



## EMU Graduate Assistant and Doctoral Fellow Award Policies

*Once appointed as a Graduate Assistant (GA) or Doctoral Fellow (DF), go to [www.emich.edu/newhires](http://www.emich.edu/newhires) to complete the new hire paperwork.*

Both Graduate Assistantships and Doctoral Fellowships are recognized awards. Students may receive a *full* GA/DF Position, which includes up to 18 graduate credit hours of tuition waiver over an academic year and a financial stipend. A half-time award includes up to nine (9) graduate credit hours of tuition waiver over the Fall (5 hours) and Winter (4 hours) semesters 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's-master's program.

### **Full-time Graduate Assistant/Doctoral Fellow Appointments (average 20 hours/week)**

A full-time GA/DF appointment entitles a student up to 9 graduate credit hours of tuition waiver per semester, with a limit of 18 graduate credit hours per academic year. Students must be enrolled in no fewer than 6 graduate credit hours Fall and Winter semesters. If there are any credit hours remaining in the 18 credit hour award (at most 6), the remaining hour(s) can be used for Spring/Summer courses in the same academic year.

Note: A GA/DF will receive no more than 9 graduate credit hours of tuition waiver in a single semester, regardless of how many appointments are given during that semester. 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 provides a stipend and covers tuition and differential tuition. 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 half-time GA/DF entitles a student to 5 graduate credit hours of tuition waiver in the Fall semester and 4 graduate credit hours in the Winter semester, with a limit of 9 credit hours 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 provides a stipend and covers partial tuition and differential tuition. It does not cover additional tuition, registration fees, mandatory fees, late payment fees, new student record initiation fee, nor program fees.

### **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. Students may not be appointed to a GA or DF position concurrent with a position in a non-student EMU employee classification.

### **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 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 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 graduate credit hours of tuition are covered for full-time GA/DFs appointed over an academic year. A total of 9 graduate credit hours of tuition are covered by the assistantship during a given semester. A GA/DF cannot exceed 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 Summer term. A student does not have to be appointed (work) as a GA/DF during the 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 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 employees must be enrolled in a minimum of 6 graduate 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 graduate credit hours per individual semester. (Because auditing a course generates no academic credit, the GA/DF tuition award does not pay for audited courses.)

Graduate Assistants in the 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 and GAs may petition for an exception to this policy once coursework is completed and they are in the dissertation/thesis research phase of their program. This exception is granted by the Graduate School Dean.

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.

### **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.

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

The GA applicant must be fully or conditionally (conditions 1, 2, or 3) admitted to a graduate program. Pathways students who are enrolled in six graduate credit hours may be eligible under certain conditions. Applicants with condition 5 status or condition 4 status due to reasons of low undergraduate grade-point average are NOT ELIGIBLE for graduate assistantships. Students with admission for continuing education, non-degree and teacher certification are also not eligible for a graduate assistantship.

GAs and DFs may be reappointed. The combined total appointments for master's students may not exceed four semesters. The combined total appointments for students enrolled in terminal degree programs (doctoral, MFA) may not exceed eight semesters. The AVP for Graduate Studies and Research

may grant exceptions for (a) students appointed to GA or DF positions funded by externally sponsored projects or (b) students who are enrolled in programs that have master's degree requirements that exceed 36 credit hours.

In order to be reappointed or continued on a graduate assistant 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.

All graduate students who maintain SAP are eligible to receive GA appointments for a total of four fall and/or winter semesters (usually two academic years).

Doctoral and MFA students are also eligible to receive DF positions. The appointments are limited to two fall and/or winter semesters of support for MFA students and eight fall and/or winter semesters of support (usually four academic years) for doctoral students .

Any graduate student failing to maintain a cumulative 3.0 GPA is automatically placed on academic probation. Graduate students currently on academic probation are not eligible for appointment or reappointment to a GA/DF award.

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.

### **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.

### **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.