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**SOUTHEASTERN**

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L O U I S I A N A U N I V E R S I T Y

## **Termination and Notification**

This policy applies to Graduate Assistants only.

All graduate assistants hold their appointments at the pleasure or will of the University. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout the fiscal year but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

Graduate assistants who resign or are terminated before classes begin will have their registration canceled and be resigned from the University. To be reinstated, students must pay the full tuition and fees.

Graduate assistants who resign or are terminated after classes begin are required to reimburse the University for the pro-rated share of their tuition and fees. Resigned or terminated graduate assistants will then be ineligible for future employment as graduate assistants unless approved by their academic dean.

Graduate assistants who drop below the required number of hours to maintain their assistantship (six hours for domestic students, nine hours for international students) after the beginning of the semester and before the last day to withdraw, must submit an appeal to their academic dean, who will determine the appropriate action.