

 <p>Category: Graduate Programs</p> <p>Applicable for: CEAS funded Graduate Assistants</p>	<p>COLLEGE OF ENGINEERING AND APPLIED SCIENCE Operating Policy</p> <p>Graduate Assistant Stipend and Tuition Policy</p> <p>Effective Date: February 15, 2017</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 prescribed number of hours 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 and 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.

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;
- 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 reappointment of the award; and
- information on current IRS guidelines
- Graduate appointment 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 in the Graduate Studies Office, 665 Baldwin Hall. In addition:

- **All** CEAS funded GAs (grant and non-grant funded) will have \$ 3,027 per semester credited to their account. Grants and contracts will continue to pay \$ 3,027 per semester in tuition and certain fees for GAs, if allowable by sponsor. The department will be responsible for paying the \$ 3,027 for non-grant or contract funded students. The college will subsidize a portion of these costs. Students out-of-pocket expenses will be approximately \$ 377-\$502 per semester (based on current tuition & fee rates AND if they have a GSHI award). The OOP costs 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.

New for FY18

- Beginning July 1, 2017, **all** CEAS funded GAs (grant and non-grant funded) will be paid a minimum of \$ 875 bi-weekly (up from \$ 850).
- The maximum rate of pay shall not exceed \$1750 bi-weekly. (Please note that some funding agencies have a lower maximum rate of pay.)

New for FY19

- Beginning July 1, 2018, **all** CEAS funded GAs (grant and non-grant funded) will increase to a minimum of \$ 900 bi-weekly.
- The maximum rate of pay will increase to \$1800 bi-weekly. (Please note that some funding agencies have a lower maximum rate of pay.)

Future Fiscal Year Planning beyond FY19

- 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 of 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 assure 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
- UGS/GIA Guidelines Form

Related Links/Procedures/Policies

- [Graduate Student Handbook](#)
- [Graduate Assistantships](#)
- [University HR policy on 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, 665 Baldwin Hall and to your Department Business Manager.



University of Cincinnati

Read the below guidelines and sign

College of Engineering and Applied Science University Graduate Scholarship (UGS) Guidelines

- UGS (appears on account as Grad Incentive Scholarship - GIA) recipients must be registered for at least **15 graduate semester hours** in the College of Engineering and Applied Science (CEAS). You must maintain a minimum of 3.0 GPA. Students can register for up to a **maximum of 18 semester hours** as part of their UGS. Costs for more than 18 semester hours will be the responsibility of the student. You are responsible for checking your bill and ensure that your UGS/GIA scholarship is applied.
- 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 to pay 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 to pay all tuition and fees due.

<u>Withdrawal or Drop Dates for UGS/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:** http://www.uc.edu/content/dam/uc/registrar/docs/calendars/fall_2017_dates_deadlines.pdf
- International students on reduced course load **must** be registered for 1 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 cancelled. UGS/GIA will not be provided for students on 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 termination of your assistantship.
- PhD students funded with an assistantship cannot change to a MS program without approval of their advisor, department graduate director and the Sr. Associate Dean.
- Students who exceed the 174 semester graduate credit limit, are ineligible for UGS/GIA and UGA support. Any student who exceeds the 174 credit hour limit needs permission to receive funding. A High Credit Limit Funding Form must be completed, approved and submitted to their funding department and GSO. The form is available in 665 Baldwin Hall.
- Students **must** be registered each academic semester they are on campus. The only time a student does not have to be registered is if they will not be on campus at all during the semester. Verification must be submitted to the GSO.
- If you are going to drop and add classes, be sure to **add** the class **BEFORE** you **drop** a class. The best way of adding and dropping is to do it on an add/drop slip and not online. Do 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 UGS/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 and paying any outstanding balance.
- If you register for any course outside of the CEAS or your program, you **must** have prior written permission (unless it is a written requirement for your degree.)

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 UGS/GIA and that you will be responsible to re-pay 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 and understand that you must comply with any new changes.

 Signature

 M#

 Date

 Name

 Department