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# **Graduate Assistant Handbook**

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# GRADUATE ASSISTANT HANDBOOK

## Table of Contents

<b>INTRODUCTION</b> .....	3
 <b>A. POLICIES AND PROCEDURES GOVERNING GRADUATE ASSISTANTSHIPS</b>	
GRADUATE ASSISTANTSHIPS .....	4
TYPES OF ASSISTANTSHIPS .....	4
Graduate Research Assistantship (GRA) .....	4
Graduate Service Assistants (GSA).....	4
Graduate Teaching Assistant (GTA) .....	4
ELIGIBILITY FOR ASSISTANTSHIP .....	4
APPLICATION FOR GRADUATE ASSISTANTSHIP .....	5
GRADUATE ASSISTANTSHIP OFFER/APPOINTMENT .....	5
ACCEPTING/DECLINING AN ASSISTANTSHIP OFFER .....	5
GRADUATE ASSISTANTSHIP AWARD, BENEFITS AND TERMINATION .....	5
RESPONSIBILITIES FOR MAINTAINING A GRADUATE ASSISTANTSHIP .....	6
ADDITIONAL EMPLOYMENT .....	7
RETIREMENT .....	7
VACATION, SICK LEAVE, AND UNEMPLOYMENT COMPENSATION.....	7
INJURIES ON THE JOB .....	7
PERMITS AND PARKING .....	7
LEGAL RESIDENT STATUS .....	7
UNIVERSITY POLICIES RELATING TO STUDENTS .....	8
PROFESSIONAL ETHICS .....	8
DRUG AND ALCOHOL FREE WORKPLACE.....	8
REGULATORY COMPLIANCE.....	8
ACADEMIC FREEDOM .....	9
HONOR CODE .....	9
HARASSMENT .....	9
GRADUATE STUDENT GRIEVANCE POLICY.....	10
PERTINENT CONTACTS AND LINKS .....	12
 <b>B. POLICIES AND PROTOCOL FOR TEACHING ASSISTANTS</b>	
GRADUATE TEACHING ASSISTANT CERTIFICATION PROGRAM .....	14
CERTIFICATION OF GRADUATE TEACHING ASSISTANTS .....	15
STATEMENT ON ACADEMIC RESPONSIBILITY .....	15
CLASS ATTENDANCE: INSTRUCTORS.....	17
CLASS ATTENDANCE: STUDENTS .....	17
SMOKING IN CLASSROOM .....	17
STUDENT GUIDANCE COUNSELING .....	17
EXAMINATIONS .....	18
ACADEMIC GRADING AND STUDENT CLASSIFICATION .....	18
RETENTION OF RECORDS.....	18
PRIVACY: BUCKLEY AMENDMENT .....	18
OFFICE HOURS .....	19

## INTRODUCTION

Congratulations on being selected as a graduate assistant! The award of a graduate assistantship is a very high honor. You have demonstrated not only superior academic achievement, but also a commitment and motivation which are very important in becoming a competent and productive professional. The Office of the Graduate School applauds you on the recognition of your achievements.

A graduate assistant is a very important and unique position in the University. While assistantships are held only by students, many students may be given some duties and responsibilities of a faculty member. A graduate assistant must perform well in both roles simultaneously and therefore must be familiar with expectations of both positions and their importance within the structure and organization of the University. This Handbook has been developed to assist you in this understanding by providing important information for your success in this position. One section of this document specifically addresses the expectations of Graduate Teaching Assistants relative to their interaction with students.

The information presented in this Handbook is an abridged consolidation from different University sources. Do not assume this Handbook to be a replacement for the Bulletin of the Graduate School or related publications. Therefore, please consult and know policy and regulations found in these other University publications.

If you have concerns which are not addressed in this Handbook, consult with your graduate advisor, graduate coordinator or director, and/or the appropriate member of the staff of the Office of the Graduate School.

Best wishes to you in your service to the University in this very important position and your pursuit of your graduate degree.

## A. POLICIES AND PROCEDURES GOVERNING GRADUATE ASSISTANTSHIPS

### GRADUATE ASSISTANTSHIPS

Graduate assistantships are provided as financial support for graduate students. They are intended to facilitate progress toward the earning of a graduate degree. Graduate research, teaching, and service assistantships are available on an annual or nine-month basis. Individual academic and non-academic departments/units are responsible for awarding the assistantship, establishing duties and responsibilities, work schedule, and determining stipend rate. A graduate assistant's work schedule must not exceed 20 hours per week. The minimum stipend rate is \$600.00 per month.

### TYPES OF ASSISTANTSHIP APPOINTMENTS

**Graduate Research Assistantships (GRA)** - Graduate Research Assistants perform duties in support of University research, which may or may not relate to a student's thesis/dissertation. Many University academic, research, and administrative offices employ GRAs. This opportunity provides an excellent means for students to learn new techniques and methods as well as expand their knowledge by association with research-oriented responsibilities, whether employed within the student's academic discipline or in another department. Duties and stipends vary from program to program and are dependent on the nature of assigned duties.

**Graduate Service Assistants (GSA)** - Graduate Service Assistants aid faculty and staff members with administrative functions. GSA appointments are available in many academic and non-academic units. Duties vary, depending on administrative needs of the unit making the award, and stipends vary according to the nature of assigned duties.

**Graduate Teaching Assistant (GTA)** - Graduate Teaching Assistants work under the direct supervision of graduate faculty members and are assigned duties related directly to instruction, such as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers, and keeping class records. Advanced graduate students who have completed 18 graduate credit hours in his or her teaching discipline may be given primary responsibility for teaching an undergraduate course, including student assessment and assignment of final grades.

The 20 hour week work schedule for GTAs is equivalent to teaching courses amounting to 6-credit hours per semester.

**GTAs may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit.**

All graduate students planning to serve as Graduate Teaching Assistants must participate in the Graduate Teaching Assistant Workshop and Classroom Certification Program prior to beginning the first teaching assignment at MSU and satisfy all program/evaluation requirements necessary to obtain the level of certification (GTA1, GTA2, GTA3) corresponding to the duties/responsibilities of the teaching assistantship appointment. Please refer to Graduate Teaching Assistantship Certification in this publication for detailed certification requirements.

### ELIGIBILITY FOR ASSISTANTSHIP

#### Minimum University Eligibility Requirements

To be eligible for an assistantship a student must be admitted to a specific degree program with "regular" or "contingent" status. A student with "contingent" status must, within the first award enrollment period, satisfy all "regular" admission requirements. An assistantship award will be terminated if these requirements are not met. **"Unclassified" graduate students or graduate students with "provisional" admission status to a degree program are ineligible to hold an assistantship.**

If English is not the native language of an international graduate student, the English Language Requirements for International Students apply and must be satisfied to be eligible for an assistantship. These requirements are found in the International Students Admission section of this publication.

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### APPLICATION FOR GRADUATE ASSISTANTSHIP

Application for an assistantship must be submitted to the college, department, school, or support unit. The department/unit may provide its own application form or refer the student to the *Application for Graduate Assistantship* on the Graduate School website ([http://www.grad.msstate.edu/forms/pdf/assistantship\\_app.PDF](http://www.grad.msstate.edu/forms/pdf/assistantship_app.PDF)). The department/unit establishes application deadlines and review procedures.

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### GRADUATE ASSISTANTSHIP OFFER/APPOINTMENT

Individual academic and non-academic departments are responsible for making the assistantship award offer, establishing the amount of the stipend and the work schedule, and monitoring the performance of the graduate assistant's duties and responsibilities.

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### ACCEPTING/DECLINING AN ASSISTANTSHIP OFFER

**Council of Graduate Schools**—Mississippi State University is a member of the Council of Graduate Schools (CGS) and the Conference of Southern Graduate Schools (CSGS). The University subscribes to the CGS Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants; the resolution and a complete list of participating institutions are available at <http://www.cgsnet.org/Default.aspx?tabid=201>.

The Resolution reads as follows: *“Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.”*

*“Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.”*

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### GRADUATE ASSISTANTSHIP AWARD, BENEFITS AND TERMINATION

All Graduate Assistants receive a tuition award (exemption) of approximately 71% of the assessed in-state tuition and required fees. Graduate Assistants who are not Mississippi residents also receive 100% exemption of non-resident tuition.

***IRS Code states that the tuition remission of those Graduate Service Assistants whose course of study is specifically related to assistantship duties is not taxable. For a Graduate Service Assistant whose course of study is not specifically related to assistantship duties, tuition remission up to \$5,250.00 per calendar year is not subject to tax; however, tuition remission in excess of \$5,250.00 per calendar year is taxable.***

#### **Stipends**

Stipends are paid on the fifteenth and the last working day of each month. When employment begins during a pay period, stipends for the first pay period are calculated on a prorated basis.

#### **Health Insurance Supplement**

The University provides a health insurance subsidy for Graduate Assistants who purchase the University-sponsored health insurance plan through the MSU Longest Student Health Center. The total health insurance subsidy is \$400 per academic year; \$200 for the fall semester and \$200 for the spring/summer semester. The subsidy will be

deposited into each Graduate Assistant's account in early **October** and early **February**. To access information about the University-sponsored health insurance plan, visit [http://www.health.msstate.edu/healthcenter/insurance\\_student.php](http://www.health.msstate.edu/healthcenter/insurance_student.php)

### **Termination of Assistantship**

If the assistantship is terminated prior to the specified ending date, the assistant's duties, stipend, and tuition award will cease. **The student will also be required to pay back a prorated portion of the previously applied tuition award.**

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## **RESPONSIBILITIES FOR MAINTAINING A GRADUATE ASSISTANTSHIP**

### **REQUIRED COURSE LOAD:**

**Fall and Spring Semesters**—Graduate assistants must be full-time students (registered in at least 9 graduate credit hours) and are prohibited from enrolling in more than 13 graduate credit hours.

**Distance Education** - A graduate assistant tuition award does not cover the cost of Distance Education or ESL courses when a student is enrolled in more than 9 credit hours. Therefore, the graduate assistant is responsible for payment of any additional per credit hour rate incurred as a result of Distance Education or ESL enrollment. The full-time tuition exemption credit will be applied to a student's account covering the basic tuition of the Distance Education course. Tuition exemption does not cover the Distance Fee. The required full-time status must be maintained throughout the entire semester. Therefore, dropping a course is not permitted if the resulting course load results in fewer than the required 9 graduate credit hours. No course in the 9-hour load can be audited or converted to audit status.

**Full- and Half-Summer Awards**—Full-summer awards require an enrollment in at least 6 graduate credit hours; a maximum of 13 credit hours is permitted. Any combination of Maymester, 1st 5-week, 2nd 5-week, or 10-week terms may be used for the 13-credit hour maximum; however, half-summer awards in either 5-week term may require an enrollment in at least 3 graduate credit hours with a maximum of 7 credit hours allowed. **Additionally, a student holding a half-summer graduate assistantship must be enrolled in courses offered during the term when the assistantship is awarded.**

**Undergraduate Courses**—The full-time course load cannot include undergraduate courses unless the course is a program prerequisite. In such case, only one undergraduate course is permitted as part of the full-time load (per Graduate Council, March 2001). Based on TOEFL scores, the University requires some international students to take ESL 5323 and/or ESL 5313. Both are undergraduate courses and program prerequisites, and a graduate student is permitted to enroll in one of these courses while holding an assistantship. A student cannot be enrolled in ESL 5323 and ELS 5313 concurrently.

**Course Overload** – A graduate assistant wishing to schedule more than a full-time course load maximum of 13 hours may, with the approval of his/her major professor, department head, graduate coordinator and dean, register for more than 13 hours by submitting an Overload Form [http://www.provost.msstate.edu/resources/students/forms/forms/Request\\_for\\_scheduling\\_overload\\_graduate\\_students.pdf](http://www.provost.msstate.edu/resources/students/forms/forms/Request_for_scheduling_overload_graduate_students.pdf) to the major professor. The dean's office sends the approved form to the Registrar's Office. Such transmission will allow application of additional tuition exemption consistent with current policy.

**Academic Achievement** - To retain an assistantship, a student must demonstrate satisfactory progress in graduate study. Failure to do so may result in a termination of the assistantship. Unsatisfactory progress may be defined as the failure to maintain a B average in graduate courses attempted after being admitted to a specific program; a grade of U, D, or F in any course; more than two grades below a B; failure of the preliminary/comprehensive examination; an unsatisfactory evaluation of a thesis or dissertation; failure of a research defense; or any other failure of a required component of one's program of study. Any, or a combination of these, may constitute the basis for the termination of a student's graduate study in a degree program. Individual programs have the right to

establish their own criteria; however, the preceding definition must be the minimum standard for continuing in graduate programs and holding graduate assistantships. In the case of dismissal, a student's assistantship is terminated.

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#### **ADDITIONAL EMPLOYMENT**

Full-time graduate assistants (50% appointment) are not permitted to engage in additional employment beyond the 20 hours per week commitment of the assistantship. This prohibition is based on the assumption that a full-time student with this level of work commitment (obligations) would not be able to meet successfully all academic requirements. Before hiring any graduate student to be paid on wages, the unit must check with the Office of the Graduate School to determine the assistantship status of the student.

Any exceptions to the employment policy must have approval of the student's primary employing department (when additional employment is different from the assistantship granting unit), and the Office of Graduate School **PRIOR** to the GA performing additional work. A request for such an exception **MUST** be made in writing by the hiring unit head to Dean of the Graduate School. A copy of the approved request should accompany the pay documents submitted when the work by the student/graduate assistant is completed.

The laws for visa status may place limits on employment eligibility of an international student. If an international student is uncertain about whether visa status allows acceptance of an assistantship or additional work hours, he/she should contact the International Student Office for clarification

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#### **RETIREMENT**

Graduate assistants are not eligible to participate in the University's retirement program.

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#### **VACATION, SICK LEAVE AND UNEMPLOYMENT COMPENSATION**

Graduate assistants are not eligible for vacation, sick leave or unemployment compensation. Graduate Assistants are entitled to the same holidays as faculty unless other arrangements are agreed upon in the department.

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#### **INJURIES ON THE JOB**

Graduate assistants, like all MSU employees, are covered by Workers' Compensation. Workers' Compensation is a no-fault insurance plan that is mandated by state law. It pays medical expenses of employees resulting from allowable work-related injury or illness, including roundtrip mileage to receive medical treatment from an approved provider. **Any workplace injury or illness must be reported to the supervisor immediately.**

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#### **PERMITS AND PARKING**

Any individual who operates or parks a motor vehicle or motorcycle on the campus and streets of Mississippi State University must register the vehicle within 48 hours of bringing the vehicle on campus. The GA permit must be purchased in-person at the Office of Parking Services. The student must bring his/her MSU ID and assistantship offer letter. The GA permit allows graduate assistants to park in any commuter zone or residential zone. This permit does not allow parking in staff zones. The cost of a permit can be obtained by contacting the Office of Parking Services at 662-325-2661 or visiting the following link:

<http://www.parkingservices.msstate.edu/parking/>

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#### **LEGAL RESIDENT STATUS**

**Graduate Assistants are encouraged to petition for residency as soon as requirements are met.**

Students are classified as in-state or out-of-state for the purpose of paying University fees. The Office of the Graduate School classifies a student when his/her initial application for admission is processed. The burden of proof for establishing residency resides with the applicant. If a student misrepresents residency status, then the student will be responsible for paying all fees that should have been assessed and will be subject to disciplinary action that may include dismissal. The University Registrar is authorized to change a student's residence status when evidence that the student is improperly classified is obtained.

*Petition for Change of Residency Classification:* An individual who enters the State of Mississippi from another state and enrolls is considered a non-resident. Any person who has attained twenty-one (21) years of age and resided within the State of Mississippi for twelve (12) consecutive months after attaining twenty-one (21) years of age may petition for a change in residency classification for the purposes of fees and tuition assessment. The petition must be accompanied by a sworn affidavit and other documentation of residency as well as proof of financial independence.

- A. The institution is permitted to conduct a reasonable inquiry into the validity of the petitioner's claim.
- B. The petition for change of residency must be received prior to the last day a student may register without penalty for the term in which the student is applying for residency.

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#### UNIVERSITY POLICIES RELATING TO STUDENTS

Your dual role as student and graduate assistant necessitates your review and understanding of University Policy and Regulations that provide guidance and direction for handling complaints. Two documents applicable in such cases are *Student Code of Conduct* and *Policies and Procedures for Handling Academic Misconduct*. These documents can be found at [http://www.msstate.edu/web/security/student\\_policies.html](http://www.msstate.edu/web/security/student_policies.html)

- *Faculty Handbook* - [http://www.msstate.edu/web/faculty\\_handbook/](http://www.msstate.edu/web/faculty_handbook/)
- *Mississippi State University Bulletin* - <http://grad.msstate.edu/pdf/bulletin.pdf>

GTAs could be the subject of a grievance filed by a student. If you are aware of a student grievance, contact your immediate supervisor immediately. A grievance must be handled officially and result in final resolution.

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#### PROFESSIONAL ETHICS

Graduate assistants are expected to support and maintain an academic environment conducive to the positive educational development of all students and faculty members. This standard of professional conduct requires each graduate assistant to perform his/her responsibilities without intimidation and harassment based on sex, race, religion, politics or professional interest. Special caution must be exercised to avoid exploitation of students or colleagues for private or professional advantage, especially those who are subject to your authority.

Professional behavior must be maintained in the relationships among students, peers, and faculty members. Sexual harassment, intimidation, or exploitation of professional relationships undermines the academic freedom of all. Protection of the atmosphere of trust, essential to the flourishing of an academic community, is the professional responsibility of all University personnel.

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#### DRUG and ALCOHOL FREE WORKPLACE

Mississippi State University employees expect to work in a drug-free environment. The University expects its employees to be free from the effects of alcohol and drugs while on the job or in the workplace. More details are provided in HRM 60.118. <http://www.msstate.edu/dept/audit/60118.html>

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#### REGULATORY COMPLIANCE

**Animal Welfare** - The use of laboratory animals is essential to teaching, testing, and research, and must be considered a privilege, not a right, of the academic and scientific communities. To ensure that animal care and use on campus are in compliance with local, state, and federal laws, regulations, and policies, the University Laboratory Animal Veterinarian (ULAV) has been established in the Office of the Vice President for Research. This unit is a university-wide resource that provides or oversees health care, and technical and scientific support and compliance oversight for MSU programs using animals in biomedical research, testing and teaching.



The ULAV is advised on a university-wide basis by the Institutional Animal Care and Use Committee, a standing committee reporting to the Vice President for Research. The committee is charged with (1) establishing and reviewing compliance with standards and procedures relating to laboratory animal welfare, and (2) advising individuals and agencies dealing with such animals.

University instructors and researchers planning projects that utilize vertebrate animals in biomedical research, testing, and teaching must submit their proposed protocol to the Institutional Animal Care and Use Committee for review and approval of animal care and use aspects, including animal costs, during the planning process. Also, researchers seeking outside funding for projects that utilize vertebrate animals must obtain IACUC approval before funding can be awarded.

**Human Subjects** - University policy and federal regulation require that all research involving human subjects be reviewed and approved by the University's Institutional Review Board for the Protection of Human Subjects in Research (IRB) **prior to initiation of the research**. This requirement applies to all human subject research conducted by faculty, staff, and students, on- and off-campus, regardless of the funding support for the project. Projects conducted by non-MSU affiliated persons at MSU facilities also fall under the auspices of this policy.

Additional information concerning human subjects is available online at:

[http://www.msstate.edu/web/faculty\\_handbook/vii.html#M](http://www.msstate.edu/web/faculty_handbook/vii.html#M)

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#### ACADEMIC FREEDOM

Mississippi State University recognizes that within the academy of scholars certain indisputable rights to freedom of expression exist. The University encourages the search for knowledge and truth, and will not abridge the scholar's right to reveal his/her findings through appropriate channels by both spoken and written word, even, if doing so, he/she may be in conflict with students and professional peers, as well as with the lay community. However, the scholar must recognize the fact that, as a human being, he/she possesses opinions, some of which may be subject to human frailty of bias and error. As a free citizen, he/she has the right to express these opinions. The degree to which one expresses them as a scholar, claiming sanctuary in the University is a matter of academic responsibility. The University shall insist upon scholarly objectivity within and outside the classroom.

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#### HONOR CODE

Mississippi State University instituted an Honor code in the Fall of 2007. All students are expected to abide by the following statement of conduct: *"As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."*

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research or other academic work. It does not include honest error or honest differences in interpretations or judgments of data. Mississippi State University students are responsible for authenticating any assignment submitted to an instructor or graduate committee, excluding examinations. If asked, a student must be able to produce proof that the assignment submitted is indeed his/her work. Students must keep appropriate records at all times. A student's inability to authenticate work, should the instructor or graduate committee request it, is sufficient grounds to initiate an academic dishonesty case.

Complete details of the Honor Code are found in *Academic Operating Policies (AOP 12.07)*

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#### HARASSMENT

Mississippi State University fosters a campus environment that recognizes individual and cultural differences and is strongly committed to the ethical and legal principle that each faculty member of the university community enjoys academic freedom and all members of the university have a constitutional right to free speech. The right of free expression and the open exchange of ideas and views are essential, especially in a learning environment. Mississippi State University vigorously upholds these freedoms. However, the value of free expression may be undermined by

certain acts of harassment. Such harassment may result in the loss of self-esteem for the victim and the deterioration of a quality classroom, social, or work environment and will not be tolerated.

As members of the University community, students, faculty, administrators, and staff have the responsibility to respect and not violate the rights of others and to show tolerance for opinions that differ from their own. However, nothing in this policy prohibits appropriate admonition, argument, and correction by a teacher in the conduct of his/her professional responsibility in the interest of maintaining order, upholding standards, stimulating thought, or promoting competence. Such action is, by definition, not a violation of this policy. Likewise, nothing in this policy precludes management's inherent authority to plan, direct and evaluate the activities of other organizational members in accordance with sound management principles and directives, including communicating, training and disciplining employees.

Harassment based upon race, color, religion, sex (including sexual harassment), national origin, age, disability or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

Punitive action against any person complaining of harassment is prohibited by law and this policy and will not be tolerated.

All students, faculty and staff are expected to adhere to this university policy and therefore will be held accountable for violating it. Mississippi State University will respond promptly to all complaints of harassment and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Disciplinary action for violations of this policy is the responsibility of an employee's unit head or other appropriate administrator, or for students, the Dean of Students.

The policy on harassment is online at: [http://www.msstate.edu/web/faculty\\_handbook/vii.html#T](http://www.msstate.edu/web/faculty_handbook/vii.html#T)

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## **GRADUATE STUDENT GRIEVANCE POLICY**

**Grievance Procedures** - Two principles must be followed during the grievance procedure.

- The first is *Preponderance of Evidence*. If a graduate student believes that a faculty member or other person has acted inappropriately, then that graduate student must gather sufficient evidence which may be in the form of emails, letters, or other forms of written documentation.
- The second principle is *Without Retaliation*. At no time during the process, should a faculty member or other person take action that could be considered retaliation against the graduate student who has submitted the grievance.

**Procedure** - Procedure is defined as the process of resolution in which the graduate student contacts the faculty or administrator who has committed the grievance, and if needed, additional personnel up to the level of the graduate student's college dean to resolve the situation.

**STEP 1** - Contact the faculty member or administrator with whom the graduate student has the grievance. It is strongly recommended that the student send an email or make contact in writing. In an informal meeting, the student should explain his or her position and ask the faculty member or administrator to cease engaging in the behavior(s) in question.

**STEP 2** - If the behavior of the faculty or administrator persists, then the graduate student should notify the department head of the faculty member or the immediate supervisor of the administrator. The graduate student will provide the administrator with a copy of the email or written correspondence noting the date of the request to desist and ask them to arbitrate the matter. The department head will notify the graduate student after he/she speaks with the faculty member or administrator within five working days.

**STEP 3** - If the behavior of the faculty or administrator continues after the intervention by the department head or other administrator, or the graduate student is not satisfied with the response from the department head, the student will contact the Dean of the College. If the student is not satisfied at this point, he/she may ask for intervention by the Graduate School.

**Written Complaint and Formal Investigation** - Formal investigation is defined as the process of investigation wherein the Dean of the Graduate School convenes a review committee to investigate and recommend a resolution to the Provost, who will pronounce the final decision.

A formal investigation is convened when the graduate student submits a written complaint. The Graduate School will promptly (within ten working days) designate a committee to investigate the complaint.

**Responsibilities of the Investigating Committee** - The person designated to chair the investigating committee will inform the graduate student:

1. The manner and frequency with which the graduate student will be updated about the status of the investigation.
2. The need for a high level of discretion during the investigatory process.
3. Ensure that there is no retaliation against the graduate student.

Normally within five working days of receipt of the assignment, the Investigating Committee will advise of and provide the faculty or administrator who is alleged to have committed the violation with:

1. The specific allegations and a copy of the written complaint.
2. The manner and frequency in which the faculty member or administrator will be updated about the status of the investigation.
3. The need for all parties to exercise a high level of discretion during the investigatory process and the University's policy with respect to retaliation.
4. An opportunity to submit a written response to the complaint within five working days of notification of the complaint.

#### **Investigation -**

1. The purpose of the investigation is to gather facts.
2. Depending upon the facts of the case, an investigation may range from a one-on-one conversation between the investigating committee and the two parties to an inquiry with multiple witness interviews. The investigating committee will produce a written finding of facts at the conclusion of the investigation.
3. The investigation committee decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of grievance must be supported by a preponderance of the evidence.
4. Investigations should normally be completed within five working days from the date the complaint was first asserted. If this is not reasonably possible, the investigation committee should make the grievant and the faculty or administrator who is alleged to have committed the violation aware of the status of the review and provide an estimated conclusion date.

**Submission of Investigative Report** - Upon completion of the investigation, the investigation official shall submit the report to the Dean of the Graduate School. Upon receipt of the investigative report, the Dean of the Graduate School shall review the report and submit an initial determination to the Provost that states that a violation did or did not occur. If an initial determination is that a violation did occur, then the Dean shall also submit an initial proposal to the Provost stating what "prompt remedial action" the Dean considers appropriate, including potential disciplinary action. The Provost will make the final determination as to what actions, if any, be taken.

**Notification of Decision and Appeal Process** - Upon conclusion of the determination process, the complainant and respondent will receive a written copy of the Provost's decision. The faculty/administrator who is alleged to have committed the violation may appeal the decision in writing, within five working days, to the Provost. The appeal must be based on (a) new facts not previously available, (b) the sanction is arbitrarily harsh or capricious, and/or (c) procedures were not followed that substantially affected the result. The Provost will render a final decision within five working days. This decision completes the university process.

**General Advice to Graduate Students in Pursuing Grievance Procedure** – Students are recommended to use their discretion in following these suggestions

- The University provides counseling services which are a resource for all Mississippi State students when they have experienced stressful or difficult situations. Graduate students may wish to avail themselves of counseling services which are provided by the Student Counseling Services at 115C Hathorn Hall on Magruder Street. Student Counseling Services can be reached at 325-2091. Counseling services are provided without charge to registered Mississippi State students and communication with counselors is strictly confidential.
- In the case of International Graduate Students, they are strongly advised to keep the Primary Designated School Official (PDSO) and /or Responsible Officer (RO) updated about the grievance.
- Maintain a diary of events to ensure a chronological record is readily available and so that the student does not forget the sequence of events surrounding the grievance.
- If possible, change the major advisor if the current major advisor is the person against whom the grievance was lodged.
- Keep copies of written communications that are involved in the grievance and any further communication from the faculty member or administrator against whom the grievance was lodged.

**PERTINENT CONTACTS AND LINKS:**

HRM Policy on Employee conduct:

<http://www.msstate.edu/dept/audit/60401.html>

Faculty Grievance Procedures:

<http://www.msstate.edu/dept/audit/1305.html>

Code of Student Conduct:

<http://www.msstate.edu/dept/audit/91100.html>

Guidelines for Resolution of Discrimination and Harassment Complaints:

<http://www.msstate.edu/dept/audit/PDF/0303.pdf>

<http://www.odep.msstate.edu/>

Dissent, Disruption, and Academic Freedom:

<http://www.msstate.edu/dept/audit/91109.html>

Ethics in Research and Other Scholarly Activities:

<http://www.msstate.edu/dept/audit/8002.html>

Extended Orientation for International Students:

<http://www.msstate.edu/dept/audit/91177.html>

Academic Freedom:

<http://www.msstate.edu/dept/audit/1311.html>

Grade Appeal and Academic Review Board:

<http://www.msstate.edu/dept/audit/1314.html>

Harassment Training for Supervisors:

[www.odep.msstate.edu/training/online/](http://www.odep.msstate.edu/training/online/)

Graduate Student Association:

<http://www.grad.msstate.edu/current/orgs/gsa/>

International Admissions & Services:

<http://www.admissions.msstate.edu/international/>

Ethics in Research and Other Scholarly Activities at MS:

<http://www.msstate.edu/dept/audit/8002.html>

## B POLICIES AND PROTOCOL FOR TEACHING ASSISTANTS

### GRADUATE TEACHING ASSISTANT Certification Program

The Graduate Teaching Assistant Certification (GTAC) Program is designed to introduce first-time teaching assistants to the techniques and skills necessary to be effective instructors in a university environment and promote excellence in undergraduate education at Mississippi State University. The Teaching Assistant Certification Program consists of the following three components:

- Classroom Communication and Culture (CCC) Workshop (for international students only)
- Graduate Teaching Assistant (GTA) Workshop (for both US and international students)
- Microteaching Simulation/Classroom Certification Evaluation (for GTA2/GTA3 certification).

**Additional information about the Graduate Teaching Assistant Certification Program is available online by visiting <http://www.grad.msstate.edu/workshop/>.**

**Classroom Communication and Culture (CCC) Workshop-** The CCC Workshop provides international graduate students who plan to serve as teaching assistants with the cultural education and communication skills necessary to achieve effective performance of their duties. The workshop also serves as a tool for evaluating international students' teaching and language skills. The training, evaluation, and certification of international GTAs are essential to ensure that undergraduate students receive a high quality instruction. The CCC Workshop is held annually prior to the beginning of the fall semester. International students holding a first-time teaching assistantship appointment for the spring semester must meet alternate requirements to obtain temporary Classroom English Certification prior to beginning the first teaching assignment at MSU. The student will be evaluated by staff from the Office of International Education and may be required to enroll in ESL 5313 during the spring semester to hold the assistantship appointment.

International students who have earned a bachelor's degree from an accredited US institution are not required to participate in and complete the Classroom Communication and Culture (CCC) Workshop. Nevertheless, attendance is highly recommended, particularly when a need to enhance speaking, listening, and pronunciation skills and knowledge of the American student culture is evident as determined by the student's respective Department.

**Graduate Teaching Assistant (GTA) Workshop** - Held semi-annually before the fall and spring semesters begin, the Graduate Teaching Assistant (GTA) Workshop introduces students who plan to become new teaching assistants to effective teaching methods and tools and educates them about University policies and resources. The GTA workshop emphasizes the importance of providing high-quality instruction to undergraduate students at Mississippi State University. All first-time GTAs, both domestic and international, are required to attend the workshop.

***Failure to complete the GTA workshop, including partial attendance or tardiness of significant duration to Workshop sessions, will render a student ineligible for a teaching assistantship award.***

**Microteaching Simulation/Classroom Certification Evaluation** - Held semi-annually immediately following the Graduate Teaching Assistant (GTA) Workshop, the Microteaching Simulation/Classroom Certification Evaluation is the tool used to determine whether a GTA is equipped with the skills needed to deliver high-quality instruction to undergraduate students at Mississippi State University. Prospective students for GTA2/GTA3 certification prepare

a 10-15 minute interactive mini-lesson that would be presented to students as part of an assigned course; the mini-lesson is presented to an evaluative panel of graduate faculty members. Classroom certification is required of all teaching assistants whose responsibilities involve direct contact with students such as giving presentations in lectures or laboratories, conducting lectures, and leading discussion groups. A student cannot participate in the Microteaching Simulation/Classroom Certification Evaluation segment until all other Teaching Assistant Certification Program requirements are completed.

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#### **CERTIFICATION LEVELS FOR GRADUATE TEACHING ASSISTANTS**

By participating in the Teaching Assistant Certification Program, graduate students can become certified at one of the three levels that correspond to the duties/responsibilities of the teaching assistantship appointment. A minimum of GTA1 certification is required for ALL graduate assistantship appointments at MSU.

**Graduate Teaching Assistant 1 (GTA1)**—The graduate student will assist in such tasks as preparing examinations, grading papers, preparing class lectures, maintaining class records, and tutoring students outside formal classes. This position does not require the Microteaching Simulation/Classroom Certification. A GTA who initially received assignment to a GTA1 level appointment may later complete the Microteaching Simulation/Classroom Certification Evaluation in anticipation of a change in duties/responsibilities that require direct contact with students. A GTA who has already obtained GTA1 level certification is not required to attend the CCC Workshop (if applicable) or GTA Workshop again.

**Graduate Teaching Assistant 2 (GTA2)**—The graduate assistant may have some of the same duties as GTA1. Other responsibilities include the primary responsibilities of making presentations in laboratories/classrooms, conducting lectures, and leading discussion groups. These tasks involve direct contact with students, but the graduate teaching assistant is not an instructor of record. This level of teaching assistant requires completion of the Microteaching Simulation/Classroom Certification Evaluation.

**Graduate Teaching Assistant 3 (GTA3)**—The graduate assistant will teach classes for credit as the instructor of record and/or as the person primarily responsible for assigning grades. The Southern Association of Colleges and Schools (SACS) accreditation requirements mandate that the graduate student must possess, at minimum, a master's in the teaching discipline or 18 graduate semester hours completed in the teaching discipline. Direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations are also required by SACS. This level of teaching assistant requires completion of the Microteaching Simulation/Classroom Certification Evaluation. Human Resources Management may require additional paperwork to verify teaching credentials including submission of transcripts from each institution previously attended.

**Students must satisfy all program/evaluation requirements necessary to obtain the level of certification (GTA1, GTA2, GTA3) corresponding to the duties/responsibilities of the teaching assistantship appointment. Waivers to allow classroom/laboratory teaching (GTA2/GTA3 levels) without successful completion of all Graduate Teaching Assistant Certification Program component requirements WILL NOT be issued.**

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#### **STATEMENT ON ACADEMIC RESPONSIBILITY**

The basic functions of a university are the advancement and dissemination of knowledge, the development of critical thinking, and the education of citizens and professional workers within the society of which the university is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the university faculty member cannot properly perform work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the teaching assistant to accept the responsibilities which are concomitant with the needed freedom. All members of the University community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, and evaluation.

It is presumed that those who instruct and administer will observe such standards of integrity. Administrators and senior faculty members are presumed further to encourage these standards among graduate teaching assistants. Graduate students are presumed to accept the concept of academic integrity and to seek to live by it, but they may need continuing clarification of the concept and guidance in its observance. Particularly, graduate students need the assurance that those who work honestly will not suffer thereby in comparison with the dishonest. Those who cannot or will not adopt the concept and practices of academic honesty do not belong within the University.

#### **Graduate Teaching Assistant Requirements and Obligations:**

- Within a syllabus distributed at the first meeting of a course, make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluation of the student's performance.
- Describe to students, within the period in which a student may add or drop a course, orally, or in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned to various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.

#### **ACADEMIC ADD/DROP POLICY:**

To add a course after online registration has closed, the student must use the Add/Drop form. A registered student wishing to drop a course before classes begin can drop the course online. However, after classes begin the student must use the Add/Drop form, even if he/she never attended the class. Tuition and fees are incurred after classes begin; the date of the drop affects the amount the student is refunded.

#### **Add/Drop Schedule:**

- a. Add/Drop without penalty - A student can drop a class during fall and spring semesters through the fifth class day and can add a course through the sixth class day without fee assessment or academic penalty.
- b. Drop after the fifth class day through the 30<sup>th</sup> class day - A student who drops a course after the fifth day will receive a W on his/her transcript and be assessed a fee. The student's advisor must specify the effective date on the Add/Drop form.
- c. Drop after 30<sup>th</sup> class day - A student can drop classes after the 30<sup>th</sup> class day in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of academic performance. The student's advisor and academic dean must approve the request, and the dean must specify the effective date. The student receives a W on the transcript and is assessed a fee.

Summer term add/drop schedules are found online at  
<http://www.registrar.msstate.edu/Calendars/academiccal.html>.

Access the add/drop policy at  
<http://www.msstate.edu/dept/audit//1201.html>.

**Withdraw from the University - (Drop semester schedule)** - To drop an entire semester schedule before the withdrawal deadline, the student uses the Withdrawal Request found on the MyBanner for Students Registration Menu. **By completing this process, the student avoids the automatic assignment of grades of F and assessment of outstanding tuition and fees. Following the outlined procedure also avoids future difficulties in obtaining transcripts or reentering the University.** The withdrawal is effective only



for the current semester; in most circumstances the student is permitted to register for the subsequent semester without penalty.

The withdrawal process for the summer semester is used when the student is dropping the entire schedule for either Maymester, either of the 5-week terms, or the 10-week term.

The withdrawal of a student is not effective for any date prior to the actual date of withdrawal except in documented cases of serious illness or extreme hardship, and then only upon approval of the student's academic dean.

**The student is responsible for payment of all tuition and fee charges unless he/she CANCELS HIS OR HER SCHEDULE before classes begin. See the refund schedule at <http://www.controller.msstate.edu>. Failure to take prompt and appropriate action may result in significant payment obligations and holds.**

**Retroactive Withdrawal Procedure** - In rare and unusual circumstances, a student may request a retroactive withdrawal for a previous semester by submitting a completed petition found at [http://www.provost.msstate.edu/resources/students/forms/forms/Petition\\_for\\_retroactive\\_withdrawal.pdf](http://www.provost.msstate.edu/resources/students/forms/forms/Petition_for_retroactive_withdrawal.pdf), including all required documentation. The student's academic dean, the dean of the Graduate School, and the Provost must approve the request for retroactive withdrawal.

- Meet classes as scheduled and, when circumstances do not allow such, arrange alternate and equivalent instruction.
- Present a reasonable range of opinions on controversial issues within the scope of the course. A faculty member's own views on such issues should always be identified as such. When values, judgments, or speculative opinions rather than fact constitute part of the subject matter presented, they should be appropriately identified as such.
- Evaluate a student's work fairly and impartially. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, political views, or be based on a student's agreement with the teacher's opinion on controversial issues in the discipline.
- Do not engage in any exploitation of students for personal advantage.

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#### **CLASS ATTENDANCE: INSTRUCTORS**

It is assumed that instructors will be in classes during the full scheduled times unless prevented by circumstances beyond their control. When teachers cannot meet scheduled classes, timely announcements must be made. When a teacher is absent and has not been able to notify the class ahead of time, by custom, the class remains in the classroom for at least ten minutes after the beginning of the period, unless otherwise indicated by the instructor.

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#### **CLASS ATTENDANCE: STUDENTS**

Upon registration, a student accepts the responsibility of attending all classes and completing all assignments. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences unless unusual circumstances arise. Such arrangements should be made prior to the absence. Class attendance will not be the only factor when grades are assigned.

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#### **SMOKING IN CLASSROOMS**

Mississippi State University regulations prohibit smoking in university facilities. See MSU Smoking Policy (Student Affairs OP 91.301)

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**STUDENT GUIDANCE COUNSELING**

Instructors are expected, as part of their professional duties, to engage in instructor-student dialogue. When professional guidance and counseling would help a student, an instructor should refer the student to Student Counseling Services, Phone: 325-2091. Additional information may be found at <http://www.health.msstate.edu/scs/emergencies.php>.

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**EXAMINATIONS**

**Time and Place** - A schedule of time and place for examinations is published for each examination period. Except for the latitude described below, all examinations must be in conformity with the published schedule. When teaching more than one section of the same course, the instructor may grant permission to one or more students to take the final examination in any one of the instructor's sections, provided this procedure does not result in a conflict or in too many examinations in one day.

**Examinations** - All final examinations shall be held as specified on the examination schedule except for classes meeting fewer than two lectures per week and/or certain other classes whose examinations may be given at particular times by special permission from the Provost and Executive Vice President for Academic Affairs. Exceptions to the published examination schedule will be announced in the classes affected. Classes meeting fewer than two lecture hours per week and all laboratories will have their examinations at the last regular meeting of the class. Evening classes will have their examinations at the regular meeting hour of the class during the examination period.

Exceptions to this schedule should be discouraged. However, if any exceptions are considered, they must be approved by the respective department head and dean, with copies of these approvals placed on file in the dean's office.

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**ACADEMIC GRADING AND STUDENT CLASSIFICATION**

The class work of the student will be rated according to the following pattern of values. The policy and procedure can be found at the following link: <http://www.msstate.edu/dept/audit/PDF/1212.pdf>

<u>Grade</u>		<u>Quality Points Per Credit Hour</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0
I	Incomplete	0
S	Satisfactory	--
U	Unsatisfactory	--
W	Withdrawn Without Penalty	--
WI	Permanent Incomplete	--

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**RETENTION OF RECORDS**

As part of the University's grade appeal procedure, instructors are required to keep records on grades, examinations, projects, term papers and other pertinent material not returned to the students on file for a minimum of six months.

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**PRIVACY: BUCKLEY AMENDMENT**

The Family Education Rights and Privacy Act (Buckley Amendment) passed by Congress on November 19, 1974, requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that certain identifiable information may not be revealed from a student's educational records to

unauthorized third parties without the prior written consent of the student. However, directory information, as defined in the *MSU Graduate School Bulletin*, may be released without the written consent of the student.

<http://students.msstate.edu/studentconduct/ferpa.php>

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**OFFICE HOURS**

Instructors should arrange weekday office hours to accommodate the need for student conferences in keeping with departmental policies and customs.