



# **Graduate Coordinator Handbook**

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## General Information

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## Staff Contacts and Responsibilities

### **Chris Bray** cabray

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106 Moulton Hall

Coordinator, Graduate Student Registrar Services, Admissions & Records Supervisor, (Her office is located in the Registrar's Office – 106A Moulton Hall)

Primary responsibilities: Degree Audit, Transfer of Credit, Degree and Certificate Completion, Probation, Termination, Satisfactory Progress, Registration Assistance, Graduation Application

### **Rachel Caracci** rrcarac

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208 Hovey Hall

Assistant Director, Graduate Studies

Primary responsibilities: Recruitment and retention of graduate students, admissions, marketing and communications, enrollment management.

### **Dana Davidson** dddavid

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209 Hovey Hall

Coordinator, Graduate Student Services

Primary responsibilities: Thesis and dissertation process, DFI Fellowship, visiting graduate students, graduate student support services

### **Sarah Dick** sdick

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208 Hovey Hall

Copyright Officer

Primary responsibilities: Overall administration of copyright issues and resources.

**Denise Fries-Romack** dmfries  
438-0851  
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Admissions Processor

Primary responsibilities: Prepping application files for review; processing admissions applications, working with graduate coordinators on review of applications.

**Judy Keenan** jlkeena  
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401 Hovey Hall  
Secretary to Associate Vice President for Research & Graduate Studies

Primary responsibilities: Diversity Tuition Waivers, Scholarships, Fisher Thesis & Sorensen Dissertation Awards

**Frank Korte** fhkorte  
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208 Hovey Hall  
Admissions Processor

Primary responsibilities: Prepping application files for review; processing admissions applications, working with graduate coordinators on review of applications.

**Noelle Selkow** nselkow  
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208 Hovey Hall  
Interim Director, Graduate Studies

Primary responsibilities: Overall administration of the Graduate School; dismissals, extensions, tuition waivers, policies and procedures.

**Kim Shennett** keshenne  
438-2587  
208 Hovey Hall  
Coordinator, Graduate Faculty Services

Primary responsibilities: Graduate Council/Coordinator/Curriculum Committee/faculty Support, Regulations & Procedures, graduate catalog, coordination and planning of the University Research Symposium, general questions on Graduate Assistantships.

## Graduate Coordinator Job Description

Graduate coordinators are responsible for:

- Maintaining the overall integrity of the graduate program in the department or school.
- Promoting the educational success of individual graduate students.
- Assuring clear communication between the degree program, the department/school/college, the Graduate School, Admissions, and the graduate student.
- Having a thorough knowledge of all university graduate education related policies and procedures.
- Fostering recruitment, admission and degree completion for a diverse group of highly talented students.
- Monitoring academic progress of students.
- Responding according to university policy to issues of academic integrity and academic probation.
- Developing and administering assessment plan for graduate programs within the department/school.
- Managing the program review process.
- Providing leadership in review of curriculum and design of professional development opportunities for graduate students.
- Advising chair/director on allocation of departmental/school Graduate Assistantships and Tuition Waivers.
- Attending graduate coordinator meetings
- Responding to the Graduate School, Registrar's Office, and Admissions regarding requested information.
- Assist students in securing Research Symposium Travel Support.
- Assist students in securing [Scholarships, Fellowships](#), and other alternative funding.
- Monitor degree completion and requests to participate in Commencement.
- Supervise comprehensive exams, assuring consonance with regulations and requirements of the Graduate School and the program and submitting reports within.
- Monitor theses and dissertations and submit required forms.
- Monitor student admissions.
- Communicate to faculty all issues relating to graduate education including but not limited to deadlines for degree audits and commencement, changes in procedures, and policy implementation.
- Advising or assigning a faculty advisor to each student.
- Working with Human Resources on issues related to graduate assistants.
- Having a thorough understanding of the policies and procedures guiding graduate assistants in the [Graduate Assistant Handbook](#).
- Serve as a liaison between the graduate faculty and the Graduate School.
- Monitor time to degree of each student in the program. Advise them on completing in a timely manner. Assist with the extension to degree request if needed.

## Graduate Coordinator Meetings

Graduate Coordinator meetings are held monthly in both the fall and spring semesters. The list of meetings can be found at: <http://grad.illinoisstate.edu/faculty/coordinators/resources.shtml>.

## Admissions

### The System

If a coordinator or staff member does not have access to the admissions system, please forward their name, ULID, and access level to the Director of the Graduate School. A ticket will be opened to grant access. Access level is either “reviewer” or “decision maker”. Reviewers can see all of the application materials but cannot change information or make decisions. Decisions have to be made by people with decision making status. Only 1-2 people per unit should have decision making status. To learn to use the Admissions System, see the [training materials](#) online or make an appointment with the Associate Director of the Graduate School to assist you. A cheat sheet to the system can be found in Appendix B.

Applicants are more likely to accept the offer of admission if the program has acknowledged their application and supporting materials promptly and kept them informed about when they are likely to have an admission decision. Increasing communication with applicants increases the chance of the student choosing ISU.

### Sample Communications

Here are some sample e-mail messages that a program might send

#### Need more info

Thank you for your interest in the master’s in Oceanography at Illinois State University. We have received your university application, statement of purpose, and letters of recommendation, but we still need a current resume or CV from you before your file can be considered. Our admissions committee meets on January 15th to begin making its decisions for next fall. To assure full consideration, please make certain that any remaining materials reach us before that date. If you have any questions, please ask. We would be happy to answer them.

#### File complete

Thank you for your application to the master’s in Oceanography at Illinois State University. We have also received your statement of purpose, letters of recommendation and CV, so your file is

now complete. Our admissions committee meets for the first time on January 15th to begin making its decisions, and you can expect to hear from us again soon after that date.

[Waitlist Letter](http://grad.illinoisstate.edu/downloads/waitlistletter.pdf) <http://grad.illinoisstate.edu/downloads/waitlistletter.pdf>

Our admissions committee has completed its initial review of applications for fall. The limited number of spaces in the program makes it impossible for us to admit all qualified students, and we regret that we cannot offer you admission at this time. The committee did recommend that you be invited to join our program should a space come open later. Please let us know whether you would like to be placed on our wait list.

## **Making Admissions Decisions**

You will make decisions only on those applications in which you receive an e-mail from Admissions telling you it is ready. Admissions deems an application ready when they have all information, test scores, transcripts, and last 60 hour GPA's calculated. This does not mean that the supplemental materials have arrived. You will have to monitor this on your own.

Please make your admissions decision as soon as possible. We recommend that you do not hold decisions on admission until you have also made a decision on an assistantship offer. If other schools send their admissions decisions sooner, your applicants may assume that you are not interested in them and make plans to go elsewhere.

Keep in mind that traditionally international students will attend the university that sends their I-20 first. So, if you have a good international student, you should process him/her as soon as possible to increase the chance of them selecting ISU.

## **Admissions Notification**

As soon as Admissions processes the application with your decision, you may contact the applicant. Upon processing, the student's checklist will indicate either "accepted" or "pending". The pending designation means they either have not been reviewed or they were declined. Admissions sends hard copies of all decision letters

## **Low GPA Admits**

Applicants with admit GPAs 2.2 - 2.79 will not be granted regular admission and will need to be admitted on probation. They are also not eligible for an assistantship. The student has one



semester to establish a GPA at 3.0 or above or be terminated from the program. The student will not automatically be approved by the Graduate School. The Graduate Coordinator must provide a justification for this admission. Justifications typically include such things as: high GRE or other test score, successful work experience in the discipline, a note that the low undergrad GPA was due only to low grades outside the graduate field.

Applicants with admit GPAs under 2.20 will not be approved for any form of admission, regardless of the rationale. Coordinators desiring to help such students gain admission to the Graduate School should advise them to take at least 3 courses as a Visiting Student and then reapply if they establish a GPA of 3.0 or above.

## Deficiencies

If you have included conditions for deficiency courses upon admission you must also communicate them to the student after the student has been admitted. These deficiencies are tracked by the department and not the Graduate School or Registrar's Office.

## Visitor (formerly Student-at-Large) Admissions

Visitor applications for the spring and fall semesters close on the Friday before classes start. Under certain circumstances department chairs/school directors and graduate coordinators may ask Admissions to process a late visitor application. Those requests for exceptions to the application deadline must come to the Office of Admissions directly from the chair or coordinator's e-mail, not from the student.

Department chairs/school directors or graduate coordinators who confirm that there is an open seat in one or more of their courses and are willing to have the visitor add the course/s late may e-mail [Admissions@IllinoisState.edu](mailto:Admissions@IllinoisState.edu). The message should have the subject line VISITOR, LATE and state in the body of the message the student's name and the course number/s and section/s where the student is welcome. Those permissions to apply late do not require a special form or a Graduate School approval, only the e-mail message. The student's visitor application will then be processed after the deadline.

The chair/director or coordinator may require that the student first secure permission from the instructor of the course/s before considering a request for late processing of a visitor application. After the application for admission as a visitor is processed, the student will still need to register for the course.

## Tips for Admission Processing

- Making admission processes efficient as possible
  - Remove items not use such as GRE, letters of recommendation
- Set realistic deadline dates
  - Look at your competition’s dates
  - Do not close applications early and make late decisions (eg. Nov closure & March admits)
- The first University get an international application I 20 (decision) is where the student will go
- See target enrollment using data rather than arbitrary means; eg. we only want to advise X number of students
- Review applications quickly and as they come in
- Don't assume every student has to be on a graduate assistantship. Those not offered a GA position and need one can choose to go elsewhere
- Give faculty deadlines review applications. If they miss deadlines they do not get to provide feedback
- Know your show rate and enrollment data over the past several years

## Recruitment

### Improving Recruitment

Obviously all programs benefit from the presence of excellent students, but in times of tight budgets and declining enrollment recruitment is particularly important. Graduate programs with healthy enrollments are better positioned to make a case for department, college, and university resources, and to maintain their current resources.

Keep in mind enrollment numbers and trends are a required element of every program review. These trends are monitored closely and used to project enrollment each semester.

A steady increase in the number of graduate programs across the country and worldwide is making the search for qualified new students increasingly competitive. While many of our programs are already nationally and even internationally competitive, some others have been somewhat sheltered from competition. Those programs have attracted large numbers of “placebound” students, those who hold full time jobs in the area.

Here are a few suggestions to increase recruiting efforts:

- Review your program’s admission requirements in the Graduate Catalog. Ascertain if they accurately reflect what you require in practice? If you often waive some parts of

your requirements, you may be losing qualified applicants because they believe your published requirements and do not apply to your program. If you do not use some of the things required (ie. Letters of recommendation) in the admissions decision, do not require them of the applicant.

- Identify your 5-10 closest competitor programs and read their admission requirements. Do your requirements match your competitors?
- Review your program's website. Be certain that it is up to date, accurate and appealing to prospective applicants. Graduate students make their decisions based on what they know about a specific graduate program, not about the university in general. Attractive program webpages are crucial to successful recruitment. Graduate students report that the website is typically the primary factor in their initial decision to consider a given program (in contrast, graduate students name recruitment fairs as the least influential factor, less influential than "advice from my parents.")
- Review your program's data on applications, admissions and enrollments to see if there are areas in which to improve.
- Give timely admissions decisions to applicants.
- Make personal contact with applicants. Show them that they are important and ISU is a good place to be.
- Once a student is accepted, follow up with an e-mail to welcome them to the program and ask if they have questions.
- Look at area universities that have an undergraduate program in your discipline, but not a graduate program. Send the faculty at that university information about your program.
- Recruit within ISU. Reach out to the students who presented at the University Research Symposium.
- Ask faculty to personally contact their 3 brightest students to talk about graduate work. Many students do not know enough about graduate degrees to think about pursuing one.
- Establish a recruitment plan and enlist the faculty to help. Incorporate the recruitment money from the Graduate School to help your efforts.
- Determine your yield and show rates. (How many applicants do you attract? What percentage of applicants do you admit? What percentage of the students whom you admit actually enrolls in your program?) Programs that find themselves increasing the number of applicants without increasing the number of students whom they would like to admit may need to rethink their recruitment strategies and/or provide potential applicants more information about the demands of their program. Programs that admit many applicants who do not enroll may discover that they should be offering more admissions in order to meet their enrollment targets. The Graduate School can help you with this information.

## Graduate Assistantships

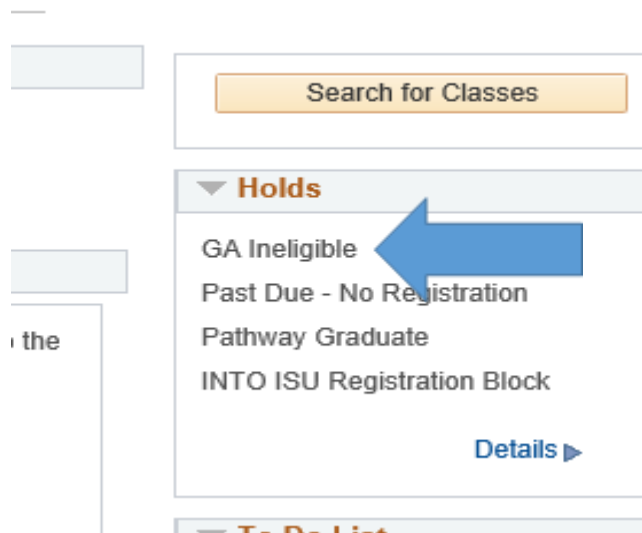
### Eligibility

Approximately one-third of all Illinois State graduate students have assistantship support. Graduate assistantships include a monthly stipend, which varies in amount depending on the number of hours required for the assistantship, student status, source of the funding, or nature of the assistantship assignment. Assistantships are intended to facilitate progress toward a graduate degree.

To be eligible for an assistantship a student must:

- be admitted as a degree student in a graduate academic program
- OR have a minimum of 120 undergraduate hours if in an integrated degree program
- be enrolled full time (9 hours per semester) during the contract period (with the exception of summer-only contracts) and maintain good academic standing
- further details on assistantships and eligibility can be found in the [Graduate Assistant Handbook](#) (pdf)

To check the eligibility of pathway students in CS, please open up the student Services Center & you will see this on the right:



If you click on the Details link, this is what displays. This indicator is listed as a positive (informational) indicator as it does not block the student from taking action on registration, getting transcripts, etc.

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
GA Ineligible		USD	Illinois State University	Initial Term	Summer Semester 2020	08/20/2018	08/07/2020	Graduate School
INTO ISU Registration Block		USD	Illinois State University	Initial Term		06/25/2018		INTO International Partnership
Past Due - No Registration		USD	Illinois State University	Spring Semester 2019		12/18/2018		Student Accounts Office
Pathway Graduate		USD	Illinois State University	Fall Semester 2018		07/26/2018		Admissions

## Classifications

The University offers five GA classifications:

1. *Graduate Teaching Assistantships*

A graduate teaching assistant's primary duties should be in support of instruction in a classroom or laboratory, including but not limited to responsibilities such as serving as a primary or secondary teaching instructor in a class or laboratory, assisting a faculty member with teaching-related tasks, grading student assignments which require knowledge of subjects taught in a class or laboratory, meeting with and/or tutoring students, holding office hours, preparing instructional materials, and assisting during class and/or lab, etc.

2. *Graduate Research Assistantships*

A graduate research assistant is generally assigned to assist individual faculty members with their research. The nature of the assistance varies by discipline and can involve a variety of activities such as library work, proposal writing and publications, data gathering, data analysis, field work and/or studio work, etc.

3. *Pre-Professional Assistantships*

Pre-professional assistantships are intended to provide valuable on-campus professional development for students working outside of the classroom and research arena. Graduate assistantships whose job assignments are closely aligned with their programs of study may be classified as pre-professional assistants. In consultation with the hiring unit, the Office of Human Resources assigns a student to this classification after a potential candidate has been identified.

4. *Graduate Practicum*

Specially qualified graduate students under the sponsorship of an external sponsor as well as under the supervision of a faculty or full-time staff member may participate in the University's

Graduate Practicum Placement Program. Typically, faculty/staff make initial arrangements for graduate student placements with an external sponsor while the Office of Research and Sponsored Programs administers the contract and the student appointment process. These assistantships are not the same as Professional Practice courses taken for credit and bearing the number 498.

5. *Administrative/Operational Assistantships*

Many graduate students perform administrative support functions that contribute to the smooth functioning of campus units. The duties of these graduate administrative/operational assistantships vary and may include, for example, administrative support, computer and digital media support, program planning, or any duties that do not meet the criteria of the other assistantships.

## Graduate Assistant Taxation

To comply with applicable state and federal law, the University must withhold any applicable income taxes (federal, state, Social Security, and Medicare) on taxable tuition waivers. Generally, teaching or research assistants are exempt from taxation on their entire tuition waiver, and all graduate assistants are exempt from taxation on the first \$5,250 of the tuition waiver for each calendar year. International students may also be exempt from taxation based on tax treaties between the U.S. and their home countries. Taxes on taxable tuition waivers in excess of \$5,250 are typically withheld from the paychecks in the last two months of any given semester: in November and December for the fall semester, in April and May for the spring semester, and in July and August for the summer terms. Additional information on tax withholding is available from the [Payroll Office](#). See Appendix A for the letter that should be distributed to graduate assistants. This letter is updated each summer and sent to graduate coordinators.

## External Practicum Assistantships

The University supports placing graduate assistants at external agencies through “Graduate Practicums”. These placements are treated as external funding to the University and are handled through Research & Sponsored Programs and Grants Accounting. If you are considering a practicum placement, please contact Research and Sponsored Programs early in the process for assistance with the University process. Keep in mind that the agency will pay the cost of the stipend and a 10% fee for indirect costs associated with the practicum. Students

have been placed at such places as the Community Cancer Center, Illinois Wesleyan Athletics, and the US Cellular Coliseum.

## GA Low GPA Exceptions

Students appointed to graduate assistantships must meet all requirements for academic good standing (3.0) and course load (9 hours fall and spring.) If at the end of any term the student does not meet those requirements, HR will not initiate a new contract or continue an existing contract unless the appointing unit has requested and received an exception from the Graduate School to appoint that student.

Appointing units that are not the student's academic department must defer to the Graduate Coordinator within the academic unit to request the exception. Low GPA exceptions are considered for one semester only, providing the student's cumulative graduate GPA is close enough to good standing that it can be raised to 3.0 at the end of one semester. Low GPA GA exceptions are not the same as academic probation: GAs who receive that one semester exception and do not reach 3.0 cumulative will need to return to good standing before they can be reappointed, even if their program agrees to extend their academic probation for an additional semester.

## GA Underloads & Course Load Waivers

Deadlines for each semester:

Summer semester: April 25<sup>th</sup>

Fall semester: July 25<sup>th</sup>

Spring semester: December 14<sup>th</sup>

Underload exceptions are generally approved 1) if recommended as an accommodation by Disability Concerns and supported by the student's academic program, or 2) for one semester only if the student is entering his or her last semester, has already filed for graduation, and can complete the degree in that term with fewer than 9 hours (in those cases the student is required to take only the courses required to complete the degree) 3) on a semester by semester basis if the student has completed all classes and registered for all required thesis or dissertation hours, but is still working on the thesis or dissertation. Graduate Coordinators will need to complete the PERS 938 or [Course Load Waiver form](#) for approval.

Note: Students not registered for 9 hours will **not** be automatically assessed ISU insurance fees. Late forms may preclude students from purchasing their own ISU insurance due to the deadlines.

## GA Stipend Loans

Formerly called emergency loans, a GA may be granted a stipend loan if she/he does not receive a check on time due to a department/school error. A student error prohibiting an on time paycheck will not be considered.

The appointing unit first makes a request by e-mail to Amanda Brown, [avbrow3@ilstu.edu](mailto:avbrow3@ilstu.edu) in the Human Resources Office. She will verify the stipend due and email Kim Shennett ([keshenne@ilstu.edu](mailto:keshenne@ilstu.edu)), Graduate School, who will authorize a short term loan against the GA stipend check. The loan will be for 80% of the stipend check that the student would be due to receive. The GA will need to pick up the voucher at the Graduate School office on the last day of the month, then take it to Student Accounts who will issue the money. (There is no service fee) The student must repay Student Accounts immediately when the actual GA stipend arrives.

## Part Time Assistantships

On March 23, 2015 the Graduate Council approved the Part Time GA Pilot Program that was originally piloted by the Mennonite College of Nursing.

Several programs at ISU are primarily designed as part-time programs that may appeal to students who are employed full-time or part time in the field and wish to pursue advanced degrees. The structure of these programs and its audience virtually assure that these students never take 9 credit hours in the fall or spring semesters. This has made them ineligible for graduate assistantships. Consequently, these students have been precluded from participating in a significant learning opportunity, colleges have been unable to tap into their substantial professional experience to support instructional needs of the college, and they have been unavailable to collaborate with faculty in course instruction and research.

### **Tuition & Fees:**

The Part Time GA program allows part-time students to be granted an exception to the minimum registration requirements for graduate assistants so that they may apply for graduate assistantships. Being chosen for a part time graduate assistantship allows the students to receive a tuition waiver at a rate proportional to the typical minimum registration requirement of 9 credit hours per semester; for example, students carrying 6 credit hours received a waiver for six-ninths of their tuition. In addition, if the appointment is for a fall or spring semester, the student will also receive a partial tuition waiver for the summer at a proportional rate. This rate is calculated by adding the total number of credit hours enrolled for the combined fall and spring semesters and dividing by 18 (i.e. number of credit hours enrolled by a full time graduate assistant); for example, students carrying 6 credit hours in the fall and 4 in the spring will receive a waiver for ten-eighteenths of their tuition. There are no reduction in fees for any GA's regardless of full or part time status.



## **Program Implementation:**

In order to fully implement this program, the following elements need to be included:

- All provisions of the GA Handbook will apply with the exception of those referring to minimum registration requirements, tuition waivers, and health insurance reimbursement. In particular, all students must carry health insurance, and they are guaranteed the same minimum stipends as students with equal FTE appointments.
- Part time GAs are limited to purchasing up to 4 semesters of health insurance (only Fall & Spring semesters count toward limit). They would also need to request/purchase for summer to keep it in force, but summer would not count toward the limit of four.
- A minimum of 6 credit hours per semester are required to be in the program.
- Because financial aid and student accounts information is not an automated process and with the implementation of the Campus Solutions system, the number of part time graduate assistants on campus will be limited to 20 students per semester. The request for a part time GA must be made to the Graduate School. If approved, the Graduate School will forward the information to Human Resources so the process may begin. These positions need to be a separate posting in Human Resources.
- The part time assistantships cannot replace existing civil service positions in order for the department/school to save money.
- Once a student holds one of the 20 available part time graduate assistantships, he/she will maintain the assistantship until graduating or being dismissed for reasons outlined in the Graduate Assistant Handbook.

## **Non-GA Financial Assistance**

### **Scholarships and Fellowships**

The Graduate School has several scholarships and fellowships available to incoming and existing graduate students. Most of these scholarships and fellowships are administered and selected by the Awards Committee of the Graduate Council. Criteria and applications can be found online at: <http://grad.illinoisstate.edu/funding/>. Please encourage your students to apply if they are eligible.

## General Tuition Waivers

Each department receives a pool of Graduate Tuition Waiver money from the College. Each department decides how to distribute this money but must have a process in writing. Typically these waivers are awarded on a competitive basis by departments/schools offering graduate programs to students who show promise for success and who have not received an assistantship, fellowship or other award funding tuition costs. Students must be in a degree program and in good standing. Keep in mind that periodically, the Tuition Waiver process is audited by the University. So, keeping accurate records is imperative.

## General Tuition Waiver Process

Here are the steps to awarding Departmental Graduate Tuition Waivers.

1. The form to be completed by students to request a tuition waiver has 3 parts:
  - a. 1) the tuition waiver on the Graduate School website ([http://grad.illinoisstate.edu/downloads/tuition\\_wavers/graduatetuitionwaiver.pdf](http://grad.illinoisstate.edu/downloads/tuition_wavers/graduatetuitionwaiver.pdf)), unaltered,
  - b. 2) the statement of registration compliance form, and
  - c. 3) additional department requirements form (if required). This form should be placed on the departmental website if a third page is added. If not, refer students to the Graduate School website.
2. Due to billing cycles for students and the awarding of financial aid packages, deadlines for tuition waiver applications have moved to a campus wide single deadline: August 20 (fall), January 20 (spring), and May 20 (summer). All waivers should be processed within 2 weeks of these dates.
3. The department reviews the applications based on detailed, written criteria. Decisions are made according to established departmental deadlines. The written criteria must be used to judge the awarding of waivers. Internal auditing will ask for the criteria and demonstration of its use.
4. Departments must show that at least 2 people have reviewed the applications and made a decision.
5. Notify students of the award.
6. Complete the Tuition Waiver Checklist: <http://financialaid.illinoisstate.edu/forms/department.php>. The first page must be completed for each student. The second page is completed one time per year. These

forms are kept on file in the department either electronically or hard copy. The forms will be requested if the department is audited.

7. Using Internet Explorer, complete the Department Scholarship Reporting Form at: <http://financialaid.illinoisstate.edu/forms/department.php>. Select Departmental Scholarship Dashboard on the right. You will see a listing of all electronic submissions. Select “Create new form” on the right.
8. Departments will not be allowed to spend more than their allocated amount each year. The system will now block overages.

Added to the Graduate Coordinator Handbook 6-27-2016

## International Student Tuition Waivers

The Office of International Studies and Programs has tuition waivers for international students. They can find the application at: <https://internationalstudies.illinoisstate.edu/students-scholars/get-started/financial-assistance/>

## Graduate Curriculum

### Graduate Curriculum Committee

The Graduate Curriculum Committee (GCC) is the venue for proposals for new and revised graduate degrees, sequences and certificates, new and revised 400 and 500 level courses, and requests for editorial revisions to the *Graduate Catalog*. Proposals come to the GCC after being approved by the department/school, College Curriculum Committee, and in some cases by the University Curriculum Committee (300 courses available to undergraduates as well as graduates) and Council on Teacher Education (courses in Teacher Certification programs.) Information about curriculum issues may be found on the website at: <http://grad.illinoisstate.edu/faculty/gcc/>. Be sure to check here for [deadlines for course proposals](#), [curriculum forms](#), the [proposal process](#), and [policies and procedures](#).

Proposers are invited and encouraged to contact the Director of Graduate Studies to discuss preliminary ideas for new or revised programs or courses. This may help you frame proposals to meet all university requirements, read drafts, and make suggestions to help you navigate the curricular review process as smoothly as possible.

Some small changes that do not affect requirements, course content or hours can be made as “editorial changes”. To determine whether the change you would like to make is editorial in nature there is a description of [editorial changes](#) on the website. If this does not address your question, e-mail the Graduate Catalog page number of the item you would like to change and the exact wording of your proposed change to Danielle Lindsey in the Registrar's Office

(delinds@ilstu.edu@ilstu.edu) with a note that you are inquiring about the possibility of an editorial change. She can let you know whether the change qualifies as editorial.

## HLC 50%+ Rule

A new policy that went into effect Fall 2014 states: All master's degree programs require a minimum of 50% of the non-thesis credit hours applied to the degree to be 400-level courses or above. This will require some programs to adapt the courses required of students. Graduate Coordinators must communicate these changes to faculty advisors as this is a policy mandated by the Higher Learning Commission.

## Graduate Council

### General Information

The Graduate Council formulates regulations and provides direction for the Graduate School regarding graduate education at Illinois State University. The Council consists of the Associate Vice President for Research and Graduate Studies (or designee, e.g., Director of Graduate Studies), members of three standing committees (Membership/Student Development, Curriculum, and Research) who are elected by full members of the graduate faculty, and two graduate students. Membership on the Council is comprised of faculty members with full graduate faculty status from each of the Colleges on Campus. The Council meets monthly during the Fall and Spring semesters. The meetings are managed by the Director of Graduate Studies.

The Graduate Council has primary responsibilities for policy making, serving as an advisory body, managing scholarships and awards, and determining graduate faculty status. Minutes and agendas are available on the [Graduate Council Meeting Materials](#) website.

### Graduate Faculty Status

The Graduate School has established policies through the Graduate Council pertaining to Graduate Faculty Status. The policies for graduate faculty status can be found within the [Graduate Council Bylaws Article IV: Membership](#). In addition to Graduate School policies, departments/schools may have additional [Membership Criteria and Procedures](#).

The [Graduate Faculty Membership Nomination Form](#) for Full or Associate Status must be completed and submitted with a current vita to the Graduate School (Campus Box 4040) by the October 1 deadline. All of the hiring documents and terminal degree transcript must have been submitted to the Academic Personnel Office prior to submission of the Graduate Faculty Status nomination.

## Exception for Teaching Graduate Courses

Per Graduate Council Bylaws, Article IV. Section 3D1, a 400 or 500 -level course is to be taught by graduate faculty. Should it become necessary for a non-graduate faculty member to teach a 400 or 500 -level course, the [Request for Exception](#) should be sent to the Director of Graduate Studies the semester/term in advance of the course being offered. If approved, the exception is good for one year from the beginning semester.

## International Students

There are very specific guidelines for admissions for graduate students. If you have questions about services for international students, please contact the [Office of International Studies & Programs](#).

## TOEFL and IELTS Scores

Students may take either TOEFL or IELTS to demonstrate proficiency in English. ISU accepts either score and sets the minimum for admission. Just as with GPA, programs may request exceptions for low scores, and/or they may require higher scores for their own program.

TOEFL/IELTS Score Comparison			
TOEFL		IELTS	
Paper Based	Computer Based	Internet Based (iBT)	
640-677	273-300	111-120	8.5-9
590-637	243-270	96-110	7.5-8
<b>550-587</b>	<b>213-240</b>	<b>79-95</b>	<b>6.5-7</b>
513-547	183-210	65-78	5.5-6
477-510	153-180	53-64	4.5-5
437-473	123-150	41-52	4
397-433	93-120	30-40	3-3.5
347-393	63-90	19-29	2-2.5
310-343	33-60	9-18	1-1.5
310	0-30	0-8	0-1

The minimum acceptable scores for admission to ISU are 550 Paper, 213 Computer, 79 iBT, and 6.5 band on IELTS

Students who receive less than the minimum acceptable score will be denied by the Office of Admissions without sending files to the department

## Request for exemption from TOEFL test

Occasionally it is obvious that an applicant who would otherwise be required to take the TOEFL exam is in fact an English speaker. For instance, an applicant from a non-English-speaking country may have attended only English-speaking primary and secondary schools because the parents were always posted to English-speaking countries. Programs may cite such circumstances to request that an applicant be exempted from submitting any TOEFL score.

Generally Admissions gleans this information from the application, and will already have filled in the exception on the decision sheet. If a program is recruiting a student and knows ahead that it wants to see the decision sheet without a TOEFL score, it should notify Admissions that the application will be arriving and ask that Admissions forward that decision sheet without the TOEFL.

Programs may request that a highly qualified student be admitted despite a TOEFL score that falls below the 79/213/550 cutoffs if there is substantial alternative evidence that the student is prepared to succeed in graduate school. The program uses the “rationale for exception” space on the decision sheet to explain the alternative evidence. In the “deficiency” space, the program may add a condition such as “student must enroll in [English Language Institute](#) during the fall semester.”

## English Language Institute

The English Language Institute offers students an opportunity to improve their English reading, writing, and speaking skills in classes specifically designed for them. ELI’s [Intensive English Program \(IEP\)](#) focuses on practical learning and the special needs of adult language learners. It includes at least 20 hours of class instruction a week. Integrated classes in Reading/Writing and Speaking/Listening focus on developing academic skills. All classes are taught in small groups of ten to 16 students.

Programs must inform students and the Graduate School of any deficiency requirements, and make certain that students know that ELI classes do not count for graduate or undergraduate credit. ELI classes are not covered by the tuition waiver, so students should be informed of the additional cost as well. Graduate students who are experiencing difficulty in classes due to English language issues may take one-semester reduced course load in order to take classes at the ELI to improve language skills. A review of the progress of all students admitted with low-TOEFL exceptions since 2004 indicates that they are doing well. The average GPA is 3.56, and only one has ever been on academic probation.

## Quick Guide to F-1 Students

<b>Date of Entry</b>	New students cannot enter the country more than 30 days before the program start date	The student risks being turned away at the border if they enter earlier
<b>Full Time Enrollment</b>	must be registered full time every Fall and Spring	UG: 12 credits GR: 9 credits <u>OR</u> at least 1 credit thesis
<b>Dropping Below Full Time</b>	only allowed for specific reasons	ISSS must authorize before the drop occurs
<b>Online Courses</b>	specific limits	only 3 credits can be online
<b>Summer Issues</b> (if summer is the student's first or last semester)	must be registered full time = 6 credits	cannot be enrolled in only online/internet courses
<b>Employment Issues</b>	on-campus work limit = 20 hrs/week while school is in session	no prior authorization required
	off-campus work can be full-time or part-time	<u>always</u> requires prior authorization, even if unpaid (CPT, OPT)
<b>CPT</b>	work before graduation; ISSS is the authority issuing the student's work authorization	must be related to degree & student must earn credit for work
<b>OPT</b>	work after graduation; USCIS is the authority issuing the student's work authorization (2-3 month processing time)	must be related to degree
<b>F-1 Termination</b>	If a student is in violation of their status, their F-1 record may be terminated. This can have serious consequences on the student's ability to work and study.	Student may have to depart immediately; the termination may affect their ability to obtain future visas and cause problems at the port of entry

More detailed information can be found at:

[Internationalstudies.illinoisstate.edu/students/immigration/](https://internationalstudies.illinoisstate.edu/students/immigration/)

If you have questions and would like to speak with an International Student Advisor:

call 438-5276 or email [InternationalStudents@ilstu.edu](mailto:InternationalStudents@ilstu.edu)

Please feel free to refer students to International Student and Scholar Services (ISSS).

Our hours and availability are listed online at: [Internationalstudies.illinoisstate.edu/](https://internationalstudies.illinoisstate.edu/)

## Most Common Student Visa Types

Visa Type	Purpose of category	Work on-campus	Immigration Documentation	Special Considerations
F-1	Full-time Student	Yes, up to 20 hours per week	I-20  Must show proof of funding for initial I-20 and any program extensions	Most common type of student visa. Must be enrolled full time to maintain status. Must have additional work authorization to work off campus.
J-1	Full-time Sponsored Student	Yes, with sponsor's permission	DS-2019  Must show proof of funding/sponsorship.	These students' education is funded more than 50% by a source outside of personal funds (i.e.: government sponsors or company sponsors.) At Illinois State visa type is typically used for exchange students.
H-1B	Full-time Specialty Employee	No	I-129, Approval notice for Non-immigrant worker, sponsored by the employer. Does not need to show funding for study	This is an individual who is here on a work visa, they may study part-time if it does not interfere with their full-time employment obligations
H-4	Dependent of H-1B visa holder	No, additional employment authorization is needed by USCIS	I-129, Dependent approval notice.  Does not need to show funding for study	This is a spouse or child of a specialty employee. They can study full time but cannot work on campus without additional work authorization.

## Program Review

Each program (major or graduate) undergoes formal review every eight years. The review process consists first of a self-report in which the program contextualizes program data compiled by the Office of Planning, Research, and Policy Analysis, proposes its own measures and benchmarks, reviews progress on the recommendations of the previous review, and makes recommendations for future changes as appropriate. Next, the University's Academic Planning Committee, an external committee of the Academic Senate, reviews the report and drafts a response. That response is discussed with the college dean or designee, the chair/director of the program, and graduate faculty members, who may all make requests and suggestions for modifications to that response. The Planning Committee takes that input into consideration and then finalizes its report, which goes to the IBHE and is published in the next Academic Plan.



Programs are categorized as “in good standing,” “flagged for review,” or “under temporary suspension.” The committee may also direct programs to consider selected issues and follow up with a report, either before the next program review or by some specified date. In cases of very low enrollment over the review period, a college and/or program may be instructed to consider whether a given program is still viable at Illinois State.

Chairs receive notice that the review is approaching a full year before it is due, and coordinators are often (but not necessarily) assigned by the chair/director to write the report on the graduate program/s. Included in this section are the current instructions for Program Review. Please note that there are some changes from year to year, and that when your program comes up for review you will need to follow the latest version of the instructions.

Coordinators are encouraged to take time now to locate and read the program’s most recent program review, and to be certain that any plans or concerns are being addressed now. The next review will ask for an account of progress on those areas, or an explanation of how needs and plans have changed.

Please pay particular attention to the need for an ongoing assessment plan in preparation for Program Review. If you have questions on how to construct a plan that will meet the demands of a future Program Review, the University Assessment Office can assist you.

As your program begins its review, Director of Graduate Studies Amy Hurd is available to field questions and also to read and make suggestions on your preliminary drafts. You may also direct questions to the Office of the Provost (contact Associate Provost Jim Jawahar or Bruce Stoffel). You can find a list of program review dates at: <http://provost.illinoisstate.edu/academic/review>.

## **Important Dates and Deadlines**

It is important for you to become familiar with the deadlines for completion and submission of forms for graduation along with the deadline for departments to submit comprehensive exam results. These are published on the [website](#).

## **Time to Degree**

All degree programs have a time to degree limitation in which all course work should be completed. Beginning with the semester the student first enrolls, the following outlines the time to degree limits:

# of Years	Degree/Program
6	MS/MA/SSP/Certificates
7	Integrated BS/MS programs
8	Ph.D./Ed.D./AuD.
8	MFA

Once students reach the time limit, they must either be dismissed or request an extension for time to degree. Only students making good progress toward degree completion will be granted an extension. All extensions are at the discretion of the Director of Graduate Studies. The [Request to Extend Time to Degree](#) form must be completed by the student, faculty advisor and signed by the Graduate Coordinator. The [Request for Dismissal](#) form is to be completed by the Graduate Coordinator.

## Thesis/Dissertation Information

### Continuous Thesis Registration

After the Thesis Proposal approval form has been approved by the Graduate School and a student has completed the courses on the approved degree audit including four to six hours of 499.00 Master's Thesis, the student is required to maintain continuous registration until the deposit of the final thesis and approval by the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration of 1 hour of 499.00 each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. Students should contact Student Health Insurance for further information.) The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term.

If circumstances prohibit continuous registration, a student must request a leave of absence from the department or school and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 499.00, at the current tuition rate, for each of the delinquent semesters upon reenrollment and/or reinstatement at the current tuition rate. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission.

### Continuous Dissertation Registration

Once admitted to candidacy in a doctoral degree program, as defined by the Admission to Candidacy policy, and after the student has completed all course work on the Degree Audit including the required number of hours (15) of 599 Doctoral Research, the student is required

to maintain continuous registration until the deposit of the final dissertation on ProQuest and is approved by the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration in 1 hour of 599.00 each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. Students should contact the Student Health Insurance Office for further information.) The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term.

If circumstances prohibit continuous registration a student must request a leave of absence from the department and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 599.00 at the current tuition rate for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission.

Full-time .90 registration is facilitated by Chris Bray via email. Student or graduate coordinator/support staff should email Chris at [grad.degree.audit@ilstu.edu](mailto:grad.degree.audit@ilstu.edu) with the following information:

- Department name & number
- Course Preference 499/599.90
- Term or terms for registration request
- UID or EMPLID and student name

Thesis/dissertation chairperson (one name only). For co-chairs, please use the primary chairperson or choose one name.

## Thesis & Dissertation Courses

Subject to departmental/school approval, master's students writing theses who have completed all of their course work and the 4-6 hours of Thesis (499)/15 hours of dissertation may either register for:

- one or more hours of Thesis (499)/dissertation (599), depending on the student's need to be considered a full time student or to make up for continuous registration deficiencies;
- 499.90/599.90 if the student is in the last semester of her/his program. 499.90/599.90 may be taken one time and is considered full time.

## Thesis/Dissertation Checklist

The thesis/dissertation process can be confusing to students. The following is a quick guide to helping you complete your thesis/dissertation within the <insert department>. While we attempt to keep everything up to date on this page, be sure to refer to the Graduate School

Guidelines <http://grad.illinoisstate.edu/academics/thesis-dissertation/> as the final authority in the process.

1. Establish a timeline for completing the thesis/dissertation, adhering to the Graduate School deadlines to ensure the thesis is completed in time for graduation. <https://grad.illinoisstate.edu/academics/thesis-dissertation/deadlines/>.
2. Establish your committee with a minimum of 3 members with Graduate Faculty Status.
3. Prepare the proposal & present it to the committee. Follow the Thesis Format template when preparing the manuscript. <https://grad.illinoisstate.edu/academics/thesis-dissertation/writing/>
4. At the proposal meeting, the Proposal Approval Form is to be completed and signed by the committee. This form requires IRB approval and a completed copyright checklist. You may not collect any data until this form is approved by the Graduate School. <http://grad.illinoisstate.edu/downloads/ProposalApproval.pdf>
5. Complete the thesis.
6. Register and submit the thesis to ProQuest. [www.etdadmin.com/ilstu](http://www.etdadmin.com/ilstu). There is a ProQuest instruction manual if needed. <http://grad.illinoisstate.edu/downloads/proquestaccountsetuppages.pdf>
7. Complete the Right to Defend form. <http://grad.illinoisstate.edu/downloads/RighttoDefend.pdf>. Return it to Hovey Hall 309.
8. Once the Right to Defend has been approved by the Graduate School, the student and committee set a defense date. The date and thesis draft must be made public at least 7 days prior to the defense. Student must receive Right to Defend from the Graduate School at least 7 days prior to the planned defense date.
9. The student notifies the Graduate School of the defense date. There is a 7 day waiting period between the right to defend being issued by the Graduate School and the defense date.
10. The Graduate School announces the defense date and title across campus.
11. Defend the thesis. Make any revisions required by committee.

12. Complete the Outcome of Defense form at the defense with committee signatures-  
<http://grad.illinoisstate.edu/downloads/outcomeofdefenseform.pdf>
13. Upload the final version of the thesis/dissertation to ProQuest [www.etsadmin.com/ilstu](http://www.etsadmin.com/ilstu) before the deadline.
14. Submit Final Deposit checklist and Outcome of Defense form to Hovey Hall 309, before the deadline.  
  
<http://grad.illinoisstate.edu/downloads/thesisfinaldepositchecklist.pdf>
15. Continue to check ISU email account for any formatting corrections that may be required by the Graduate School. Make corrections as necessary and upload corrected thesis/dissertation to ProQuest until approved by Graduate School.

## Degree Audits

A degree audit documents courses, credit hours, grades and other degree requirement specifics. The degree audit is to be completed no later than the beginning of the last semester in which the student is enrolled prior to graduation. The due dates are listed in the “[Important Dates and Deadlines](#)” on the Graduate School website. A student cannot graduate without an approved degree audit on file. Once an option has been approved on the formal degree audit, it can be changed only with approval of the student’s academic advisor. However, when a degree audit is submitted to the Graduate School in the semester of anticipated completion, it can be changed only with written approval of the academic advisor and the Graduate School. The [degree audit](#) is available online.

[Degree audit](#) forms can be sent to: [Grad.Degree.Audit@ilstu.edu](mailto:Grad.Degree.Audit@ilstu.edu). They may also be uploaded into the “Petition for Application Exception”. To enter the degree audits, follow these instructions:

1. Open My Illinois State.
2. Select “Employee” tab.
3. Select “Petition for Graduation Exception” under Area resources. If you do not have access to this tab, please let the graduate School know.
4. Select “Graduation requirement” and complete the necessary fields.
5. Upload the Degree Audit at the bottom of the page.

## Credit Hour Limits

Because the number of hours in specific courses that can count towards a degree can be confusing, here is a table of the most common ones.

<u>Max. # Hours</u>	<u>Course</u>
6	Thesis hours
6	400 (independent study)
9	Transfer from another university (excluding MFA)
6	MFA transfer from another university
9	393, 397, 400, 493, 498 (all combined)
50%+	400 level courses
12	Visiting Student hours transferring to a degree program

498 hours may not constitute more that 20% of a degree program.

## Petition for Graduation Exceptions

If a student has a special request or a unique situation that requires Registrar or Graduate School exceptions for graduation, the Petition for Graduation Exceptions should be completed so there is a record. This form is used for such things as graduation request to walk early, course substitutions, or exit option change, among others.

First time Users go to this link:

Petition Website:

<https://registrar.illinoisstate.edu/RegistrarForms/SubWaiver/SubWaiverAddEdit.aspx>

1. Open My Illinois State.
2. Select "Employee" tab.
3. Select "Petition for Graduation Exception" under Area resources. If you do not have access to this tab, please let the graduate School know.
4. Select "Graduation requirement" and complete the necessary fields.
5. Upload the Degree Audit at the bottom of the page.

NOTE: The petition site is used by both undergraduate and graduate advisors and coordinators. There is ONLY ONE Exception Type to choose for GRADUATE students to route to the correct destination.

Follow the example below to file a petition for Graduation Exception.

Some Examples: Request for an exception to walk early or late at a commencement ceremony. Substitution Waivers. Extension of Time. Degree or Certificate Audits. Currency requests. SAL overage requests. Exam results. Change of Degree Audit or Exit Option Change.

---

**Requestor Name**

**Requestor Email**

**Version Number**

1

**Exception Type \***

- Major Requirement not Met
- Minor Requirement not Met
- Honors
- Course Articulation

- General Education / University Studies
- College of Arts and Sciences Foreign Language
- IAI
- Teacher Education
- Graduation Requirement
- Graduate School Requirement

University College Petition

**Unit Approver ULID**  *Example: rredbird (optional) Used for internal approval. Your ULID will be ignored.*

**Student UID \***  *Example: 888224444*

**Student First Name \***

**Student Middle Name**

**Student Last Name \***

**Student's Email**  *Example: rredbird@ilstu.edu*

**Major \*** On the drop down menu, find the student's major code/program

**Anticipated Grad. Date \*** Choose Anticipated Grad. Date or Unknown

**Plan Number(s)**  *Example: 100 (Not Major Code)*

- Request \*** In the drop down menu, select one of the following:
- Change Plan of Study
  - Comp/Prelim Exam Results
  - Degree Audit/Plan of Study
  - Extension of Time
  - Leave of Absence
  - Currency
  - SAL Overage
  - Substitute Course
  - Other



**Recommended Action/  
Justification \***

Write a brief rationale for the recommended Action or Justification for the petition

This is a text input field with a light gray background and a thin border. It contains the text "Write a brief rationale for the recommended Action or Justification for the petition". On the right side, there are three small square buttons: a triangle pointing up, a square, and a triangle pointing down. At the bottom, there are two small square buttons with left and right arrows, and a larger square button with a right arrow.

**Additional Comments**

Add Any Additional Comments here.

This is a text input field with a light gray background and a thin border. It contains the text "Add Any Additional Comments here.". On the right side, there are three small square buttons: a triangle pointing up, a square, and a triangle pointing down. At the bottom, there are two small square buttons with left and right arrows, and a larger square button with a right arrow.

**Supporting Document**  
*PDF cannot exceed 4MB in size.*

Browse & Upload one supporting document as needed.  
Supporting Documents must be in pdf format.

## Appendix A: Grad Assistant Tax Information

### IMPORTANT INFORMATION! Graduate Assistant Taxation

The following is important information for all graduate assistants (GA) classified as **Practicum, Pre-Professional or Administrative/Operational**. For a description of classifications, see the [Graduate Assistant Handbook](#) page 6-7.

#### **Tuition Waivers, Loans and Taxability**

A GA receives a tuition waiver during the semester or term of the assistantship. Internal Revenue Service (IRS) regulations consider anything of value provided to an employee by an employer to be a form of compensation. This regulation may have the effect of reducing student loans and increasing tax liabilities.

The tuition waiver may count as income, and therefore the amount eligible to be received in student loans may go down. If the loan has been disbursed before an assistant has been awarded the waiver; the GA may have to repay some or all of the loans depending on the total loans received and the amount of financial aid the student is eligible to receive. Additional information on loan eligibility is available from the [Financial Aid Office](#).

To comply with applicable state and federal law, the University must also withhold any applicable income taxes (federal, state, Social Security, and Medicare) on taxable tuition waivers. Generally, teaching or research assistants are exempt from taxation on their entire tuition waiver, and all other graduate assistants are exempt from taxation on the first \$5,250 of the tuition waiver for each calendar year. International students may also be exempt from taxation based on tax treaties between the U.S. and their home countries. Additional information on tax withholding is available from the [Payroll Office](#).

#### **Tax Withholding Time Line**

Taxes on taxable tuition waivers in excess of \$5,250 are typically withheld from the paychecks in the last two months of any given semester: in November and December for the fall semester, in April and May for the spring semester, and in July and August for the summer terms. The GA will receive a letter from Payroll mid semester outlining the exact taxable amount. Additional information on tax withholding is available from the [Payroll Office](#). Use the [online tax calculator](#) to estimate tax withholding.

For more information see the [Graduate Assistant Handbook](#).

## Tuition Waiver

Below is a chart showing potential tuition waiver values based on 9 credit hours (Fall 2018 rates). The semester(s) bolded indicate when a student exceeds the \$5,250 taxation threshold. It is in these semesters that GA's will be assessed taxes on all tuition waivers above that threshold.

Residency	Tuition rate	Fall 2018 tuition	Spring 2019 tuition	Spring & Fall 2018 total tuition
In state	\$403/credit hour	\$3,632	\$3,632	<b>\$7,264</b>

## Solutions

Because this is a federal law, there is no solution to alleviate this taxation. However, there are some strategies students can use to help alleviate the stress of reduced paychecks.

1. A student may change their Form W-4 to adjust the amount of income tax withheld. To reduce the amount of tax withheld, the number of allowances will need to be increased. Adjusting the W-4 may have implications when they file their 2018 personal tax return. They may wish to consult their tax advisor before choosing this option. If they choose to change Form W-4, they may do so using the Self-Service functionality within iPeople at <https://tools.illinoisstate.edu/> (Self Service – Payroll & Compensation – W-4 Tax Information) or submitting a hardcopy of Form W-4 to the University Payroll Office.
2. An international student should contact Brenda Banwart at 309-438-3106 regarding W-4 changes.

## Sample Paycheck

Because the taxes will be taken out of GA checks the last 2 months in the semester, GA's can check the Graduate Assistant Pay Check Calculator on the Payroll Office site to determine the impact a taxable tuition waiver will have on their net pay.

<https://payroll.illinoisstate.edu/employee-information/my-paycheck/>

### For more information:

Contact	Telephone	e-mail
Tami Brown	438-8676	<a href="mailto:trbrow2@ilstu.edu">trbrow2@ilstu.edu</a>
Jeff Jacob	438-8675	<a href="mailto:jjjacob2@ilstu.edu">jjjacob2@ilstu.edu</a>

## Special Tax Concerns for International Students

- If the individual students are present on a F or J student immigration status and considered a nonresident alien for tax purposes, the non-resident alien (NRA) exception applies and individuals are not subject to employment (e.g., Medicare, OASDI) taxes.
- If the individual students are present on an F or J student immigration status and considered a resident alien for tax purposes, the individuals may be subject to employment (e.g., Medicare, OASDI) taxes, if student exception does not apply. For student exception to apply, individuals must be enrolled in a minimum of three (3) credit hours during the summer term.
- For income tax purposes, the same rules apply as occurred throughout the academic year. If individual has treaty benefits, the treaty benefits may expire sooner. The individuals may hit higher marginal tax rates at year end. And if a resident alien for tax purposes with a treaty benefit possessing an amount savings clause, treaty benefit may be lost (rare circumstance).

## In-state and out-of-state tuition

As per policy **2.2.17** (<http://policy.illinoisstate.edu/students/2-1-17.shtml>) graduate assistants are treated as residents. This means tuition is charged and waived at in-state rates. Once an out of state student is no longer a graduate assistant, they will be charged at out of state tuition rates.

## Fees

GA's are required to pay student fees for any semester during which they receive a tuition waiver. Their student bill will contain a description of the fees and their amounts. The fees are set each year by the Board of Trustees. A detailed description of these fees can be found at: <http://studentaccounts.illinoisstate.edu/tuition/graduate.php>.

## Appendix B: Admissions Cheat Sheet

### Admissions Application Review Reference Sheet

**Website:** <https://cs.illinoisstate.edu>.

#### Overview of the navigation of CS:

<https://at.illinoisstate.edu/system/files/training/Navigating%20the%20Campus%20Solutions%20Upgrade.pdf>

#### Basic Information about the Applicant – addresses

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/EVALUATE\\_APPLICATIONS.ADM/APPL\\_MAINTNCE.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/EVALUATE_APPLICATIONS.ADM/APPL_MAINTNCE.GBL)
2. Insert an emplID # listed. The default is UGRD. It needs to change to GRAD
3. Application Program Data tab – plans & sub-plans

#### Letters of Rec; Questions; Supplemental Materials

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/OAA\\_ONLINE\\_APPLICATION.OAA\\_ADMIN\\_VW\\_ALL.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/OAA_ONLINE_APPLICATION.OAA_ADMIN_VW_ALL.GBL)
2. <insert identifier – put in name, application #, or ULID>
3. Search
4. The General Materials Tab gives you supplemental materials
5. The recommendations tab gives you the letters of recommendation
6. The questions tab lists answers to questions. Be sure to click “view all”.
7. Concentrations are listed as supplemental questions – ie. Theatre, MBA

#### Letters of Rec Directly

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/OAA\\_ONLINE\\_APPLICATION.OAA\\_REC\\_OMM\\_A\\_VW.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/OAA_ONLINE_APPLICATION.OAA_REC_OMM_A_VW.GBL)

## Test Results

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/PROCESS\\_APPLICATIONS.ACAD\\_TST\\_RSLT\\_ADMA.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/PROCESS_APPLICATIONS.ACAD_TST_RSLT_ADMA.GBL)
2. Enter ID number, sometimes it automatically generates
3. Search

## Transcripts & Application PDF

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/CC\\_BIO\\_DEMO\\_DATA.SCC\\_BIO\\_DEMO.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/CC_BIO_DEMO_DATA.SCC_BIO_DEMO.GBL)
2. Log in on the right side.
3. You do not need the information on the left screen. So, slide the right screen over to see transcripts.
4. The PDF of the application & a list of transcripts should appear. The GPA is within the application

## Decisions/Comments/ Last 60 GPA

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/EVALUATE\\_APPLICANTS.APPLICANT\\_EVAL.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/EVALUATE_APPLICANTS.APPLICANT_EVAL.GBL)
2. Enter applicant information
3. Application evaluation – use the right screen & drag it over to be a full screen.
4. If the right hand screen does not load, click on the down arrow under “Related Content” in the upper right corner.

## Checklist of application materials

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/SCC\\_ADMIN\\_OVRD\\_STDNT.SSS\\_STUDENT\\_CENTER.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/SCC_ADMIN_OVRD_STDNT.SSS_STUDENT_CENTER.GBL)

## To change sequences:

Graduate coordinators can change the sequence (sub-plan) for their students without going through Admissions. There is a step by step guide at: <http://emas.illinoisstate.edu/aac/cs-training/major-minor-changes/changeaddseq.php>. You will have to log in to the EMAS portal & select the change sequence documents.

## Appendix C: Navigating Campus Solutions- Useful Links

To see grades in order by term:

1. [https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/SSR\\_ADVISEE\\_OVRD.SSS\\_ADVISEE\\_LIST.GBL?EMPLID=1000130051&PAGE=SCC\\_SUM\\_ACADEMICS](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?EMPLID=1000130051&PAGE=SCC_SUM_ACADEMICS)
2. Under View data for another student – enter a name, ID, etc, enter



The screenshot shows the 'Advisor Center' navigation menu with the following options: my advisees, student center, general info, transfer credit, and academics. Below the menu is the heading 'My Advisees'.

 There is no information for the transaction you requested.

[VIEW DATA FOR OTHER STUDENTS](#)

3. Automatically sends you to “Advisee Student Center” tab
4. On the “Student Center” tab, select the “course history” under the academics pull down menu & click the arrows. A list of all courses should appear.

The screenshot shows the 'Academics' section with a dropdown menu set to 'Course History'. To the right, there are links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. Below these are icons for 'Deadlines', 'URL', and 'Descr'. A table titled 'This Week's Schedule' is displayed with the following data:

	Class	Schedule
	MUS 498A02-001 PPR (1129)	Room: TBA
	MUS 498A90-001 PPR (1149)	TBA

Below the table is a link for 'weekly schedule' with a right-pointing arrow.

5. Under “sort results by”, select “term”

The screenshot shows the sorting options with 'Sort results by' set to 'Term' and 'Then by' set to an empty dropdown. A green 'sort' button is located below the dropdowns.

## 6. Sort

### **Class Rosters:**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ESTABLISH\\_COURSES.CLASS\\_ROSTER.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ESTABLISH_COURSES.CLASS_ROSTER.GBL)

### **Course Search**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ESTABLISH\\_COURSES.CLASS\\_SEARCH.GBL?PAGE=SSR\\_CLSRCH\\_ENTRY](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ESTABLISH_COURSES.CLASS_SEARCH.GBL?PAGE=SSR_CLSRCH_ENTRY)

### **External Academic Institution list:**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/PROCESS\\_TRANSFER\\_CREDIT.ACAD\\_HISTORY\\_PERS.GBL?EMPLID=1000711153&PAGE=SAD\\_EXT\\_EDUCATION2](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/PROCESS_TRANSFER_CREDIT.ACAD_HISTORY_PERS.GBL?EMPLID=1000711153&PAGE=SAD_EXT_EDUCATION2)

### **Graduation Status**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ISU\\_APPLY\\_GRAD\\_ADMIN.ISU\\_GRAD\\_APPLY3.GBL](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/ISU_APPLY_GRAD_ADMIN.ISU_GRAD_APPLY3.GBL)

### **Program & Admit Dates**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/TRACK\\_STUDENT\\_CAREERS.ACAD\\_PLAN.GBL?ACAD\\_CAREER=GRAD&EMPLID=1000147148&STDNT\\_CAR\\_NBR=0&PAGE=STDNT\\_PROG](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/TRACK_STUDENT_CAREERS.ACAD_PLAN.GBL?ACAD_CAREER=GRAD&EMPLID=1000147148&STDNT_CAR_NBR=0&PAGE=STDNT_PROG)

### **Program & Plan**

[https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/TRACK\\_STUDENT\\_CAREERS.ACAD\\_PLAN.GBL?ACAD\\_CAREER=GRAD&EMPLID=1000413228&STDNT\\_CAR\\_NBR=1&PAGE=STDNT\\_PLAN](https://cs.illinoisstate.edu/psp/PISU1J/EMPLOYEE/SA/c/TRACK_STUDENT_CAREERS.ACAD_PLAN.GBL?ACAD_CAREER=GRAD&EMPLID=1000413228&STDNT_CAR_NBR=1&PAGE=STDNT_PLAN)



## Appendix D: Campus Solutions Terms/Information

### Academic Calendar

<p><b>Term</b></p> <p>A period of time containing one or more academic sessions</p>	<ul style="list-style-type: none"> <li>• Fall, Spring, and Summer</li> </ul>
<p><b>Term Code</b></p> <p>A four-digit code associated with an academic term. Term codes are formatted as 2BBC, where BB refers to the last two digits of the second half of the academic year, and C refers to the specific term number (2 for fall, 5 for spring, 8 for summer).</p>	<ul style="list-style-type: none"> <li>• 2152 – Fall term of the 2014-2015 academic year</li> <li>• 2155 – Spring term of the 2014-2015 academic year</li> <li>• 2158 – Summer term of the 2014-2015 academic year</li> <li>• 2162 – Fall term of the 2015-2016 academic year, etc.</li> <li>• Semester codes – 2=fall; 5=spring; 8=summer</li> </ul>

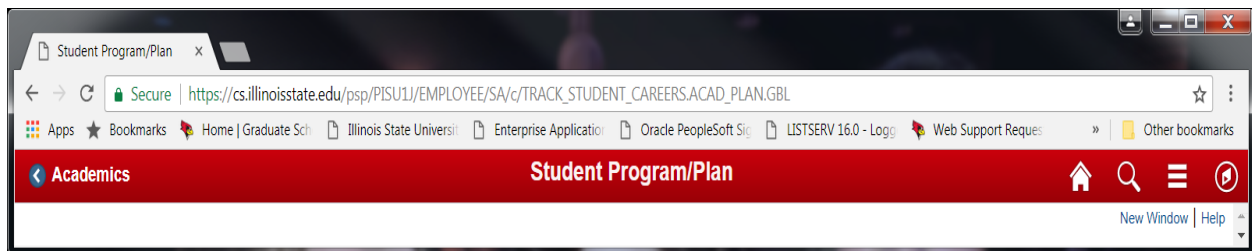
### Academic Structure

<p><b>Career</b></p> <p>All the course work undertaken by a student that is maintained in a single record.</p>	<ul style="list-style-type: none"> <li>• Undergraduate, Graduate, Continuing Education</li> </ul>
<p><b>Program</b></p> <p>The entity to which a student applies, is admitted, and ultimately graduates from.</p>	<ul style="list-style-type: none"> <li>• Combination of College and Career – COB Undergrad, CAS Grad, and so on</li> <li>• Others – Provost, Non-Degree, several graduate certificate programs</li> </ul>
<p><b>Plan</b></p> <p>The course of study a student follows to fulfill the requirements of a degree.</p>	<ul style="list-style-type: none"> <li>• Majors (including Masters and PhD)</li> <li>• Minors</li> <li>• Course of Study – certificates and pre-professional plans</li> <li>• Preparation – MDI, ELI, dual-enrolled H.S. students, visiting students</li> </ul>
<p><b>Sub-plan</b></p> <p>An area of specialization within an academic plan.</p>	<ul style="list-style-type: none"> <li>• All sequences – e.g. Creative Writing (sub-plan of English), Agribusiness (sub-plan of Agriculture), and so on</li> </ul>

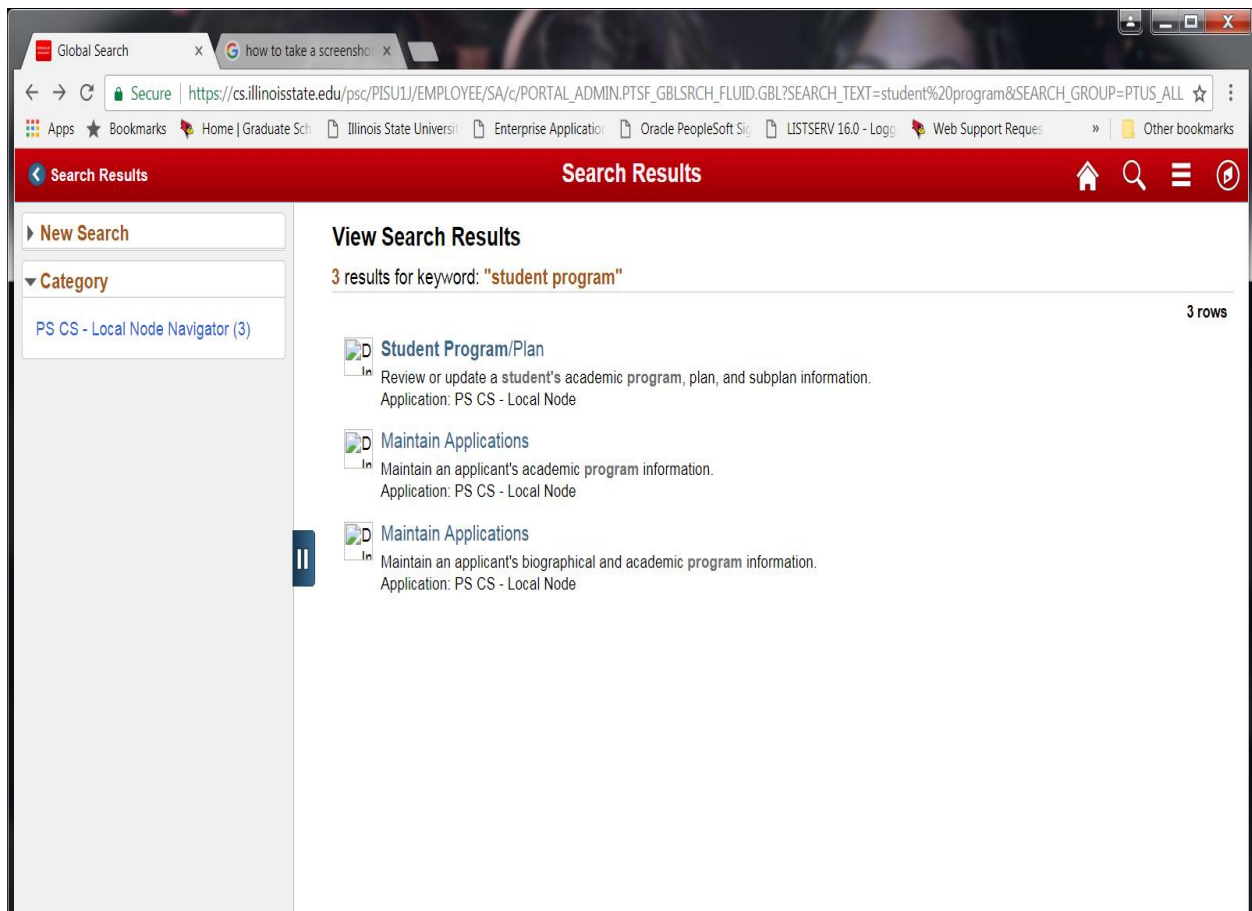
## Appendix E: Instructions for Changing or Adding a Sequence (Sub-plan) to a Student's Record

Graduate coordinators can change the sequence (sub-plan) for their students without going through Admissions. This change is made on the “Student Program/Plan” page.

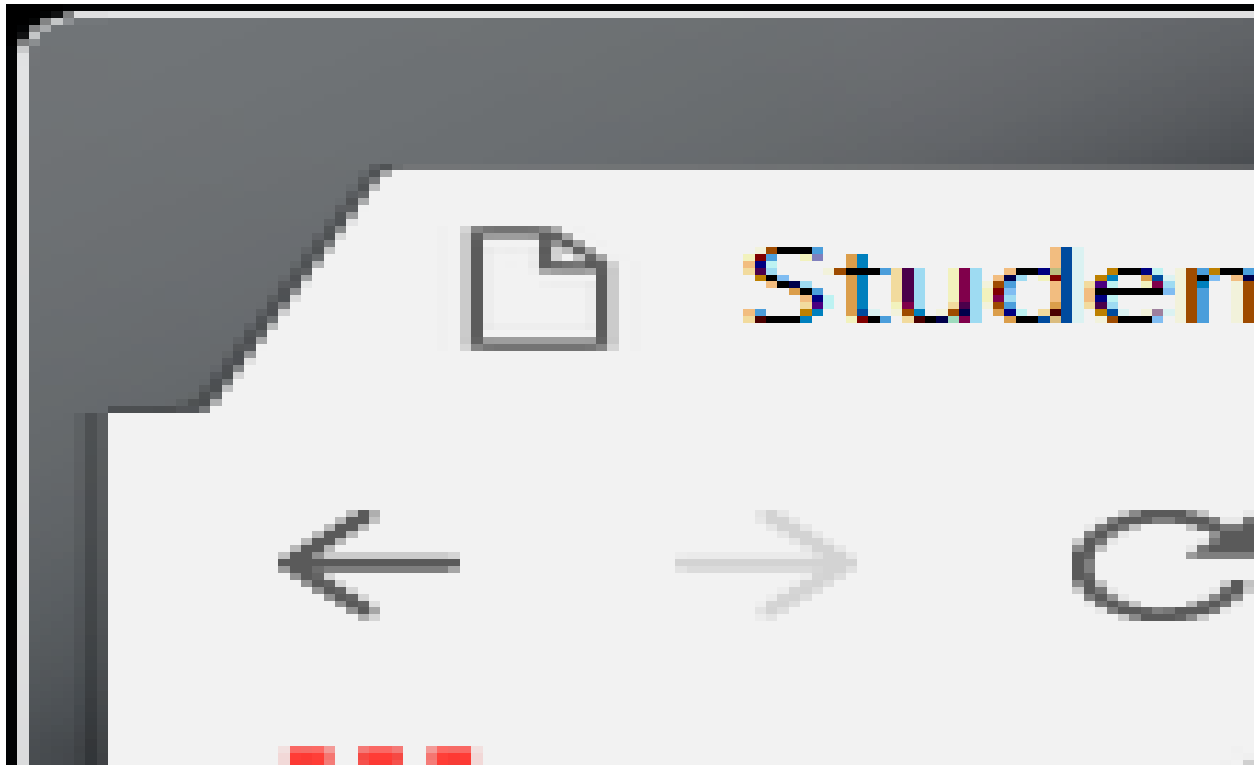
The easiest way to find the Student Program/Plan page is to click on the picture of the magnifying glass (global search) on the top red bar. Enter the words “Student Program” and press the “Enter” key.



You should see the following page. Click on “Student Program/Plan” link.



You should see this page. Enter the student's UID or ID and press enter.



You will see the following screen. The changes will be made on this screen. Be sure to select the correct career number – you may have to click on each one (if more than one) to find it.

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

Reggie Redbird      1000851553     

**Academic Career:** Undergraduate      **Career Requirement Term**      **Student Career Nbr:** 0

Find | View All    First 1 of 4 Last

<b>Status:</b> Active in Program <b>*Effective Date:</b> 04/03/2015 <b>*Program Action:</b> MATR  Matriculation <b>Action Reason:</b> BTCH  Batch Matriculation <b>*Academic Institution:</b> ILSTU  Illinois State University <b>*Academic Program:</b> CST  Applied Sci & Tech Undergrad <b>*Admit Term:</b> 2162  Fall 2015 <b>Requirement Term:</b> 2162  Fall 2015 <b>Expected Grad Term:</b> <input type="text"/> <b>Year of Program:</b> 01 - First Year <b>APT Instance:</b> <input type="text"/> <b>Cohort Tag:</b> <input type="text"/> <b>Last Updated On:</b> 04/03/2015 2:45:13PM <b>By:</b> SAD_APL_PRG - GJBARRE	<b>Effective Sequence:</b> <input type="text" value="1"/> <b>Action Date:</b> 04/03/2015 <b>Joint Prog Appr:</b> <input type="checkbox"/>	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">       Click this button to add a new row     </div>
--	---	--

**Admissions**

From Application  
 Application Nbr: 00034857  
 Application Program Nbr: 0

**\*Campus:** MAIN Main

**\*Academic Load:** Full-Time

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

1. Add a new row on the Student Program page using the plus sign in the upper right hand corner.
2. Click history before adding data.
3. Enter the program action of PLNC (Plan Change)
4. Enter the action reason of CSUB (Change Sub-Plan)
5. DO NOT change any other information on this page, as subplans are only tied to their plans

(continue to next page)

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

Reggie Redbird      1000851553          

**Academic Career:** Undergraduate      **Career Requirement Term:**      **Student Career Nbr:** 0

Find | View All    First 1 of 5 Last

<b>Status:</b>	Active in Program	<b>Effective Sequence:</b>	1
<b>*Effective Date:</b>	11/01/2015	<b>Action Date:</b>	11/30/2015
<b>*Program Action:</b>	PLNC  Plan Change	<b>Joint Prog Appr:</b>	<input type="checkbox"/>
<b>Action Reason:</b>	CSUB  Change Sub-Plan		
<b>*Academic Institution:</b>	ILSTU  Illinois State University		
<b>*Academic Program:</b>	CST  Applied Sci & Tech Undergrad		
<b>*Admit Term:</b>	2162  Fall 2015		
<b>Requirement Term:</b>	2162  Fall 2015		
<b>Expected Grad Term:</b>	<input type="text"/>		
<b>Year of Program:</b>	01 - First Year		
<b>APT Instance:</b>	<input type="text"/>		
<b>Cohort Tag:</b>	<input type="text"/>		
<b>Last Updated On:</b>	04/03/2015 2:45:13PM		
<b>By:</b>	SAD_APL_PRG - GJBARRE		

**Admissions**

From Application

Application Nbr: 00034857

Application Program Nbr: 0

**\*Campus:** MAIN Main

**\*Academic Load:** Full-Time



      

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

6. Click on the Student Sub-Plan tab
7. If a subplan already exists in the Academic Sub-Plan field, you may overwrite this with the new subplan information for the student
8. If no subplan exists in the Academic Sub-Plan field, enter in the subplan information or use the lookup button to select the appropriate value from the list of options

(continue to next page)

Student Program | Student Plan | **Student Sub-Plan** | Student Attributes | Student Degrees

Reggie Redbird 1000851553  

**Academic Career:** Undergraduate **Student Career Nbr:** 0




Find | View All First 1 of 5 Last

**Status:** Active in Program **Admit Term:** Fall 2015  
**Effective Date:** 11/01/2015 **Effective Sequence:** 1  
**Program Action:** Plan Change **Action Date:** 11/30/2015  
**Action Reason:** Change Sub-Plan  
**Academic Program:** Applied Sci & Tech Undergrad Illinois State University


Find | View All First 1 of 1 Last


**Academic Plan:** Family and Consumer Science BS - Major  
**Requirement Term:** Fall Semester 2015

Find | View All First 1 of 1 Last

\***Academic Sub-Plan:**   Apparel Merch Design-Design  

**Academic Sub-Plan Type:** Sequence

\***Declare Date:**  

\***Requirement Term:**   Fall 2015

OK Cancel Apply

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

9. Click OK to save the changes