Graduate Assistantships and Tuition Waivers
2009-2010
Draft 2-4-09

Principles

- The purpose of Graduate Teaching Assistantships and Graduate Research Assistantships is to: (1) Provide financial support for students enrolled in graduate degree programs; (2) Provide an introduction to university teaching as a career development opportunity (GTAs); (3) Assist in the undergraduate instruction of the university (GTAs); and (4) Provide an opportunity for graduate students to increase their knowledge and learn skills of research in their chosen discipline (GRAs).

- Graduate students enrolled in graduate degree programs may also be appointed as Graduate Service Assistants (GSAs). GSAs assist university units in a variety of activities including but not limited to unit administration, student support, and assistance with instruction outside of normal GTA responsibilities. Graduate Service Assistants will generally be appointed in a university unit whose mission and function is related to the student’s area of academic study and interest.

Eligibility for a Graduate Assistant Appointments (GTA, GRA, GSA)

- Admitted and enrolled in a graduate degree program.
- Enrolled in at least 6 credits per semester including the summer semester.
- Be in good academic standing by maintaining at least a 3.0 GPA and not placed on probation.
- For non-native speakers of English, students must take and obtain a satisfactory score on prescribed language competency tests.
- Eligible to work with appropriate visa status and work permits.
- Appointments must be for a minimum of 10 hours per week at $8.00 per hour.
- Appointments must be for an entire semester and all paperwork completed by dates set by the Division of Graduate Education.
- The University can terminate appointments for not performing assigned duties and functions in a timely manner and competent fashion.
- The University reserves the right to terminate appointments due to a lack of funds with 30 days written notice to the student.

Eligibility for Tuition Waivers

- Only GTA and GRA appointments will be eligible for tuition waivers.
- Students must be enrolled in at least 6 credits in the semester in which they are appointed as a GTA or GRA.
• Students must work at least 10 hours per week to be eligible for a tuition waiver. The level of tuition support is commensurate with the level of the appointment (see specific tuition waiver guidelines).
• Students may have split appointments (GTA and GRA). Tuition waivers will be proportional to the level of each appointment. The combined level of effort must be at least 10 hours per week.

Graduate Teaching and Research Assistant Tuition Waivers

• Graduate tuition waivers will only be assigned to graduate students with GTA and/or GRA appointments.
• The amount of tuition waived will appear as a credit on the student’s account.
• Tuition waiver eligibility is determined first by the student’s academic department, college, and finally by the Division of Graduate Education with final approval by the Vice Provost for Graduate Education.
• A student may not receive tuition waivers for more than the number of credits in their approved Program of Study.
• In any one semester, the maximum dollar value of the tuition waived may not exceed the total tuition billed.
• Students receiving GTA or GRA appointments must be enrolled in a minimum of six credits each semester including the summer semester.
• The availability of tuition waivers is based on the amount defined in the university budget.

Graduate Teaching Assistant (GTA)

• Graduate Teaching Assistantships are university appointments that provide stipends to graduate students who are providing a teaching service to an academic department and directly engaged in the instruction of students.
• GTA appointments are for those graduate students where a teaching experience is part of the academic requirements for their chosen degree or a professional development objective.
• GTAs are responsible to the head of the department for the performance of duties. GTAs are expected to be present at all scheduled classes, be fully prepared for each day’s class, know the background of knowledge each
student brings to the class, and be aware of students’ special interests and needs.

- Full time GTAs are expected to work 20 hours per week. GTAs cannot be appointed for less than 10 hours per week and must be appointed for an entire semester.

- GTAs are eligible for tuition waivers awarded by the respective teaching department or college. (See specific tuition waiver limitations).

- GTAs must be engaged directly with students in a teaching or instructional manner. GTAs cannot be assigned routine clerical or other nonteaching related administrative duties.

- GTAs are expected to perform their duties as responsible teaching professionals representing the university.

Graduate Research Assistant (GRA)

- Graduate Research Assistantships are university appointments that provide stipends to graduate students who are assisting in a research project under the supervision of an experienced investigator.

- GRAs normally will be responsible to the faculty member who is the principal investigator (PI) of the research project. The PI will assign duties to the GRA.

- Full time GRAs are expected to work 20 hours per week. GRAs cannot be appointed for less than 10 hours per week and must be appointed for an entire semester.

- GRAs are eligible for tuition waivers awarded by the respective department or college. (See specific tuition waiver limitations).

- GRAs are expected to perform their duties as responsible research professionals representing the university.

Graduate Service Assistant (GSA)

- Graduate Service Assistantships are university appointments that provide stipends to graduate students who are assisting university units in a variety of activities including but not limited to unit administration, student support, and assistance with instruction outside of normal GTA responsibilities.
• Graduate Service Assistants will be appointed in a university unit whose mission and function is related to the student's area of academic study and interest. GSA duties and responsibilities must for the purpose of pursuing a course of study.

• Graduate Service Assistants are responsible to a faculty, staff, or administrative member of the university unit who will supervise and train the student in the service role.

• Graduate students are selected for GSA appointments generally by the head of the university unit. Criteria for selection generally include the student's academic record, course work related to the service activity, successful progress toward graduate degree completion, and a strong interest in the unit-related activities.

• Full time GSAs are expected to work 20 hours per week. GSAs cannot be appointed for less than 10 hours per week and must be appointed for an entire semester.

• GSAs are expected to perform their duties as responsible research professionals representing the university.
Tuition Waiver Benefits for GTAs/GRAs starting summer 2008

General information
- All GTA/GRAs are required to be enrolled in a minimum of 6 credits (combined total for smr)
- Student’s 1st year is defined as the first 12 months from the first day of a degree seeking student
- No tuition waiver spreadsheets are needed - waivers will be automatically based upon hours employed on the GAAF

<table>
<thead>
<tr>
<th>GTA - 1st year</th>
<th>Minimum Enrollment Required</th>
<th>GTA hrs worked</th>
<th>Residents</th>
<th>Non-Residents</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residents</td>
<td>Non-Residents</td>
<td>International</td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>20 hrs</td>
<td>9 credits</td>
<td>6 credits (includes non-res portion)</td>
<td>6-9 credits (includes res &amp; non-res tuition)</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>15-19 hrs</td>
<td>7 credits</td>
<td>6 credits (includes non-res portion)</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>10-14 hrs</td>
<td>6 credits</td>
<td>6 credits (includes non-res portion)</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GTA - 2nd year and beyond</th>
<th>Minimum Enrollment Required</th>
<th>GTA hrs worked</th>
<th>Residents</th>
<th>Non-Residents</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residents</td>
<td>Non-Residents</td>
<td>International</td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>20 hrs</td>
<td>9 credits</td>
<td>9 credits of resident tuition only</td>
<td>6-9 credits (includes res &amp; non-res tuition)</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>15-19 hrs</td>
<td>7 credits</td>
<td>7 credits of resident tuition only</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>10-14 hrs</td>
<td>6 credits</td>
<td>6 credits of resident tuition only</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

GTA information
- If someone is teaching for the summer and is enrolled for less than 6 credits, they will need to be paid on a Summer Session Appt Form

<table>
<thead>
<tr>
<th>GRA - 1st year</th>
<th>Minimum Enrollment Required</th>
<th>GRA hrs worked</th>
<th>Residents</th>
<th>Non-Residents</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residents</td>
<td>Non-Residents</td>
<td>International</td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>20 hrs</td>
<td>n/a</td>
<td>6 credits of non-resident tuition only</td>
<td>6-9 credits of non-res tuition only</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>15-19 hrs</td>
<td>n/a</td>
<td>6 credits of non-resident tuition only</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>10-14 hrs</td>
<td>n/a</td>
<td>6 credits of non-resident tuition only</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRA - 2nd year and beyond</th>
<th>Minimum Enrollment Required</th>
<th>GRA hrs worked</th>
<th>Residents</th>
<th>Non-Residents</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residents</td>
<td>Non-Residents</td>
<td>International</td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>20 hrs</td>
<td>n/a</td>
<td>n/a</td>
<td>6-9 credits of non-res tuition only</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>15-19 hrs</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>6 credits/semester</td>
<td>10-14 hrs</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

GRA information
- If someone is not enrolled in for 6 credits during the summer they may be paid by using the Temp Hourly Form or the Graduate Summer Appointment Form