REGULATIONS FOR DOCTORAL GRADUATE ASSISTANTS
Moore School of Business - University of South Carolina

I. University Regulations

A. A graduate assistant is a full-time student enrolled in the Graduate School who assists, under faculty supervision, in the conduct of the University's total educational program by providing teaching, research and other services which are related to the student's academic program. In addition to fulfilling faculty and staff functions, which otherwise have to be performed by regular faculty and staff members, graduate assistants also receive valuable practical experience as they prepare for future teaching, research, or administrative responsibilities. Graduate assistants are students who are part-time employees of the University paid by the University's Payroll Office.

B. To be appointed as a graduate assistant, a student must be fully admitted to the Graduate School.

C. Graduate assistants are expected to devote full-time effort to their studies and their assistantship responsibilities. They are, therefore, not permitted to have additional employment on or off campus.

D. All University doctoral students are required to participate in the Teaching Assistant Training Workshop conducted by the University prior to the start of classes. International students must also attend an additional two days of training scheduled in August.

E. All University graduate assistants are required to carry health insurance. Students opting not to purchase the University health insurance must provide proof of comparable coverage by another health insurance policy.

II. Moore School of Business Policies

A. Assistantships will be terminated for students who do not perform their assigned duties satisfactorily and/or do not demonstrate a quality performance in their academic work. Under no circumstances will a student whose grade point average falls below a 3.0 be awarded a stipend.

B. Doctoral students who are required to complete the entire program of study including prerequisites at USC will normally be eligible for graduate assistantship support for four years from the time of entry. The eligibility of doctoral students, who upon entering the program transfer in course work and/or have completed doctoral course work as part of their master's program (or as a "Graduate Special" student) at USC, will be reduced according to the number of hours transferred in and/or previously taken. Specifically, a student's eligibility for support will be reduced by one semester for each nine (9) hours of course work transferred in and/or previously taken.

C. The stipends of students who do not accept their graduate assistantship by the response date in the award letter will be canceled.

D. Graduate assistants are provided a 100% tuition supplement to defray the cost of all required courses. Graduate assistants (those with stipends ranging from $1000 to $10,000 per semester and with no more than 20 hours of assigned duties per week) are permitted to register for up to 15 semester hours free of charge. Students are expected to enroll for a minimum of nine semester hours unless they are simultaneously taking two doctoral seminars.*

E. In the summer terms any student who works but does not enroll in a class will be subject to paying FICA charges.
III. Continuance of Graduate Assistantships

A. Typically, graduate assistantships are awarded on an academic year basis. However, students receiving academic year awards must still reapply for each term.

B. Students who are awarded an assistantship for one term are not guaranteed continued assistance.

C. All "Incomplete" grades received on courses through the spring semester of an academic year must be made up by August 15th of the next academic year in order to be eligible for support.

IV. Payroll Information

A. Paychecks will be distributed on a semi-monthly basis (on the fifteenth or last working day prior to the fifteenth and the last working day of each month) and may be picked up in the Graduate Division of the Moore School of Business. The first paycheck for the 2010-2011 academic year will be issued on August 15 and the final check on May 31.

B. All student payroll is automatically processed by the Payroll Office to reflect "0" exemptions. If a new student wishes to claim herself/himself as a deduction, a W-4 Form must be completed and filed with the USC Payroll Office no later than August 31, 2010. International students must obtain and file their W-4 Form at the Office of International Programs for Students.

C. An Employment Eligibility Verification Form (I-9) must be on file for all graduate assistants prior to the start of classes. Students who had a graduate assistantship through the Moore School of Business within the last year are not required to complete another I-9. This form must be renewed every three years.

   Students who had a graduate assistantship through the Moore School of Business within the last year are not required to complete another I-9. This form must be renewed every three years. It is the responsibility of the student to meet with PhD program coordinator and present the appropriate credentials for review. The list of acceptable credentials includes an unexpired United States passport (which may be used alone), or an unexpired foreign passport with an unexpired INS employment authorization. If you cannot present either type passport, you must provide two items; one from each column.

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<tr>
<td>State-Issued Driver's License</td>
<td>Social Security Number Card</td>
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<td>Voter's Registration Card</td>
<td>Original/Certified Copy of Birth Certificate</td>
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If you need further information regarding the acceptable credentials, please contact the PhD program coordinator. This verification process must be done in person and cannot be completed by mail.

D. All international students must obtain a temporary social security card before our Payroll Office may release their payroll check. Please arrange to file the necessary forms for obtaining the social security card immediately upon your arrival in the United States.

E. Please check with the PhD program coordinator for the distribution of graduate research/teaching assignments. These are typically distributed the first week of the semester.

F. Please note that receipt of a graduate assistantship or fellowship may alter the amount of financial aid for which you are eligible. Students who have applied for financial aid awards prior to receipt of a graduate assistantship or fellowship should notify the Office of Financial Aid immediately regarding the amount and conditions of such an award.

*The University reserves the right to change any tuition and fees without notice.