Graduate Student Policy
Mathematics Department
Boise State University
April 15, 2016

I. Definition of a Graduate Student Appointment
A graduate student is any person who is registered for graduate study at Boise State University.

A. Performance
Graduate students must achieve a GPA of 3.0 or better each and every semester they are enrolled, through program completion. The first time a student fails to meet the semester GPA they will be placed on academic notice by the Graduate College, but can continue in the program. As soon as a student is placed on academic notice, they must arrange a meeting with the Mathematics Graduate Coordinator. The second time a student fails to meet the semester GPA requirement, the student will be administratively withdrawn by the Graduate College. If a student fails to achieve a program GPA of 3.0 or better, they are ineligible for a degree.

B. Culminating Activity
Successful completion of the culminating activity will be determined by the student’s Advisor and Supervisory Committee, if applicable. Students must declare their activity to the Graduate Coordinator by filling out the appropriate exam, thesis or project option form.

C. Courses that count towards the degree
A maximum of nine transfer credits, whether from another university or from another graduate program at Boise State University, must be approved for application to the degree requirements by the supervisory committee working within constraints developed by the Mathematics Graduate Committee. In addition:

• A 400/500 cross-listed course cannot apply towards the degree if already taken for an undergraduate degree.
• No more than four credits of independent study (Math 597) can count towards the degree.
• No more than nine thesis credits (Math 593) can count towards the degree.

D. International Students
International students must take an English language proficiency test. The minimum TOEFL score of 587 (paper test) or 240 (computer test) or 95 (Internet test.) is required. The current minimum score for the IELTS is 6.5.

E. University Policies
This is not a complete academic policy. Please consult the current Graduate Catalog for a complete description of Graduate Academic Regulations.
II. Definition of Graduate Student Assistantships
Graduate student assistantships are to be given only to students currently registered for graduate study at Boise State University. Students enrolled in graduate non-degree programs and students in the accelerated masters program are eligible for appointment as graduate assistants.

The Graduate Assistant must receive a letter that states the general conditions of the appointment and a copy of the Graduate Student Policy Statement should be included with the appointment letter. The letter of appointment should be sent in duplicate to the student. If the student accepts the appointment, he or she must sign one copy and return it to the designated authority. The original should be retained by the student.

In exceptional cases, a qualified undergraduate student may be hired as an undergraduate assistant when a qualified graduate student in the home program or a related program is not available.

A. Full-time status
It is a program requirement that graduate students holding an assistantship have full-time status, which means they must be enrolled (for credit) in at least 9 credits if they are an international student, and 5 credits if they are not an international student. These credits must count towards the M.S. degree in Mathematics. Courses taken on an audit basis do not count toward the minimum enrollment requirements. Failure to enroll for the required minimum number of graduate credits will result in removal of a tuition remission and the loss of health and other benefits, and may make the student ineligible for another assistantship.

B. I-9 Certification
United States Citizenship and Immigration Services (formerly INS) requires employers to verify the identity and employment eligibility of all employees (Immigration Reform and Control Act of 1986). Graduate assistants must complete an Employment Eligibility Verification (I-9) form before starting their Boise State University employment.

III. Teaching Assistants
Students that have been awarded a teaching assistantship, must take the class MATH 579 (Teaching College Mathematics) when they begin their teaching assistantship, or as soon as possible. Exceptions are possible when it can be verified that she or he has sufficient experience in teaching at the College level.

A. Duration of the T.A.
An offer letter and one-year contract will be sent to each T.A., and each student will receive at most of two years of T.A. support, unless there are extraordinary circumstances.
B. Workload
The workload of a Teaching Assistant ordinarily requires an effort that averages 18
hours per week, and documentation may be required. It is possible to have
fractional T.A. appointments.

C. Job Performance. Renewal of the T.A. will be based on adequate teaching and
academic performance. At the end of the first and second semesters T.A.s will
receive an evaluation letter indicating if their T.A. will be renewed in the second
semester or second year, respectively. This will be based on if the T.A.: (1) has
followed supervisor or MLC Director guidelines (such as those for MLC’s
instructors,) (2) has a GPA of 3.0 or better, and (3) is making satisfactory progress
towards the degree.

D. Moonlighting. Students who receive full funding from Boise State University
through a teaching assistantship are expected not to “moonlight”—at Boise State
University or outside—during the academic year. Assistantships are awarded to
allow promising students to pursue their study without the need of working outside
the University. The assistantship offers a waiver of tuition, health insurance and a
stipend which, while not munificent, is adequate. Students who hold jobs in addition
to their assistantships cannot study properly for their courses, prepare for
examinations, write an acceptable thesis, or otherwise progress adequately towards
their degree. Other employment during the period for which aid is provided is
prohibited, unless prior approval is obtained from the Department Chair. If outside
employment becomes necessary, then departmental aid may be withdrawn or
reduced.

IV. Research Assistants
The specific duties of Graduate Research Assistants (RAs) vary according to the
nature of the research project in which they participate and the source of the
funding. RAs may occasionally be asked to conduct some work at home or to do
their research at times when classes are not officially in session. The duties of RAs
are also performed under the close direction and supervision of a member of the
faculty.

A. Workload
The average time commitment for RAs is 18 hours per week and should include the
time spent on all research tasks providing assistance to the assigned project.
Graduate students working on research projects funded by grants are often also
working on material directly related to their theses or dissertations. It is not
unusual in such cases for grant work and personal work to merge and for the work
time to consume far more than the usual 18 hour weekly average. Graduate RAs
usually follow the project director’s instructions regarding work when classes are
not in session.