

## Responding To This Offer

**All Students:** You should accept or decline your offer as soon as you are able, but you must reply within 2 weeks of the award offer.

To accept – sign your award letter. Scan to email or fax a completed, signed copy of the award letter to email - [Cheryl.Nelson@marquette.edu](mailto:Cheryl.Nelson@marquette.edu) .

Offers not accepted or declined within two weeks may be rescinded.

## Duration and Renewal of Awards

Normally, assistants are appointed for the months August – December and January – May. The Graduate School of Management (GSM) determines the specific beginning and ending dates of the appointments.

Future assistantships are not guaranteed or renewed automatically. You must apply for continued support and be considered along with new applicants. Award decisions are based on academic credentials, not on financial need. Students should not assume that their awards extend to any terms not specifically stated in their award letters. To reapply for an assistantship, submit a *Financial Aid Application for Admitted Students* form to the Graduate School or apply online at [http://www.marquette.edu/grad/finaid\\_forms.shtml](http://www.marquette.edu/grad/finaid_forms.shtml) by the appropriate competition deadline:

- Fall: February 15
- Spring: November 15

## Rules and Guidelines

**1. Disbursement of Your Scholarship:** Your scholarship will be applied to your Bursar account or show up as an anticipated payment, after we receive your acceptance of your offer and after you register for classes. Actual posting of scholarships typically is done one week before classes start.

**2. Employment Documents:** All assistants are required to complete all documents posted to the Graduate School of Management's web site at: <http://business.marquette.edu/academics/forms> under the Graduate Assistant documents category. This includes:

- Graduate Assistant Handbook
- Form W-4
- Form I-9
- Direct Deposit Form
- FERPA Tutorial

- Work Authorization from OIE if an International Student

Federal law requires verification of employment eligibility for all employees within 72 hours of employment. Before you may legally start working, you must submit a completed *I-9 Employment Eligibility Verification* form to the Graduate School of Management (GSM). You are required to present this documentation **IN PERSON** to the GSM to fulfill this obligation. Refer to the reverse side of the I-9 for a listing of acceptable documentation. In addition to submitting an I-9 form, **international students** must also submit a *letter of employment eligibility* from Marquette's Office of International Education. International students may **not** begin working until both documents are on file in the GSM. All documents are submitted to Cheryl Nelson in the GSM. In addition, all assistants must have, or must have applied for, a social security number.

**3. English Proficiency/English as a Second Language (ESL) Courses:** All Assistants with native languages other than American English are required to attend the International Teaching Assistant Orientation Program and take an English proficiency test on campus during the first or second weeks before their first semester. Based on the test results, Assistants may be required to take one or more ESL course. Students may use their regular tuition scholarships to pay for the courses if required.

**4. Full-Time Enrollment Status:** Assistants must be registered full-time during the fall and spring semesters of their awards (at least 7 credit hours of courses or the equivalent through graduate continuation enrollment).

**6. Identification Cards/Keys:** Graduate assistants are issued Marquette ID cards that can be used to obtain discounts on purchases from the MU Spirit Shop and the Haggerty Museum of Art, and receive additional on campus printing privileges. If an assistant resigns or is terminated, they must return their keys and their assistantship ID cards to the GSM. If the student is continuing his/her program, a new ID card will be issued at no charge.

**7. Involuntary Terminations:** Assistants are retained only if they are doing acceptable work, maintaining a 3.0 GPA (each semester and cumulatively), making progress towards their degrees, and are meeting their obligations to their departments and to the university in an acceptable manner. Before recommending a termination, the GSM

shall, in most cases, inform the student **in writing** that there is danger of termination as soon as it becomes evident that his/her performance is unsatisfactory. The warning letter should:

- outline the assistant's deficiencies
- suggest required remedies
- set a date when the matter will be reviewed to recognize improvement or recommend dismissal

In serious cases, a department may recommend that an assistantship be terminated effective immediately. In these cases, the GSM is not obligated to use the above warning procedure. After making such a recommendation to the GSM, the department may immediately suspend any/all duties of the assistant pending the GSM's decision regarding termination. Serious cases include, but are not limited to, violations of university policy/procedures and violations of ethical or professional codes or standards. Termination appeals should first be made to the student's program then to the GSM. All stipends end on the official date of termination.

GA's that fall below the minimum grade point average of 3.00 for a term or overall will not be continue in their position.

**8. Time Limits:** Maximum terms of GA support are limited to the minimum number of terms required to complete program of admission.

**9. Outside Employment:** Students with full assistantships are not allowed to accept additional employment for pay during their award terms. The GSM, under the following conditions, may give special permission:

- The employment is required by serious financial need.
- The request is accompanied by evidence that the assistant's academic work and quality of service will not be affected adversely.

Requests to allow additional employment must be *in writing and must include written endorsement from the department chair or director of graduate studies*. Failure to do so may result in an automatic denial. Students with partial assistantships generally are granted permission for outside employment, but they too must follow the above request procedure.

**10. Registration:** You must register no later than the last date of registration of the first semester of your award term.

**11. Resignations:** Departments count on the services of their assistants for the entire duration of the hire contract. If it becomes necessary to resign, the assistant must:

- Discuss the resignation with his/her department chair or director of graduate studies well in advance of the resignation.
- Submit a signed letter explaining the reason(s) for and exact date of the resignation to the GSM.
- Return their assistantship ID card and all issued keys to their department.

Stipends will end and final checks will be prorated to the date of resignation.

**12. Sexual Harassment Training:** All assistants are required to pass MU's sexual harassment training online and submit their results to the Department of Human Resources.

**13. Stipend Payments:** Checks are issued bi-weekly and disbursed in 10 payments each semester, over the academic year (August-May) unless stated otherwise. Assistants must sign up for direct deposit online via CheckMarq (select the Bursar quick link tab). A copy of the Direct Deposit form must be submitted along with hire documents (see item 1). Check schedules are posted to the Payroll office website.

**14. Taxes:** Your stipend is taxable income and is reported to the IRS. You will receive an earnings statement from Payroll in January to submit with your income taxes. FICA taxes (social security) are not deducted from fall and spring stipends. FICA is charged to the stipends of assistants in summer unless assistants are registered and provide proof of their summer registration to the Payroll Department.

**15. Tuition Scholarships:** Most assistantships include tuition scholarship credits. The dollar value of your award is stated in your offer letter. Your award will not pay for more than this amount. You must pay for all charges taken that exceed the dollar amount of your scholarship and for tuition/fees related to courses that are not covered by your scholarships.

Your award letter outlines the amounts of your scholarship allotted to fall, spring, and summer terms. Unused scholarship money from one term is not automatically carried forward to following terms. Contact the GSM to request the transfer of scholarship money from one term to another. Award money cannot be transferred from one aid year to another or from one student to another.

Each aid year begins with the fall term and includes the following spring and summer terms.

Scholarships may only be used to pay for valid courses that are directly related to your degree.

**Valid Courses Are:**

- Graduate-level courses numbered 5000 and above that count toward your degree

**Invalid Courses Are:**

- Audited courses
- Undergraduate-level courses taken for undergraduate credit including prerequisites or deficiency courses.
- Personal preference courses within or outside of your discipline that will not count toward your degree and that have not been approved for scholarship coverage by both your department and the GSM in writing.
- Courses repeated due to poor grade or dropped earlier in studies.

**16. Work Duties/Hours:** Full-time assistants are required to work approximately 20 hours per week. Half-time assistants are required to work approximately 10 hours per week. Starting and ending dates, duties, distribution of hours over the semester, and assignments to faculty are made by the Academic Departments. Some may be required to work during regular university recesses such as Winter and Spring Holidays. F-1 visa students may not work more than 20 hours per week while school is in session.

*Rules and Guidelines for Graduate School of Management Assistantships* may change from time to time as new policies are implemented. For current updates of these rules and guidelines online, visit <http://business.marquette.edu/academics/forms>

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# Rules and Guidelines for Graduate School of Management Assistantships



**MARQUETTE  
UNIVERSITY**

**GRADUATE SCHOOL  
OF MANAGEMENT**

*This brochure describes the rules and guidelines that apply to your award. By accepting your award offer you agree to the rules and guidelines set by the University and that appear here.*