proper test for research work • Supervises maintenance of research facility and lab assistants • Extensive knowledge of related course material and equipment required
LA1	<ul style="list-style-type: none"> • Responsible for coordinating the orientation and training for desk assistants, resident assistants, graduate staff and professional staff. • Responsible for assisting the Assistant Director for Training and Leadership in student leadership activities, planning and assessing staff development initiatives, • Establishing appropriate working relationships with other university entities
LA2	<ul style="list-style-type: none"> • Live-in graduate student who is responsible for the co-administration of a living community • Serves as a support in all aspects of building management including student staff supervision, administrative management and community development.

