EMU Graduate Assistant and Doctoral Fellow Award Policies
May 2016

Once appointed as a Graduate Assistant (GA) or Doctoral Fellow (DF), go to http://www.emich.edu/hr/working/employment/new-employee-orientation.php to complete the new hire paperwork.

Both Graduate Assistantships (GA) and Doctoral Fellow (DF) are recognized awards. Students may receive a full GA/DF Position, which includes up to 18 (23 DF) credit hours of tuition waiver over an academic year and a financial stipend. A part-time GA/DF award allows for a portion of student tuition to be waived. A part-time award includes up to 9 credit hours of tuition waiver over the Fall/Winter semester and a stipend. Courses taken below the 500 level will not be eligible for reimbursement under the GA/DF tuition waiver benefit, unless the courses are included in the program of study for a 150-credit hour, dual degree, bachelor-master program.

**Full-time Graduate Assistant/Doctoral Fellow appointments (average 20 hours/week)**
A full-time GA/DF appointment entitles a student 9 credit hours (12 DF) of tuition waiver per semester, with a limit of 18 credit hours (23 DF) per academic year. Students must be enrolled in no fewer than 6 credit hours Fall and Winter semesters. If there are any credit hours remaining in the 18 credit hour (23 DF) award, the remaining hour(s) can be used for Spring/Summer courses in the same academic year.

Note: GA/DF will receive no more than 9 credit hours (12 DF) of tuition waiver in a single semester, regardless of how many appointments are given during that time period. If the GA/DF is not reappointed, is terminated for the following semester, or voluntarily resigns from the assistantship and has not used all the credit hours of tuition waiver from the employed semester, the unused credit hours of waiver are forfeited.

This award covers tuition, differential tuition, and provides a stipend. It does not cover registration fees, mandatory fees, late payment fees, new student record initiation fee, nor program fees.

**Half-time Graduate Assistant/Doctoral Fellow appointments (average 10 hours/week)**
A part-time GA/DF entitles a student 5 credit hours of tuition waiver in the Fall semester and 4 credit hours in the Winter semester (6 each DF), with a limit of 9 credit hours (12 DF) in total during the Fall/Winter semesters. No tuition waiver is available during the Spring/Summer semester. This is a partial award. To be eligible for this award, students must be enrolled in a minimum of 6 credit hours in the Fall and 6 credit hours in the Winter.

This award covers partial tuition, differential tuition, and provides a stipend. It does not cover additional tuition, registration fees, mandatory fees, late payment fees, new student record initiation fee, nor program fees.
Drop/Add or Withdrawal from a Class
University policy does not cover tuition for courses from which a GA/DF drops or withdraws after the time period allotted for 100% tuition reimbursement. If a GA/DF drops or withdraws from classes after the published deadline, the student will be held responsible for payment of tuition and differential tuition. The semester Class Schedule book (http://www.emich.edu/registrar/registration_info/withdrawing.php) identifies the 100% withdrawal/drop date. Students may request an exception to this policy for medical reasons or hardship. Exceptions are granted at the discretion of the Dean of the Graduate School.

To clarify this policy, the following examples are provided:
• If a GA/DF officially withdraws/drops a class within the timeframe for 100% reimbursement, the student is NOT liable for tuition and differential tuition payment.
• If a GA/DF withdraws after the deadline for any reimbursement after working for a third of the semester, the GA/DF will be charged the 67% adjusted rate.

Fees and Courses that the Graduate School Will Not Pay
The student is responsible for paying all fees, including the registration fee, late payment fees, new student record initiation fees, program fees and all other mandatory fees.

Courses taken for recreation or vocational reasons will not be eligible for reimbursement under the GA/DF tuition waiver benefit.

Courses taken below the 500 level will not be eligible for reimbursement under the GA/DF tuition waiver. The only exception is the courses that are included in the program of study for a 150-credit hour, dual degree, bachelor’s-master’s program.

Tuition Waiver
Full-time GA/DF: A maximum of 18 credit hours (23 DF) of credit hours are covered for full-time GA/DFs appointed over an academic year. A total of 9 credit hours (12 DF) of tuition are covered by the assistantship during a given semester. A GA/DF cannot exceed more than a full-time appointment in any given semester. It is acceptable to have two part-time appointments; however, the student cannot exceed the full-time award.

Full-time GA/DF: If the full-tuition entitlement is not used during the Fall and Winter semesters combined, then up to 6 hours of unused tuition waiver may be used during the current academic year’s Spring/Summer term. A student does not have to be appointed (work) as a GA/DF during the Spring/Summer period in order to use their remaining credit-hour award. Note: credit hours from one academic year cannot be carried over to a subsequent academic year.

Full-time GA/DF: All requests to carry over tuition credit from one semester to the subsequent Spring/Summer term (of the same academic year) must be made in the form of a response to the formalized tuition waiver survey sent by Human Resources via email by May 30. No late requests will be considered.

Part-time GA/DF: Part-time GA/DF must be enrolled in a minimum of 6 credit hours in the semester of their award. It is understood that this is a partial award with only 5 credit hours in the Fall and 4 credit hours in the Winter waived. The remaining costs for one or more credit hours is the responsibility of the student.
To maintain the award, GA/DF employees must enroll in and complete a minimum of 6 credit hours per individual semester. (Because auditing a course generates no academic credit, the GA/DF tuition award does not pay for audited courses.)

If a GA/DF voluntarily resigns or is terminated at any time during a semester, the GA/DF automatically gives up any rights to any tuition support for that or subsequent semesters. Prorated tuition awards are at the discretion of the Graduate School. No credits of remaining tuition will be carried over to any subsequent semester.

Graduate Assistants in their final semester of their program may petition for continuation with less than six credit hours. This exception is granted by the Graduate School Dean.

Doctoral Fellows may petition for exception to this policy once coursework is completed and they are in the dissertation/research phase of their program. This exception request should be directed to the Graduate School Dean.

**File Review**

By federal regulation, some student aid applicant files must be reviewed for accuracy of financial information reported. If selected for file review, the Office of Financial Aid will request additional documentation including, but not limited to, most recent federal income tax return (1040), W-2 and a Verification Worksheet that requests information such as child support paid or received, Social Security benefits and income credits. All documents must be received and reviewed by Financial Aid staff prior to processing student loans and earning College Work-Study GA/DF wages.

**Satisfactory Academic Progress (SAP)**

Federal regulations require the Office of Financial Aid to monitor the academic progress of all students toward degree completion. Academic progress is measured using three factors: GPA, number of credit hours taken and the percent of credit hours completed with a passing grade.

Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal, state or University programs. A copy of the SAP Policy is available at the Office of Financial Aid (http://www.emich.edu/finaid/) and online.

**Reappointment, Academic Probation and Continuation**

In order to be reappointed or continued on a graduate appointment from semester to semester, one must meet the following Satisfactory Academic Progress (SAP): The GA/DF must have maintained a cumulative 3.0 or “B” average and have provided satisfactory performance as a graduate employee (Please note: individual department requirements for reappointment will vary.) Also a 67% course completion rate must be maintained.

Any GA/DF failing to maintain a cumulative 3.0 GPA is automatically placed on academic probation and is subject to removal from the assistantship. No graduate student currently on academic probation may be appointed or reappointed to a GA/DF award.

Students who fail to maintain a cumulative 3.0 (“B”) graduate grade-point average for any semester while on assistantship and/or whose duties have not been performed in a satisfactory manner will not be reappointed for the following semester. Stipend and tuition waiver benefits will be terminated.
F-1 and J-1 Visas
Students on an F-1 and J-1 visa can only work a maximum of 20 hours per week, which is the usual full-time load for a GA/DF. Should a student with an F1 or J1 visa be offered a position that requires a 29-hour work week, such as an adjunct professor, specialty project, etc., prior permission must be granted from the Office of International Students and Scholars (OISS). The Office of International Students and Scholars allows a GA/DF or student worker an additional 9 hours accounted for as CPT on top of the 20 work hours.

Curricular Practical Training (CPT)
The Student and Exchange Visitor Information System (SEVIS) will grant F-1 and J-1 visa-carrying students a Curricular Practical Training (CPT) after completing one full academic year. Being granted a CPT will allow a student to work off campus as long as the employment is in a field related to the student's major. CPTs can be full or part-time work. Permission must be obtained from the Office of International Students and Scholars (OISS) and the employment detail is printed on the I-20.