



# **GRADUATE ASSISTANTSHIP HANDBOOK**

## **2019-2020**

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

## **WELCOME**

This handbook provides information about the policies and procedures for Graduate Assistantship appointments at Lincoln Memorial University. It is designed to benefit both beginning and continuing Graduate Assistants and addresses a number of frequently asked questions concerning the Graduate Assistantship program. In the event that you need further assistance beyond the scope of this handbook, please contact the Office of Enrollment & Student Affairs at 423.869.6728.

Office of Enrollment & Student Affairs, DAR Hall  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752  
423.869.6728

<http://www.lmunet.edu/admissions/graduate/financial-aid/graduate-assistantship>

## Contents

Undergraduate Academic Calendar 2019-2020 .....	4
Graduate Assistant Contact Information .....	5
LINCOLN MEMORIAL UNIVERSITY MISSION AND PURPOSE .....	6
INSTITUTIONAL GOALS.....	6
University Policies .....	7
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b> .....	7
<b>CRIMINAL BACKGROUND CHECK POLICY</b> .....	8
<b>MANDATORY REPORTING FOR TITLE IX SEX DISCRIMINATION AND HARASSMENT</b> .....	8
<b>INCLEMENT WEATHER/ CAMPUS CLOSURE</b> .....	8
<b>GRADUATE ASSISTANTSHIP SUMMARY</b> .....	9
<b>THE GRADUATE ASSISTANT</b> .....	10
<b>APPLICATIONS AND PROCEDURES</b> .....	10
<b>ELIGIBILITY</b> .....	10
<b>ASSISTANTSHIP SELECTION</b> .....	11
<b>ACADEMIC RESPONSIBILITIES</b> .....	11
<b>ADDITIONAL RESPONSIBILITIES</b> .....	11
<b>COMPENSATION</b> .....	12
<b>TAX STATUS OF AWARDS</b> .....	12
<b>WORKLOADS</b> .....	12
<b>ORIENTATION</b> .....	12
<b>CONFLICT RESOLUTION</b> .....	13
<b>RESIGNATION OR WITHDRAWAL</b> .....	13
<b>ROLE OF GRADUATE ASSISTANT SUPERVISOR</b> .....	13
<b>RESPONSIBILITIES OF GA SUPERVISORS</b> .....	13

# Undergraduate Academic Calendar 2019-2020

## Undergraduate Academic Calendar 2019-2020

**Official University Holidays** (Offices closed/no classes):

**2019:** September 2; November 27 - 29; December 24-31

**2020:** January 1; April 10; May 25 and July 3.

**Faculty/Staff Conference Week:** August 12 - 16

### Fall Semester 2019 –

Final Registration before classes begin .....	August 16
Welcome Weekend .....	August 17
Matriculation Ceremony (2 p.m.) .....	August 17
Residence halls open (8 a.m.) .....	August 17
Classes begin .....	August 19
Last day to complete registration/add classes .....	August 28
Labor Day (no classes, residence halls remain open) .....	September 2
<b>Last day to drop course without “WD”</b> .....	September 17
Mid-term .....	October 8 - 12
Homecoming (classes held as scheduled) .....	October 10 - 12
<b>Last day to drop course without “F”</b> .....	October 25
Early registration begins .....	October 28
Thanksgiving holiday (no classes) .....	November 27 - 29
Residence halls open (1 p.m.) .....	December 1
Classes end .....	December 6
Final exams .....	December 9 - 13
Commencement (11 a.m.) .....	December 14
Residence halls close (2 p.m.) .....	December 14

### Spring Semester 2020 –

Final Registration before classes begin .....	January 3
Residence halls open (8a.m.) .....	January 4
Classes begin .....	January 6
Last day to complete registration/add classes .....	January 15
Martin Luther King Day (special activities) .....	January 20
<b>Last day to drop course without “WD”</b> .....	February 4
Lincoln Day/Founders Day (special activities) .....	February 12
Mid-term .....	March 2 - 6
<b>Last day to drop course without “F”</b> .....	March 13
Residence halls close (5 p.m.) .....	March 20
Spring break (no classes) .....	March 23 - 27
Residence halls open (1 p.m.) .....	March 29
Early registration begins .....	March 30
Good Friday (no classes) .....	April 10
Classes end .....	April 24
Final exams .....	April 27 – May 1
Commencement (11 a.m.) .....	May 2
Residence halls close (2 p.m.) .....	May 2

### Summer Term 2020..... May 4 – July 31

Memorial Day (no classes) .....	May 25
Independence Day observed (no classes) .....	July 3

During the 12-week summer term, classes may meet 3 weeks, 4 weeks etc., as long as the required number of contact hours is met.

## Graduate Assistant Contact Information

### **ENROLLMENT & STUDENT AFFAIRS**

Melissa Hatfield, Administrative Assistant for Enrollment & Student Affairs.....423.869.6728

### **GRADUATE PROGRAMS/CONTACTS**

Director of Athletics: Brian Hutchinson.....Tex Turner Arena

Executive Assistant, Business: Aaron Fraustro.....423.896.6254

Administrative Assistant, Arts, Humanities, & Social Sciences: Rebecca Tackett.....423.869.6203

Master of Education: Kristen Smith.....865.531.4110

Master of Science: Lindsay Davis.....423.869.6027

Masters of Science in Nursing: Sherry Pearman ..... 423.869.6283

### **OTHER**

Financial Aid.....423.869.6336

Security..... 423.869.6911

Registrar..... 423.869.6292

# LINCOLN MEMORIAL UNIVERSITY MISSION AND PURPOSE

## MISSION AND PURPOSE

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

*Revised July 6, 2017; approved by Board of Trustees, November 10, 2017.*

## INSTITUTIONAL GOALS

1. Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all its activities, programs and operations through concerted efforts to continuously increase its endowment and financial standing.
3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, healthcare, leadership development, recreation and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind and spirit.
6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
7. Commit resources to support the teaching, research, and service role of the Institution.

8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Provide a caring and nurturing environment where students, faculty and staff with varied talents, experiences and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
12. Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

## University Policies

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure by writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons, except other LMU officials, who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Registrar's Office.

## **CRIMINAL BACKGROUND CHECK POLICY**

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information.

Students are allowed in the facility at the discretion of the clinical affiliates, other affiliate agency, organization, or school. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. Access to the program may be denied at any time by the agency or LMU.

Students working with Athletic teams, Residence Life, the J. Frank White Academy, or any other position where the school/college deems it prudent must have a criminal background check performed prior to beginning work.

Pursuant to the Fair Credit Reporting Act, LMU provides each student with the proper notices and forms at the time of application to the University with regard to background checks.

## **MANDATORY REPORTING FOR TITLE IX SEX DISCRIMINATION AND HARASSMENT**

LMU is committed to providing a campus environment free of all forms of prohibited discrimination and sexual harassment (sexual assault, domestic and dating violence, gender or sex-based bullying and stalking, etc.). As a representative of the University, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. As a member of the University community, I have the responsibility to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination of which I become aware. This means that if you tell me about a situation of sexual harassment or sexual violence that may have violated university policy or state or federal law, I am required to share the information with my supervisor and/or the University's Title IX Coordinator. If you would rather share information about sexual harassment, sexual violence, or sex discrimination with an employee confidentially who does not have this reporting responsibility, you may share the information with campus counselors at the Office of Counseling Services.

If you have experienced any form of gender or sex-based discrimination or harassment and would like to file a complaint, please contact the Title IX Coordinator, Troy Poore, at [troy.poore@lmunet.edu](mailto:troy.poore@lmunet.edu) or 423-869-6376. Know that help and support are available. LMU has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

## **INCLEMENT WEATHER/ CAMPUS CLOSURE**

LMU's Inclement Weather Policy can be found at the following link to LMU's website:

<http://www.lmunet.edu/student-life/weather-cancellation-notification> . Students should check their LMU email during delays/closures to receive information from their supervisor regarding make-up work hours. In the event that campus (including offices) is closed for an extended period of time, the Office of Academic Affairs will make a decision regarding all GA clock hours.

## GRADUATE ASSISTANTSHIP SUMMARY

1. Before applying for a Graduate Assistantship, an applicant must be enrolled in a graduate program of study at LMU and have pre-registered for courses. All requirements for admission to a graduate program of study must be completed before a student is eligible to receive a Graduate Assistantship position.
2. Graduate Assistants (GAs) are appointed to perform various types of duties. Most commonly, the duties relate to supervisory or administrative functions of the University. Each GA has an assigned supervisor.
3. Graduate Assistantships are limited to 18 credit hours of tuition assistance per academic year (August – July) and can total no more than the required number of credit hours to complete the degree program. Assistantships are specific to the degree program of initial enrollment.
4. Graduate Assistants must maintain a 3.0 cumulative grade point average. If the applicant is already enrolled in a Master's degree program and has completed one or more semesters, the applicant must have a GPA of 3.0 or above.
5. Assistants generally work 15-20 hours per week. Work hours for some assistantships may vary depending upon award and placement. If a Graduate Assistant works for more than 6 consecutive hours, he/she is required by law to take a thirty (30) minute break.
6. A limited number of assistantships are available during the summer semesters to students enrolled in summer courses. Therefore, GAs typically only take 3-6 hours of course work during the summer term. No new assistantships will begin during the summer, unless the graduate program has a summer start date.
7. Applications for re-appointment must be submitted annually. Intent to continue a Graduate Assistant appointment from one semester to the next must be communicated via email to the Executive Assistant for Enrollment Management from the GA Supervisor. Continued participation in the Graduate Assistantship program is contingent upon satisfactory performance in the position and fulfillment of all obligations.
8. Graduate Assistantships exist primarily for graduate-level students. On rare occasions, professional degree students may apply to be a graduate assistant. In these instances, the Administrative Assistant for Enrollment & Student Affairs must receive written permission from the Dean of the professional school stating the candidate has permission to apply and (if selected) work as a GA. Please note that application does not ensure placement.

# THE GRADUATE ASSISTANT

## APPLICATIONS AND PROCEDURES

Students desiring to apply for a Graduate Assistantship position must complete the online application (<http://www.lmunet.edu/admissions/graduate/financial-aid/graduate-assistantship>). Along with the application, three character reference letters (non-relative) must be submitted to the Office of Enrollment Management. Reference letters must be signed by the person providing the reference or be sent to the Executive Assistant for Enrollment Management (ashley.cambron@lmunet.edu) from the reference's email address.

Lincoln Memorial University, DAR  
Attn: Graduate Assistantship Program  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752

Graduate Assistantship applications should be submitted (including reference letters) by the following dates:

Fall	July 15
Spring	November 15
Summer	April 15

Students with a current Graduate Assistantship appointment or students who have applied previously should submit a Renewal Graduate Assistantship application to be considered for the next academic year. Renewal of a previous appointment is not automatic. The supervisor should notify Enrollment Management of a Graduate Assistant's intent to continue between semesters (e.g., continue from Fall to Spring) via email to the Executive Assistant for Enrollment Management. The email will serve as notification that the Graduate Assistant has enrolled for courses in the upcoming semester by including the name of the current Graduate Assistant, the number of credit hours the student is pre-registered for, and that the supervisor is content with the student continuing in the Graduate Assistant position.

## ELIGIBILITY

To be considered for a Graduate Assistantship, a student must satisfy the requirements listed below, where applicable. In order to obtain highly qualified assistants, departments have the discretion to impose additional requirements when necessary based on the duties and responsibilities of a position.

- In order to be eligible for a GA position, students must be accepted and enrolled in an LMU graduate program of study. If the applicant is already enrolled in a Master's degree program and has completed one or more semesters, the applicant must have a cumulative GPA of 3.0 or above.
- Returning Graduate Assistants should have demonstrated satisfactory performance of duties and academic performance of at least a 3.0 cumulative grade point average. GAs must also meet program-specific requirements.
- Students are not eligible for Graduate Assistantships within a department where a relative is currently employed.

Students may be disqualified from initial or continued participation in the Graduate Assistantship program based on disciplinary action, failure to satisfy position requirements, or failure to maintain satisfactory academic progress.

### ASSISTANTSHIP SELECTION

Selection of Graduate Assistants is determined by satisfactory academic performance, departmental need, work ethic, and student's knowledge and expertise. Job descriptions for Graduate Assistantship positions are provided by departments with approved assistantships and kept on file in Human Resources. Questions about the role and responsibilities of a Graduate Assistant within a particular academic or University department should be directed to that department.

The Office of Enrollment & Student Affairs is not involved in the selection or placement of Graduate Assistants. Upon receipt of a complete and eligible GA application file, the Office of Enrollment & Student Affairs will upload the application file to the GA Supervisor team site. In addition, the Office of Enrollment & Student Affairs will work with the Finance Office to notify supervisors/departments of allocated GA positions for the upcoming academic year. Next, academic and University departments seeking Graduate Assistants will first review eligible application files and may then conduct interviews or make a selection. Students are contacted if a department wishes to interview them for an available position. If a student is selected for an assistantship, the Supervisor will contact the Office of Enrollment & Student Services to notify them of their selection, and contact the student via email. An award letter will be drafted with the terms of the assistantship, and will be signed by the Supervisor, then President. Finally, the student will be notified to come review and sign their award letter (in person) by the Administrative Assistant for Enrollment & Student Services. **Award letters must be reviewed and signed by all parties before a student can begin work and before any funds are applied to the student's account.**

### ACADEMIC RESPONSIBILITIES

Graduate Assistants are expected to maintain satisfactory academic standing as defined in the *Graduate Catalog* and *Student Handbook* (cumulative GPA of 3.0 or above). If an assistant fails to maintain a cumulative GPA of 3.0 or higher, the Graduate Assistantship award shall become void. On a case-by-case basis, with all factors considered, the Office of Enrollment & Student Services may grant a probationary period for students whose semester GPA falls below a 3.0, allowing the student one semester to obtain satisfactory standing again. If a graduate student is placed on academic probation according to the *Graduate Catalog*, the student will not be eligible to continue the assistantship the following term. In order to be eligible to continue as a Graduate Assistant, the student may not have more than one *Incomplete* on his/her academic record in any given semester.

### ADDITIONAL RESPONSIBILITIES

Upon completion of each semester, all assistants are required to submit a 600-800 word, single-spaced summary detailing tasks and accomplishments completed for the term. In addition, students should describe how they were enriched by the experience. An electronic copy of the summary and time cards must be provided to the Graduate Assistant's supervisor and the Administrative Assistant for Enrollment & Student Affairs, Melissa Hatfield ([melissa.hatfield@LMU.net](mailto:melissa.hatfield@LMU.net)) before a Graduate Assistantship can be renewed for a subsequent semester.

The summaries must be maintained by the supervisor for a period of three years. Renewal of an applicant will not be approved unless the summary has been received by Enrollment & Student Affairs.

## COMPENSATION

Graduate Assistants receive a financial award in the form of tuition assistance for up to 18 credit hours per academic year (August – July) for part-time work in an area of the University while pursuing a degree. The amount of benefit depends on department/school/division budgeted allocations and requirements of the position. Graduate Assistantship awards will be credited to student's account once award letters have been signed by the student in the Office of Enrollment & Student Affairs.

Normally, no more than nine credit hours of tuition assistance will be allocated in the Fall and Spring semesters; no more than six credit hours will be allocated during the summer. All residential Graduate Assistants are required to pay the housing deposit, pay for books, and may need to cover additional costs not covered by the amount allocated and awarded for the assistantship.

## TAX STATUS OF AWARDS

The IRS indicates that students who are candidates for a degree generally can exclude a scholarship or fellowship if used for tuition and fees required for enrollment or attendance. Please visit [www.irs.gov](http://www.irs.gov) for more details.

## WORKLOADS

Hours vary for each Graduate Assistant based on the student's program of study and GA allocation. For each credit hour of tuition benefit allocated, a Graduate Assistant must work 32 clock hours. In general, graduate students work 15-20 hours per week. Some Graduate Assistantships may require more hours but **must not exceed the required number by more than 10%**.

Graduate Assistants are required to record hours worked. Time cards can be found on the GA information site on My LMU and are emailed to the supervisor when the award letter is emailed. Time cards must be approved and signed by the supervisor and must be retained on file by the supervisor for three (3) years. Each semester, the Office of Enrollment & Student Affairs will conduct an audit. At this time, Graduate Assistantship supervisors will be responsible for electronically submitting copies of time cards for a particular time period.

A Graduate Assistant may receive tuition assistance and work during semesters in which they are enrolled in courses. For summer terms, Graduate Assistants may only receive tuition assistance if the department in which they are assigned as a GA has work to do over the summer, is allocated summer funding, and has a supervisor present during the GA's work hours.

If at any point during a Graduate Assistantship appointment, the student changes (by increasing or decreasing) the number of credit hours specified in his/her award letter, the GA must notify the Administrative Assistant for Enrollment & Student Affairs. Failure of notification may result in the contract being voided for the remainder of the academic year and/or the student's account being charged the pro-rated balance for hours not worked.

## ORIENTATION

Each academic or University department is responsible for training Graduate Assistants in their duties and responsibilities. An orientation meeting for all assistants is hosted by Enrollment Management in August at the main campus (Harrogate, TN) and Cedar Bluff Extended Learning Site. Students/Supervisors who are unable to attend should contact the Office of Enrollment Management for advance approval.

## CONFLICT RESOLUTION

It is the intent of the University that each assistant's experience will be satisfactory and rewarding. The Office of Enrollment & Student Affairs encourages communication between the supervisor and assistant to promptly seek resolution of workplace concerns. If a student has a problem or complaint, the issue should immediately be brought to the attention of the supervising faculty or staff member. If resolution cannot be achieved in this manner, resolution should then be sought through the Office of Enrollment & Student Affairs. A student may refer the issue to the Office of Enrollment & Student Affairs for assistance at any time.

Supervisors desiring to address a complaint or concern with no resolution should contact the Office of Enrollment & Student Affairs for further steps.

## RESIGNATION OR WITHDRAWAL

This Graduate Assistant agreement and a Graduate Assistant's continued participation in the GA program are contingent upon satisfactory performance of Graduate Assistantship responsibilities and duties as indicated in the GA position profile and fulfillment of all GA obligations. If a GA is unable to fulfill the obligations of his/her award, he/she must immediately notify the Administrative Assistant for Enrollment & Student Affairs in writing. If an assistant resigns or is unable to fulfill his/her obligations at any time during the semester, the assistantship award will be pro-rated based on the number of clock hours completed, and any remaining balance will become the responsibility of the student and will be applied to the student's account. If a Graduate Assistant withdraws from the University, the Graduate Assistantship agreement becomes invalid, and the Graduate Assistant will be required to reimburse the University for tuition assistance equal to the portion of the semester he/she did not work. Should the student subsequently apply for admission/readmission to the University, this reimbursement must be made before the student may register for classes.

## ROLE OF GRADUATE ASSISTANT SUPERVISOR

### RESPONSIBILITIES OF GA SUPERVISORS

- Maintain current Graduate Assistant profile specific to their department (send to Human Resources with a copy to Enrollment Management).
- Interview & select candidates from the pool of eligible applicants listed on the MyLMU site (MyLMU/ Academics/Graduate Assistantships).
- Communicate with the candidate they choose as their Graduate Assistant.
- Review and sign the Graduate Assistant award letter in a timely manner.
- Set up an orientation meeting within one week of award letter being signed by new Graduate Assistant to review Graduate Assistant Handbook. Email the Administrative Assistant for Enrollment & Student Affairs ([Melissa.hatfield@lmunet.edu](mailto:Melissa.hatfield@lmunet.edu)) that the GA handbook has been reviewed.
- Ensure that the Graduate Assistant does not have access to identifiable personal or confidential information.
- Maintain original time sheets for each Graduate Assistant (to be kept on file for three years). Electronic copies of the GA's time cards and the 600-800 word summary must be

submitted to the Administrative Assistant for Enrollment & Student Affairs at the end of each semester.

- Ensure that the appropriate work hours are being completed, remembering that a GA is *not* a full-time employee.
- Maintain awareness of any and all changes to their Graduate Assistant's course schedule. If there are any changes in a GAs status or course schedule at any point in time, the supervisor is responsible for notifying Enrollment & Student Affairs.
- If the University is closed for any reason (inclement weather, etc.), the Supervisor must work with the Graduate Assistant to make up any needed work hours.