



2020-2021

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College of Business &  
Innovation Graduate  
Assistant Student  
Handbook

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*The University of Toledo*

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## Application and Selection

### Applying for an Assistantship

Each year Graduate Assistantships are offered to Graduate students with a history of academic excellence. We are only able to offer Graduate Assistantship (GA) awards to a very small percentage of applicants, so being selected is a great privilege. The assignment of the graduate assistantship position is made by the College of Business and Innovation.

The graduate assistantship application period for Fall semesters has a deadline of March 1<sup>st</sup>. If vacancies exist for Spring semesters, the application period for Spring semesters has a deadline of October 1<sup>st</sup>. Scoring well on the GMAT is the best way to increase the likelihood that you will be selected for a GA award. The requirements to be considered for a GA award are: undergraduate GPA of 3.2 or higher and a GMAT score of 500 or higher with a minimum score of 20 in both the verbal and quantitative sections. If you have been waived GMAT you may be considered for a Graduate Assistantship with a minimum GPA of 3.7 or higher as well as a providing a resume demonstrating progressive leadership experience either collegiately or in the community. Applications from continuing graduate students will be considered, subject to funding availability, with emphasis on performance in the graduate program thus far.

Graduate Assistants may work with a faculty member in one of the College of Business and Innovation (COBI) departments as a Teaching or Research Assistant. Duties may include assisting with research, class preparation, and special assignments. Some Graduate Assistants may also be placed in the Office of Student Retention and Academic Success, COBI Office of Graduate Programs, COBI College Computing Office, the Business Career Programs Office, or with one of our partner offices. Duties may include teaching an orientation course, student outreach for recruitment and retention efforts, meeting with undergraduate students, student tracking for alumni relations and graduation statistics, and event planning. Hours of duties will vary, it is important to maintain reasonable availability during 9:00 am – 5:00 pm as well accommodate reasonable requests from direct supervisors for hours after 5:00 pm.

A full GA includes a tuition waiver for up to 9 credit hours per semester during the appointment and a stipend in exchange for 320 hours of work per semester which averages 20 hours of work per week on campus. A half GA includes a tuition waiver for up to 6 credit hours per semester during the appointment, and a stipend for 160 hours of work per semester which averages 10 hours of work per week on campus. Most GA awards do not cover summer semesters. All GA awards include approval to purchase faculty/staff parking permits.

You must do the following by the above deadlines to be considered for an award:

- Have a regular admission status in one of the graduate level College of Business and Innovation programs by the application deadline date.
- Submit a complete [Assistantship Application](#) to the COBI Graduate Programs Office.

Graduate Assistantship awards will be announced by May and December respectively. We will accept applications after the deadline dates, however priority is given to applications received by the deadline dates posted.

## Definitions of Assistantships

The graduate assistantship provides an opportunity for a graduate student to serve in a professional role and to establish a professional relationship with faculty and administrators. Only graduate students holding regular admission to a degree program with COBI are eligible for graduate assistantships in COBI.

There are four types of assistantships available at The University of Toledo: Teaching Assistantships, Research Assistantships, Administrative Assistantships, and Internships/Externships. In COBI, Graduate Assistant will be utilized to meet the needs of various offices and departments as a teaching assistant, research assistant, or administrative assistant or a combination of several roles.

### Teaching Assistantships

The Teaching Assistant is expected to participate directly in the teaching of a course or to support teaching activities. It is expected that the assistantship will be a learning experience that facilitates completion of degree requirements and helps the student prepare for a professional career. The University's intention is to make the teaching assistantship a valuable and integral part of the student's graduate education.

### Research Assistantships

The Research Assistant is expected to participate in research as directed by a University faculty member. In many cases, the faculty member will have a research grant. The appointment is primarily a learning experience. Rather than function simply in one isolated phase or serve as a clerical assistant, the assistant will be given the opportunity to learn research design, data fathering, data treatment, interpretation, reporting, etc. Duties will be discussed with the sponsoring faculty member.

### Administrative Assistantships

The Administrative Assistant is expected to participate directly in the administrative duties assigned by the supervisor. It is expected that the assistantship will be a learning experience that facilitates completion of the students degree and helps the student prepare for a professional career. The intention is to make the assistantship a valuable and integral part of the graduate student's higher education experience.

### Internships/Externships

A selected number of graduate programs provide paid internships/ externships through agreements with companies/organizations in the Toledo area. The internship/externship provides the graduate student an opportunity to serve in a professional role and to establish relationships with professionals in his or her field of study. Duties will be discussed with the sponsoring company representative and the UT faculty member. Students should contact their departments for more information.

## Student Code of Conduct Policy

All graduate assistants must abide by UT's student code of conduct which can be found at the following link:

[https://www.utoledo.edu/policies/main\\_campus/student\\_life/pdfs/3364\\_30\\_04\\_Student\\_code\\_of\\_conduct.pdf](https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf)

The Student Code of Conduct gives general notice of prohibited conduct and the potential sanctions to be imposed for such conduct. This policy further sets the requirements for notice and the opportunity to be heard with regard to allegations of violation of the Student Code of Conduct. The Student Code of Conduct should be read broadly, and is not designed to define misconduct in exhaustive terms. The Student Code of Conduct specifies the rights and responsibilities of the students, student organizations, the University of Toledo and the rights of other parties to the procedure. Students and student organizations are required to engage in responsible social conduct that reflects credibly upon the university community. Students are also expected to model good citizenship in any community. Actions by students or student organizations which interfere with the orderly functions of the university or actions which endanger the health or safety of members of the university community will not be tolerated.

## Benefits

Graduate Assistants receive a stipend and tuition scholarship. Stipends differ by discipline and rank. The tuition scholarship may be used for graduate-level instructional and out-of-state fees. The number of credit hours covered is dependent on the academic program of study, please refer to your offer letter for your stipulated number of credit hours covered. Typical graduate assistantships cover 9 credit hours for full time assignments and 6 credit hours for part time assignments. Under no circumstances will a tuition scholarship be applied for undergraduate courses, courses taken for audit, or repeat courses. Graduate Assistants are eligible to receive a faculty/staff parking permit for the same price as the student permit. The faculty/staff parking permit will allow Graduate Assistants to park in student or faculty/staff parking lots.

## Payroll

Graduate assistants receive a stipend for the academic semester of appointment. Please refer to the offer letter for specific details. The stipend will be broken down into equal paychecks over the specific semester (or over the academic year for students on an academic year appointment). Once all paperwork clears payroll schedules are posted on the [Office of Human Resources website](#) to have a better idea of when to expect a paycheck.

Once students see the Employee Tab on the MyUT portal they are able to set up Direct Deposit, otherwise paychecks are mailed on the payroll date to the students local address as stated on their MyUT account. All graduate assistants are paid one week in arrears. Graduate Assistants selecting the direct deposit option can view and print their paystub on MyUT under the Employee tab. It is important to ensure that all appropriate paperwork are submitted by the students by the appropriate deadline each term to ensure timely payment.

## Duration of Appointment

Your current assistantship appointment does not automatically entitle you to additional contract terms. The appointment may be continued based on departmental needs and availability of funds. The length of appointment is stipulated by the College of Business and Innovation; please refer to your offer letter for your specific duration of appointment.

It has been the practice of the College of Business and Innovation to review GA's using the following guidelines when determining to extend appointments: strong evaluations, progress toward degree, and maintaining academic standards. Master's level –not to exceed 36 credit hours for MBA, based on final approved funding, and not to exceed 30 credit hours for MSA or MABA, based on final approved funding. Doctoral level – four years for full-time assistantships, based on academic plan of study, not to exceed 60 credit hours, based on final approval funding.

There is an evaluation completed by the supervisor near the middle and of the semester. The purpose of the evaluation is to provide feedback that will support the continued development and professional growth of the GA's.

## Academic Standards

Students holding assistantships are to maintain a minimum 3.0 GPA in order to remain eligible for assistantship support. Any student with an assistantship who fails to maintain a 3.0 GPA will have, at most, one semester to raise his or her cumulative GPA to the minimum level. Failure to do so will result in the termination of the assistantship. This policy applies to appointments for the summer semester as well as the academic year.

Graduate Assistantship awards are offered to a very small percentage of applicants, being selected is a great privilege with opportunities to grow your network, work experience, become a role model for your fellow classmates, and earn tuition waivers as well as a stipend. We expect academic excellence while maintaining your assistantship.

## Additional On-Campus Employment

Additional employment outside graduate assistantship must not be assumed by the student. The student is expected to work full- or part-time toward a degree, depending upon the enrollment required for the assistantship. Exceptions will be made only for assignments of short duration, per semester and if the student has a minimum GPA of 3.0. International students are only permitted to work a total of 20 hours per week during the academic year and 28 during summer semester. Domestic students are allowed to work a total of 25 hours per week, including their assistantship, during the academic year.

The form to request additional employment outside graduate assistantship can be found here: <http://www.utoledo.edu/graduate/forms/RequestForEmploymentOutsideOfGradAsstDuties.pdf> Forms should be submitted to the College of Graduate Studies in Room 3190 prior to beginning additional employment. The student's advisor must be able to support that the progress of the student towards his/her/hirs degree will not be delayed or disrupted by the additional assignment.

## Resignation

If a student feels the need to resign his/her/hirs graduate assistantship, z/s/he should have a discussion with his/her/hirs advisor to understand the possible outcomes prior to making their final decision. A written statement (electronically or paper copy) would need to be sent to the College of Business and Innovation Office of Graduate Programs stating the intent to resign and the reason for resignation. In the event that the student resigns during the semester while tuition chargeback is possible, the decision to reimburse/not reimburse the institution will be made by the Associate Dean for Graduate Programs and Research, the College of Business and Innovation, and the College of Graduate Studies. Payroll will be prorated based upon actual hours worked.

## Termination

A graduate assistant can be terminated for one or more of the following: failure to maintain required GPA, failure to report, neglect of duty, failure to make adequate progress toward his/her/hirs degree, incompetence, and/or the financial condition of the University. Terminations of Graduate Assistantships due to any of these conditions may cause revocation of all or a portion of the tuition scholarship. The decision to terminate will involve the COBI Associate Dean for Graduate Programs and Research, College of Graduate Studies, the Graduate Assistant's immediate supervisor, and the Office of Graduate Programs.

If a student's Graduate Assistantship is terminated because of unsatisfactory performance as a GA, the student can continue in their program if their academic performance in the program is satisfactory but there will be no further financial support from the COBI. If the student's performance as a GA and his/her/hirs academic performance in their program are both unsatisfactory, the student may also be terminated from their program.

The following are steps to help prevent the termination of a GA:

1. A verbal warning with discussion of improvement plans.
2. Written warning mentioning verbal warning including the dates of improvement and what is expected from the GA.
3. Final written notice with termination date because of behaviors listed and dated examples.

Payroll will be prorated based on actual hours worked. Stipend will be concluded at the time of termination. In the event that the GA is terminated mid-way or beyond, it is unlikely the tuition will be charged back to the student.

## Grievances

From employee contract agreement:

[http://www.utoledo.edu/depts/hr/laboremployee/pdf/afscme\\_contract\\_2018.pdf](http://www.utoledo.edu/depts/hr/laboremployee/pdf/afscme_contract_2018.pdf)

### ARTICLE 13

#### DISPUTE RESOLUTION PROCEDURES 13.1 Purpose:

The purpose of this Article is to provide an effective method for settlement of disputes. The University of Toledo and AFSCME encourage informal resolution to employee complaints. To that end, employees should present such complaints for review and discussion as soon as possible. Such review and discussions should be held with a view to reaching understanding which will resolve the dispute without the need of recourse to either the formal grievance process (if applicable) or the formal workplace resolution process prescribed by this Article. Each are separate and distinct, and have their own unique processes of resolution (see below). The resolution of a grievance prior to its appeal in writing to Step 3 shall not establish a precedent binding on the University or AFSCME. 13.2 Definitions:

A. Grievance: If a dispute arises over the interpretation or application of any specific provision of this Agreement or term of employment specifically provided for by this Agreement, it shall be defined as a grievance.

B. Workplace Issue: If a dispute arises that is not a violation of this Agreement then it may be deemed a workplace issue. The workplace issue process cannot be used for the purpose of establishing or changing policy, or for performance appraisals.

C. Mediation: Mediation is a process where the parties enlist the help of a neutral third party in fashioning the parties' own solution to the problems underlying their dispute. Mediators do not impose solutions but serve rather to facilitate communication and imagination amongst the parties

The link to the University Policy is found here:

<http://www.utoledo.edu/offices/provost/academicgrievance/>

## FERPA Policy

The Family Educational Rights and Privacy Act of 1974, known as FERPA, is a federal law. FERPA gives students certain rights regarding the confidentiality of their educational records. FERPA establishes the rights of the parents and students of any school that receives federal educational funds. Federal law requires that an institution must establish a written institutional policy complying with FERPA and publish a statement of the adopted procedures covering privacy rights of students.

Please read carefully because there have been updates to the Directory Information listing.

FERPA and other laws require The University of Toledo to maintain the confidentiality of student educational records except as noted below. Copies of this policy (University Policy # 3364-71-15) and related laws and regulations are available for review on the University's Policy Website at:

<http://www.utoledo.edu/policies/academic/undergraduate/index.html>

The University Registrar is primarily responsible for the administration of this policy at The University of Toledo. These rights include:

***The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.***

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the student may inspect the record(s). If the University official does not maintain the record(s) requested, they shall advise the student to whom the request should be addressed.

***The right to request the amendment of the student's educational record that the student believes is inaccurate.***

Students may ask the University to amend a record that they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

***The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.***

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). A school official is also a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or outside institution involved in student learning experiences); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

***The right to file a complaint with the U.S. Department of Education concerning alleged failure of The University of Toledo to comply with FERPA requirements.***

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C., 20202-8520

FERPA gives the University authorization to release "Directory Information," non-academic information, without the student's written consent. At The University of Toledo, the following information is considered public or "Directory Information":

- Student name
- Local address
- Local phone number
- Permanent zip code
- College and major field of study
- Full-time or part-time enrollment status
- Class (freshman, sophomore, etc.)
- University e-mail address
- Dates of attendance
- Degrees, certificates and awards received

- Student activities
- Student photograph
- Graduate Medical Education Placement (MD students only).

Students may restrict the release of "Directory Information" through the portal at <http://myut.utoledo.edu> or by visiting Rocket Solution Central on Main Campus, Rocket Hall, Room 1200 or the Office of the Registrar on the Health Science Campus, Mulford Library, Room 101. If a student decides to restrict their information, any requests for items such as enrollment and degree verifications, honors and awards received, etc. **will not be released without the student's written permission.** As described above, school officials with legitimate educational interests will still have access to student records, as authorized by FERPA.

### **Disclosures to Parents**

All rights of parents under FERPA transfer to the student once the student has reached 18 years of age or the student attends a postsecondary institution and becomes an "eligible student." Postsecondary institutions may allow parents to have access to the child's education records, without the student's consent, in the following circumstances: the student is a dependent for Federal income tax purposes; the disclosure is in connection with a health or safety emergency under certain conditions, i.e., if knowledge of the information is necessary to protect the health or safety of the student or other individuals; and the student has violated any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of disclosure.

Graduate Assistants often interact with students and/or student records, including academics, financial aid, billing, and other personal information. All student information and records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects students from any persons gaining access to their student records without their permission. When a position requires a Graduate Assistant to interact with student records, the Supervisor reviews the relevant FERPA regulations, provides training in handling student information, and requires the Graduate Assistant to sign a form to verify their understanding of and intent to follow FERPA regulations.

### **Sexual Misconduct Policy**

The University of Toledo is committed to educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, or retaliation. Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits sex discrimination. The University's policies are consistent with the requirements of Title IX, Title VII, as well as relevant state laws.

The University encourages the reporting of sexual misconduct (including sex discrimination, sexual harassment and sexual assault) or retaliation that may occur in its programs or activities, to ensure that the University has an opportunity to address prohibited conduct. Reports may be made by going to the link below or by contacting a Title IX Deputy by going to <http://www.utoledo.edu/title-ix/>.

[https://publicdocs.maxient.com/reportingform.php?UnivofToledo&layout\\_id=7](https://publicdocs.maxient.com/reportingform.php?UnivofToledo&layout_id=7)

If you are a student, faculty or staff member who believes you have been subjected to sexual misconduct which includes sex discrimination, sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure or retaliation, please submit complaints in writing within 300 days of the incident(s) in question to a Deputy Title IX Coordinator. The entire complaint procedure and complaint form can be found by going to <http://www.utoledo.edu/title-ix/>.

For good cause and at the Title IX Coordinator's discretion, that office may waive the writing requirement or the 300-day time limitation.

### **Anti-Discrimination/Anti-Harassment Statement**

The University of Toledo is strongly committed to maintaining a safe campus and preventing unlawful discrimination and harassment in its programs and activities. Upon notice of possible sex discrimination, sexual harassment, or sexual violence (collectively referred to as "sexual misconduct") the University takes prompt and appropriate steps to determine what occurred, end a hostile environment if one has been created, and prevent the recurrence of a hostile environment. The University ensures that it utilizes fair and impartial processes that are mindful of the rights of individuals accused of sexual misconduct, while taking steps to ensure equal treatment of complainants and provide necessary interim or protective measures. If the University finds that sexual misconduct in violation of this policy has occurred, it imposes robust disciplinary sanctions and provides remedies to complainants and the campus community, as appropriate. The University does not tolerate unlawful retaliation, including retaliatory harassment, in its programs and activities.

### **Tax Status**

The U.S. federal tax code states that all graduate students must pay income tax on stipends received for graduate assistantships. Reductions in tuition received by GAs are tax-exempt provided that such reductions are not received in lieu of compensation for performance by the recipient of past, present, or future service. Any questions about tax liability should be directed to the U.S. Internal Revenue Service or a qualified tax counsel.

### **Weekly Timesheet**

Graduate Assistants are expected to fill out a weekly timesheet and log their activity. These timesheets are to be sent to direct supervisors on a weekly basis and submitted to the Office of Graduate Programs at mid-term and at the conclusion of the semester to verify contract hours have been fulfilled.

## Appendix A

### Graduate Assistant Handbook Agreement

By signing below, I, \_\_\_\_\_ acknowledge I have read  
(print name)

through this handbook, I will follow the expectations and guidelines listed in it and I am accountable for all the information contained within the handbook. This document is subject to change based on changes in policies and procedures approved by the College. All college-approved policies and procedures supersede this handbook. Suggested changes to this handbook should be submitted to the Associate Dean of Graduate Programs.

Graduate Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_