

Illinois State University
Graduate Assistant Handbook

2008-2009

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This handbook should provide answers to most of the common questions about graduate assistantships at Illinois State University. If you cannot find the answer to your question in this handbook, please contact Human Resources, (309) 438-2134. E-mail inquiries may be sent to meperry@ilstu.edu. Supplemental data and updates of the information in this handbook may be found on the Graduate School web site at <http://www.grad.ilstu.edu>.

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Graduate Assistantships at Illinois State University

Graduate assistantships are provided as financial support for selected graduate students. They are intended to facilitate progress towards a graduate degree and assistantship regulations and procedures are designed to promote this academic objective. Such factors as satisfactory academic progress and time to degree are considerations for retaining assistantships. Likewise, work assignments should complement or contribute to academic objectives and should not lead to unsatisfactory academic performance or interfere with completion of a degree in a timely fashion. While graduate assistants have work responsibilities, they are students first and foremost. Appointing units who are not in a position to help contribute to the student's academic objectives should not offer a graduate assistantship.

Assistantships also provide tuition fellowships in recognition of the scholarly accomplishments of the graduate assistant. Approximately 1/3 of all Illinois State graduate students have assistantship support. Students who are not eligible to hold a graduate assistantship cannot receive these tuition fellowships. However, they may be eligible for Graduate Tuition Waiver Awards (listed under Grants and Scholarships, Graduate Catalog). Tuition fellowships are separate from the Graduate Tuition Waiver Awards. In addition, students not eligible to hold a graduate assistantship may work as regular student employees.

Types of Assistantships

Graduate assistants may serve in one or more assistant categories: (a) teaching; (b) research; (c) residential living; (d) administrative/operational, and (e) graduate practicum.

Teaching Assistantships

Graduate teaching assistants may be assigned (a) responsibility for a self-contained class, or (b) responsibility for assisting a faculty member with teaching-related tasks, such as grading papers, meeting with students, preparing class materials, assisting during class, etc. or (c) responsibility for laboratory assignments or supervision accompanying faculty-taught classes. Graduate teaching assistants are generally supported through academic departments/schools that receive funds allocated for those purposes through the University's budget process.

Research Assistantships

Graduate research assistants are generally assigned to individual faculty members to assist with their research. The nature of the assistance varies by discipline and can involve a variety of activities, such as library work, proposal writing, data gathering, and data analysis. Research assistants may be funded with departmental/school monies, but frequently are funded through externally obtained grants and contracts.

Residential Living Assistantships

Residential living assistantships are available within the University Housing Services and, in addition to usual assistantship support, may also involve assistance with housing. These positions may supervise undergraduate resident assistants.

Administrative/Operational Assistantships

The responsibilities for graduate administrative/operational assistants are varied, can be located in many campus-wide administrative units, and include such functions as administrative/professional duties, computer support, program planning, etc.

Graduate Practicum (externally supported professional placements)

Graduate students who qualify for graduate assistantships may participate in the Illinois State University Graduate Practicum Placement Program under the sponsorship of an external sponsor and a faculty or full-time staff member. Typically, faculty/staff make initial arrangements for graduate student placements with an external sponsor. The Research and Sponsored Programs office administers the contractual and student appointment process. These particular practica involve a stipend paid by the external sponsor and a tuition waiver through the University and are not the same as 498 Professional Practice which is taken for credit.

Criteria for Obtaining an Assistantship

To be eligible for an assistantship, students must be fully admitted as a degree student in a graduate academic program or have a minimum of 120 undergraduate hours if in an integrated degree program. Newly admitted graduate students must have a minimum 2.8 admit GPA for appointment as a GA. Continuing graduate students must have a minimum 3.0 graduate GPA. Students-at-Large (SAL) or certificate only students are not eligible for assistantships. University employees, other than student employees, are not eligible for graduate assistant appointments. Teaching assistants whose native language is not English must (a) have a recommended speaking score of 26 or higher, but no less than 23, on the TOEFL iBT; (b) or submit the results of and receive a passing score on the Test of Spoken English (TSE) prior to arrival on campus; or (c) be evaluated on campus.

Since graduate assistants are considered employees, they must be eligible to work and are required to complete an I-9 for employment verification purposes.

What Graduate Assistantships Include

Monthly Stipend

The monthly stipend varies in amount depending upon the number of hours required for the assistantship, student status (e.g., masters, doctoral), source of the funding (general revenue, external grants), or nature of the assistantship assignment.

The minimum monthly stipends for graduate assistants, effective Fall 2008, are:

Master's student:

- Part-time (6-10 clock hours/week) : \$400
- Full-time (11-20 clock hours/week): \$800

Doctoral student who is enrolled in first or second year of study:

- Part-time (6-10 clock hours/week) : \$500
- Full-time (11-20 clock hours/week): \$1,000

Doctoral student who has completed 2 years of full-time graduate study:

- Part-time (6-10 clock hours/week) : \$600
- Full-time (11-20 clock hours/week): \$1,200

Full-time graduate assistantships can be appointed up to a half-time instructor's position (.50 FTE) of 20 clock hours per week. Depending on the nature of the assignment, a full-time graduate assistantship position requiring less than 20 clock hours may be appropriate, but an assistantship would not be considered full-time with less than 11 hours. Under some circumstances, a limited number of part-time appointments will be permitted. Graduate assistantships are available for appointments of 6 or more hours/week.

The number of part-time graduate assistantship appointments (6-10 hours/week) should not exceed the number of full-time (11-20 hours/week) appointments in each department.

Requests for assistantships for more than 20 clock hours per week or less than 12 week appointments for fall or spring are only granted under exceptional circumstances and must be approved by the Graduate School. (See *Other Employment*) Graduate assistants should not be concurrently enrolled in 498 Professional Practice. For exceptions, contact the Graduate School.

Payroll checks are issued the last working day of the month. Arrangements can be made with the Payroll Office (Hovey Hall 101) for direct deposit with participating banks. Students without direct deposit arrangements pick up their checks at Student Accounts, 607 W. Dry Grove. Generally, students on academic year appointments (9 months beginning August 16 to May 15) receive half of the monthly stipend at the end of August and half of the monthly stipend at the end of May.

The stipend is considered as income and could reduce the amount of loans if a student has also applied for financial aid. The stipend as a payment for services is subject to federal and state tax.

Tuition Fellowship

Graduate assistants are eligible for a tuition fellowship during the semester or term that they hold an appointment. Tuition fellowships are awarded by the Graduate School. Unlike monthly stipends, tuition fellowships do not require that compensating services be rendered. Although the tuition will be waived, the assistant will be required to pay other fees assessed. The insurance fee will be automatically assessed for all graduate assistants registered for 9 or more credit hours by the 15th day fall/spring (6 or more credit hours by the 8th day of summer session). Students with early or late start dates can purchase insurance by paying the fee to the Student Insurance Office within 15 days of the start date. See Insurance section for additional information.

Tuition fellowships for the summer term (up to 12 hours) are provided for students holding an assistantship during the summer term or for at least a full spring or fall semester prior to the summer term unless he/she graduates. Students do not receive a summer stipend unless they work as a graduate assistant in the summer term.

“Prior Summer” Tuition Waivers

Under certain conditions, departments/schools may request that the "summer after" tuition waiver be applied instead to the summer before the student holds the fall appointment. Assistants who are approved to use the waiver in the summer before it is earned will **not** have any tuition waiver to use for the following summer, regardless of whether they are appointed for fall only or for fall and spring.

For a "prior summer" tuition waiver, the following memo must arrive at the Graduate School in hard copy *before the last day of the summer session for which tuition is to be waived*. *Requests that arrive after the summer term has ended will not be considered.*

In anticipation of a qualifying fall assistantship, the (name of department/school) requests a "prior summer" tuition waiver for summer of (year) for (student) (UID number). We understand that regardless of how many hours the student takes this summer there will be NO tuition waiver left for (summer of following year,) even if the student is appointed as a GA for both fall and spring.

(If the student is appointed to a summer term assistantship next year a new tuition waiver will accompany that appointment. If the student is appointed for a future fall semester and again meets all qualifications for "summer prior" tuition, another request may be submitted.)

The request must be signed by both the student and the chair or graduate coordinator, and include e-mail addresses for each person.

All of the following conditions must also be met by that date:

1. The student must be admitted to the Graduate School.
2. The student must meet all eligibility requirements to hold a graduate assistantship, including pre-registration for the minimum GA courseload.
3. All GA appointment paperwork, including the I-9 and accepted offer, must be submitted to HR.

The Graduate School and HR will confirm that all requirements have been met, and if so will notify the department/school and student that the "prior summer" waiver has been authorized.

Fees **are not** included as a standard part of the assistantship package and are paid by the student.

Tuition fellowships are considered a resource and part of the financial aid package. As such they could reduce the amount of loans if a student has applied for financial aid and could reduce the amount of loan dollars a student is eligible to receive or may have already received if the assistantship is approved after the student loan has been awarded. Students who receive tuition waivers after their loans have been disbursed may have to repay all or part of their loans depending on the total loan received and the amount of financial aid for which they are eligible. Tuition fellowships are exempt from taxation because they are provided in recognition of the graduate assistant's academic accomplishments, rather than directly for services provided.

Other Benefits

Other benefits vary by unit and type of assistantship, but could include access to services of the Center for Teaching, Learning, and Technology (CTLT), training and orientation, and assigned work space/communication resources.

Locating and Applying for Assistantships

The primary source of contact for assistantships is the academic department/school to which a student is admitted. The graduate program coordinator in each academic unit should be able to provide additional departmental/school assistantship information. Graduate assistantships are also available through administrative units and in residence halls.

Graduate students have the ability to search and apply for assistantships online with our Online Recruiting System, <http://www.IllinoisState.edu/jobs>. This system provides a central location for graduate assistants to search for open assistantships and replaces the former paper application process.

Graduate Assistant Offer

In 1965, the Council of Graduate Schools (CGS) approved the following resolution regarding offers of financial assistance such as graduate assistantships and tuition waivers. The resolution places certain responsibilities on both the student and the institution. The Graduate School endorses this resolution. Questions regarding the application of this resolution should be addressed to the Graduate School.

“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 the 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 organization subscribing to the above Resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

The appointing unit will make the assistantship offer in writing, by way of e-mail. The potential graduate assistant should accept or deny the offer in writing, by way of e-mail, as well. Special conditions of the appointment should be noted in the offer letter, e.g., hours to be worked when

classes are not in session. See the section on *Graduate Assistant Appointments* for items which should be part of the offer.

Department chairs/school directors, unit administrators, as part of the appointment procedure, need to inform International Admissions of any assistantship offers including financial details. Assistantships impact an international student's declaration of finances needed to issue an F-1 visa.

Graduate Assistant Appointments

The Graduate School and the Office of Financial Aid encourage writing student offers for the academic year (August 16 to May 15) to reduce possible interruption in financial aid for graduate assistants.

Teaching assistantships generally require students to be on the same schedule as faculty. This means being on campus at least one week before the start of classes for orientation and training and remaining on duty through the final examination period. Responsibilities for some assistantships, e.g., research or administrative/operational assistantships, could include being available during academic program break periods when the University is open. Graduate assistants are not expected to provide services or make up time because of University closure. Explicit agreements between the appointing unit and the student about hours, time off, absences, etc. need to be indicated in the offer letter particularly if there are expectations for providing services when classes are not in session.

An appointment notification can be issued if a student is in default on a student loan, but the default must be cleared in 6 months or the appointment will be terminated. To clear a default a student must obtain a letter from the loan institution which states that the student is making regular payments on the loan and present such proof to the Graduate School. If a student's educational loan has been deferred until completion of his/her graduate study, then the student would not be considered in default of a loan.

Depending upon availability of funds and good performance, master's students generally are funded up to two years with doctoral students funded up to four years.

Graduate Assistant Assignments

Work assignments should be such that the student's formal degree work is enhanced. Master's degree students, if assigned to instructional responsibilities, must be supervised by regular faculty members. For assistantships as part of the Graduate Practicum Placement Program, work experience is provided in a professional setting related to the student's discipline.

If graduate assistants have concerns regarding their hours or duties, the normal procedure is to discuss the matter with their supervisor, graduate coordinator, or department chair/school director/unit administrator. If, for substantive reasons it seems appropriate, students may then contact the Graduate School.

Maintaining the Assistantship

Students need to (a) meet the performance criteria expected by the unit providing the assistantship; (b) enroll for 9-12 credit hours (graduate or undergraduate hours including audits, pass/fail, deferred or credit) for spring and fall semesters; (c) maintain an overall minimum GPA of 3.0; and (d) make satisfactory progress towards degree completion as outlined in the Graduate Plan of Study.

Students on summer appointments do not need to register for summer session, but need to maintain insurance coverage. See Insurance section.

Please note that the Financial Aid Office requires registration of 9 graduate semester hours for fall/spring and 6 in the summer to qualify for full-time financial aid, with part-time requiring 5 in the fall/spring and 3 in the summer.

Exceptions to Academic Load

An assistant wanting to take less than 9 hours must have a recommendation by his or her department/school graduate coordinator, in writing, approved by the Graduate School prior to registration. Departments/schools submit the Graduate Assistant Course Load Waiver Request form (PERS 938) to the Graduate School. In the case of an appointing unit that is not the student's department/school, the appointing unit must complete the Course Load Waiver form and forward to the graduate assistant's academic department/school for approval.

As an example of a commonly approved exception to the 9-12 credit hour requirement, assistants who are enrolled in the final semester of their program and who have fewer than 9 hours of course requirements remaining on their approved plan of study may seek a waiver of the 9 hour academic load requirement.

NOTE:

Graduate assistants registering for less than 9 credit hours in fall or spring or 6 credit hours in summer will not have the insurance fee automatically assessed. Those graduate assistants must contact the Student Insurance Office before the 15th calendar day of each semester and the 8th calendar day of the summer session to pay premiums. Students are eligible to purchase coverage for no more than four consecutive terms including summer. Students with early or late start dates can purchase insurance by paying the fee to the Student Insurance Office within 15 days of the start date.

Responsibilities of Appointing Unit

Appointing units are to provide appropriate supervision, training, working conditions, and sufficient resources for graduate assistants to perform the duties assigned. Performance assessment procedures should be included as part of the assistantship process and should be shared by the supervisor with the student.

Responsibilities of the Graduate Assistant

The graduate assistant is to perform the duties assigned in a satisfactory manner, keeping supervisors informed of special circumstances such as absences which might affect others.

Termination/Resignation

The appointing unit, the Graduate School, the University, or the graduate assistant may terminate the assistantship appointment. Students may resign from an assistantship if they determine they cannot meet the conditions of their appointment, (e.g., leaving the University before the appointment ends, illness, etc.) This resignation should be in writing from the graduate assistant indicating his/her last day of work (including his/her signature) to the responsible administrator in the appointing unit. If the student resigns on or before August 31 in fall semester/January 31 in spring semester, he/she will not receive a tuition waiver regardless of when the resignation paperwork is submitted to Human Resources. For example, if a student submits a resignation letter or e-mail indicating he/she last worked on August 22, the tuition waiver for the fall and summer semesters will be removed. The appointing unit will forward a copy of the letter or e-mail to Human Resources, Campus Box 1300 or to meperry@ilstu.edu. Graduate Practicum students need to submit a written resignation to their external agency sponsor, as well as their faculty/staff supervisor. The faculty/staff supervisor is responsible for alerting the Research and Sponsored Programs Office of the resignation and having the academic department/school forward a copy of the resignation letter or e-mail to Human Resources, Campus Box 1300 or meperry@ilstu.edu for termination.

The appointing unit, the Graduate School or the University may terminate the assistantship if criteria for satisfactory performance as a graduate assistant or as a graduate student are not met. Not meeting the criteria below will result in termination of the assistantship. Appointing units may contact the Graduate School for exceptions in special cases. The criteria for termination are:

1. Failure to maintain an overall graduate GPA of 3.0 while on an assistantship.
2. Failure to enroll in 9-12 credit hours of course work for each semester while on an assistantship in the spring and fall unless an exception to academic load has been approved. (See Exceptions to Academic Load section). Please note that the Financial Aid Office requires registration of 9 graduate semester hours in fall/spring and 6 in summer to qualify for full time financial aid, and with part-time requiring 5 in fall/spring and 3 in summer.
3. Failure to make satisfactory progress towards degree completion in a timely fashion: e.g, master's students on assistantship must complete a degree within a two- to three-year period.
4. Being in default of a student loan which has not been cleared within 6 months of having signed an assistantship appointment notification, and
5. Failure to meet the performance criteria expected by the unit providing the assistantship.

For termination because of unsatisfactory performance, appropriate documentation is necessary to process the termination. Documentation will need to indicate due process for the graduate assistant. (Due process requires that the appointing unit inform the student of the reasons for the proposed termination and offer the GA an opportunity to explain before termination is finalized. The unit sets a deadline for that explanation. If the unit finds the GA's explanation satisfactory, it may permit the appointment to continue and may set additional work requirements to remedy the unsatisfactory performance. If the GA has not responded by the deadline or if the unit does not find the

explanation satisfactory, it may terminate the appointment. Due process does NOT require that the unit offer the GA an opportunity to remedy the situation and continue.) The documentation should be forwarded to Human Resources, Campus Box 1300, for termination.

Exceptions to Termination/Resignation Criteria

A graduate assistant who does not meet the criteria to maintain an assistantship may be granted an exception. If a graduate assistant's semester GPA falls below 3.00 but their cumulative GPA remains at 3.00 or higher, departments/schools should consider whether continuation of the assistantship will interfere with the graduate assistant's future academic progress in the degree program. The Graduate School does not need to review this decision. If a graduate assistant's cumulative average drops below 3.00, the assistantship should be terminated by the appointing unit. In special circumstances, a request for an exception can be made by e-mail to the Graduate School who will forward the exception decision to Human Resources.

Housing Considerations

Contact University Housing Services for early move-in information. Also check with the department/school/appointing unit for any other arrangements that may have been made for early arrival for on-campus housing.

Fees

Graduate assistants are responsible for payment of all student fees owed to the University. Fees other than health insurance are assessed at a per semester hour rate through the first 16 hours. Health insurance is assessed.

Other Employment

Graduate assistants working 20 hours/week are not allowed to take other assistantships or employment on campus while classes are in session during fall and spring semesters. If the assistantship workload for fall or spring is less than 20 hours, the student may take an additional assistantship or student employment for the balance of hours up to 20. The appointing unit needs to contact the Graduate School for exceptions needed in maximum hours and/or payment schedules. Graduate assistants with summer appointments may work more than 20 hours per week on campus.

The University does not monitor off-campus employment of graduate assistants. International graduate assistants should contact the International Studies Office for any restrictions on employment which may be related to their visa status.

Insurance

All Graduate Assistants must have adequate health/accident insurance coverage in force during the entire period of the appointment. At the time of the offer, the student must also complete a Health Insurance Certification form. Coverage must be either privately procured or obtained through the university's student health insurance plan. All students registered for 9 or more credit hours by the

15th day fall/spring (6 or more credit hours by the 8th day of summer session) will automatically be assessed for, and be included in, the University student health insurance plan. Students with early or late start dates can purchase insurance by paying the fee to the Student Insurance Office within 15 days of the start date.

Graduate assistants registering for less than 9 credit hours in fall or spring or 6 credit hours in summer will not have the insurance fee automatically assessed. Those graduate assistants must contact the Student Insurance Office before the 15th calendar day of each semester and the 8th calendar day of the summer session to pay premiums. Students are eligible to purchase coverage for no more than four consecutive terms.

Student Health and Accident Insurance information can be found in the Graduate Catalog or information can be provided by contacting the Student Insurance Office, Student Services Building 230, or by calling (309) 438-2515.

Library Privileges

Graduate assistants may be given certain faculty library privileges by checking materials out in the faculty member's name. A form is available at the Circulation Desk of Milner Library which can be signed by the faculty member.

Research Integrity

Depending upon source of funding for an assistantship there may be restrictions placed on access and right to use data collected when appointed to a graduate assistantship. Any research activities conducted under an assistantship or by students must meet ethical guidelines established by the federal government. This includes research with human subjects/animals. There are also federal and state regulations guiding health and safety for activities conducted at a university for research activities.

There are ethical guidelines within every profession/discipline which guide issues with regard to ownership of data including such things as authorship and data use. These issues should be discussed with the graduate assistant's supervisor. Any questions about issues of potential misconduct in research should be directed to the Research Ethics and Compliance Office, Conferencing Center, (309) 438-8451.

Academic Integrity

Graduate assistants, as students, are expected to be honest in all academic work. Likewise graduate assistants supervising other students are to expect honesty in all academic work.

A student's name on any academic exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study. Offenses involving academic dishonesty include, but are not limited to the following:

- a. Cheating on quizzes or examinations occurs when any student is found using or attempting to use any book, paper, or other article, or assistance from any individual intending to deceive the person in charge of the quiz or examination with reference to his or her work. No books, notes, papers, or related articles shall be used at any quiz or examination unless specifically authorized by the person in charge. Conversation or other communication between individuals in examinations and quizzes is forbidden except as authorized by the instructor.
- b. Computer dishonesty is the unacknowledged or unauthorized appropriation of another's program, or the results of that program, in whole or in part, for a computer-related exercise or assignment.
- c. Plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, or computer programs. Students must ascertain from the instructor in each course the appropriate means of documentation. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.
- d. Grade falsification is any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other record or document.
- e. Collusion occurs when students willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to the collusion are considered responsible. No individual may substitute for another in any quiz or examination.

For more information, consult the Community Rights and Responsibility web site, <http://www.crr.ilstu.edu>.

Affirmative Action

Illinois State University is committed to non-discrimination and equal opportunity in programs, activities, and employment for students and employees regardless of race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era, or other factors prohibited by law. Furthermore, Illinois State University is committed to a comprehensive program of affirmative action to insure access, equity and fairness in educational programs, related activities and employment for minorities, women, disabled persons, disabled veterans and veterans of the Vietnam Era. The Office for Diversity and Affirmative Action is responsible for the administration and monitoring of the University's equal opportunity/affirmative action policies and procedures.

Concerns should be referred to the Office for Diversity and Affirmative Action (Hovey Hall 208), (309) 438-3383 (voice) or (309) 438-2554 (TDD).

Sexual Harassment

It is the policy of Illinois State University to provide a workplace free of any sexual harassment and to resolve complaints of sexual harassment by any member of the University community, including faculty, staff, and students. Each graduate assistant has a responsibility to maintain the workplace free of sexual harassment. The responsibility of supervisors includes discussing this policy with all graduate assistants, including the warning that false accusations will result in disciplinary action up to and including possible termination. Sexual harassment is a form of sex discrimination and will not be tolerated by the University. Additional information on rights, complaints, or procedures can be obtained by contacting the Office for Diversity and Affirmative Action (Hovey Hall 208), (309) 438-3383 (voice) or (309) 438-2554 (TDD).

Drug-Free Workplace

In response to and in compliance with the federal Drug-Free Workplace Act of 1988, Illinois State University reaffirms its commitment to prevent and prohibit the use and abuse of controlled substances on the campus or within facilities owned, operated, or controlled by the University. The following statement shall be considered a University policy applicable to all employees: The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited upon any property owned, operated, or controlled by Illinois State University. Violators will be subject to university disciplinary action consistent with existing university policies, rules, regulations, and employment agreements.

Contact Information

Name/E-Mail	Position	Telephone	Location
Dr. Kimberly Nance kanance@ilstu.edu	Director of Graduate Studies	(309) 438-2583	Graduate School, 309 Hovey Hall
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Megan Perry meperry@ilstu.edu	Assistantship Appointments	(309) 438-2134	Human Resources, 101 Nelson-Smith Bldg.
Shawn Rigsby scrigsb@ilstu.edu	Financial Aid Specialist for Graduate Students	(309) 438-2231	Financial Aid Office, 231 Fell Hall