GRADUATE COORDINATOR HANDBOOK

Contents

General Information

Mail Code 4040
Illinois State University
Normal IL 61790-4040

Graduate School: 309-438-2583

Staff Contacts and Responsibilities

Alexis Adams kaadam3
438-5679
208 Hovey Hall
Marketing Associate

Primary responsibilities: Recruitment of graduate students, prospective and admitted student correspondence, implementing Graduate School messaging/communications in Slate.

Chris Bray grad.degree.audit (Use this alias email address to reach Chris/Mike Castillo.)
438-2585
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

Dana Davidson dddavid
438-2597
208D Hovey Hall

Primary responsibilities: Scholarships and fellowships, Three Minute Thesis, Doctoral hooding ceremony, budget and vouchers, visiting graduate students.

Denise Fries-Romack dmfries
438-5998
208 Hovey Hall
Admissions Processor

Primary responsibilities: Processing domestic admissions applications, working with graduate coordinators on review of domestic applications.

Erin Hastings eehasti
438-2583
208 Hovey Hall
Theses/Dissertation Associate

Primary responsibilities: Coordinator theses and dissertation processes, thesis and dissertation format reviews, thesis dissertation form processing and questions.

Alek McMath akmcmat
438-7299
208 Hovey Hall
Marketing Associate

Primary responsibilities: Oversees weekly newsletter content and delivery, social media scheduling, posting, and analytics tracking on Graduate School platforms, produces news articles on behalf of the Graduate School, creates graphics and media for social media content and ads, assists in the creation of communication plans and marketing strategy.

Mindy Kinney mdkinn2
438-7163
208A Hovey Hall
Assistant Director

Primary responsibilities: Coordinates professional development for graduate students and faculty, analyzes and interprets data from various platforms, runs reports for recruitment and retention, and supervises the thesis and dissertation process.

Emma Kopko elkopko
438-5745
208C Hovey Hall
Assistant Director, Graduate Studies

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

Frank Korte fhkorte
438-2189
208 Hovey Hall
Admissions Processor

Primary responsibilities: Processing domestic admissions applications, working with graduate coordinators on review of domestic applications.

Noelle Selkow nselkow
438-2583
209 Hovey Hall
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, planning and management of the University Research Symposium, general questions on Graduate Assistantships.

Colby Cilento
Copyright Officer
copyright@ilstu.edu

Primary responsibilities: Overall administration of copyright issues and resources.

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 will occur in 2 formats, small group discussions and larger meetings. The small group discussions will take place in October over lunch. The larger themed meetings will take place once a month. The Spring will follow the same format. Small group meetings will occur in March, with larger themed meetings once a month. Important information will be shared through the graduate coordinator listserv.

Admissions

Slate Admissions System

If a coordinator or reviewer does not have access to the Slate admissions system, please forward their name, ULID, and access level to the Assistant Director (Emma Kopko) of the Graduate School. A ticket will be opened to grant access. Access level is either "approver" or "reviewer". Reviewers can see all of the application materials but cannot make decisions. Decisions can be made by people with "approver" status. Only 1-2 people per unit should have approver status. To learn the Admissions System, see the Slate training materials in the Gradate Coordinator Team – Admissions and Recruitment Channel (along with videos) or make an appointment with the Emma to assist you.

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.

Admissions Contacts

Graduate Admissions is divided into domestic and international admissions. You can connect with either office and we will be sure to connect you to the appropriate place.

Graduate Domestic
graduateadmissions@illinoisstate.edu
Emma Kopko, assistant director –elkopko@ilstu.edu, 8-5745
Denise Fries-Romack, admissions evaluator/processor – dmfries@ilstu.edu, 8-5998
Frank Korte, admissions evaluator/processor – fhkorte@ilstu.edu, 8-2189

International Admissions
internationaladmissions@illinoisstate.edu
Kayla Carroll, director – klcarro@ilstu.edu, 8-0897
Bridget Langdon, admissions evaluator/processor – bmlangd@ilstu.edu, 8-0855
Rebecca Brown, support staff – msakalu@ilstu.edu, 8-0893

Marion Sakaluk, enrollment manager, msakalu@ilstu.edu, 8-0855
Kimiko Takeda, admissions evaluator/processor – ktaked1@ilstu.edu, 8-0855

Graduate School Communications to Applicants

Applicants are sent emails for the following:

- Awaiting application submissions (4 days after app started)
- Awaiting an application fee payment (2 days after submission)
- Application received

Communication from Departments

Slate is capable of sending automated communication. If you are interested in writing and coordinating an automated communication for your select program(s), please connect directly with Emma Kopko.

Using Slate

Slate is our application record and where you will go as a coordinator to review and make a decision on an applicant. Questions about Slate? Request a training by contacting Emma Kopko, Graduate School, elkopko@ilstu.edu or 8-5745.

Making Admissions Decisions

Admissions applications are placed into one individual person's queue within the Slate application system. This person will receive a semiweekly email (Mondays and Thursdays) informing them students are ready for department review. (If you are unsure who receives the application, please contact Emma.)

Graduate and International Admissions deems an application ready when all information is received such as:

- Test scores (GRE, GMAT, TOEFL, IELTS)
- Unofficial transcripts taken from a university within the US
- Unofficial transcripts are acceptable from outside the US for review
- Calculation relevant GPA (last 60 hours or graduate GPA)
  If accepted, official transcripts are required for enrollment.

Note: Supplemental materials are monitored by the department on their own.

Please make your admissions decision as soon as possible. We recommend that you do not hold decisions on admission, even for assistantship offers. 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.

Waitlist queues are an option. Please consult with Emma on how this can be set up and expectations of how to use the waitlist.

Keep in mind that traditionally international students will attend the university that sends their admission decision. So, if you have a good international student, you should review and make a decision as soon as possible to increase the chance of them selecting ISU.

Admissions Notification

As soon as a student is moved into the next "bin" of Grad Dept: Admit or Deny, you may begin contacting the student. It takes 24-48 hours for a student to be notified in Slate. An email is sent to students notifying that a decision has been made in their portal to view. If you contact a student right away, we advise letting them know that their admissions portal may take up to 48 hours to reflect the change.

A student can access their decision letter (deny or admit) on their application portal but only admitted students receive a copy in the mail.

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 after approval by the Director of the Graduate School. Please route to the "Defer to Graduate School" bin for review. 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 last 60 hour 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.

Requesting an Application be Moved to a New Term

A student's application and application fee are only good for three terms, including summer. For instance, if a student applies for fall, and wants to defer admission, their application and fee are only good until the following summer term. If the program only offers admission once a year, then the student is required to apply and pay the application fee again for the following year.

As a coordinator, you can request a deferral for a student on their behalf as long as you have that confirmed from the student. Please email GraduateAdmissions@ilstu.edu or InternationalAdmissions@ilstu.edu, depending on the student to request the application update.

Closing the Application

Programs now close automatically on the application. If you want to keep your application open longer, please complete the following form. If an application has been submitted but is incomplete (due to missing materials), the Graduate School will stop receiving these materials two weeks after the application deadline unless otherwise instructed by the department.

Running a Query of Applicants

You can run a list of started and applied applicants by running this query in Slate. There is one "pinned" item need to change on the filters, which is major – graduate. You can select multiple graduate programs by using the Ctrl+Shift keys.

Deficiencies

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

However, there is a section on the review form for you to include deficiencies and those courses can be pulled by running a query in Slate.

Non-Degree Seeking (Visiting) Student Admissions

Visitor applications for the spring, summer and fall semesters close the first week school begins. Under certain circumstances department chairs/school directors and graduate coordinators may ask Graduate Admissions to process a late visitor application. **Those requests for exceptions to the application deadline must come to the Graduate School directly from the chair or coordinator's e-mail, not from the student.**

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 GraduateAdmissions@IllinoisState.edu. The student's visitor application is then 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
  - Decide which items you use in the admissions review that make a student successful in your program.
  - Consider removing items not used, such as GRE or letters of recommendation
- Review applications quickly and as they come in
- Set realistic deadline dates
  - Look at your competition's dates
  - Do not close applications early and make late decisions (eg. Nov closure & March admits)
- Often times, an international applicant will enroll at the University who provides a timely decision
- Set target enrollment using data rather than arbitrary means; eg. we only want to advise X number of students
- 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 to review applicant materials. Missing the deadline may result in them not being able to provide feedback.
- Know your show rate and enrollment data over the past several years

International Student Admission

There are very specific international student guidelines for admissions.

Summer Start: All international students that begin in the summer need to have full-time student status with a minimum of 6 hours of on-campus coursework. International Admissions will make a note when sending an application to the department, but it is up to the department to monitor admission of a summer start seeking international student.

Taking online courses: In general, international students cannot register for 50% or more of their coursework online. This is a federal regulation set by the US Government. For example, an international student taking 9 hours of courses; ONE course can be completed online. For an international student taking 12 hours of courses; TWO courses can be completed online.

English Proficiency Scores
An English proficiency exam is required for many international students. Illinois State accepts minimum scores for Duolingo, TOEFL, or IELTS to demonstrate proficiency in English.

The minimum acceptable scores for admission are: 105 Duolingo, 79 TOEFL iBT, and 6.5 band on IELTS. The most recent English proficiency exam we accept is PTEA and the minimum score is 53.

Students who receive less than the minimum acceptable score will be denied by International Admissions without sending files to the department. However, if the department has an INTO Graduate Pathway program in place, students will automatically be considered for admission into the Pathway.

TOEFL (iBT)	IELTS
111-120	8.5-9
96-110	7.5-8
79-95	*6.5-7*
65-78	5.5-6
53-64	4.5-5
41-52	4
30-40	3-3.5
19-29	2-2.5
9-18	1-1.5
0-8	0-1

TOEFL iBT Score	PTE A Score
No data	85 - 90
120	84
119	83
118	82
117	81
115-116	80
114	79
113	78
112	77
110-111	76
109	75
107-108	74
106	73
105	72
103-104	71
102	70
101	69
99-100	68
98	67
97	66
95-96	65
94	64
93	63
91-92	62

TOEFL iBT Score	PTE A Score
90	61
89	60
87-88	59
86	58
85	57
83-84	56
82	55
81	54
79-80	53
78	52
76-77	51
74-75	50
72-73	49
70-71	48
67-69	47
65-66	46
63-64	45
60-62	44
57-59	43
54-56	42
52-53	41
48-51	40
45-47	39
40-44	38
No data	10 - 37

English Waiver Guidelines

To determine if an applicant is eligible to receive a waiver, refer to our English Waiver Guidelines. For assistance with English Waiver Guidelines contact InternationalAdmissions@IllinoisState.edu.

Waiver Eligible Anglophone Countries

- Australia
- Canada
- Irish Republic
- New Zealand
- United Kingdom (England, Scotland, Ireland, Wales)
- African (Anglophone): Botswana, Burundi, Cameroon, Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Namibia, Nigeria, Rwanda, Sierra Leon, South Africa, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe
- Commonwealth Caribbean (Anglophone): Antigua, Bahamas, Barbados, Belize, Bermuda, Cayman Islands, Jamaica, Trinidad & Tobago

Acceptance of Three-Year Degrees

India

The University will accept three-year degrees from universities in India if:

- The degree is from an A or better NAAC accreditation CGPA and an average percentage mark at graduation of 55 percent or higher
- The degree is from an B or better NAAC accreditation CGPA and an average percentage mark at graduation of 60 percent or higher (i.e., second division or higher)
- The student has completed a post graduate year in the same field or a master's degree in any field.

Other Countries

The International Admissions office will review applicants with three-year degrees on a case-by-case basis.

Recruitment

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.

Recruitment Assistance Program

The Graduate School offers recruitment funding assistance for departments to recruit graduate students each year. Initiatives for use of the funds vary by the needs of the unit. Examples of initiatives include printing or web-based availability of recruitment materials, interview costs for recruiting students, participation in recruitment fairs or professional activities. Learn more about the Recruitment Assistance Program and fill out a request online.

Lunch Voucher Program

The Graduate School recently teamed up with Event Management Dining and Hospitality to offer a voucher for prospective graduate students to eat lunch on campus during their visit. If you are meeting with a student while on campus, you can request a lunch voucher at: https://forms.illinoisstate.edu/forms/lunch_voucher.

Improving Recruitment

Here are a few suggestions to increase recruiting efforts:

- **Recruitment starts with proper communication**. Review your program's admission requirements on the Academic page. If you often waive some parts of your requirements, you may be losing qualified applicants who choose not to apply. If you do not use some of the materials required, for instance Letters of recommendation, consider changing your requirements. Any time you change requirements, please reach out to Emma Kopko in the Graduate School.
- **Review your competitor's admission requirements.** Do your program's 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. 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.
- **Review your program's data on applications, admissions and enrollments.** How many applicants do you attract? What percentage of applicants do you admit? What percentage of the students enrolls in your program? If you find that a large number of admitted applicants do not enroll, you may want to accept more applicants in order to meet enrollment targets. The Graduate School can help you with this information.
- **Give timely admissions decisions to applicants.**
- **Make personal contact with applicants.** Show them that they are important and that the program is worthwhile.
- **Once a student is accepted, follow up with an e-mail to welcome them to the program and ask if they have questions.**
- **Communicate with faculty at universities who offer undergraduate only programs.**

- **Recruit within ISU.** Reach out to the students who presented at the University Research Symposium.
- **Ask faculty to plant the seed to three students to talk about graduate school.** Many students do not know enough about graduate degrees to think about pursuing one.
- **Establish a recruitment plan and enlist the faculty or graduate assistants to help.** Incorporate the recruitment money from the Graduate School to help your efforts.

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. It also includes a tuition waiver, fee credit of the mandatory student fees, up to 9 credit hours in the fall semester and 9 credit hours in the spring semester based on mandatory fees of the 11th day of classes each semester. 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)

Graduate Pathway Students

To check the eligibility of pathway students in CS, please open up the student Services Center & you will see this on the right:
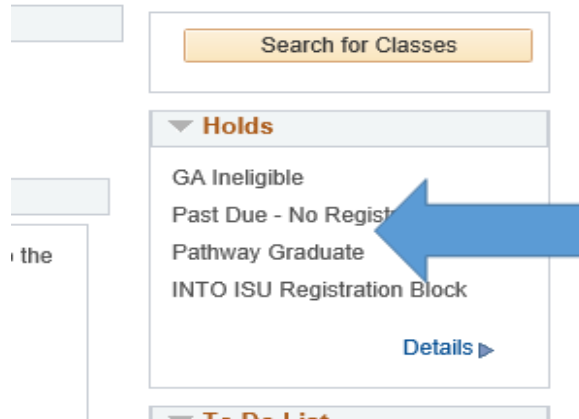
If you click on the Details link, an indicator is listed as a positive (informational) indicator as it does not block the student from taking action on registration, getting transcripts, etc.

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 three 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.

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.

GA Low GPA Exceptions

Students appointed to graduate assistantships must meet all requirements for academic good standing (3.0, 2.8 minimum for a first semester grad student) 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 Reduced Course Load (PERS 938)

Deadlines for each semester
Summer semester: April 25th
Fall semester: July 25th
Spring semester: December 14th

Reduced Course Load exceptions are generally approved if:
Exception for Last Semesters if Not completing a thesis/dissertation.

A student not completing a thesis or dissertation can apply for an exception in their last semester. To be eligible for this exception the student must have filed for graduation and need less than 9 credit hours to complete their course of study. To request this exception, ask your graduate coordinator to complete and approve the [Graduate Assistant Reduced Course Load Request Form](). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

Exception for Last Two Semesters Completing a Thesis/Dissertation

A student completing a thesis or dissertation can apply for an exception in their last two semesters. To be eligible for his exception the student must have completed all their master's or doctoral course work including the required thesis (4-6) or dissertation (15) hours.) To request this exception, ask your graduate coordinator to complete and approve the [Graduate Assistant Reduced Course Load Request Form](). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

Exception for less than full-time enrollment

A student can apply for an exception if the student wishes to accommodate a preference for part-time enrollment, in anticipation of especially demanding courses, for shortage of sufficient course offerings in a given semester, or for scheduling of other employment. These

requests are very rarely granted. To request this exception, ask your graduate coordinator to complete and approve the [Graduate](#) [Assistant Reduced Course Load Request Form](#). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

If the form is not received by the HR cutoff date, then the student employee may have FICA taxes withheld from his/her paychecks. The employee does not have use of these funds until it is identified and refunded on the next payroll. Tax withholding caused by late form submissions will not be reimbursed to the student.

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 they do 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 the Graduate Assistant Employment Consultant in the Human Resources Office. They will verify the stipend due and email Kim Shennett (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 GA stipend arrives.

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: [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 (Beginning FY 25, these waivers will become scholarships). 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. 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 2 parts:
   1) the tuition waiver on the Graduate School website
      (https://grad.illinoisstate.edu/downloads/graduatetuitionwaiver.pdf), and
   2) 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. Departments may choose the specific deadline they have for applications to be reviewed. However, it is best for the students to have waivers applied by the 20th of August (Fall), 20th of January (Spring), and 20th of May (summer) based on financial aid packaging and when bill payments are due.

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:
   https://financialaid.illinoisstate.edu/forms/department/. 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. Complete the Department Scholarship Reporting Form at:
   https://financialaid.illinoisstate.edu/forms/department/. Select Departmental Scholarship Dashboard. You will see a listing of all electronic submissions. Select "Create new form".

8. Departments will not be allowed to spend more than their allocated amount each year. The system will block overages.

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 and Council on Teacher Education (courses in Teacher Certification programs.) Information about curriculum issues may be found on the website at: https://curriculum.illinoisstate.edu/graduate/.

Be sure to check 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 Ian Gawron in the Registrar's Office (isgawro@ilstu.edu) with a note that you are inquiring about the possibility of an editorial change. He 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 four standing committees (Membership/Student Development, Curriculum, Research, and Equity, Diversity, and Inclusion) 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 online Graduate Faculty Membership Nomination Form for Full Status must be completed and submitted with a current vita by the October 1 deadline for the fall or February 15 deadline for the spring. All 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

Quick Guide to F-1 Students:

Internationalengagement.illinoisstate.edu/students-scholars/for-departments/students/

More detailed information can be found at: Internationalengagement.illinoisstate.edu/students-scholars/

If you have questions and would like to speak with an International Student Advisor:
email InternationalStudents@ilstu.edu

Please feel free to refer students to the Office of International Engagement.
Hours and availability are listed online at: Internationalengagement.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, Noelle Selkow is available to field questions and read and make suggestions on your preliminary drafts. You may also direct questions to the Office of the Provost (contact Assistant Vice President for Academic Planning, Dr. Cooper Cutting). You can find a list of program review dates at: https://provost.illinoisstate.edu/planning/program/.

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
8	Ph.D./Ed.D./AuD./D.N.P.
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. To initiate dismissal, please reach out to the Director of Graduate Studies.

Thesis/Dissertation Information

Important Thesis/Dissertation 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](#).

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), or any graduate level course. 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), or any graduate level course. 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 Equivalency

If a student has completed the maximum requirement of thesis/dissertation hours for the program, but more time is needed, a student may register for a 1 credit of thesis or dissertation for up to two (2) semesters. This 1 credit course will be counted at a level equivalent to full-time study for the purposes of loan deferment, continued use of university student services, and graduate assistant full-time enrollment eligibility requirements.

If more time is needed beyond the first two (2) semesters, a formal request for an extension can be made to the graduate school by the thesis/dissertation advisor. Extensions may be approved for a maximum of two (2) additional semesters only if a clear plan for completion has been submitted and only if the student is working at a full-time equivalency on thesis or dissertation work. Graduate students who are using this extension cannot hold a graduate assistantship. If the extension is approved, the full-time equivalency could be used for loan deferment or continued use of student services ONLY.

An extension request must address the following:

- An explanation of why the extension is necessary;
- If the extension is being requested for one or two semesters;
- Explanation of how the student is working at a full-time equivalency on thesis or dissertation work;
- A timeline for completion in the requested time-frame; and
- Approval of the thesis/dissertation advisor, the graduate coordinator, and the Graduate School.

Use of the 1 credit thesis/dissertation option (or extended period) may also affect the cost of attendance if a student is applying for federal and state financial aid. Students should consult the

Financial Aid department to determine how use of the option will impact the student's eligibility for federal and state financial aid.

A90 Process

Section #	Initiator	Approver	Form
1XX	Graduate Coordinator	Graduate School	Course Request PERS 938
2XX	Graduate Coordinator	Graduate School	Course Request PERS 938
3XX	Thesis/Dissertation Chair	Graduate Coordinator, Graduate School	A90 Extension form; PERS 938
4XX	Thesis/Dissertation Chair	Graduate Coordinator, Graduate School	A90 Extension form; PERS 938

Section # 1, 2, 3, and 4 indicates the number of times the student enrolled in A90 (1 = first time, 2 = second, etc)

XX is the thesis/dissertation chair's section number to be requested on the form.

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 in this handbook, be sure to refer to the Graduate School Guidelines https://grad.illinoisstate.edu/students/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/students/thesis-dissertation/deadlines/.

2. Establish your committee with the chair and majority of the members with full Graduate Faculty Status. https://grad.illinoisstate.edu/downloads/students/GRAD_SCHOOL_LIST_6-5-23%20for%20web.pdf.

   Any ISU faculty committee member who leaves the university (unless for retirement) would then be considered an external committee member. Depending on the committee make up, another committee member may need to be added. Please check with the Graduate School for information in this situation.

A <u>retired</u> faculty member can stay on as committee member, or chair. They must wait 60 days from their retirement to resume University work and may not attend proposals or defenses during that time. Based on the retirement plan, this restriction may not apply and we advise checking with HR.

3. Prepare the proposal & present it to the committee. Follow the thesis/dissertation 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 a completed copyright checklist. You may not collect any data until this form is approved by the Graduate School. https://grad.illinoisstate.edu/students/forms

5. Complete the thesis/dissertation.

6. Register and submit the thesis/dissertation to ProQuest. www.etdadmin.com/ilstu. There is a video with instructions for submission. https://www.youtube.com/watch?v=SA9tKucDsIY

7. When submitting to ProQuest and completing the Right to Defend form, consider whether an embargo (delayed release) is needed. The ISU embargo policy can be found here: https://illinoisstate.edu/catalog/graduate/policies-procedures/. The student should discuss this with the committee and submit the embargo request form if desired.

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. The Right to Defend must be approved by 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. Defend the thesis/dissertation. Make any revisions required by committee.

11. Complete the Outcome of Defense form at the defense with committee signatures. https://grad.illinoisstate.edu/students/forms

11. Upload the final version of the thesis/dissertation to ProQuest www.etdadmin.com/ilstu before the deadline.

12. Submit Final Deposit checklist and Outcome of Defense form to Hovey Hall 208, or email to dissert@ilstu.edu before the deadline. https://grad.illinoisstate.edu/students/forms

13. 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. 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 "Academics" 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.

Max. # Hours	Course
6	Thesis hours
6	400 (independent study)
12	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 "Academics" 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	Your Name
Requestor Email	ISU email a
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

◉ <mark>Graduate School Requirement</mark>

☐ University College Petition

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

Student UID *
`required` *Example: 888224444*

Student First Name *
`required`

Student Middle Name
`optional`

Student Last Name *
`required`

Student's Email
`leave blank` *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)
`leave blank` *Example: 100 (Not Major Code)*

Change Plan of Study

Comp/Prelim Exam Results

Degree Audit/Plan of Study

Extension of Time

Request * In the drop down
menu, select one of the
following:
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

Additional Comments

Add Any Additional Comments here.

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 **Pre-Professional**. For a description of classifications, see the [Graduate Assistant Handbook](#) page 8-9.

Tuition Waiver Taxation

Under current applicable state and federal tax regulations **this section only applies to preprofessional graduate assistants**. Generally, tuition benefits and student fee credits offered to graduate assistants are excluded from taxable income under section 117(d) of the Internal Revenue Code (IRC). However, section 117(d) only excludes from taxable income tuition benefits and student fee credits for graduate students who are engaged in teaching activities or research activities at the University.

Tuition benefits and student fee credits for graduate assistants not engaged in teaching or research activities at the University may be excluded up to $5,250 each calendar year under section 127 of the IRC relating to Educational Assistance Plans.

Section 127 provides an exclusion of employer-paid tuition benefits and student fee credits from taxable income for employees enrolled in graduate level classes, up to a maximum annual amount of $5,250 for those not engaged in teaching or research activities. As a result of the operation of the above code sections, the part of the total tuition benefit and student fee credit provided to a graduate assistant that exceeds $5,250 in a calendar (January-December) year will be added to income as a taxable fringe benefit.

If the total tuition benefit and student fee credit related to a graduate assistant appointment does exceed $5,250 in a calendar year, the graduate assistant will be notified separately, and the applicable taxes withheld. Caution must be utilized in projecting future calendar years. If the tuition benefit and student fee credit does not exceed the IRS limit in a calendar year, it might exceed the limit at some year in the future if appointed as a graduate assistant for more than one semester within the calendar year.

Typically, taxes on taxable tuition waivers and student fee credits in excess of $5,250 are withheld from the graduate assistant's 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 for the summer term. If no paycheck is available in the given month, the taxes will be withheld on the next available paycheck. You will receive correspondence from the University

Payroll Office mid semester outlining the exact taxable amount. Additional information on tax withholding is available from the University Payroll Office.

Below is a chart showing potential tuition waiver and student fee credit values based on 9 credit hours (Fall 2023 rates). The semester(s) bolded indicate when a student exceeds the $5,250 taxation threshold. It is in these semesters that you will be assessed taxes on all tuition waivers above that threshold.

First year student sample taxation thresholds: These figures need to be updated when new rates are online.

Semester	Tuition Costs (9 hours)	Mandatory Student fee credit (9 hours)	Total Tuition and fee credit for the Year
Fall 2023	$3803.13	$101.80	$3904.93
Spring 2024	$3803.13	$101.80	$3904.93
Fall 2024*	$3732.21	$101.80	**$7809.86 (taxable threshold reached)**

* Tuition rate and fee credit based on Fall 2023 rates & may change.

Second+ year student sample taxation threshold:

Semester	Tuition Costs (9 hours)	Mandatory Student fee credit (9 hours)	Total Tuition for the Year
Spring 2023	$3803.13	$101.80	$3904.93
Fall 2024	$3803.13	$101.80	**$7809.86 (taxable threshold reached)**

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

1. You may change your Form W-4 to adjust the amount of income tax withheld. To reduce the amount of tax withheld, Step 4: Other Adjustments will need to be modified. Adjusting your W-4 may have implications when you file your personal tax return. You may wish to consult your tax advisor before choosing this option. If you choose to change your Form W-4, you 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. If you are an international student please contact The International Tax Specialist at 309- 438-7677; TaxSpecialist_ColleaguePayroll@ilstu.edu regarding W-4 changes.

Sample Paycheck

GA's can check the Graduate Assistant Pay Check Calculator on the Payroll Office site to determine the impact a taxable tuition waiver and student fee credits will have on their net pay. https://payroll.illinoisstate.edu/employee-information/my-paycheck/

For additional information, please contact the University Payroll Office at (309) 438-7677 or payroll@IllinoisState.edu.

For more information:

Contact	Telephone	e-mail
Tami Brown	438-8676	trbrow2@ilstu.edu
Jeff Jacob	438-8675	jjjacob2@ilstu.edu

Special Tax Concerns for International Students

- All student present in the U.S. on an immigration status should contact the University Tax Specialist at taxoffice@ilstu.edu to complete a SprintaxTDS profile. SprintaxTDS is a tax determination application, to help determine and individual's U.S. tax residency, eligibility for treaty benefits, tax withholding obligations, and to generate applicable tax forms.
- For students who are present on a F-1 or J-1 student immigration status and considered a nonresident alien for tax purposes, the nonresident alien (NRA) exception should apply and individuals are not subject to employment (e.g., Medicare, OASDI) taxes.
- For students who 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 the student exception does not apply. For the student exception to apply, individuals must be considered a half-time student. To be considered a half-time student, a graduate student must be enrolled in a minimum of five (5) hours during the Fall and Spring terms and three (3) credit hours during the summer term.
- For income tax purposes, federal income taxes are based upon the individual's tax residency status as determined by the substantial presence test. Individuals considered nonresident aliens for tax purposes may not claim the federal standard deduction on their tax return; therefore, employers must add an amount to the wages of nonresident alien employees performing services within the United States in order to figure the amount of federal income tax to withhold from their wages. The amount is added to their wages solely for calculating federal income tax

withholding. The amount isn't included in any box on the employee's Form W-2 and doesn't increase the income tax liability of the employee. The amount also doesn't increase the social security tax or Medicare tax liability of the employer or the employee.

- For income tax purposes, State of Illinois income tax is withheld at the same standard rate of withholding for both tax residents and nonresident aliens earning employment income in the state. Generally, nonresident aliens are eligible to claim one basic personal allowance on their annual Illinois tax returns.

- For students present in the U.S. on an immigration status, if a tax treaty exists between the United States and their country, the student may be able to receive an exemption, or a reduced rate of, withholding for certain items of income. To determine whether a treaty exists, whether the individual qualifies for the treaty benefits, and what forms are required to receive the treaty benefit, please contact the University Tax Specialist at taxoffice@ilstu.edu.

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. Once an out-of-state student is no longer a graduate assistant, unless they meet other residency requirements, they will be charged at out-of-state tuition rates.

Partial mandatory student fee credit

Illinois State University provides all Graduate Assistants, regardless of FTE, with a partial student fee credit equal to 10% of the per credit hour mandatory student fees (as determined by the Board of Trustees) actually charged to the GA, up to a maximum of 9 credit hours for the fall semester and 9 credit hours for the spring semester. This student fee credit is applied towards each individual mandatory student fee, in the amount of 10% per hour up to the maximum of 9 hours for that particular fee. You can find a detailed description of mandatory student fees at: https://studentaccounts.illinoisstate.edu/billing/graduate-tuition/

Appendix B: Slate Admissions Cheat Sheet

Slate Website for Administrators: https://Connect.IllinoisState.edu/manage/

Training guides and videos found at: Graduate Coordinator Microsoft Team

Basic Information about the applicant, checklist items, overall status

> Log in to:Connect.IllinoisState.edu/manage
>
> Insert student's name in search box.
>
> The **dashboard** tab shows basic information regarding a student
>
> The **timeline** tab shows all interactions between the student and Slate
>
> The Graduate tab shows all information about that particular application such as term, UID, program, most recent decision, checklist items, materials, review forms and activities.

To review documents and make a decision

You will also see all letters of rec, questions, supplemental materials, test results, transcripts, GPA in the "Reader" view.

> Log in to:Connect.IllinoisState.edu/manage
>
> The "Reader" icon is the third icon on the top of the Slate homepage.
>
>
>
> You will see one "Bin" called "Defer for Graduate Department Review". Students in this bin are ready for you to review.
>
> The individual who is receiving student's in their queue for review will receive a weekly Monday morning email informing them of the need to review students.

Students who wish to change sequences or programs

There are times when a student wants to change from one sequence to another or wants to change to a different program outside of the current program entirely. The student would not need to apply using the admissions application (since doing so would add a program). Instead we want the student's program to change in CS, so we recommend that both the student and graduate coordinator contact the potential graduate program coordinator and determine eligibility. Some programs create a separate document for a student to internally apply providing similar admissions documents. If it's decided that the student can change programs, the graduate coordinators for the new program can change the sequence (sub-plan) for their students in CS 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. If you have questions, please feel free to reach out to the Director or Assistant Director of the Graduate School.

Students who wish to add additional sequences or programs

Students who wish to add an additional program (second masters or a certificate program) must apply using the admissions application like any other student. Their file will then be reviewed by the program and decided upon accordingly.

Appendix C: Campus Solutions Terms/Information

Academic Calendar

Term A period of time containing one or more academic sessions	• Fall, Spring, and Summer
Term Code 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).	• 2252 – Fall 2024 • 2248 – Summer 2024 • 2245 – Spring 2024 • 2242 – Fall 2023 • 2238 – Summer 2023 • 2235 – Spring 2023 • Semester codes – 2=fall; 5=spring; 8=summer

Academic Structure

Career All the course work undertaken by a student that is maintained in a single record.	• Undergraduate, Graduate, Continuing Education
Program The entity to which a student applies, is admitted, and ultimately graduates from.	• Combination of College and Career – COB Undergrad, CAS Grad, and so on • Others – Provost, Non-Degree, several graduate certificate programs
Plan The course of study a student follows to fulfill the requirements of a degree.	• Majors (including Masters and PhD) • Minors • Course of Study – certificates and pre-professional plans • Preparation – MDI, ELI, dual-enrolled H.S. students, visiting students

Sub-plan	
An area of specialization within an academic plan.	• All sequences – e.g. Creative Writing (sub-plan of English), Agribusiness (sub-plan of Agriculture), and so on

Appendix D: Step by Step 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 in Campus Solutions.

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.
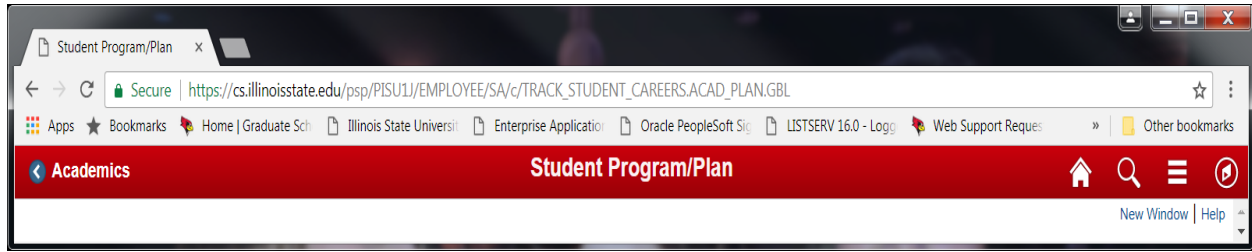
You should see the following page. Click on "Student Program/Plan"link.
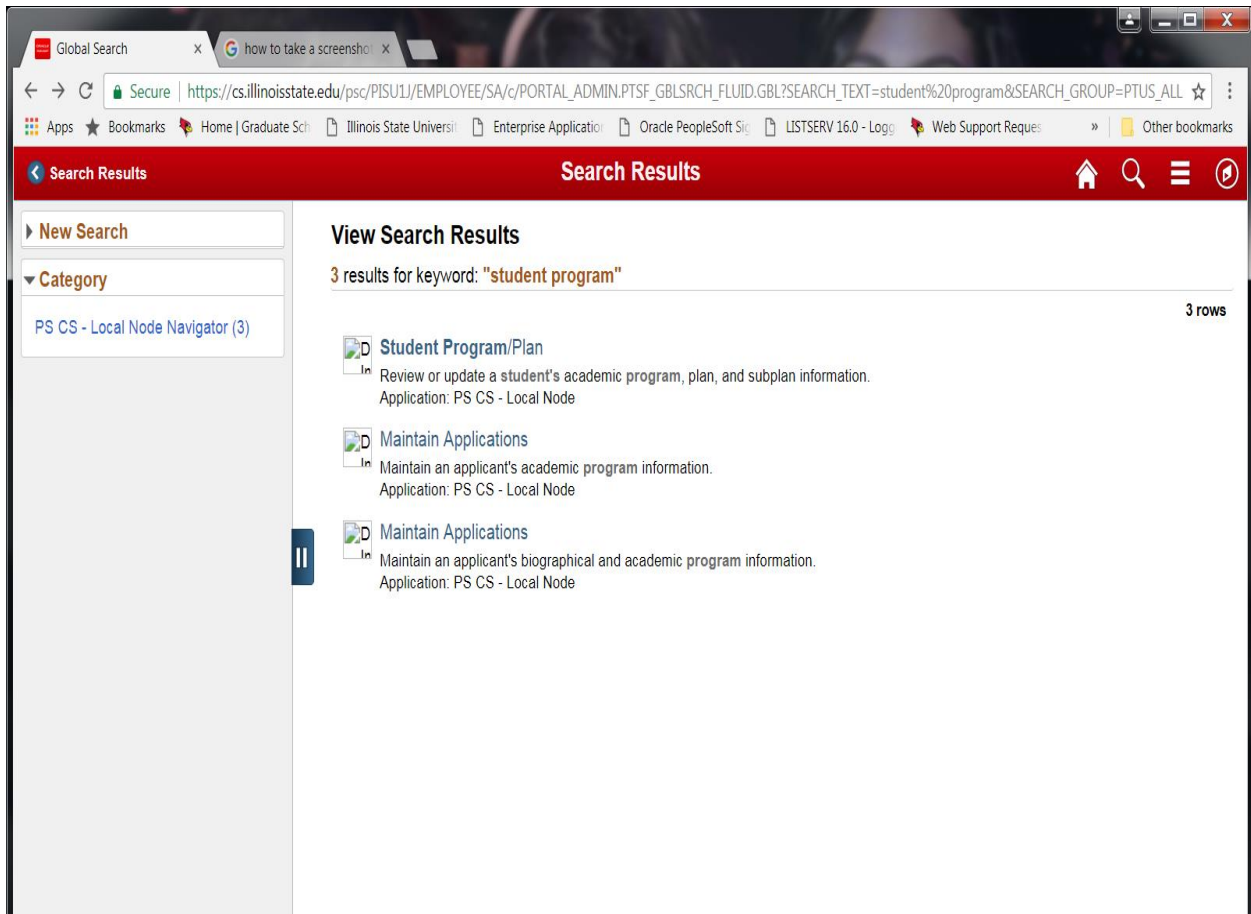
You should see this page. Enter the student's UID or ID and press enter.

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.

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

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

9. Click OK to save the changes