

## Administrative Policies and Procedures

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**Welcome to the Graduate School of Computer Science. The following are some administrative policies that you should be aware of as SGA's. If you have any questions, please do not hesitate to ask our Staff in 202 West Village H (WVH).**

**Dates of Employment.** In most cases, graduate appointments are awarded for one academic year. To be considered for a reappointment next year, you must maintain a satisfactory academic record and perform your assigned duties in accordance with the regulations stipulated by the Graduate School of Computer Science. Reappointments are also subject to the availability of sufficient funds or the continuation of grants. You may hold only one graduate assistantship during the term of your appointment.

If your term of appointment runs for an academic year, you are required to report for duty on the first day of orientation week in the fall semester and to work through the last day of final exam week in April. If your term of appointment runs for a full calendar year, you are required to work through the last day of final exam week in August. Please refer to your contract letter for specific dates.

**Social Security Numbers.** All SGA's must have a social security number in order to be paid. International students should have received information from our International Student & Scholar Institute on how to obtain this number. If you did not, please contact them and they will inform you of the proper procedure. Once you receive your social security number, please notify the College of Computer Science Administrative Staff ([gradschool@ccs.neu.edu](mailto:gradschool@ccs.neu.edu)). We are prohibited, by federal law, to process your payroll until we receive a copy of your social security number application.

**I-9 Processing.** Students cannot work or be paid before completing an I-9 form. Domestic students can complete the I-9 form at the Office of Student Employment in 101 Curry Student Center. International students must go to ISSI in 206 Ell Hall to complete their I-9 forms.

**Pay Periods.** SGA's are paid bi-monthly on the 15<sup>th</sup> and the 30<sup>th</sup>/31<sup>st</sup> of each month. During the Fall 2009 Semester, you will receive eight paychecks beginning on September 15<sup>th</sup> and ending on December 31<sup>st</sup>, providing that all required paperwork has been processed by September 1<sup>st</sup>. If you have not completed the I-9 process your payroll will be delayed until you do so. In this case, the late payment amount will be divided across the remaining payments. Paychecks are deposited directly into your checking account. Please complete a Direct Deposit Authorization Form and return it to the Payroll Office in 250 Columbus Place.

**Tuition.** You have received a tuition waiver benefit for computer science courses with your SGA appointment for each semester during the term of your contract. If you receive a bill from the Bursar that includes tuition charges, please ignore those charges and pay only the fees that are listed on the bill. Student accounts are usually funded mid-way through the semester. If you would like to register for courses that are not offered in our computer science graduate program, you must fill out a petition and receive approval to take such a course **BEFORE** registering for the course. You will be responsible to pay for any non-computer science courses that have not been pre-approved by both your Faculty Advisor/Mentor and the Director of Graduate Studies. Petitions are available in 202 WVH.

**Locking Labs.** If you are teaching a course in any of the computer labs, please be sure to lock the lab door when your class ends if the instructor for the next class has not yet arrived. **Never leave students in the labs without an instructor.** If students for the next scheduled class have arrived before their instructor, please ask them to wait outside the lab for him/her to arrive, **and be sure the lab door is locked before you leave.**

**Books.** You may borrow desk copies of books from our office library **only for courses you are currently teaching and/or grading.** You may not borrow books being used for courses you are taking as a graduate student. Please see Rachel Kalweit in 202 WVH for copies of books for the courses you are teaching and/or grading and give her the number of the course. At the end of each semester, you must turn in all copies of books borrowed from 202 WVH. If you will be teaching/grading the same course during the next semester, please notify Rachel, who will re-assign the books to you.

**Photocopying.** The office staff must do all photocopying. Please fill out a work request form (located on the counter in 202 WVH) for all photocopying jobs. **EXCEPTION: ALL EXAMS ARE CONFIDENTIAL AND THEREFORE MUST BE GIVEN DIRECTLY TO THE ADMINISTRATIVE STAFF. DO NOT PUT EXAMS IN THE WORK REQUEST BOX BECAUSE WORK-STUDY STUDENTS OFTEN COMPLETE JOB REQUESTS.** Photocopying is restricted to materials for courses you are currently teaching. We do not allow personal photocopying (i.e., papers, thesis proposals, dissertations, homework/notes etc....). You

can have personal photocopying done at Reprographics, located in the basement of the Curry Student Center or at Gnomon Copy on Huntington Avenue.

**Office Rules.** Office space is limited and shared by other SGA's. We ask that you be considerate and not allow anyone (i.e., friends, relatives, etc...) to use your office and/or computer station. Anyone in violation of this policy will lose his or her office privileges.

## **TEACHING POLICIES/PROCEDURES**

**Course Rosters.** If you are teaching courses you will receive a roster with the names of all of the students registered for your course. You will receive a course roster at the beginning of the course, during the 3rd week of the course, and a FINAL ROSTER during the 5<sup>th</sup> week of the course. Attendance should be taken from these rosters. When you receive the 1<sup>st</sup> and 2<sup>nd</sup> rosters you should notify anyone who is not listed that they must register for the course immediately or they will not be permitted to remain in the class. **Any student whose name does not appear on the FINAL ROSTER is not registered for the course and should not be permitted to remain in the classroom. Furthermore, you should not grade assignments and/or exams for any student whose name is not on the final roster. Please inform the students of this fact.** If you should have a problem with students who are not registered, please notify the Administrative Staff in 202 WVH. There is no exception to this policy.

**Grading.** Grade sheets are distributed prior to the final exam week each semester. **All grade sheets must be turned in to 202 WVH.** The memo that the Registrar circulates with the grade sheets instructs you to submit the grade sheets to them. **Do not bring the grade sheets directly to the Registrar's Office.** We must photocopy them for our records, and we will then hand deliver them to the Registrar's Office.

**Incomplete Grades.** It is strongly recommended that Incomplete Grades (I) not be given in CS1101. If you have any questions regarding teaching policies for CS1101 please see Professor Michael Lipton. **Incomplete (I) grades in all courses you may teach must be approved by the faculty advisor for that course before such a grade may be issued.** The university has very strict policies regarding Incomplete Grades. If you have any questions regarding these policies, please check with the course's faculty advisor.

**Unavoidable Absence from Class.** If you are teaching a class and you find you need to be absent from that class due to illness or unavoidable circumstances, you must make an attempt to find a substitute to teach the class that you will miss and you must notify the faculty advisor of the course. If you are not able to find a substitute, the faculty advisor of the course will let you know whether or not it is appropriate to cancel the class for the day you will be absent. You must notify the faculty advisor for the course you are teaching as well as the Staff in the main office if you are canceling a class. You may not cancel a class without notifying us. The email address for the office staff is office@ccs.neu.edu.

**Retention of Student Coursework.** All student coursework (i.e., homework, projects, exams, disks etc...) must be retained by the instructor for one year.

**If you have any questions regarding administrative policies and procedures, please see the Administrative Staff in 202 WVH.**

I have read, and agree to, the terms of these conditions of my assignment as a Stipended Graduate Assistant in the College of Computer and Information Science.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_