Graduate Assistantship Appeal Process

Graduate Students awarding Graduate Assistantships are expected to maintain “good standing” status during the period of their award and remain registered for at least nine (9), but no more than twelve (12) graduate credits in order to maintain eligibility.

Students failing to maintain “good status” in any semester, or falling below full-time enrolled status, must submit an appeal to be considered for an exemption. Exceptions are only considered for one semester and cannot be renewed.

A student should follow this procedure:

1. Request for a specific exception to graduate assistantship eligibility is presented by the student in writing to the School of Graduate Studies. This request should provide clearly stated reasons that may justify an exception including detailed plans for raising the student’s cumulative graduate grade point average in the upcoming semester or the rationale for maintaining the graduate assistantship work commitment while dropping below full-time enrollment in the students’ program of study.
2. Student’s should solicit a letter of support from the **coordinator of the graduate program** (or academic department) to verify that the student’s plan to return to “good standing” is reasonable and can be accomplished in a semester, or that continuing as a graduate assistant will not compromise the student’s academic performance. The coordinator of the graduate program will forward the student’s request and the program’s recommendation to the School of Graduate Studies.
3. The School of Graduate Studies will review appeals. Students will be notified of the decision by the dean of Graduate Studies within one week. All decisions are final.
4. Students are expected to submit an appeal as soon as they are aware of a change in their eligibility for their graduate assistantship.