



## EMU Graduate Assistant and Doctoral Fellow Award Policies

**Graduate Assistantships and Doctoral Fellowships are recognized awards that allow a student both tuition benefits and employment opportunities.**

### Graduate Assistantship (GA)

**Tuition Benefit:** The length of an assistantship is based on the number of credit hours of the degree program

A **full-time award** includes up to eighteen (18) credit hours of tuition waiver that may be used over the course of three semesters (fall/winter/summer) of the same academic year.

- GAs in degree programs of 36 credit hours or less may be awarded up to 2 years.
- GAs in programs that range from 37- 54 credit hours may be awarded up to 3 years.
- GAs in programs that exceed 54 credit hours may be awarded up to 4 years.

GAs must be enrolled in no fewer than six (6) graduate credit hours and no more than nine (9) credit hours in the fall and winter semesters. If there are any credit hours remaining in the 18 credit hour award, the remaining hour(s) may be used for summer courses in the same academic year. Students are not able to use/roll-over tuition waivers from other academic years.

A **half-time award** includes up to nine (9) graduate credit hours of tuition waiver that may be used over the course of two semesters (fall/winter) of the same academic year. GAs must be enrolled in a minimum of four (4) credit hours in the fall and four (4) credit hours in the winter. No tuition waiver is available for the summer semester.

- The number of years that a student is eligible for a GA is based on the length of the program.
  - GAs in degree programs of 36 credit hours or less may be awarded up to 2 years.
  - GAs in programs that range from 37- 54 credit hours may be awarded up to 3 years.
  - GAs in programs that exceed 54 credit hours may be awarded up to 4 years.
- A student may hold two concurrent half-time GA positions to equate to a full-time assistantship.

### **GA Employment/Stipend:**

In addition to a tuition waiver, GAs receive a stipend for their assistantship/work. Compensation rates are determined by the hiring authority/supervisor.

Full-time GAs average 20 hours of assistantship/work per week.  
Half-time GAs average 10 hours of assistantship/work per week.

The work plan/scope of work, days, and times for full-time and half-time GAs are determined by the hiring authority/supervisor.

### **Doctoral Fellowship (DF)**

#### **Tuition Benefit**

A **full-time award** includes up to twenty-three (23) credit hours of tuition waiver that may be used over an academic year (fall/winter/summer). DFs in degree programs that exceed 60 credit hours may be awarded up to 4 years.

Full-time DFs must be enrolled in a minimum of six (6) graduate credit hours in the fall and winter semesters and one (1) credit hour in the summer semester.

A **half-time award** includes up to twelve (12) credit hours of tuition waiver that may be used over an academic year (fall/winter/summer). DFs in degree programs that exceed 60 credit hours may be awarded a fellowship for up to 4 years.

Half-time DFs must be enrolled in a minimum of four (4) credit hours in the fall and winter semesters.

#### **DF Employment/Stipend**

In addition to a tuition waiver, DFs receive a stipend for their fellowship/work. Compensation rates are determined by the hiring authority/supervisor.

Full-time DFs average 20 hours of fellowship/work per week.  
Half-time GAs average 10 hours of fellowship/work per week.

The work plan/scope of work, days, and times for full-time and half-time DFs are determined by the hiring authority/supervisor.

### **General Policies: Graduate Assistantships and Doctoral Fellowships**

#### **Program Type**

Students in all master's or doctoral programs qualify for GA/DF awards. Certificate students do not qualify if solely enrolled in a certificate program. Students dually enrolled in a certificate and master or doctoral program may use their tuition benefit from both graduate and certificate courses.

#### **Appointment Type**

GA/DF whose appointments are not generated out of the Graduate School (e.g. research grants) are required to adhere to this policy. Other requirements including human subjects and animal care and use training (Cayuse) may be required.

### **Graduate Assistant/Doctoral Fellow Work Limitations**

Because GAs and DFs are full-time students, they may not exceed 20 hours per week as part of their GA/DF employment. Within this 20-hour-per-week limit, students may hold a first GA or DF appointment concurrent with a second GA or DF appointment.

Concurrent with a GA/DF appointment, students may have positions in student EMU employee classifications as long as the total number of hours worked weekly does not exceed 29 hours. Students may not be appointed to a GA or DF position concurrent with a position in a non-student EMU employee classification.

### **Scope and Location of Work**

All GAs and DFs must have a signed contract with identified activities to meet the employment requirement. All GAs and DFs engaged with students/student records must participate in FERPA and Cybersecurity training. Other training may be required based on employment responsibilities.

### **Remote Work**

GAs and DFs contract with their hiring department specific to work assignments. Departments may allow for remote work under the following conditions:

- The GA/DF is in Michigan.
- The Scope of Work is defined.
- The hours, days, and time of work are defined.

GAs/DFs who travel out of the state or country to meet their GA/DF responsibilities must seek permission from their supervisor and the Office of Risk and Emergency Management. Permission for all out-of-country GA/DF activities must be reviewed by the Office of Research Compliance.

All GA/DF working remotely shall follow all policy requirements as outlined through University Human Resources: <https://www.emich.edu/human-resources/documents/remote-work-policy-and-agreement.pdf>

### **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 the prorated portion of tuition and differential tuition. The semester class schedule book (<http://www.emich.edu/registrar/calendars/datesanddeadlines.php>) identifies the 100% withdrawal/drop date. Students may request an exception to this policy for medical reasons. 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 are not part of a Graduate Assistantship or Doctoral Fellowship**

- 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.
- Because auditing a course generates no academic credit, the GA/DF tuition award does not pay for audited courses.
- Courses 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 combined bachelor's-master's program.
- 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.

### **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.

Depending upon the GA/DF duties, the tuition waiver benefit may be taxable under IRS regulations.

### **Grade Point Average (GPA), Incomplete Grades and Satisfactory Academic Progress (SAP)**

A newly admitted graduate student may be appointed a GA/DF with an admission GPA of a 2.7 or greater. However, in order to remain or be reappointed, the GA/DF must maintain a minimum 3.0 GPA each semester. (Please note: individual department requirements may exceed this minimum requirement). A GA/DF may have an incomplete on their transcript and remain a GA/DF.

In order to continue or be reappointed, GA/DF must also meet the following Satisfactory Academic Progress (SAP).

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/>).

All graduate students including GA and DF on F1 or J1 visas must meet SEVIS requirements of 8 credit hours or more per semester. Students who fail, withdraw, or receive incomplete grades must contact OISS to secure SEVIS permission.

### **Appointment, Reappointment, Academic Probation and Continuation**

The GA/DF applicant must be fully or conditionally (conditions 1, 2, or 3) admitted to a graduate program. Applicants with condition 4 status due to reasons of low undergraduate grade-point average are NOT ELIGIBLE for graduate assistantships or doctoral fellowships. Students with admission for continuing education, non-degree, and certification programs are also not eligible.

GAs and DF are appointed yearly. Being a GA/DF does not guarantee subsequent awards/contracts.

The hiring authority may terminate the appointment of any GA/DF who has not performed their duties in a satisfactory manner. Stipend and tuition waiver benefits will be terminated.

### **Second Award**

GAs completing a masters degree are not eligible for a second GA. GAs with a completed masters degree are eligible for a doctoral fellowship.

### **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.

### **Compensation**

Compensation rates are determined by the hiring office. However, minimum compensation rates are set by the Graduate School.

### **Supplemental Employment**

Supplemental employment outside EMU is permitted providing:

- It appears that supplemental employment will not interfere with the performance of GA/DF duties or impair the effectiveness of the individual as a GA/DF.
- EMU equipment, supplies, materials, or clerical services are not utilized for such outside work.
- The GA/DF reports to the GA/DF supervisor, Department Head, School Director, or equivalent the nature, extent, and the expected duration of such work, including the number of hours and time during which the supplemental employment is to occur. Such notification shall be given prior to the beginning of a new GA/DF appointment or prior to

undertaking new outside employment or updated whenever a significant change in outside employment occurs.

- Should the GA/DF supervisor, Department Head, School Director, or equivalent determine that the supplemental employment is not in keeping with the limitations and requirements provided above, the GA/DF may be requested to end or modify such supplemental employment as a condition of commencing or continuing their GA/DF appointment.
- GAs/DFs who fail to notify the GA/DF supervisor, Department Head, School Director, or equivalent of outside employment, or fail to end or modify supplemental employment pursuant to this policy, may have their appointment rescinded.