

compensation, and work and academic requirements, etc. The College of Graduate and Professional Studies to meet the work or time obligation, takes appropriate corrective or termination action.

Department

The department reviews applications, interviews and selects applicants, then notifies the College of Graduate and Professional Studies following procedures established by that office.

The department provides constructive and sufficient work assignments for graduate assistants that demonstrate an ability to perform high level work relating to the

The department notifies the College of Graduate and Professional Studies, in writing, of changes in the status of a graduate assistant (such as resignation or any other situation where an assistant fails to meet their work or time obligation).

The department verifies Graduate Assistant hours on a biweekly basis with the Payroll Office.

Bursar

Upon notification from the College of Graduate and Professional Studies, the Bursar is responsible for appropriately adjusting the graduate assistant accounts for any waiver granted or rescinded.

The Bursar will send adjusted billing statements and any past due statements necessary and collect the payment of fees not covered by the tuition waiver.

fulfilled their financial obligation.

Student Payroll

Upon written notification from the College of Graduate and Professional Studies, necessary information of the graduate assistant is entered into the Student Payroll System.

Student Payroll will ensure prompt payment of stipends.