

**Saint Louis University**  
The Graduate School  
3634 Lindell Boulevard  
St. Louis, Missouri 63108 USA

**REGULATIONS GOVERNING GRADUATE AWARDS/APPOINTMENTS**

1. Classified (degree-seeking) graduate students who exhibit strong academic potential are eligible for appointments to fellowships, teaching or research assistantships, or traineeships. The student must be unconditionally admitted into a degree program and be in good academic standing to receive an appointment and must remain in good academic standing.
  
3. A recommendation for an appointment is ordinarily initiated by the department. ***Final decisions on appointments are the responsibility of the Dean of the Graduate School.*** Upon approval by the Graduate School, a contract packet is prepared and forwarded to the appointee. No student may hold more than one appointment during a given academic term.
  
4. New appointments and re-appointments are ordinarily made in the Spring and require formal recommendation and action according to the procedure outlined above.
  
5. Fellows, trainees, and assistants are to be formally enrolled, full-time students throughout the periods of their appointments. Fellows and trainees are expected to carry minimally nine credit hours during each semester, and assistants at least six and not more than nine hours throughout their appointment periods. ***If the appointment period includes part or all of the months of June and July, appointees are to be formally enrolled for the Summer Session.*** Certification of status cannot occur in the absence of formal enrollment.
  
6. Service, required under the terms of the assistantship contract, is to be determined by the appointing department. ***The service, not to extend beyond the responsibility for two, three-credit hour courses during each of the Fall and Spring semesters by teaching assistants, is not to exceed 20 clock hours per week, and must contribute to the overall educational experience and training of the appointee.***

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7. ***The appointee may not accept employment, either with the University or elsewhere, during their period of appointment except under unusual circumstances.*** Such employment must not interfere with normal progress toward the degree or with responsibilities associated with the appointment, and must be approved by the appointing department and the Dean of the Graduate School.
8. Fellowships require no service to the University, whereas trainees are often ordinarily required to complete some form of training experience during the appointment period. Fellows and trainees may be required to participate, as part of their overall graduate education, in the teaching and/or research activities of the department or program unit.
9. The monthly stipends of assistants, fellows and trainees may vary according to the service responsibility, the type of grant or contract, and prior experience of the awardee. Tuition scholarships ordinarily accompany appointments to graduate teaching assistantships. At the end of the calendar year, assistants will be provided with statements from the University of earnings and amount of taxes withheld for inclusion with individual income tax returns.
10. The Tax Reform Act of 1986 renders all stipends taxable. The University will withhold city (St. Louis), state, and federal taxes according to the manner in which the student completes the required W-4 form. Fellows and trainees may instruct the University not to withhold taxes; notably, stipend monies put toward educational expenses such as fees, books, supplies, or equipment required for courses of instruction are nontaxable, but records of such expenditures must be maintained by the appointee.
11. Resignation from any graduate appointment must be communicated in writing to the Dean of the Graduate School and countersigned by the department or program chairperson or project director. The exact date of the requested termination of the contract must be indicated.
12. The acceptance by the student of any appointment described herein is understood to imply acceptance of the patent policy of the University and, if a research contract is involved, of the contractual provisions governing patent rights, publication policies, and the like.
13. ***All new and continuing graduate assistants must participate in an orientation program organized by the Graduate School and held in August prior to the beginning of the Fall semester classes.***
14. Since graduate students are not employees of the University, they enjoy all the rights and privileges of other graduate students. Please see the *Policies and Procedures Manual for Graduate Assistants and Fellows* describing the benefits for graduate assistants and fellows.