NYiT
NEW YORK INSTITUTE OF TECHNOLOGY

GRADUATE ASSISTANTSHIP GUIDELINES 2015-2016

Introduction:

The NYIT Graduate Assistantship Program is available to full-time matriculated students in a graduate program at NYIT. Graduate Assistants may not work in the College's Work Study program but may be eligible for Student Aide. **Please note that part-time employees, including Graduate Assistants, may not work more than 999 hours in a single calendar year.**

These Graduate Assistantship guidelines have been revised to adhere to recent Immigration and Naturalization Service and Federal Income Tax regulations. **Please note that no exceptions to these regulations can be made.**

All required forms can be found on the NYIT website at:
http://www.nyit.edu/academic_affairs/graduate_assistantship/

Application Process:

1. Apply online at http://www.nyit.edu/academic_affairs/graduate_assistantship/
2. Complete Graduate Assistantship Application prior to **July 1, 2015** for the Summer semester. In the Fall semester please submit prior to **October 1, 2015** and in the Spring semester prior to **March 1, 2016**.
3. If completed paperwork for Graduate Assistants is not received by the Office of Academic Affairs prior to the dates mentioned above, your department will be charged.
4. Please indicate on the front application sheet the Graduate Assistantship type:
   - **Research Assistant -** Research Assistants work with faculty on specific scholarly projects, in which they may do one or more of the following tasks: collect data, perform statistical analysis, run experiments, interview subjects, do library work, edit manuscripts, etc.
   - **Teaching Assistant -** Teaching Assistants work with faculty in a specific course, in which they may do one or more of the following tasks: grade exams and/or assignments; assist students in studying or completing homework; assist students in performing laboratory exercises; give an occasional lecture or presentation to the class; etc.
   - **Graduate Assistant -** Graduate Assistants perform duties as assigned that are not clearly those of the Research or Teaching Assistants, but are beneficial to the operation of NYIT and provide a learning experience to the student.
5. Attach required tax and immigration forms and copies of identification documents
   - All employees must have an I-9 form on file

- All employees must have a W-4 (or pertinent tax document) on file
- All employees must have a Social Security Number verified by presentation of their card; restrictions noted on the card must also be legible on the copies
- All International Students must have an F-1 visa, and an I-20 form

6. Students must have a Cumulative Grade Point Average at or above 3.25 (1st semester students must have permission from their advisor)
7. Obtain signature of student's graduate advisor and work supervisor
8. Send completed package to Dean or Director of department for which the GA will work
9. Dean or Director will sign and mail package to the Office of Academic Affairs, Tower House (**keep a copy of the complete package after signature of the Dean**)
10. Once Academic Affairs has verified that the department is entitled to the credit hours, that the application forms are complete, and that the student is academically eligible, the package will be sent to Financial Aid for checking on the student's eligibility and the posting of the award
11. Financial Aid will send the forms to payroll for tax processing, and the award will be posted to the student's bursar account
12. At the end of the semester, the department must submit the GA Completion form with the weekly timesheets to the Office of Academic Affairs; failure to do so will cause revocation of the student's financial aid award.

Eligibility:
The academic criteria for graduate assistantship eligibility:
1. Fully matriculated and attending full-time in graduate studies at NYIT
2. During the summer term a student must be registered for at least one credit-bearing course and cannot earn more tuition credits than the number of credits for which s/he is registered
3. For students who have completed at least one semester of graduate work at NYIT: a minimum cumulative GPA of 3.25
4. For new graduate students: a strong recommendation from their Dean based on their previous academic achievements
5. The student's academic advisor or Graduate Program Director must sign the Graduate Assistantship Application Form, and in so doing attest that the student is recommended for a Graduate Assistantship and satisfies all the academic and non-academic eligibility requirements
6. The student must either be a US citizen or document an immigration status that allows employment

Compensation:
Assistantships are to be offered in the form of tuition credits only; no stipends will be paid through the Graduate Assistantship program. We encourage you to hire students for either 3 or 6 credits per semester. Students who receive 3 credits are to work 10 hours per week for 15 weeks (i.e. 150 hours), and students who receive 6 credits are to work 20 hours per week for 15 weeks (i.e. 300 hours). You may make adjustments at a rate of 1

credit for 50 hours/semester (e.g. a student earning 4 credits would work 200 hours/semester; a student earning 2 credits would work 100 hours/semester). International students cannot work more than 20 hours/week and no student may work more than 999 hours for the calendar year. **Please note that a student cannot receive more tuition credits than their tuition balance after factoring in scholarships, discounts and other financial awards.**

A Graduate Assistantship Completion form must be submitted to the Office of Academic Affairs at the end of the semester. This form verifies that the student worked the number of hours appropriate for the tuition credits received. All graduate assistants must submit signed weekly timesheets to their supervisors. These timesheets, also signed by their supervisor must be attached to the Graduate Assistantship Completion form when that form is submitted to Academic Affairs. Students who do not complete their hours will lose tuition credits in proportion to the hours missed, and will be billed for the balance.

Graduate Assistantships, including Research Assistantships or Fellowships, that are funded by external agencies will be compensated at the rate and in the manner contracted between NYIT and the funding agency. In such cases the approval of the Director of Grants Management is also required and a copy of the relevant sections of the funding contract should be attached to the GA Application form.

Graduate Assistantships cannot be funded by internal grants. For more information on how students can be funded from internal grants, please contact the Office of Sponsored Programs and Research.

Tax Information:
Graduate Assistants, including out-of-state residents and international students, may be liable for income taxes on the value of their assistantships according to Internal Revenue Service regulations. Therefore all graduate assistantship applicants must fill out and attach to the GA Application form the following:
1. W-4 form http://www.irs.gov/ (see checklist for pertinent W-4/tax form)
2. Copy of a valid social security card, with restrictions legible on the copy
3. Signed NYIT Tax Information form
4. I-9 form for ID purposes, which must be signed by the supervisor, with copies of acceptable documents that verify identity and either proof of US citizenship or immigration status attached
5. For international students, a copy of student's F1 Visa and I-20 immigration form showing issuance to NYIT and new expiration date or allowance of "duration of status"
6. International students may be required to complete other tax forms as required by law. In these circumstances the student will be informed and the forms provided by payroll.

Students who do not have a Social Security card or proper immigration status may not work at NYIT. Please note that not all Social Security cards give the right of

employment; some specifically prohibit employment. Visas other than the F-1 most likely do not allow employment.

Personal Identification
The supervisor of the student must complete and sign the I-9 form. This form documents the identity of the employee; it can be obtained along with other Graduate Assistantship forms on the NYIT website at:
http://www.nyit.edu/academic_affairs/graduate_assistantship/.

Copies of documents that demonstrate identification must be attached. Please make sure that a student who claims to be a US citizen or permanent resident has proper documentation.

International Student Applications:
Students who hold F1 visas may work a **MAXIMUM** of 20 hours per week in all employments combined when school is in session.

Students must show their F1 Visa with NYIT listed as their eligible college (and their I-20 form if the F-1 is expired or issued to another college) or they cannot work at NYIT (attach copies to the application).

Deferment of Tuition Credits:
Students are not permitted to carry tuition waivers from one semester to another or from one year to another.

The Office of Academic Affairs will be coordinating all Graduate Assistantships. If you have any questions, please feel free to contact Sheri Kelleher at skellehe@nyit.edu, or Rosemarie Feurtado at rfeurtad@nyit.edu.