



ARKANSAS
TECH
UNIVERSITY

Graduate College

Graduate Student and Graduate Assistant Handbook

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Philosophy

The vision of the Graduate College of Arkansas Tech University is to empower students through advanced degrees to meet the demands of a global society through intellectual inquiry, scholarly attainment, artistic endeavors and creative pursuits within and across disciplines.

The mission of the Graduate College of Arkansas Tech University is to encourage a diversity of ideas in a climate of academic freedom and integrity. Advanced degrees are designed to complement and enhance undergraduate programs. The Graduate College is an advocate for graduate study and seeks partnership with other entities to accomplish our goals more efficiently. The Graduate College serves to nurture and preserve academic excellence by taking the lead in shaping policy and assisting faculty in guiding and mentoring graduate students in becoming accomplished and ethical scholars, researchers and practitioners in their disciplines.

AB2M

An Accelerated Bachelor's Plus Master's Degree Program (AB2M) allows qualified undergraduate students to register for graduate level credit hours as undergraduates and receive dual credit toward both undergraduate and graduate degrees. The AB2M program is designed to provide a seamless transition from the Bachelor's degree program into the Master's degree program. Students enrolled in the AB2M are required to meet the same academic requirements as graduate students. Although AB2M students are classified as undergraduates while enrolled in an approved AB2M program they have access to most of the outlined resources as well as events hosted by the Office of Research and Graduate Studies and/or Graduate Student Council, various academic workshops, as well a non-voting at large position on Graduate Student Council.

Graduate Student Course Load

Graduate students may enroll for a maximum of twelve (12) hours of credit during each of the three semesters (Fall, Spring, and Summer) during the academic year. A one-credit-hour overload may be authorized by the program director of the student's major department. A graduate student will be considered full-time if enrolled for nine (9) or more hours of credit during each of the three semesters. Graduate Assistants will be considered full-time if carrying six (6) or more hours. Students receiving financial aid should check with the Financial Aid office for requirements necessary to be considered a full-time student. Permission to take more than the maximum loads stated above requires the written approval of the student's advisor, program director, and Graduate College Dean.

Adding and Dropping Courses

Changes in the class schedule must be made on official forms available at the Registrar's Office, Suite 307, Brown Hall. Failure to follow the correct procedure for making changes in the class schedule may result in the grade of "F" being recorded for the courses involved. Deadlines for adding courses, dropping courses, or changing sections are listed in the graduate calendar in this catalog. Please note: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN."

Withdrawing

To withdraw officially, the student must report to the Graduate College and the Office of the Registrar to complete a "Withdrawal Application." Failure to follow this procedure may result in a grade of "F" being recorded.

The deadline for officially withdrawing from the University with grades of "W" is the same as the last day for dropping courses. Withdrawing after this date, which is listed in the graduate calendar in this catalog, will result in grades of "F" being recorded for the semester/term. If circumstances justify special consideration, appeals should be directed to the Graduate College Dean.

Independent Study Courses

Independent study courses are intended for graduate students who have the interest and the ability to investigate a topic not covered in the graduate courses available in their major field of study. The topic, format, and specific requirements of each independent study project must be approved in writing by the supervising instructor, graduate advisor, program director, and Graduate College Dean prior to enrollment for independent study credit. The original copy of the independent study approval form will be kept in the student's file in the Registrar's Office as part of the student's official graduate record. A student may not enroll in an independent study course before completing twelve (12) hours of graduate credit.

Limit on Workshop and Independent Study Credit

No more than six (6) semester hours of graduate course work completed in workshops and/or independent study may be applied to the master's degree.

Grading

The letters A, B, C, D, F are used in grading to indicate the quality of a student's work additionally the letters AU, W, WN, R, CR, and I are also used: "AU" indicates that the student was enrolled in the course as an "auditor"; "W" is used to indicate that a course was dropped without penalty; "WN" is used to indicate withdrawn for unjustifiable absences/non-participation. The letter "R" indicates that the student registered for the

master's thesis or doctoral dissertation. The mark "R" gives neither credit nor grade points toward a graduate degree. The mark "CR" gives credit for hours only.

A final grade of "I" may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed. If the student does not complete the required missing work by the deadline set by the instructor the "I" will turn into an "F".

Academic Probation and Suspension

Academic Probation

Means a student has not meet the minimum threshold to be in good academic standing. It is intended as a corrective measure to help students improve their academic performance.

All students who receive one letter grade of "C" will be cautioned by the Graduate College. A student who receives a second "C" in their graduate curriculum must meet with their advisor and have their advisor/program director submit an approved academic plan to the Graduate College prior to registering for the subsequent semester. A student who has a semester grade point average below 3.0 must meet with their advisor and have their advisor/program director submit and approved academic plan to the Graduate College prior to registering for the following semester. Students who have received their second "C" or have a cumulative grade point average below 3.0 will not be eligible to participate in early registration.

A student who is admitted conditionally or on a non-degree basis will be subject to suspension from Graduate College after attempting twelve (12) semester hours with less than a 3.0 grade point average.

Academic Suspension

Academic suspension means the student is dismissed from their graduate program and may not enroll in any classes at ATU, earn credits at ATU, receive fin-aid at ATU during the suspension period or one calendar year. ATU for one academic year. A student suspended from Graduate College may reapply for admission after one year. Reinstatement to the Graduate College will not necessarily mean reinstatement to a particular graduate program. Readmission does not reestablish financial aid eligibility, nor does it change the maximum timeframe for which a student's previous academic credits can be counted toward a graduate degree six (6) years.

Students who do not clear their conditional admit, students who are not able to raise their GPA to a 3.0 after being on probation consecutively, or a students' lack of Academic Progress may result in dismissal with no option to be reinstated.

Graduate Clemency Policy

A graduate student who has previously attended Arkansas Tech University may apply to have the graduate credits and grades earned at Arkansas Tech University prior to the

separation removed from their grade point average for a maximum of two consecutive semesters provided the following criteria are met.

1. A graduate student who has previously attended Arkansas Tech University and whose attendance has been interrupted for a period of at least one calendar year.
2. Not found guilty of academic dishonesty.
3. Not been granted Academic Clemency before.

Academic Clemency may be granted only one time, is irreversible, and includes all credits earned during the semester/s for which it is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date. Academic clemency does not restore eligibility for student financial aid, scholarships, or athletic eligibility nor does it change the six-year completion time-line.

Process for Requesting Clemency. Once the student has met the above criteria the step-by-step process for filing for Academic Clemency by a Graduate student is as follows:

1. A formal letter requesting clemency be granted. This letter should detail which semesters are to be reviewed for clemency, include an explanation of the grades, and how things have changed.
2. A letter of support from the program director or advisor supporting the request. This should include an academic performance plan.
3. This packet must be completed and filed with the graduate college no later than the 2nd Monday of April, July, or Nov.

During this time the student **must** remain unenrolled until the decision is made. If the student and/or the Graduate Program Director elect to appeal the decision of the Graduate Council ad hoc clemency committee, their appeal should be submitted to the Dean of the Graduate College for review and final decision.

Academic Dishonesty/Academic Misconduct

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, ATU requires certain standards of academic integrity and conduct from all students. ATU expects an academic atmosphere to be maintained in all classes regardless of their format and delivery, such as in-person classrooms or online classroom settings. This atmosphere is created by both the professor and the students in order to enable all students enrolled in a class to reach their academic potential. All students, regardless of the format and delivery of their classes, are expected to: attend class (attendance policy is defined by the professor); conduct themselves in a non-disruptive manner; and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize the class is under the control of the professor who will give students a statement of his or her class policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section below. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

Definitions

Academic Dishonesty. Academic dishonesty refers to the various categories of cheating and plagiarism in a class, regardless of the class format and delivery.

- Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest Examples include but are not limited to: a) copying from an examination, quiz, or any other assignment of another student; b) utilizing notes, messages, or crib sheets in any format which gives the student extra help on an exam or quiz, and which were not approved by the professor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers or other assignments from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
- Plagiarism is stealing the ideas or writing of another person and using them as one's This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Academic Misconduct. Academic misconduct concerns a student's inappropriate behavior in a class regardless of the class format and delivery. Such behavior includes interacting with the professor and other students in a manner that disrupts the learning environment of a class. Examples include but are not limited to: a) engaging in a discussion with other students that is not beneficial to the class or acceptable to the professor; b) interrupting class unnecessarily; c) attempting to monopolize the professor's time and attention; d) being chronically late to the class; and e) failing to engage in a class in a manner that is required by the professor, such as chronically late submission of assignments. Misconduct also covers verbal or nonverbal harassment and threats in relation to classes. Student behavior must not infringe on the rights of other students or faculty during a class.

Academic Grievance/Appeals Procedures

Appeal of an Academic Course Grade

Grade appeals should be based on problems of process and not on differences in opinion concerning academic performance. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the grade appeal process can contact the department head's office (or dean's office should the instructor be the department head).

Appeal Process. The formal grade appeal process may vary by department or program outlined below are the general steps to take in order to file a grade appeal.

1. Speak with the instructor. Express your concerns regarding the grade and seek to understand how the grade was determined.
2. Speak with the Department Chair or College Dean of the professor of record is the Department Chair. If your questions or concerns were not answered by your instructor your next step is to schedule an appointment to meet with the department chair. Express your concerns regarding the grade and find out the next step for you to take.
3. File a formal appeal. If steps 1&2 does not resolve the concern then a formal written appeal must be officially filed with the Department Chair or College Dean of the professor of record is the Department Chair. This must be filed by the end of the second week of the next semester. The appeal packet must include a formal letter explaining the reason for the appeal along with all supporting documentation.

Appeal of Academic Dishonesty/Misconduct

The Graduate Academic Appeals Committee is an official committee of ATU and will be formed each academic year as a pool of qualified faculty and students to hear graduate student academic dishonesty and academic misconduct appeals.

Appeal of an Academic Graduate Program Dismissal. Appeal of a program dismissal must be made by the student directly affected and must be made immediately, within 10 calendar days, following the departmental decision to the department head. Information on this process can be found here: [Academic Integrity at ATU | Arkansas Tech University](#)

Graduation

You should apply to graduate by reading day of the semester *prior* to graduation. Please refer to the section entitled [Graduation Requirements](#) for information pertaining to candidacy, application for graduation, payment of graduation fees, and other graduation requirements.

Catalog

Please read the [Graduate Catalog](#) for a complete list of resources.

Student Resources

Office of Research and Graduate Studies – Tomlinson 113

- Phone: (479) 968-0398
- GradCollege@ATU.EDU
- IRB assistance

Graduate Student Council

- A council designated to provide an active role and voice for graduate students on the Tech campus.
- For more information, contact the Graduate College at (479) 968-0398

Athletic Events

- ATU students are provided free admission to Tech sporting events with Tech ID

Career Services – Doc Bryan 153

- Provides career counseling, helps with résumé building/interviewing, and aids in career placement
- Phone: (479) 968-0278
- Email: career.services@atu.edu

CARE Team – Doc Bryan 233

- Multidisciplinary, proactive campus threat assessment and behavioral intervention team dedicated to improving campus safety through a coordinated, objective approach to prevention, identification, assessment, intervention, and management of situations that may pose a threat to the safety and well-being of individuals and the university community
- [Submit an online referral](#)

Counseling Services – Doc Bryan 119

- Provides personal & group counseling, outreach programming, consultations, & resources to the Tech community
- Phone: (479) 968-0239

Disability Services – Doc Bryan 141

- Endorses both the Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973
- Aids students in need of accommodations
- Phone: (479) 968-0302

English Department Writing Lab – Witherspoon 365

- Provides assistance with writing and proofreading
- Aids students in preparation for Praxis II exams
- Phone: (479)968-0256

Financial Aid – Brown 206

- Federal Aid (including FAFSA & Student Loans)
- Phone: (479) 968-0399

Health Center – Doc Bryan 119

- Offers primary health care to students on an out-patient basis, including:
 - treatment of minor acute illnesses or injuries
 - flu shots
 - prescriptions
 - allergy shots ordered by private physician
 - blood pressure monitoring
 - monitoring of body mass index
 - loan of crutches, wheelchair, heating pad
 - individual, group, and couples counseling
 - women's health services one day a week.
 - clinical laboratory procedures:
 - pregnancy
 - mono
 - strep
 - urinalysis
 - glucose monitoring
 - blood tests
 - limited STD testing
- Students are seen by appointment and are screened and assessed by a health care provider. Students may be treated by one of our advanced practice registered nurses including obtaining a prescription if appropriate or referral to a local health care provider if the nature of the visit requires such.
- Monday – Friday: 8:30 am until 4:30 pm
- Schedule appointment online: <https://atu.medicatconnect.com/>
- Phone: (479) 968-0329

Human Resources – El Paso

- Oversight of employee services
- Phone: (479) 968-0396

Public Safety – Public Safety Building

- Complete services include:
 - traffic control
 - jumpstart & lockout
 - chaperon service
 - educational safety programs
 - all law enforcement functions
- All Tech students, faculty, & staff are required to buy a parking pass annually
 - [Parking Regulations](#)
- Phone: (479) 968-0222
- In case of emergency, dial 911

Registrar’s Office – Brown 307

- Access to catalogs, transcript requests, & applications for graduation
- Phone: (479) 968-0272

Ross Pendergraft Library

- Research support, professional journals, news articles, hard copy books, music lab, article databases, & the Interlibrary Loan
- Phone: (479) 964-0569

Student Accounts – Doc Bryan 133

- All student account information & Tech ID
- Phone: (479) 968-0271

Tech Fit – Hull Building

- Tech Fit is the on-campus exercise facility
- Provides circuit training, free weights, cardio, & abdominal training
- To join, bring Tech ID to the facility
- Phone: (479) 498-6088

Title IX – Doc Bryan 233

- Please contact Amy Pennington, Title IX Coordinator, by email at apennington@atu.edu or by phone at 479-968-0407, if you have questions about an incident you have witnessed and/or been a victim of or for more information on how to report an act of gender discrimination or sexual misconduct (including sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual exploitation)
- [Online Reporting Form](#)

Veteran Services - Doc Bryan 104

- Veterans assistance
 - Benefits assistance
- Veteran's Lounge
- Green Zone Training

Veteran's Upward Bound - Brown Hall 346

- Academic Instruction Assistance
- Financial/Economic Literacy Counseling
- Tutorial Services
- Military Transition Counseling
- Financial Aid/V.A. Benefits
- College Visits & Cultural Trips
- Career Exploration

Graduate Assistants

Philosophy for Graduate Assistants

Graduate assistantships are designed to support students in their pursuit of advanced degrees at Arkansas Tech University. Graduate assistantships are a means to recruit students who desire to study and work in various areas of university programs and life.

It is the responsibility of Arkansas Tech University to uphold a graduate assistant program which: (1) aids appointed graduate assistants in satisfactory progress toward their graduate degrees; (2) ensures appointed graduate assistants perform appropriate services; (3) facilitates the professional development of appointed graduate assistants; and (4) builds a community which educates students on available university resources.

Categories of Graduate Assistantships

The category of a graduate assistantship is defined by the position's source of funding.

Academic Graduate Assistantships. A graduate assistantship is categorized as *academic* when the appointment specifically falls under the umbrella of Academic Affairs in the Arkansas Tech University organizational structure.

Non-Academic Graduate Assistantships. A graduate assistantship is categorized as *non-academic* when the appointment falls under Student Affairs, Advancement, Athletics, or another area outside of Academic Affairs in the Arkansas Tech University organizational structure.

Appointment Procedures

Application Process. Graduate assistant information may be found on the Graduate College website in the [Graduate Assistantships](#) section as well as on Handshake. Please follow instructions outlined on individual position postings.

Hiring Process. All graduate assistant candidates are subject to a background check. Once a candidate is selected for a GA position, the requesting supervisor must initiate a background check. Upon receipt of this information, a disclosure form will be sent to the candidate via email. The candidate will then receive instructions from HireRight regarding electronic submission of required information for the background check. The hiring process cannot proceed until the background check has been

completed and the supervisor has received results from Human Resources.

Once cleared through the background check process, it is the department's responsibility to notify the Graduate College of their selection by completing the *Graduate Assistant Request* form.

The candidate must have completed the requirements for the baccalaureate degree prior to the first semester of the appointment year and gained unconditional admission in order to merit appointment. Candidates earning conditional admission may be considered for an assistantship if a hiring department submits an appeal for consideration to the Graduate College. Returning graduate assistants must remain in good academic standing with the Graduate College.

Employment Process. After being awarded a graduate assistantship, all Graduate assistants are required to complete HR employment paperwork. Graduate assistants must complete all HR employment paperwork prior to their first day of work. International students should obtain social security cards to complete the required paperwork. Failure to complete these forms prior to the first contracted date will result in a violation with the E-Verify system and possible non-payment for that month. See the Appendix on page 17 for I-9 Employment Eligibility Verification. Students may not begin work until the background check has been completed, a position request form has been approved, all Human Resources employment paperwork has been submitted, and they have attended mandatory New Graduate Assistant Orientation. Additionally, the student must complete all paperwork to gain appropriate computer access the graduate assistantship may require. The applicant will be advised by the department supervisor if such access is necessary.

All graduate assistants will need to pass a criminal background check prior to a contract being issued. Each graduate assistant will need to complete a background check each academic year.

Completed paperwork is necessary to meet payroll requirements. Failure to complete this paperwork will result in non-payment. Graduate assistants may receive payment through direct deposit. The direct deposit form is available on the Human Resources webpage. Those opting to receive a physical payment may go to Accounts Payable (Browning Hall, third floor) on the last day of each month, to secure their check. All checks not picked up by 2:00 pm on the last day of the month will be mailed to the recipient's home address. All graduate assistants under contract will receive stipend disbursements as a monthly paycheck on the last day of each month.

Contract Dates. Requested contract dates on the Graduate Assistant Approval Form should indicate first and last days of work for individual students. These dates will vary by department. No student is permitted to work beyond their date of graduation. Therefore, employment as a graduate assistant will expire two days prior to graduation or the end contract end date, whichever occurs first.

Orientation. The Graduate College views the orientation as an integral part of the graduate assistantship program. Attending orientation is a prerequisite to holding a graduate assistantship. Orientation will be held online and must be completed prior to the start of the semester. When an applicant accepts a graduate assistantship, whether returning Graduate Assistants or new Graduate Assistants, they must complete Graduate Assistant Orientation. This orientation will outline expectations as well as helping to transition the student into their role as a graduate assistant. Orientation must be completed in the Fall Semester for those accepting an Assistantship for Summer or Fall semesters, and in the Spring semester for those accepting an Assistantship for the Spring semester. Failure to complete orientation may result in non-payment.

Graduate Assistant Role

Applicants selected to hold a graduate assistantship may work only within their contracted department. Students may not hold multiple graduate assistantships within a single time period. Additionally, graduate assistants may not hold multiple on-campus roles (i.e. graduate assistant and student worker) during the same semester term without prior approval from the Graduate College Dean/Associate Dean. Students who are approved to work in any additional role may not exceed a total of 28 working hours per week.

Compensation for Graduate Assistants

All students granted a graduate assistantship receive a tuition waiver. This waiver will pay all tuition costs for a maximum of nine (9) credit hours for fall and spring semesters, or six (6) credit hours per summer term; however, no more than 18 graduate credit hours may be taken within one (1) fiscal year (July 1 – June 30). Contracted graduate assistants may use waiver hours during summer sessions, not to exceed the maximum 18 hours in the fiscal year (July – Summer II to June – Summer I).

Tuition waivers will apply to all academic graduate assistants' accounts after the 11th day of class. Tuition waivers for those working as non-academic graduate assistants will apply to student accounts at the department's discretion.

Non-academic graduate assistantships are awarded varied stipend amounts, according to responsibilities and expectations for individual positions. Obligations and payment are explicitly discussed prior to a contract agreement. These positions may also be affected by the length of the contract and responsibilities associated with the appointment.

Academic and non-academic graduate assistants may not work more than a total of 20 hours per week for the university; however, students may work up to 28 hours per week if they receive approval from the Graduate College. A Graduate Student may, with prior approval from the Graduate College, work up to the full 28 hours per week in an additional role if offered (i.e. student worker or extra labor). Approval must be obtained before work in the student worker or extra labor position begins.

A contract for an agreed upon stipend will be issued by the Academic Affairs Office. In order to ensure academic graduate assistants are paid in a consistent manner all academic graduate assistants are paid based on a daily rate. The stipend amount may vary each month, depending upon the number of work days in that particular month. The specific monthly amount will be listed on the graduate assistant contract. A graduate assistant will receive the contract from their supervisor. Signed contracts must be submitted to the supervisor promptly and then returned to Academic Affairs within 10 days of issuance.

Appointment Terms and Eligibility for Reappointment

Appointments should be contracted for one or both semesters of a nine (9) month academic year or a twelve (12) month fiscal year. Entering graduate students must meet Graduate College unconditional admission standards and returning students must maintain a minimum 3.0 cumulative grade point average (GPA).

Students holding a graduate assistantship must enroll and complete a minimum of six (6) hours (maximum of nine (9) hours of graduate credit per semester). Exceptions may be made upon the approval of the appropriate department head and the Graduate College Dean. Students enrolled in six (6) graduate credit hours, while

holding a graduate assistant position, are considered full-time students by Arkansas Tech University.

A student may receive a graduate assistantship award for four (4) semesters, if they meet the Graduate College eligibility guidelines and receive continued departmental approval. A program director may appeal for one (1) extra semester by completing a [Graduate Assistant Fifth Semester Request Form](#) and providing a detailed written justification to the Graduate College Dean. The form can be found on the Graduate College website. All requests for an additional semester should be received by the application deadlines.

Training. Computer access forms must be completed and returned to Human Resources if the assistantship requires access. All departments are expected to explicitly define the job requirements and expectations for graduate assistants through a training process at the beginning of each semester. Additionally, a review of Family Educational Rights and Privacy Act (FERPA) guidelines is required for all graduate assistants working with, but not limited to: (1) Banner, INB or Self-Service; (2) student grades or other sensitive information, as defined by FERPA; and (3) students in a peer capacity. The Arkansas Tech University FERPA form and confidentiality agreement can be found on the [Institutional Research webpage](#). Any violations to FERPA regulations are grounds for immediate termination.

Driving Policy for Graduate Assistants. Graduate assistants over the age of 21, who have completed Human Resources paperwork and have an acceptable driving record are eligible to drive on state business. Prior to participating in travel or operating a State vehicle, graduate assistants must submit an [Authorization to Operate State Vehicles and Private Vehicles on State Business](#) form to the Travel Office. Those with an unacceptable driving record will receive a formal letter from the Travel Office and may not operate a state vehicle. Approved students driving personal vehicles for state business may be reimbursed for their travel. For questions regarding travel, please contact the Travel Office at (479) 356-2034.

Reappointment. All graduate assistants seeking reappointment must receive continued departmental approval. Program directors should request a new contract for the returning student by submitting a new *Graduate Assistant Request form* to the Graduate College. Also, to remain eligible applicants must maintain a minimum 3.0 cumulative graduate GPA.

Summer Sessions. Graduate assistants may enroll in a maximum of six (6) credit hours per summer term, as long as 18 graduate credit hours are not exceeded

within one (1) fiscal year. Intercessions and summer terms do not count as part of the four (4) semesters of graduate assistant eligibility.

Holidays. Graduate assistants are not expected to work during holidays when the campus is closed. Additionally, they are not expected to work during spring, fall, or winter holiday (December-January) break, unless otherwise specified within their contractual agreement.

Inclement Weather. The Arkansas Tech University inclement weather policies and procedures are as follows:

Inclement Weather Policy. Classes are canceled; graduate assistants are expected to report for duty by 10:00 am. Those unable to make it to campus safely are required to notify their supervisor and make up hours missed.

Campus Closed. All classes and offices are closed; graduate assistants are not expected to report to work. Missed time is not expected to be made up.

During times of inclement weather, refer to www.arkansastechnews.com for the most accurate information regarding campus operations.

Resignation/Termination of Academic Graduate Assistantship

Resignation. Those leaving an appointment before the contractual end date must provide their supervisor and the Graduate College written notice of their resignation. An email with a read-receipt request is acceptable or a properly stamped and addressed letter to the recipients. The written notice must contain the following: (1) name; (2) reason for resignation; and (3) the effective date of resignation. Graduate College notification should be sent to gradcollege@atu.edu or mailed directly to the Graduate College.

Once the department receives a formal resignation from a graduate assistant, a copy of the written resignation and a completed *Graduate Assistant Resignation/Termination* form should be sent by the department to the Graduate College. The vacant graduate assistantship may not be refilled until proper notification is received and processed by the Graduate College.

Graduate assistants who terminate their graduate enrollment during the academic year forfeit their graduate assistantship and void their current contract; compensation will be pro-rated for time worked. In these cases, the student may be eligible for future assistantships if they meet the following procedures: (1) leaves position on good terms; (2) provides a written resignation describing the nature of their

departure; (3) have a minimum cumulative GPA of 3.0; and (4) enrolls in the minimum number of graduate credit hours required.

Termination. Unsatisfactory performance of assigned duties will be grounds for termination of the appointment at the discretion of the department head or Graduate College Dean. Students terminated from an appointment are considered ineligible for future positions, regardless of department.

Notice of deficient performance. Before termination is final, the department head will provide a written explanation of the unsatisfactory performance and outline expectations for the graduate assistant moving forward.

Final Termination. If after a period of two weeks the graduate assistant has not satisfied the written expectations outlined by department head or Graduate College Dean, the graduate assistant may be terminated.

Circumstances Justifying Immediate Termination. Termination of a graduate assistant may be immediate in the following circumstances: (1) the student fails to complete Graduate Assistant Orientation; (2) the graduate assistant misses at least 50% of their scheduled work dates within first two (2) weeks of the assistantship as indicated by their contract (under this circumstance, termination is left to the discretion of the immediate supervisor and the ability of the graduate assistant to make-up hours within the parameters set forth by the Graduate College); (3) if it is determined the student committed sexual misconduct against another student, faculty, or staff as defined by university policy; (4) the overall GPA of the student falls below 3.0; (5) if it is determined the student committed an act of academic misconduct, including but not limited to cheating, plagiarism, or falsification of data; (6) dishonesty, insubordination, or other conduct reflecting unfavorably upon the reputation of the University; (7) improperly disclosing information protected under FERPA; or (8) violation of Student Code of Conduct, state or federal law.

Ramifications. In the event of resignation or termination, the graduate assistant will be paid for the pro-rated amount of time worked that semester. Students may have to repay all or a portion of monies applied towards tuition. Students terminated from an appointment are considered ineligible for future positions, regardless of department.

Departments are responsible for sending all documentation of deficient performance and a completed [Graduate Assistant Resignation/Termination](#) form

to the Graduate College immediately upon termination proceedings. The vacant graduate assistantship may not be refilled until proper notification is received and processed by the Graduate College.

Termination forms are not necessary in the following circumstances: (1) the graduate assistant is not working during the summer term but plans to return the fall semester; (2) the graduate assistant has worked four (4) semesters and has not been approved for an additional semester; and (3) the graduate assistant's contract has expired and the department has opted not to renew. When an assignment is terminated, Budget, Payroll, Human Resources, and any other appropriate offices (e.g. Academic Affairs) will be notified based on the type of graduate assistantship (i.e. academic or non-academic). This procedure will terminate the student's ability to drive a state vehicle, be reimbursed for travel expenses, or have departmental computer access.

Departmental Requests for Graduate Assistants

Individual offices may request temporary assignment for graduate assistants from assistantships that are not filled. If the graduate assistantship is offered in the fall semester, it may be renewable for one (1) semester only (spring). The GA position will then return to the original college/department/program. The Graduate Assistant Request form can be found on the Graduate College webpage.

Expectations of Graduate Assistants

Grades. Graduate Assistants must maintain a minimum cumulative GPA of 3.0. Failure to do so will result in the loss of the assistantship.

Image. As a member of the Arkansas Tech University team, appearance is a reflection on the institution. Therefore, graduate assistants are expected to dress appropriately. What is considered appropriate may depend on the type of graduate assistantship and the nature of work in a given circumstance.

Etiquette. Proper manners and social behavior is mandatory for all ATU employees, including graduate assistants. Remember to use an appropriate greeting when meeting new coworkers, peers, or guests.

Communication. Poor communication can create problems amongst co-workers and guests alike. It is imperative to communicate clearly and concisely. Please consider the following tips: (1) verbal—speak with a positive tone, clearly and at an appropriate level; (2) non-verbal—be aware of your body language and facial expressions; and (3)

written—aim to be concise and remember to proofread everything (i.e. Ask yourself if the document is ready for the President to review).

Social media. Do not post items on social media that would poorly represent the institution. In addition, personal use of Facebook, Twitter, or other social media sites is not permitted during work hours unless required as a task for an assigned project.

Responsibility. If granted a graduate assistantship, one accepts a role in a professional workplace. As such, it is important graduate assistants are accountable for individual actions, decisions, and choices within the work setting. Be aware that generating trust among coworkers is important. If you claim you will complete something, be sure it is completed well and in a timely manner.

Confidentiality. Graduate assistants are, in some capacity, privy to sensitive student and personnel information. Therefore, all non-directory information outlined in the Family Educational Rights and Privacy Act (FERPA) is expected to be protected and only discussed in the appropriate workplace setting. Violations to FERPA are grounds for immediate termination. Additionally, it is inappropriate to discuss university personnel issues with students.

Competency. All graduate assistants will be provided training for their position but it is the responsibility of the graduate assistant to acquire the skills necessary to complete assigned tasks. Questions and note-taking are encouraged for accurate training results.

Relationships. At Arkansas Tech, you are part of something big. You are part of a family - a strong family, sharing life together. Strong families spend time together, communicate effectively, appreciate and take care of one another. These relationships make Tech a special place.

Just like any family, university families face tough issues together. We share in the responsibility of working together to ensure that we have a safe and supportive learning and working environment, free from sexual misconduct, alcohol and drug abuse, and any other negative behaviors that are counterproductive for us all to feel valued and respected. If you observe behavior that is concerning, alarming, or threatening, please report the incident to the CARE Team.

Report any immediate threat to self or others directly to the Department of Public Safety by dialing 911.

Appendix

Form I-9, Employment Eligibility Verification

The U.S. Department of Homeland Security's employment eligibility process requires that employees must present, to their employer, evidence of identity **and** employment eligibility within three business days of the date employment begins. If an employee is authorized to work, but is unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days.

LISTS OF ACCEPTABLE DOCUMENTS

You may provide a document from List A which establishes both identity and employment eligibility **or** you may provide a document from List B (establishing your identity) and a document from List C (establishing your employment eligibility).

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>Form I-197</i>)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report		
		11. Clinic, doctor, or hospital record		
		12. Daycare or nursery school record		

Acknowledgment of Reading and Understanding

This form requires that each graduate assistant submit digital acknowledgement indicating that he/she/they have received and read the Graduate Assistant Handbook.