

 <p>Category: Graduate Programs</p> <p>Applicable for: CEAS funded Graduate Assistants</p>	<p align="center">COLLEGE OF ENGINEERING AND APPLIED SCIENCE</p> <p align="center">Operating Policy</p> <p align="center">Graduate Assistant Stipend and Tuition Policy</p> <p>Effective Date: February 15, 2017 Revised: August 22, 2023</p>	<p>Document Owner: CEAS Graduate Studies Office</p> <p>Responsible Office: CEAS Sr. Associate Dean</p>
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Background

A student awarded a graduate assistantship receives a financial stipend for services rendered in addition to a full or partial tuition scholarship. A student who receives a graduate assistantship (GA) devotes effort to a combined program of formal study and assigned duties of teaching, research, or administrative service that is designed to enhance their university education. The stipend received by the graduate assistant is in recognition of these services. Those with teaching duties are teaching assistants (TAs), and those with research duties are research assistants (RAs). During the appointment, the goal is to produce a graduate student who becomes a more learned, creative, and professional individual through formal instruction, interaction with faculty, research, and administrative experience. Any assignments that result from a graduate award should be consistent with the student's academic pursuits.

Policy

Graduate Assistantship

Graduate Assistants must be registered for each Fall and Spring semester they receive a GA/RA/TA for 15 graduate credit hours in CEAS. Students can register for a maximum of 18 credit hours. Students exceeding 18 credit hours (or who enroll in Summer courses) are responsible for the payment of additional tuition and fees. The total credit hours include audits and withdrawals. Graduate assistantships will be cancelled if the awardee does not meet his/her enrollment obligation. The exception to this rule is summer semester. Graduate Assistants are paid on a bi-weekly basis, are considered exempt from minimum wage and overtime requirements. Minimum bi-weekly stipends set by CEAS are listed at the end of this document.

Receiving a GA award obligates awardees to work a 20 per week for services that make a substantive contribution to the student's academic and professional development. Typical GA appointments are 0.5 FTE (20 hours per week), devoted to one project. However, GA appointments can be some combination of effort (e.g., 0.25 FTE RA & 0.25 FTE TA), with the expected workload scaled to match the percent effort. In all cases, the total GA effort should sum to no less than 0.5 FTE. If the student determines that he/she cannot meet the workload requirements of the award, it is imperative that he/she notifies the appointing program, college, or area. Students cannot hold concurrent employment. Students are limited to .5 FTE (20 hours) weekly during the academic year Fall-Spring.

Assistantship awards are contingent upon student status, satisfactory degree progress, and performance of service as assigned, and can be terminated at any time. Each re-appointment period of the assistantship, the appointing program, college, or area must notify the awardee *in writing* detailing the terms, services, and conditions of the appointment. These include, but are not limited to:

- the amount and duration of the award;
- end date, as well as the termination process;
- the expected number of hours per week of required duties;

- description of the duties assigned to the student;
- description of the conditions under which either the student or unit may terminate the award prior to its end date, as well as the termination process
- criteria for re-appointment of the award; and
- information on current IRS guidelines
- GA procedures if any of the documents have been modified since the student's initial appointment.

UGS/GIA Scholarship

Students must sign a UGS/GIA Guidelines form and follow the rules of the UGS/GIA scholarship. Students receiving an assistantship and have met or passed the maximum graduate credit hour limit of 174 graduate credit hours (including F, I, UW, SP, IP, UP, W, and audited courses) must receive approval to continue to receive an assistantship by completing and obtaining approval on a High Credit Limit Form. All forms are available on the CEAS Student Portal, or in 801 Mantei Center; in addition:

- All CEAS funded GA's (grant and non-grant funded) will have \$3,027 per academic semester credited to their account. Grants and contracts will continue to pay \$3,027 per academic semester in tuition and certain fees for GA's, if allowable by the sponsor. For non-grant GA's, the college will provide \$2,339 from GIA funds and the department will be responsible for the \$688 not eligible for coverage by GIA. Student's out-of-pocket expenses will be approximately \$125 per semester for international students; \$0 for citizens or permanent residents (based on current tuition and fee rates AND if students apply and receive a GSHI award). The OOP cost are subject to change based on revised fee structures.
- For grants and contracts that do not allow for tuition, or where the \$3,027 is listed as official cost-share, it will be 100% the responsibility of the department/PI to fund UNLESS this is officially requested as financial assistance from the college during the proposal stage with documented approval from Dean (or designee) indicating the % that the college will subsidize. This will be considered on a case by case basis. College support, if approved, will come from GIA at a maximum of \$ 2,339 per academic semester.

Beginning FY24

- Beginning July 1, 2023 all CEAS funded GA's (grant and non-grant funded) will be paid a minimum of \$993 bi-weekly (\$25,818 annually for students who work 20 hours / week for the entire year)
- Students may work 40 hours / week in summer if the funding source permits
- The maximum rate of pay shall not exceed 1.5 x the minimum rate. (Please note that some funding agencies may have a lower maximum rate of pay).
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Beginning AY25 (Fall 2024)

- Beginning August 15, 2024 all CEAS funded GA's in a PhD program (grant and non-grant funded) will be paid a minimum of \$1,077 bi-weekly (\$28,002 annually for students who work 20 hours / week for the entire year); all CEAS funded GA's in a MS program will be paid a minimum of \$1,013 bi-weekly (\$26,338 annually for students who work 20 hours / week for the entire year).
- Students may work 40 hours / week in summer if the funding source permits
- The maximum rate of pay shall not exceed 1.5 x the minimum rate. (Please note that some funding agencies may have a lower maximum rate of pay).

1.0 FTE GA Appointments - allowable in Summer and Recess periods ONLY

Full 1.0 FTE appointments in Summer (or Recess periods) are limited to a maximum of 80 hrs./bi-weekly and must conform to the .5 FTE pay rate structure. For example, a GA who had a .5 FTE appointment of \$993 in Spring Semester at 40 hrs./bi-weekly who then is appointed to be 1.0 FTE in summer could then have their bi-weekly rate doubled to \$ 1,986.

Future Fiscal Year Planning

- The minimum CEAS GA (grant and non-grant funded) bi-weekly rate will automatically be adjusted using the anticipated escalation rate set by the NIH on July 1 each year. (see <https://grants.nih.gov/grants/guide/notice-files/not-od-02-017.html>, which is based on the entry- level

postdoctoral NRSA stipend). All future proposals should take this into account when preparing GA budgets to ensure funds will be available for the ensuing fiscal years that provide a reasonable rate of compensation for our graduate students.

Attached Documents

- High Credit Limit Funding Form and GIA Guidelines Form

Related Links/Procedures/Policies

- [Graduate Handbook](#)
- [Graduate Assistantships](#)



High Credit Limit Funding Form
College of Engineering & Applied Science

If you have reached the maximum credit hours of 174 and no longer qualify for UGS/GIA funding please complete the below form if you would like approval to continue your funding. This form needs to be completed each academic year that you will receive funding and are unable to register full time (15 credit hours).

Name: _____ M#: _____

E-Mail Address: _____ Department _____

Advisor: _____

Degree Goal: _____

Begin Term of Degree _____

QE Date _____

Expected graduation term: _____

Proposal Defense Date _____

Total Credit Hours to Date _____

Stipend funding source _____

Approvals:

Advisor _____

Date _____

Department Business Manager _____

Date _____

Graduate Studies Director _____

Date _____

Graduate Studies Office _____

Date _____

Copies of this form must be submitted to the:

Graduate Studies Office, 801 Mantei Center and to your Department Business Manager.



Read the below guidelines and sign

College of Engineering and Applied Science

Graduate Incentive Scholarship Award (GIA) Guidelines

- **GIA** (appears in Catalyst as **Grad Incentive Scholarship**) recipients must be registered for a **minimum of 15 graduate semester hours** in the College of Engineering and Applied Science (CEAS). You must maintain a minimum of 3.0+ GPA to qualify and maintain GIA. Students can register for up to **a maximum of 18 semester hours**. Costs for more than 18 semester hours will be the responsibility of the student. **You are solely responsible for checking your bill and ensure that your GIA scholarship is applied, and paying the amount listed on your bill**
- **DAY 15 of the semester is the last day to drop to get a 100% refund** (Calendar days from the 1st day of classes). If you drop classes or withdraw after day 15 of the semester, all scholarships will be removed, and you will be responsible for paying 100% tuition and fees. If you withdraw or leave the University for any reason and do not drop your classes by Day 15 of the semester, then you will be responsible for paying all tuition and fees due.

<u>Withdrawal or Drop Dates for GIA Responsibility</u>	<u>% of tuition/fees YOU will be responsible to repay</u>
Day 1 to Day 15 of the semester refund (calendar days from the 1 st day of the semester)	0%
Day 16 or after of the semester refund (calendar days from the 1 st day of the semester)	100%

- **Day 15 is the last day to drop a class, and the class will be removed from your academic record.**
- **Additional information is available at http://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html. Date and deadline Calendars can be found at <https://www.uc.edu/about/registrar/calendars.html>.** International students on reduced course load **must** be registered for one semester hour in their program **EVERY** Fall/Spring semester until graduation or have OPT card. Failure to comply may result in applying for reinstatement and a delay in graduation. Students on CPT must be registered every academic semester, or their CPT will be canceled. GIA will not be provided for students on a reduced course load.
- All Graduate Assistants (also referred to a GA, RA, or TA), regardless of funding source, are **required** to register full time. Failure to register full time can result in the termination of your assistantship and GIA.
- Ph.D. students funded with an assistantship cannot change to an MS program without the approval of their advisor, department graduate director, and the Associate Dean.
- Students that transfer from MS or Ph.D. to MEng are ineligible for GIA Funding.
- Students who exceed the 174-semester graduate credit limit are ineligible for GIA and UGA support. Any student who exceeds the 174 credit hour limit needs permission to receive funding. **It is the student's responsibility to check their credit hours and ensure they qualify for GIA funding.** A High Credit Limit Funding Form must be completed, approved, and submitted to their funding department and GSO. The form is available on the [CEAS Student Portal](#).
- Students **must** be registered each academic semester they are on campus.
- If you are going to drop and add classes, be sure to **not go above 18** or below 12 semester hours. Refer to the above Withdrawal or Drop Dates for the amount of tuition you will be responsible for if you drop or withdraw from classes.
- If a clerical error is made in applying your GIA, our office will notify you of the error, and you will be responsible for charges due (if any). **You are responsible for checking your bill, ensure your GIA is posted correctly, and paying any outstanding balance.**
- If you register for any course outside of the CEAS or your program, you **MUST** have prior written permission on an Approval for Courses Outside CEAS Form, no exceptions. You cannot earn a degree or certificate in another college while receiving a CEAS GIA award.
- If a student's residency status changes, the GIA amount will change. Students must notify the Graduate Studies Office if your residency status changes.

Your signature below indicates that you understand all the above rules and failure to comply with any of the rules or regulations listed above may result in the cancellation of your GIA. You will be responsible for repaying tuition & fees as a result of non-compliance. You understand that this policy applies to all terms while you are a graduate student at UC. If there are changes in the above policy, you will be notified through your UC email.

NAME (Last Name, First Name) - Please Print

UC ID - M#

Degree (MEng, MS PhD)

Program Name (ex. Mechanical, Computer Science, Electrical, etc.)

Signature

Date