

Assistantship Classifications:

- **Teaching Assistantships:** The primary responsibility of a Graduate Teaching Assistant (TA) is to serve in an instructional capacity for formal undergraduate courses as described in the attached TA Job Description. TAs cannot be assigned to graduate courses, co-curricular activities, administrative duties, etc. TA stipends are funded by the Office of Academic Affairs (OAA). TA tuition remission funded by the Graduate School is allocated to colleges and then allocated to departments by the deans.
- **Research Assistantships:** The primary responsibility of a Graduate Research Assistant (RA) is to conduct research. RA stipends are funded through external research awards and industry contracts. At least \$2500/semester tuition for a full-time RA must be budgeted on all external awards and contracts unless the funding agency has published policies disallowing tuition for all applicants.
- **Administrative Graduate Assistantships:** The primary responsibility of an Administrative Graduate Assistant (AGA) is to perform administrative duties in support of the university mission. AGA stipends and tuition remission are funded by the hiring unit.

Eligibility, Duration and Award of Funding:

- Contracts are provided **only for the semesters** in which a graduate student has a teaching (TA), research (RA), or administrative (AGA) assignment. For all full-time (20 hours/week) and part-time (10 hours/week) assistantships, a graduate student:
 - must be fully admitted to a degree-seeking program and meet academic eligibility:
 - Incoming graduate students must have a minimum 2.75/4.00 undergraduate cumulative GPA on a US scale, or
 - Continuing students must have a minimum 3.00/4.00 graduate cumulative GPA on a US scale and maintain good academic standing.
 - must be enrolled full-time in a degree-seeking program (students in certificate programs are ineligible to hold an assistantship).
 - Fall/Spring
 - Students must be enrolled in at least 9 hours to be considered a full-time student and qualify for an assistantship/contract, and
 - Students must have a TA or RA assignment for the duration of the contract period.
 - Summer
 - Summer 2024
 - The Graduate School is honoring the summer contracts that have already been issued for Summer 2024
 - Students with a summer TA/RA/AGA contract must enroll in a minimum of 6 hours to be considered a full-time student and receive a stipend and tuition remission.
 - Summer 2025 and beyond:
 - The Graduate School will no longer automatically provide summer tuition remission or stipends for continuing students who received assistantships during the AY
 - Programs may provide PhD students in their first year only with a summer contract for up to 6 hours if their program requirements dictate; otherwise, new PhD students with a summer contract should enroll in 2 hours.
 - Students with a summer TA/RA/AGA contract must enroll in a minimum of 2 hours to be considered a full-time student and receive a stipend and tuition remission.
- Only students enrolled full-time are eligible to receive a stipend. Students not enrolled full-time can be hired as an employee on an hourly basis and are subject to all payroll deductions associated with their employment.
- English Proficiency must be demonstrated for all students whose native language is not English:

- RAs and AGAs must meet the standard English proficiency requirements that satisfy admission (TOEFL 79; IELTS 6.5; Duolingo 115).
- TAs must meet a higher level of English proficiency: TOEFL Speaking Component (TSC) 23; IELTS 7.0; UADEPT High Pass. This requirement will not be waived.
- A graduate student may not hold an assistantship beyond their graduation date or during any extended (>3 wk) leave of absence.
- Remission must align with the program degree requirements. For example, if the degree requires 96 hours, the student should not exceed these hours, including additional research hours. The Graduate School is continuing to monitor hours to ensure students are not overenrolling. This practice will ensure we are efficiently and cost-effectively providing graduate education while not requiring the graduate students to pay additional money in unnecessary fees.
 - Tuition remission is provided only for the courses required for the degree; students seeking to complete additional courses, certificates, etc must do so at their own expense; students having to retake graduate coursework must do so at their own expense.
 - For graduate student cohorts starting Fall 2024 - tuition remission will be provided only for the number of credits required for the degree.

Duration of Funding:

- Per Board rule 3359-60-06.6
 - Master's students are eligible for up to a total of 2 years of support from OAA/Graduate School.
 - Doctoral students are eligible for up to a total of 5 years of support from OAA/Graduate School.
 - Master's/Doctoral students are eligible for up to a total of 5 years of support from OAA/Graduate School.
 - **NO** student should expect assistantship funding for more than five years.
- OAA/Graduate School funding is counted in ANY semester in which the student receives full or partial stipend and/or tuition support.

Funding Awards:

- Academic units set their own stipend levels; however, the Graduate School has set minimum stipend levels to qualify for tuition remission:
 - **Stipend requirements for tuition remission for TAs and RAs:**
 - must be at least \$5,000/semester to qualify for full (100%) tuition remission.
 - must be at least \$2,500/semester to qualify for partial (50%) tuition remission.
 - Tuition is awarded at either 100% (20 hr/wk assignment) or 50% (10 hr/wk assignment); there is no additional proration.
 - Stipend and tuition remission levels for AGAs are negotiated between the hiring unit and the student.
 - **CIGAs:**
 - Master's students on CIGAs are not eligible for tuition remission.
 - All students on summer CIGAs should work directly for the company with no enrollment requirement,
 - Students will save on course fees, and
 - Companies will save on IDC costs.

Assistantship for Graduate Students – Process and Contract Deadlines:

Process:

Recruitment of graduate students is the responsibility of the colleges/programs. Programs are required to follow up with admitted students and complete assistantship contract paperwork. Graduate students holding either a part-time or full-time assistantship must attend a mandatory Graduate School-sponsored orientation the week prior to the start of the Fall semester; students will be presented with important information regarding I9s, additional work permission, payroll, and retirement. Programs not enforcing student attendance will be responsible for educating students in these matters.

Each year, departments will complete and submit planning spreadsheets to the Graduate School providing details for all TA and RA hires in that fiscal year. The Graduate School will work with the programs to verify assistantship eligibility of the students and check stipend and tuition allocations. Once program spreadsheets have been approved, programs will initiate contract entry in WD.

Deadlines:

- **April 15th** – National deadline for new graduate students to formally accept/reject assistantship offer(s) and commit to attend a specific university.

Fall Contracts [Fall only, Academic Year (Fall/Spring), 12-month (Fall/Spring/Summer)]:

- **May 15th** – All TA contract hires (new and reappointment) should be entered and submitted into Workday by 5pm.
- **July 31st** – All RA and AGA contract hires should be entered and submitted into Workday by 5pm.
- **August 7th** – To guarantee students will not miss their first paycheck, all I9 and payroll paperwork will need to be submitted by 5pm. *All graduate students holding assistantships MUST be physically on campus by the first day of the semester.*
- **August 28th** – All graduate students holding assistantships (both new and continuing) must be enrolled in their full course of study (minimum 9 credit hours fall/spring) to maintain their assistantships.
- **August 28th** – Last day to receive I9 for new students. Any student not enrolled in their full course of study and/or not having submitted their I9 will be subject to immediate contract termination.

Spring Contracts (Spring only):

- **November 30th** – All TA contract hires (new and reappointment) should be entered and submitted into Workday by 5pm.
- **December 19th** – To guarantee students will not miss their first paycheck, all I9 and payroll paperwork will need to be submitted by 5pm. *All graduate students holding assistantships MUST be physically on campus by the first day of the semester.*
- **January 12th** – All graduate students holding assistantships (both new and continuing) must be enrolled in their full course of study (minimum 9 credit hours fall/spring) to maintain their assistantships.
- **January 15th** – Last day to receive I9 for new students. Any student not enrolled in their full course of study and/or not having submitted their I9 will be subject to immediate contract termination.

The above deadlines are based upon standard academic year start and end dates. If contracts fall outside of these dates, please adjust the submission deadlines by a minimum of fifteen working days to allow for processing.

Additional Information

- Full-time enrollment for UA graduate students is defined as a minimum of 9 semester credits during the academic year, a minimum of 6 credits in the combined summer session for Summer 2024 and a minimum of 2 credits in the combined summer session for Summer 2025 and beyond.

- Exceptions: Per Board Rule 3359-60-06.4 full-time enrollment in the any semester shall be defined as one or more graduate hours for students satisfying one of the following conditions:
 - (a) Doctoral students in their final semester of study having completed all degree requirements except dissertation;
 - (b) International graduate students participating in curricular practical training (CPT) and/or academic training (AT) opportunities of thirty or more hours per week with approval from the international center;
 - (c) Doctoral students in accreditation-mandated internships of thirty or more hours per week with approval from the academic program; or
 - (d) Doctoral students who have completed all course credit requirements and research credit requirements and who are only working toward completion of the research project.

Additional information for International Students

Per federal regulations pertaining to F-1 students, international students are generally not required to enroll in summer session. However, F-1 students *whose first or last semester is summer* are required to be enrolled full-time per **the university's definition of full-time enrollment** during the summer session, if it is the student's first or last semester, unless they receive **Reduced Course Load** approval from the International Center or **Full-Time Enrollment Exception** approval from the Graduate School.

1. For UA, this is 9 credit hours per fall/spring semester and 2 credit hours per summer.
2. Please contact the International Center directly with any questions regarding Reduced Course Load.

CPT

- Teaching assistants have classroom assignments and are not permitted to participate in CPT during the contracted dates of their TA assignment.
- Research assistants must have the support of their unit and advisor to participate in CPT.
 - No tuition remission will be provided to students on CPT in any term; the tuition cost is the responsibility of the student.
 - CPT assignments must align with the start and end of the semester. If not, the following issues will arise causing the student to incur tuition costs:
 - Students on research assistantships returning from CPT once the semester has already begun will be required to enroll full-time (9 hours) at their own expense.
 - Students on research assistantships leaving for CPT once the semester has already begun will have any provided remission rescinded and will also have to enroll in the CPT hour requirement at their own expense – incurring all costs for the courses and changes.

Administrative Assistants (AGA)

- The Graduate School does not provide stipends or tuition remission for any AGAs in any semester (F/Sp/Su).
- Hiring units must pay 100% of any remission negotiated with the student; units can negotiate whatever amounts the units are willing to pay and the student is willing to accept.
 - If tuition remission is not being provided to the AGA, programs can hire the student as a student employee on an hourly wage; these students will be expected to complete a timecard. Tuition remission cannot be provided to student employees.

TA Workload Policy:

All TAs and TA assignments must conform with the Workload Policy requirements circulated by OAA. The policy has been updated to reflect the new, reduced summer enrollment requirement starting in summer 2025.