

**Old Dominion University  
Office of Graduate Studies**



**Re-Organization of Graduate Student  
Financial Support  
April 2010**

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## Re-Organization of the Awarding and Processing of Graduate Financial Support

- ▶ One E-1SG for FA & SP employment of TA/RA/GA - Aug 25 - May 9th
- ▶ employment dates: continuous
- ▶ paychecks thru employment period
- ▶ Submission of E-1SG forms extended from 4 to 6 weeks prior to FA deadline.
- ▶ Office of Financial Aid and appropriate dean's office will process Specific Scholarship awardees
- ▶ Merit and Alumni Scholarships will be coordinated by AA and selected by University Graduate Selection Comm.

## New Procedures

- ▶ College Dean's office will assume responsibilities currently assigned to Ofc of Graduate Studies
- ▶ All requests from dept/school for grad financial awards must be approved by Dean's Ofc before submission to E-1S Processing & Ofc of Financial Aid
- ▶ E-1S Processing & Financial Aid will maintain current services: any incomplete or inaccurate requests will be returned to Dean's office for corrective action & resubmission.

## Key Changes

## Office of Dean

- ▶ Reviews all college requests for graduate student support, i.e., assistantships, fellowships, scholarships and tuition waivers to verify that all requests:
  - conform to university and state requirements for the type and amount of support, e.g., full-time enrollment status, domicile status, etc.
  - contain the required documents, signatures, and appropriate budgets
  - adhere to established deadlines for processing paperwork (e.g., deadlines to E-1S processing on payroll schedules and posting of tuition support onto student account)

## Office of the Dean

- ▶ Submits all college E-1SG, 108, fellowship, scholarship and tuition support requests to the appropriate budget unit.
- ▶ Corrects any inaccurate or incomplete requests returned by E-1S Processing and Office of Financial Aid.
- ▶ Maintains accurate record-keeping of all college graduate financial support to ensure that the college accurately tracks available funds vs. expenditure status by budget and semester.
- ▶ Provides Academic Affairs with periodic detailed reconciliations of allocation and expenditures of SS and university funds and tuition

## Types of Financial Support

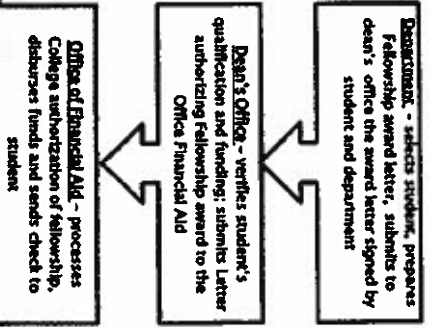
- ▶ Fellowships
- ▶ Assistantships
- ▶ Tuition Support
- ▶ Scholarships

### Types of Funds - Sub-Object Codes

- ▶ State Appropriations SCHEV - S5 (TA-4122; RA/GA -4123)
- ▶ University Funds (TA - 4022; RA/GA - 4023; & Fellowships)
- ▶ College Base Budgets
- ▶ Ledgers 3-6
- ▶ Scholarships funded thru Office of Financial Aid
- ▶ ODUUF - Grants & Contracts
- ▶ Tuition Waivers/Exemptions

### Fellowships

- ▶ *Non Service award*
- ▶ *Must maintain a minimum 3.0 GPA*
- ▶ *Enrolled for 9 hours (fall and spring) 6 hours (summer)*
- ▶ *Receive funds at beginning of each semester of the award*
- ▶ *May be used for books, tuition, food, rent, bills, etc.*
- ▶ *Outstanding University debts will be paid first*
- ▶ *Student receives check for the remaining amount*
- ▶ *Non-degree students not eligible*



### Assistantships TA, RA, GA

- ▶ *Service type awards*
- ▶ *Must maintain a minimum 3.0 GPA*
- ▶ *Maximum 20 hours a week*
- ▶ *Enrollment Requirements differ according to funding source (see table on page 5)*
- ▶ *Not permitted to accept on additional employment on campus*
- ▶ *Non degree students not eligible*

### Graduate Teaching Instructor

- ▶ Employee Class TA
- ▶ Sub-object code 4022/4122
- ▶ Participate Directly in Teaching Activities
  - Teaching a credit course
  - Responsibility for a lab section
  - Assigned to specific instructional support or related activities
- ▶ Must Pass the GTAJ Institute
- ▶ Refer to Graduate Catalog for complete description and policies

### Graduate Teaching Assistant (GTAJ)

- ▶ Employee Class TA
- ▶ Sub-account 4022/4122
- ▶ Does Not Directly Instruct Students or Have Responsibility for a Lab Section but May be:
  - Graders
  - Research articles and materials to be used by the instructor
  - Lab assistants who prepare equipment solutions
- ▶ Not Required to Pass the GTAJ Institute
- ▶ Must be Approved and Supervised by Appropriate Faculty Instructor
- ▶ Refer to Graduate Catalog for complete description and policies

### Graduate Research Assistant (GRA)

- Employee - Class RA
- Sub-object code 4023/4123 or ODUNE 108
- Participates in research or supports activities conducted by faculty members or Administrators
- Refer to Graduate Catalog for complete description and policies

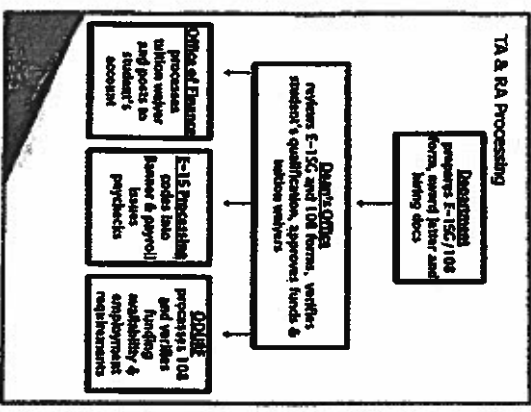
### Graduate Administrative Assistant

- Employee - Class RA
- Sub-account 4023/4123
- Directly Support Activities of a Academic, Non-Academic Units Such as
  - Student Services, Athletics, Career Management Center, Student Housing
- Refer to the Policy for establishing and Awarding of Graduate Assistantships in Non-Academic Units

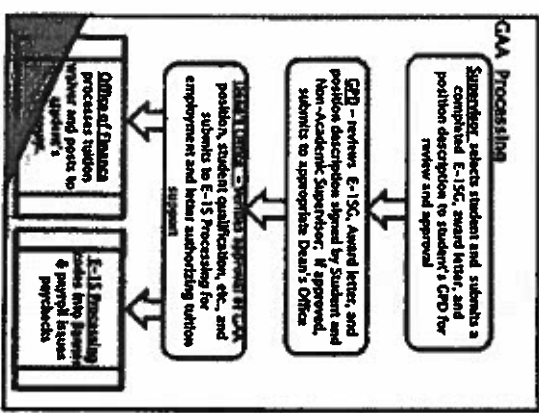
### Tuition Support

- Tuition Waiver/Exemptions
- Must maintain a minimum 3.0 GPA
  - Students receiving assistantships and fellowships are eligible for tuition waiver
  - Waiver/Exemption for Ph.D. students (100% and 61% for out of state student)
  - Waiver/Exemption for Master's level (25%, 50%, 75%, 84% or 100% and 61 % for out of state student)
  - Tuition exemption budget is determined during the yearly budget process

### TA & RA Processing



### GAA Processing



### Scholarships

- Non Service awards
- Must maintain a minimum 3.0 GPA
- Enrolled for 9 hours (fall and spring) 6 hours (summer)
- Funded through endowments to the university through private donors
- Scholarships are listed in the University Graduate Catalog
- Notification of available scholarships published in early spring from the Office of Financial Aid
- Non-degree students not eligible

### Process for Scholarship

College selects student receiving scholarship

Dean's Office submits Scholarship Award Letter to Office of Financial Aid

Office of Financial Aid processes award letter and post funds to student's account

### Finance and Financial Aid Units

#### E-15 Processing:

- Arthide McCruder, Office of Finance, amccrude@odu.edu, 757-683-5271
- Brenda Bourne, Office of Finance, bbourne@odu.edu, 757-683-5399

#### Tuition Waivers/Exemptions:

- Arnette Hurdle, Cashiering Supervisor, Office of Finance, ahurdn@odu.edu, 757-683-4910

#### Edwards/Ingraham:

- Debra May, Financial Aid Counselor, Office of Financial Aid, dmay@odu.edu, 757-683-6849

#### Scholarships:

- Sharon Mason, Asst. Scholarship Coordinator, Office of Financial Aid, smason@odu.edu, 757-683-4822

Enrollment Requirements for Stipends & Fellowships Based on Sources of Funding				
	SCHV (S-5)	Ledger 1	All Other University Accounts	ODURE (108's)
TA	E-1SG Sub-Object Code: 4122 9 credit hours (Fall/Spring) *6 credit hours (Summer) ABD (1 credit hour) not allowed	E-1SG Sub-Object Code: 4022 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD (1 credit hour) allowed	E-1SG Sub-Object Code: 4022 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD (1 credit hour) allowed	N/A
RA/GA	E-1SG Sub-Object Code: 4123 9 credit hours (Fall/Spring) *6 credit hours (Summer) ABD (1 credit hour) not allowed	E-1SG Sub-Object Code: 4023 9 credit hour (Fall/Spring) 3 credit hours (Summer) ABD (1 credit hour) allowed	E-1SG Sub-Object Code: 4023 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD (1 credit hour) allowed	108 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD (1 credit hour) allowed
Fellowships	N/A	Award Letter 9 credit hours (Fall/Spring) 6 credit hours (Summer) ABD (1 credit hour) allowed	Award Letter 9 credit hours (Fall/Spring) 6 credit hours (Summer) ABD (1 credit hour) allowed	N/A

\* The total number of cr hrs in SU1 and SU2 must equal 6 to fulfill SCHV regulations. Thus, to meet these requirements a student can enroll in 6 cr hrs in either SU1 or SU2, or enroll in 3 cr hrs in SU1 and 3 cr hrs in SU2.

## TYPES OF FINANCIAL SUPPORT FOR GRADUATE STUDENTS

### I. Assistantships

Graduate Assistantships (Research or Teaching) are service type awards. Students are required to work up to 20 hours a week for a full assistantship. These funds may be provided through the allocation of funds from Academic Affairs, through graduate financial aid money received from SCHEV and allocated to the colleges, or from various university budgets. Students who hold additional awards which require full-time enrollments must adhere to that requirement even though the assistantship provides for a lesser credit-hour load. The minimum stipend amount (per University Policy) is \$3,200 for Fall and Spring semesters and \$2,500 for Summer.

#### **Graduate Teaching *Instructor* (GTA) – Employee Class TA Sub-account 4122 (S5 funds only), 4022 (all other funds)**

This sub-object code is used to hire graduate students, without faculty appointment, who participate directly in teaching activities, such as the teaching of a course, or who hold responsibility for a laboratory section, or is assigned to specific instructional support or related activities. All GTA-Instructors are required to pass the GTAI Institute in order to receive a GTA stipend. International students must pass the SPEAK Test and the GTAI Institute.

#### **Graduate Teaching *Assistant* (GTA) - Employee Class TA Sub-account 4122 (S5 funds only), 4022 (all other funds)**

This sub-object code is used to hire graduate students, without faculty appointment, who do not directly instruct students in the knowledge or skills imparted by the laboratory experience. Instead, TA Assistants serve as graders; help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or as laboratory assistants who prepare equipment solutions, etc. GTA-Assistants are not required to pass the GTAI Institute but must be approved and supervised by the appropriate faculty instructor.

#### **Graduate *Research* Assistant (GRA) – Employee Class RA Sub-account 4123 (S5 funds only), 4023 (all other funds)**

This sub-object code is used to hire graduate students, without faculty appointment, for participating in research or support activities conducted by faculty members or administrators.

#### **Graduate *Administrative* Assistant (GAA) - Employee Class RA Sub-account 4123 (S5 funds only), 4023 (all other funds)**

This sub-object code is used to hire graduate students, without faculty appointment, for participating directly in the support of the activities of a University administrative unit (e.g., Student Services or Athletics). Please refer to the Policy for Awarding of Graduate Assistantships in Non-Academic Departments.

2. **University Fellowships**

Fellowships are a non-service type award. Students will receive fellowship money at the beginning of each semester of the award. Students receiving these funds may use them for books, tuition, food, rent, bills, etc. If the student has any outstanding debts owed to the university these debts will be paid first. The student will receive a check for the remaining amount.

3. **Tuition Exemptions/Tuition Waivers/Unfunded Scholarship**

Graduate students who are receiving assistantships or fellowships may receive a tuition exemption. Graduate assistants must be earning at least \$3,200 during the fall and spring semesters and \$2,500 during the summer semester. The terms **tuition exemptions, tuition waivers and unfunded scholarships** are all the same, just a different terminology used through the years. Tuition exemptions may pay the tuition and fees or just the percentage indicated on the EIs Form. The amount of these awards are determined during the yearly budget process by the Budget Office and allocated to each college and to some non-academic units.

4. **Scholarships/Fellowships**

Scholarships/Fellowships are non-service type awards. These awards are funded through endowments to the university from private sources. The requirements for these awards are determined by the donors. (Alumni Association Outstanding Scholar Fellowships, Theodore F. And Constance C. Constant Fellowships, Meredith Construction Company Scholarship, etc.) These awards are listed in the University Catalog.

5. **ODURF GRANTS**

Those students being funded through ODURF grants must adhere to the university requirements to hold graduate research assistantships. If the grants are also going to pay tuition this needs to be indicated on the ODURF 108 Form.

### **Assistantships in Non-Departmental Units**

- a. The supervisor of the Non-Departmental GAA position selects a student and submits a completed EIS, award letter, and position description to the student's Graduate Program Director (GPD) for review and approval.
- b. The student's GPD reviews the EIS, Award letter, and Position Description signed by the Student and Non-Academic Supervisor. If approved, the GPD submits the documents to the appropriate Dean's Office.
- c. The Dean's Office verifies approval of GAA position, student qualification, etc., and submits the EIS for employment, as well as an award letter authorizing tuition support.
- d. If the GAA position includes a tuition waiver, the Office of Finance will process it and post the waiver to the student's account.
- e. EIS Processing codes the student into Banner, and Payroll issues the student a paycheck.
- f. Each semester, the GAA's immediate, non-departmental supervisor will evaluate the performance of the student and make recommendations for continuance or termination. This written evaluation will be reviewed by the graduate student and his/her GPD or academic advisor and a final set of recommendations will be made regarding continued awarding of the assistantship.

APPROVAL OF GRADUATE ASSISTANT POSITION  
AND  
RECOMMENDATION AND APPROVAL OF STUDENT  
(To Be Completed by Non Academic Unit Supervisor)

Title of Graduate Assistant Position: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Position: \_\_\_\_\_  
(To Be Completed by Graduate Program Director)

Approved       Disapproved      Justification:(if not approved)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Graduate Program Director (Signature)      (Print Name)      (Date)

(To Be Completed by Non Academic Unit Supervisor)

Vacant Position       Filled Position

\_\_\_\_\_  
Name of Student Holding Position      Graduate Program      Graduate Faculty Advisor

(To Be Completed by Graduate Program Director)

Approve Continuing Student       Disapprove Continuing Student

Justification: (if disapproved continuing student) \_\_\_\_\_

Student(s) Recommended:

\_\_\_\_\_  
Name      UIN      Program/Degree

\_\_\_\_\_  
Name      UIN      Program/Degree

\_\_\_\_\_  
Name      UIN      Program/Degree

\_\_\_\_\_  
Name      UIN      Program/Degree

\_\_\_\_\_  
Graduate Program Director      Date

Copy: Department/Unit

**Graduate Assistant Responsibilities Agreement**  
Old Dominion University

Name of Student: (PRINT) \_\_\_\_\_ UIN: \_\_\_\_\_

Dept. /Program: \_\_\_\_\_ College: \_\_\_\_\_

Name of Faculty/Administrative Supervisor: (PRINT) \_\_\_\_\_

Name of Graduate Program Director: (PRINT) \_\_\_\_\_

Assistantship Category (check only one):     GTAA     GTAI     RA     GAA

Briefly describe the student's responsibilities during the semester (extra sheets may be appended to this agreement as necessary):

This agreement constitutes a position description of the responsibilities associated with the assistantship for the \_\_\_\_\_ semester of \_\_\_\_\_. Students must meet all eligibility, enrollment, registration, and employment requirements outlined in the *Graduate Catalog*. On average, a student is contracted to devote 20 hours maximum per week during the semester (unless otherwise indicated) apart from his/her academic work, to the duties required by the assistantship. The student's work schedule is to be negotiated between the student and the supervisor along with a schedule of meetings and preferred modes of communication. In addition, the student may be required to attend special training sessions, e.g., the Graduate Teaching Assistant Institute and workshops (see addendum attached to this agreement). An evaluation of the student's performance will be conducted by the supervisor at the end of the semester; if this agreement covers the student's initial appointment, there will be a midterm evaluation as well. Separate forms are required when a student is assigned to more than one supervisor or his/her duties are divided between the categories defined above. Students must agree in writing to adhere to the Policy on Additional Employment, FERPA regulations, the University Policy on Confidentiality and the University Policy on Patents and Copyrights.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Graduate Program Director's Signature

\_\_\_\_\_  
Date

\* In the event the GPD is the student's supervisor, the Chair's/Dean's/Dean's Designee signature would be required. Original to Graduate Program Director; copies to the student and the supervisor. A copy of the Graduate Assistant Responsibilities Agreement must be included in the student's file.

**Unit - OFFICE OF GRADUATE STUDIES**  
**Graduate Assistantship Position Description**

**Supervisor** \_\_\_\_\_

**I. How does this position contribute to the student's academic and professional goals?**

- Graduate Assistant will develop an in-depth awareness of the complexity and methodology for developing a graduate studies newsletter
- Graduate Assistant will obtain experience in gathering information, interviewing techniques, and using desktop publishing software
- Graduate Assistant will obtain experience working with a team of high level administrators
- Graduate Assistant will enhance communication and analytical skills
- Graduate Assistant will become more familiar with the range of Old Dominion University's graduate programs, faculty and students
- Graduate Assistant will enhance writing and editing skills

**II. Job Description: Activities and Responsibilities**

The graduate assistant will develop a complete, user-friendly, well formatted issue of an Old Dominion University Newsletter. Under the direction of the Vice Provost for Graduate Studies and Research, the graduate assistant will gather data needed to highlight graduate programs, graduate student achievement, faculty or student research, trends in graduate education, and pertinent information from the Office of Graduate Studies. The graduate assistant will work relatively independently once the project objectives and methods have been established and will meet regularly with the Vice Provost of Graduate Studies and Office of Graduate Studies staff to monitor progress, to discuss ideas for improvement, to submit drafts for review, and to keep current with office developments.

**III. Suitable Academic Majors: English, Communication, Educational Leadership**

**IV. Qualifications:**

- Enrolled full-time in a graduate degree program and with high academic standing
- Excellent interpersonal and social skills
- Word Processing skills to include the following:
  - a) Microsoft Publisher
  - b) Microsoft WORD
  - c) Web-based searches
- Possess excellent oral and written communication skills
- Well organized and capable of managing time effectively

**V. Employment Schedule**

Summer 2006

Hours: A total of twenty (20) per week on an established schedule that fits the student's course demands.

**VI. Remuneration for Assistantship: \$** \_\_\_\_\_

**Minimum Stipend Amount (\$)**

**University (24 Pay Periods)**

(20 hours/week)

Employment		# of Weeks	Amount	\$/week	\$/hr
Semester	Start/End Dates				
Fall 10	Aug 25 - Dec 24	18	\$3,200.00	\$177.77	\$8.88
Spring 11	Dec 25 - May 09	19	\$3,200.00	\$168.42	\$8.42
Summer 11	May 10 - Aug 24	15	\$2,500.00	\$166.66	\$8.33
<b>TOTAL</b>		<b>52</b>	<b>\$8,900.00</b>		

**ODURF (26 Pay Periods)**

(20 hours/week)

Employment		# of Weeks	Amount	\$/week	\$/hr
Semester	Start/End Dates				
Fall 10	Aug 01 - Dec 18	20	\$3,200.00	\$160.00	\$8.00
Spring 11	Dec 19 - Apr 30	19	\$3,200.00	\$168.42	\$8.42
Summer 11	May 01 - Jul 30	13	\$2,500.00	\$192.30	\$9.62
<b>TOTAL</b>		<b>52</b>	<b>\$8,900.00</b>		

### **Qualifications for Tuition Waivers/Exemptions**

- ▶ Tuition waivers/exemptions are granted only to students receiving assistantships and fellowships
- ▶ Must maintain a minimum 3.0 GPA
- ▶ Waiver/Exemption for Ph.D. students (100% and 61% for out of state student)
- ▶ Waiver/Exemption for Master's level (25%, 50%, 75% , 84% or 100% and 61% for out of state student)
- ▶ Tuition exemption budget is determined during the yearly budget process

**TO:** Graduate Program Directors & Administrators, Dept. Chairs, Assoc. Deans, Deans, and Non-Academic Unit Administrators Assigning Graduate Administrative Assistantships (GAAs)

**FROM:**

**SUBJECT:** Policies and Procedures for Awarding Graduate Student Stipends and Tuition Waivers

The following guidelines and procedures will be in effect and will provide more effective and consistent awarding and processing of graduate student stipends, fellowships and tuition.

**I. Award Letter (Example Attached)**

**A. Signed and dated by student and Program Administrator**

**B. Stipend – Specify:**

- a. Type: TA (Instructor or Assistant), RA, GA or Fellowship
- b. Total Amount in dollars to be paid, e.g., \$15,000
- c. Start and End dates for performance/employment, e.g., Aug 25 to May 9 (FA & SP)
- d. Number of weeks and hrs/week, e.g., 20 hrs/week for 18 weeks.
- e. Eligibility Requirements:
  - i. 3.0 GPA – Failure to maintain a 3.0 GPA automatically retracts the assistantship
  - ii. Enrollment requirements differ according to funding source (see table on page 5)

**C. Tuition Support – Specify:**

- a. Amount
  - i. Tuition Waiver: The percentage and maximum number of credit hours to which waiver will be applied, e.g., 50% of up to 9 credit hours at the in-state rate
  - ii. Fees:
    - Domestic = General Services Fee + Student Health Fee + Transportation Fee
    - International = General Services Fee + Student Health Fee + Transportation Fee + International Student Fee
- b. Penalty for withdrawal or termination – “Student receiving tuition support who withdraws from courses or loses his/her stipend or is dismissed from the university will be personally liable for repayment of funds utilized.”

**D. Copy of the Council of Graduate Schools “Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants” should be enclosed.**

April 12, 2010

Jane Doe-Williams  
UTN# 00999330  
789 Main Street  
Norfolk, VA 23529

Dear Jane Doe-Williams,

The graduate program in ----- is pleased to award you a Teaching/Research/Graduate Assistantship for the 2009-2010 academic school year. This assistantship provides a stipend of \$15,000 to be paid as follows: \$7,500 fall semester and \$7,500 for the spring semester, covering the period of August 25, 2009 to May 9, 2010. Your assistantship requires that you spend an average 20 hours per week conducting teaching/research/administrative services.

This award also includes a \_\_% tuition waiver that will pay for up to \_\_ credit hours at the in-state rate which is equivalent to \$XXXX. You are personally liable for repayment of all tuition costs exceeding this award amount.

In order for you to receive this assistantship and tuition support, you must be enrolled in a degree program and complete at least nine (9) graduate credit hours during the fall and spring semesters covered by this award. You must also maintain a 3.0 (or higher) grade point average. Please note the assistantship (including the tuition support) will be immediately terminated if you do not maintain the 3.0 grade point average. Students who resign from their assistantships or whose assistantships are terminated will be responsible for all tuition which has been paid on their behalf in the semester in which the resignation or termination occurs.

Any tuition support received as a result of the appointment may adjust your eligibility of other financial aid processed by the Office of Finance.

Old Dominion University adheres to the Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants (copy enclosed). **If you accept this offer, please sign and date the original copy of this letter and return it to me by no later than XXXX, 2009.** The second copy is for your records. We look forward to your contributions to the department/school of ----- and to the University. If you have any questions, please do not hesitate to contact your graduate advisor or me.

Sincerely,

Thomas Jones, Ph.D.  
Graduate Program Director  
Ph.D. program in -----

I understand and agree to the terms and requirements of this financial support award.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's UIN

## **II. Submission of E-1SG and ODURF 108 Forms**

- A. Attach copy of Award Letter signed by Student and Program Administrator
- B. All parts/sections of the E-1SG or 108 forms must be completed and have all appropriate signatures
- C. For GAs, attach the “Approval of Graduate Assistant Position and Recommendation and Approval of Student” signed and dated by the Graduate Program Director.
- D. Documents to Forward on to EIS Processing/ODURF (if included in the completed E-1SG/108 package):
  - Completed E-1SG/108 Form
  - All Hiring Paperwork
  - Original International Student Employment Authorization (from ISSS)
  - Manual Paycheck Request Form
- E. Documents to Retain (if included in the completed E-1SG/108 package):
  - Essentially, everything except for Hiring Paperwork
  - Signed Award Letter
  - Approval of Graduate Assistant Position Form
  - Recommendation and Approval of Student Form
  - Graduate Assistant Responsibilities Agreement
  - Graduate Assistant Position Description
  - Any attached transcripts
  - 1-Hour All But Dissertation (ABD) Notification Form 28
  - Copy of International Student Employment Authorization (from ISSS)

**E-1SG and 108 Forms and attachments that do not meet these guidelines will be returned to sender for correction or completion of required information.**

## **Verifications**

- ▶ **Ensure there are sufficient funds in budget to support student**
- ▶ **Ensure the correct Budget Code and corresponding Position # and Type are indicated on the E-1SG Form**
- ▶ **Ensure all students:**
  - **meet Enrollment Requirements**
  - **have a minimum GPA of 3.0**
  - **have completed all required hiring paperwork**
    - ✓ **I-9**
    - ✓ **Child Support Disclosure Form**
    - ✓ **Drug & Alcohol Form**
    - ✓ **W-4 Form**
    - ✓ **VA-4 Form**
    - ✓ **Selective Service Compliance Form**
    - ✓ **Internet/Electronic Systems Form**
    - ✓ **Copy of SS Card**
    - ✓ **Direct Deposit Form**
    - ✓ **Dual Employment (Conflict of Interest) Form**

[There is a screen in Banner (called PWIGRAD) to help the processor verify that students meet each of the enrollment, GPA, and paperwork requirements. See next page.]

- ▶ **Ensure International Students:**
  - **have completed all necessary hiring documents in ISSS (ISSS will send the student's department a yellow card which indicates that all hiring paperwork has already been completed – see page 22 for example)**

# How to Verify Student Hiring Information in Banner

Step One: Enter PWIGRAD at Main Menu

Go To... **PWIGRAD** |  My Links

Production:  Menu | Site Map | Help Center

[Change Banner Password](#)  
[Check Banner Messages](#)  
[Personal Link 1](#)  
[Personal Link 2](#)

Step Two: Enter UIN and TERM, then press Ctrl + Page Down

**UIN** [XXXXXXXXXX] **TERM** [XXXXXX]

Employee Information	Comment Codes	Comment Codes	Comment
IN UIN	16-40-2306	16B1809	Received CHIEF Support Form
IN Expires Date	16-40-2305	081209	Received Employment Form
Gender	male	081109	Received Service Service Form
		081109	Received Employment-oral Form
		081109	Social Security Card - YES
		081209	Direct Deposit Form-162-999d
		081109	

Student Information	Subject	Course Number	Credit Hours
Double	CS	179	3
Program	CS	179	3
Field of Study	CS		
Degree			
Academic Status			
Level GPA			

Spring 2010 Semester Hours 5

## OLD DOMINION UNIVERSITY

### Checklist for Completing I-9 Forms

The federal government requires employers to ensure that all new employees are legally entitled to work in the United States. To avoid costly penalties, ODU must have in place a process to ensure departments are adhering to federal requirements.

All new and rehired ODU employees must complete the Form I-9, Employment Eligibility Verification, *on or before the first day of employment*. They must also provide proof of identity and employment eligibility *within three business days from the first date of employment*. To help ensure compliance, the following checklist has been designed as a guide to be used by departments for the proper completion of each Form I-9.

#### **Section 1.      Employee Information and Verification** *(Must be completed by employee on or before the first day of employment)*

##### **Employee Information**

- \_\_\_\_\_ Employee's first, middle initial, and last name correctly stated.
- \_\_\_\_\_ Full address, including city, state, and zip code correctly stated.
- \_\_\_\_\_ Month, day, and year of birth correctly stated.
- \_\_\_\_\_ Social Security number correctly stated.

##### **Citizenship/Immigration Status**

- \_\_\_\_\_ Status is indicated and correctly stated.
- \_\_\_\_\_ If employee is a permanent resident, the alien registration number is correctly stated.
- \_\_\_\_\_ If employee is not a permanent resident but has authorization to work in the U.S., the expiration date of employment authorization and alien or admission number is correctly stated.

##### **Employee's Signature**

- \_\_\_\_\_ Employee's signature correctly stated.
- \_\_\_\_\_ Month, day, and year of employee's execution of form correctly stated.
- \_\_\_\_\_ Signed on or before the first day of employment.

##### **Preparer/Translator Certification**

- \_\_\_\_\_ Signature of preparer/translator correctly stated.
- \_\_\_\_\_ Name of preparer/translator printed correctly.
- \_\_\_\_\_ Signed on or before the first day of employment.

#### **Section 2.      Employer Review, Verification, and Certification** *(Must be completed within three days of hire)*

Employee must present originals of List A document *or* List B *and* List C documents.

##### **List A**

- \_\_\_\_\_ Appropriate document received.
- \_\_\_\_\_ Document Title correctly stated.
- \_\_\_\_\_ Document Issuing Authority correctly stated.
- \_\_\_\_\_ Document Number and expiration date correctly stated. If none, write N/A.
- \_\_\_\_\_ Receipt showing application for document received (if applicable).
- \_\_\_\_\_ Copied and attached document.

**List B**

- \_\_\_ Appropriate document received.
- \_\_\_ Document Title correctly stated.
- \_\_\_ Document Issuing Authority correctly stated.
- \_\_\_ Document Number and expiration date correctly stated. If none, write N/A.
- \_\_\_ Receipt showing application for document received (if applicable).
- \_\_\_ Copied and attached document.

**List C**

- \_\_\_ Appropriate document received.
- \_\_\_ Document Title correctly stated.
- \_\_\_ Document Issuing Authority correctly stated.
- \_\_\_ Document Number and expiration date correctly stated. If none, write N/A.
- \_\_\_ Receipt showing application for document received (if applicable).
- \_\_\_ Copied and attached document.

**Employer's Certification**

- \_\_\_ Month, day, and year of hire correctly stated.
- \_\_\_ Signature of employer's authorized representative correctly stated.
- \_\_\_ Name of authorized representative printed correctly.
- \_\_\_ Title of authorized representative correctly stated.
- \_\_\_ Name of Business or Organization correctly stated (Virginia Commonwealth University).
- \_\_\_ Full address, including city, state, and zip code correctly stated (Department Location).
- \_\_\_ Month, day, and year of authorized representative's certification correctly stated.
- \_\_\_ Certification signed within three days of hire (first day of employment).

**Section 3. Updating and Reverification**

*(Must be on or before expiration date)*

- \_\_\_ If employee listed an expiration date in Section 1, reverified employment eligibility on or before expiration date.
- \_\_\_ Employee's first, middle, and last name written in Section 1.
- \_\_\_ If employee has a new name, first, middle initial, and last name correctly stated.
- \_\_\_ Month, day, and year of rehire, if applicable, correctly stated.
- \_\_\_ Appropriate employment eligibility document received.
- \_\_\_ Document Title, Number, and expiration date, if applicable, correctly stated.
- \_\_\_ Signature of employer's authorized representative correctly stated.
- \_\_\_ Month, day, and year of authorized representative certification correctly stated.

\_\_\_\_\_  
Name of person completing this checklist (Please Print)

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_

Checklist adapted in July 2008 from a document developed by Virginia Commonwealth University.

## **I-9 Paperwork and Processing for International Students**

I-9 paperwork verifying international student employment eligibility is processed by International Student & Scholar Services (ISSS) located in 214 Spong Hall (Tel 757.683.4756, Fax 757.683.6198), e-mail: intlstu@odu.edu. Days and hours for processing I-9 paperwork are the following:

- Monday, Wednesday and Friday: 10:00 a.m. - 12:00 p.m
- Tuesday and Thursday: 12:00 p.m. - 2:00 p.m.

If you absolutely cannot make it to ISSS during the times above, please contact our office to request a specific time.

Bring the following documents:

- Original I-20 or DS-2019
- Original Passport and I-94
- Original Social Security Card (if you have one)
- ODU ID Card
- EAD (work authorization) card (if you have one)
- Any change-of-status notifications from Immigration, also known as Form I-797 or Notice of Action (this would mostly apply for people changing visa status or for H visa holders)
- Employment offer letter (explained below)

When the Research Foundation or the University employs an international student, we need a letter from the hiring department (on letterhead and with an original signature) stating the following information:

1. Student's full name and UIN
2. Employing department name, contact and phone number
3. Name of student's direct supervisor
4. Dates of employment
5. Job title and wages (student hourly or graduate assistant)
6. Number of hours the student will be working per week in this position (international students may only work a maximum of 20 per week while school is in session; that number increases to 40 per week during vacations).
7. How is this position funded: Research Foundation or the University?

If a graduate assistantship is awarded, the student must request that his/her visa document be updated by ISSS. In addition, if a student has a hold which prevents registration, I-9 paperwork will not be processed. Please contact our office if you have any questions.

### INTERNATIONAL STUDENT EMPLOYMENT AUTHORIZATION TO ODU RESEARCH FOUNDATION

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

The above-named student has completed ODU employment paperwork at ODU and is authorized to work for the ODU Research Foundation. The student must be in good standing with ISSS and USCIS (Immigration).

Authorization to work expires: \_\_\_\_\_

This student is authorized to work for 30 days ONLY pending receipt of their U.S. Social Security card.

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization is valid for ODU RESEARCH FOUNDATION employment only. Should the student's funding change to the ODU Research Foundation, a separate set of employment paperwork and a new verification receipt will be required.

International Student & Scholar Services, 2101 Drago Hall,  
(757) 683-6343 ~ E-mail [iss@odu.edu](mailto:iss@odu.edu)

### INTERNATIONAL STUDENT EMPLOYMENT AUTHORIZATION for OLD DOMINION UNIVERSITY

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

The above-named student has completed ODU employment paperwork at ODU and is authorized to work for Old Dominion University. The student must be in good standing with ISSS and USCIS (Immigration).

Authorization to work expires: \_\_\_\_\_

This student is authorized to work for 30 days ONLY pending receipt of their U.S. Social Security card.

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization is valid for Old Dominion University employment only. Should the student's funding change to the ODU Research Foundation, a separate set of employment paperwork and a new verification receipt will be required.

International Student & Scholar Services, 2101 Drago Hall,  
(757) 683-6343 ~ E-mail [iss@odu.edu](mailto:iss@odu.edu)



**OLD DOMINION UNIVERSITY GRADUATE STUDENT EMPLOYMENT DATA FORM (E-1SG)**  
 (A student is not authorized to begin working until the E-1SG form has been completed, approved and processed by E-1S Processing. SUBMIT FORM WITH ORIGINAL SIGNATURES.)

Check Distribution Org \_\_\_\_\_

Contact Person: \_\_\_\_\_ Bxt: \_\_\_\_\_

**I. DEPARTMENT:** \_\_\_\_\_ Organization/Department Name \_\_\_\_\_

BANNER Position #: \_\_\_\_\_ Budget Code: \_\_\_\_\_

TYPE	OBJECT	TITLE	SEND TO OFFICE OF
<input type="checkbox"/> TA	4022	Grad Teaching Asst	Instructor
<input type="checkbox"/> TA	4022	Grad Teaching Asst	Assistant
<input type="checkbox"/> TA	4122	(SS) Grad Teaching Asst	Instructor
<input type="checkbox"/> TA	4122	(SS) Grad Teaching Asst	Assistant
<input type="checkbox"/> RA	4023	Grad Research Asst	Research Asst
<input type="checkbox"/> RA	4023	Grad Admin Asst	(GAA) Admin Asst
<input type="checkbox"/> RA	4123	(SS) Grad Research Asst	Research Asst
<input type="checkbox"/> RA	4123	(SS) Grad Admin Asst	(GAA) Admin Asst

**II. STUDENT DATA:**

Student SSN: \_\_\_\_\_ (REQUIRED)  
 UIN#: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 Last First Middle Initial  
 Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Gender:  Male  Female  Married  Single  Married  
 Ethnic Background: (select one)  
 White (WH)  Black (BL)  Hispanic (HS)  
 Asian/Pacific Islander (AP)  American Indian/Alaskan Native (AI)  
 Other (OT)  
 Residency Status:  Citizen (C)  Permanent Resident (P)  Non-Immigrant (N)  
 Local Phone: \_\_\_\_\_  
 Local Address: Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Domestic \_\_\_\_\_ Program \_\_\_\_\_ Semester \_\_\_\_\_ Total Graduate Credit Hours \_\_\_\_\_

**III. FINANCIAL SUPPORT DATA:**

Employment: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Hrs Per Week \_\_\_\_\_  
 Weeks in Period \_\_\_\_\_  
 Total/Stipend Amt \$ \_\_\_\_\_

**IV. TUITION SUPPORT DATA**

A. Verified student/candidate  B. Verified Student/master's degree  
 Grad Tuition Waiver? Yes  No  Grad Tuition Grant? Yes  No   
 Funds Source \_\_\_\_\_  
 25%  50%  75%  94%  100%  61% (only for out of state graduate students)  
 Amount of Tuition and Fees \_\_\_\_\_ 1-9 Exp International \_\_\_\_\_

**V. CHANGE DATA:** (see Page 2 for guidelines)

Authorized Amount: Present Amount \_\_\_\_\_ (+) (-) \_\_\_\_\_ Requested End Date \_\_\_\_\_  
 End Date: Present End Date \_\_\_\_\_ Requested End Date \_\_\_\_\_

**VI. TERMINATION DATA:**

Present Amount \_\_\_\_\_ Amount Expended \_\_\_\_\_ Available Balance \_\_\_\_\_  
 Termination Code: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
 (see cases on Page 2) Comments: \_\_\_\_\_

**VII. BUDGET AUTHORIZATION:** (My signature certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that this student has completed an I-9 form, Child Support/Alcohol Drug Form, The Use of Internet and Electronic Communication Systems Certificate of Receipt, and Selective Service Compliance Form, as required by Federal and State Law, the Dual Employment Reporting Form, the Direct Deposit of Pay authorization form, that federal and state tax forms are provided to each new employee, and that the student is enrolled for the required number of credit hours at Old Dominion University.)

Name \_\_\_\_\_ Dept/Budget Unit Head (Print) \_\_\_\_\_ Name \_\_\_\_\_ Grad Program Director (Print) \_\_\_\_\_  
 (Signature) \_\_\_\_\_ Date \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Dean/Director (Print) \_\_\_\_\_ Name \_\_\_\_\_ Velta Brown-Milloga Academic Affairs (Print) \_\_\_\_\_  
 (Signature) \_\_\_\_\_ Date \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**\*\* E-1-S Processing Use Only - do not write below this line \*\***

Employed in Other Department	Budget Code
Position # _____	_____
_____	_____

Enrollment \_\_\_\_\_  
 I-9 Exp: \_\_\_\_\_  
 Banner keyed by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
**ROUTING**  
 Original (graduate students) - Graduate Studies  
 Copy - for Department records

- Child Support Disclosure
- Drug Alcohol
- W-4 Form
- VA-4 Form
- Selective Service Compliance
- Inmate/Electronic Systems
- Copy of SS Card
- Direct Deposit Form
- Dual Employment (conflict of interest)

**FOR INFORMATION PURPOSES ONLY - DO NOT RETURN WITH PAGE 1 OF E-1SG - KEEP FOR YOUR RECORDS**

The B-150 is organized into seven (7) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SG being returned to your department. Until the required documentation is received, the student will not be authorized to work, and no payroll record can be entered.

**Itemized sections of the form:** - Provide the Department Contact Person and the Department telephone extension. If questions arise about the form, or the information contained on the form, this contact information is extremely important.

**I. Department/Position Information:** - This section must be correctly completed in its entirety for each transaction.

**II. Student Data:** - The ID information portion is completed for each transaction. Also complete when a student employee has a change of address or telephone number that should be noted.

**III. Financial Statement Data:** - This section is completed at the time of the original appointment only. Original appointments can be altered the first time a student is hired OR the beginning of EACH fiscal year.

**IV. Tuition Statement Data:** - Required when listing graduate students. This section is completed when listing Oregon Teaching or Graduate Research Assistant only. Be sure to fully complete this section. Failure to include whether this section has a Change Tuition Exemption will result in the form being returned, unprocessed.

**V. Current Rate:** - The rate of pay and the adjustment for graduate employees cannot be changed during a pay period. The effective date must be the first day of pay period. This may apply to change whether you budget under. This section is completed in the following scenarios:

1. Change in adjusted amount
2. Change in end date

Graduate Teaching Load Hours		(TOTAL) Exemptions for graduate students)	
1. GA TCHRD	= 2 Semesters, 20 hours/week =	6	
2. GA TCHRD	= 2 Semesters, 10 hours/week =	3	
3. GA TCHRD	= 1 Semester, 20 hours/week =	3	
4. GA TCHRD	= 1 Semester, 10 hours/week =	1.5	
5. GA TCHRD	= 1 Semester, 20 hours/week =	3	
6. GA TCHRD	= 1 Semester, 10 hours/week =	1.5	

To be eligible for a tuition exemption, graduate students must earn at least \$1534 during the semester semester and \$3180 during full-year semesters in which the exemption is applied.

**VI. Transaction Data:** - This section is completed when the employee terminates employment with the department, or is transferred by the employer. Completing this section can return unapplied funds back into your budget for your use.

When terminating a graduate student, select a code from this list and enter it in Section VI of the B-150.	
BO	Range - leave responsibilities
B1	Range - leave JA
B2	Range - leave JA
B3	Range - leave JA
B4	Range - leave JA
B5	Range - leave JA
B6	Range - leave JA
B7	Range - leave JA
B8	Range - leave JA
B9	Range - leave JA
B10	Range - leave JA
B11	Range - leave JA
B12	Range - leave JA
B13	Range - leave JA
B14	Range - leave JA
B15	Range - leave JA
B16	Range - leave JA
B17	Range - leave JA
B18	Range - leave JA
B19	Range - leave JA
B20	Range - leave JA
B21	Range - leave JA
B22	Range - leave JA
B23	Range - leave JA
B24	Range - leave JA
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B93	Range - leave JA
B94	Range - leave JA
B95	Range - leave JA
B96	Range - leave JA
B97	Range - leave JA
B98	Range - leave JA
B99	Range - leave JA
B100	Range - leave JA

**VI. Budget Allocation:** - This section is completed for ALL transactions by signing the document, the budget and director certify that the following requirements are met:

- Funds available/allocated
- I-9 completed
- Cash Disbursement/Check Disbursement
- The Use of Internal and External Communication Systems
- Certificate of Release
- Selection Service Completed from completed
- Student is registered for required number of credit hours at OHSU
- Direct Deposit Form
- Direct Deposit Form
- Dual Employment Reporting Form
- W-4 Form
- W-4 Form

QUICK REFERENCE E-1SG	
Transaction Type	Sections of E-1SG to Complete
Original Appointment	Sections I, II, III, IV, V, VII
Rate Increase	Sections I, II, IV, VII
Change Authorized Amount	Sections I, II, V, VII
Change End Date	Sections I, II, V, VII
Termination	I, II, VI, VII

**\*\* Graduate Tuition Exemption Policy \*\***

Graduate students who are employed in graduate positions and receiving financial support by general graduate support at OHSU (University) may receive partial to full tuition assistance. In order to be eligible to receive full tuition assistance, graduate students must be enrolled in and complete the appropriate number of graduate credit hours. There are two categories of student requirements:

1. **Assistantships awarded by Department/Committee:** Single or multiple assistantships are awarded each semester of their appointment and must require full and complete a minimum of eight hours of graduate course work per semester in the fall and spring and 160 hours of graduate course work in the summer.
2. **Assistantships awarded by other funding sources:** Single or multiple assistantships are awarded each semester of their appointment and must require full and complete a minimum of eight hours of graduate course work per semester in the fall and spring and 160 hours of graduate course work in the summer.

To continue receiving tuition assistance, graduate students must be supported for at least one half of the semester and receive at least \$3,200 in support per regular semester or \$6,500 during the summer. A doctoral student who has successfully passed the Candidacy Examination and needs only to complete the dissertation must be registered for at least one hour of dissertation (559) to be eligible for full tuition assistance.

**7A Grad Teach Asst - Instructor/Assistant**

**7A 4022/4122 Grad Teach Asst Instructors** are graduate students who directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as Course Instructors, Laboratory Supervisors, Recitation Leaders and Tutors.

**7A 4023/4123 Grad Teaching Asst Assistants** do not have those required types of communication and interaction with students. These 7A-Assistants serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or laboratory assistants who prepare equipment, solutions, experiments, etc., but do not directly instruct students in the knowledge or skills imparted by the laboratory experience.

**GRA 4023/4123 Grad Research Asst** participants directly in research or support activities conducted by faculty members or administrators.

**GRA 4023/4123 Grad Administrative Asst** participants directly in the support of the activities of a University administrative unit.

**All 7A Instructors** will be required to pass the GTA Examinations in order to receive a GTA support. 7A-Assistants are not required to pass the GTA Examinations but must be approved and supervised by the appropriate faculty instructor.

**All GAA positions** must have position descriptions and a position approval form attached to the E-1SG Form.

**A. Publication (20 hour per week) graduate positions are not permitted to accept additional on-campus employment during the period of their appointment. In particular, graduate students (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities.**

**B. Exceptions to this policy may only be made under unusual circumstances and only with the approval of dean of the appropriate college or appropriate administrators upon the written recommendation of the graduate program director and the department/department chair. Any outside employment (i.e. off-campus) should be undertaken with written and in consultation with the GPD. It should be no way adversely affect academic performance or responsibility. Any such employment should be reported to the Office of International Student and Scholar Services.**

**Employee Class on E-1SG Form**

<b>Type</b>	<b>Object</b>	<b>Title</b>	
TA	4022	Grad teaching Asst	Instructor
TA	4022	Grad teaching Asst	Assistant
<i>GT</i>	<i>4122</i>	<i>(S5) Grad Teaching Asst</i>	<i>Instructor</i>
<i>GT</i>	<i>4122</i>	<i>(S5) Grad Teaching Asst</i>	<i>Assistant</i>
RA	4023	Grad Research asst	Research Asst
RA	4023	Grad Research asst	Administrative Asst
<i>GR</i>	<i>4123</i>	<i>(S5) Grad Research Asst</i>	<i>Research Asst</i>
<i>GR</i>	<i>4123</i>	<i>(S5) Grad Research Asst</i>	<i>Administrative Asst</i>

**For Types TA and RA (Ledger 1 Funds)**

Students must be registered for **three credits** in the summer.

Students must be registered for **nine credits** in the fall and spring.

**For Types TA and RA (Ledger 2-6 Funds)**

Students must be registered for **three credits** in the summer.

Students must be registered for **six credits** in the fall and spring.

**For Types GT and GR (S5 Funds)**

Students must be registered for **six credits** in the summer.

Students must be registered for **nine credits** in the fall and spring.



**OLD DOMINION UNIVERSITY RESEARCH FOUNDATION**  
**Payroll Authorization Form (108)**  
*Revised July 1, 2009*

Status:  Regular  SSRP  Faculty  Post Doc  
 GRA  Casual (Student)  Temporary (Non-Student)  
 ODU Student Status:  No  Yes:  Graduate  Undergraduate

ODURF USE ONLY		ODURF USE ONLY (Changes)	
HR _____		HR _____	
GCA _____		GCA _____	
Data Entry _____		Data _____	
PY Verify _____		PY _____	

**PART I: PERSONAL (To be completed by EMPLOYEE)** New employees must complete all required new hire paperwork **BEFORE** employment begins

**A: PERSONAL DATA**

Name: \_\_\_\_\_ UIN#: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First M.I.

Mailing Address for Checks/Stub: \_\_\_\_\_  
Street City, State, Zip

Permanent Address: \_\_\_\_\_  
Street City, State, Zip

Phone No.: Dept: \_\_\_\_\_ Home: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Last First Relationship Phone

**B. AA/EEO REQUIRED DATA (For statistical use only; check one in each section)**

GENDER:  Male  Female  
 MARITAL STATUS:  Single  Married  
 VETERAN STATUS:  No  Disabled Veteran  Recently separated (within last 3 years)  
 Do not want to identify status  Armed Forces Service Medal  Other Protected Veteran

ETHNIC GROUP:  Hispanic/Latino  White (Not Hispanic/Latino)  Black/African American (Not Hispanic/Latino)  
 (Indicate one)  Native Hawaiian/Pacific Islander (Not Hispanic/Latino)  Asian (Not Hispanic/Latino)  
 American Indian/Alaskan Native (Not Hispanic/Latino)  Two or More (Not Hispanic/Latino)

**C.** I understand the executive director or human resources director of the Research Foundation are the only people with legal authority to establish my pay, appoint, re-appoint, terminate or in any other way affect my employment status. I agree and accept any oral or written promises by any other persons are not binding upon the Research Foundation. I understand this form is not an employment contract. Employment may be terminated at will, with or without cause, either by the Research Foundation or myself.

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_

**PART II: JOB INFORMATION (To be completed by PI)**

Job Title Assignment \_\_\_\_\_  
 Employing Department \_\_\_\_\_  
 Average Hours Per Week \_\_\_\_\_

Exempt Annual Salary (\$/Y ear) \_\_\_\_\_  
 Non-Exempt Hourly Rate (\$/Hour) \_\_\_\_\_  
 GRA Rate (\$) \_\_\_\_\_  Academic Year  Semester  
 Faculty Rate (\$) \_\_\_\_\_  Summer  Overload (Form required)

**PART III: PROJECT FUNDING (To be completed by PI)**

Project #	Budget Amt (\$) For Period	DATES	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)

PI Signature \_\_\_\_\_  
Date Phone #

Graduate Research Assistant Appointment- Tuition Exemption  
 Yes (Complete Information Below)  No  
 University Masters:  25%  50%  75%  100%  
 61% (Only for out of state master's students with existing contracts)  
 \*Research Foundation Masters:  25%  50%  75%  100%  
 61% (Only for out of state master's students with existing contracts).  
 University Doctoral - 100%  \*Research Foundation Doctoral-100%  
 \*Must attach a copy of student Tuition E-bill for payment through the Research Foundation.

My signature certifies that this student has been appointed as a GRA and is enrolled for the required number of credit hours at Old Dominion University.

Department Chair \_\_\_\_\_  
(GRA, Faculty Overload) Date Phone #  
 Dean \_\_\_\_\_  
(GRA, Faculty Overload) Date Phone #

Research Foundation USE ONLY				
Object Code	Pay Period Rate	%FTE	Payroll Periods	
			From	To

US Citizen Y/N \_\_\_\_\_ I-9 Expires \_\_\_\_\_ Tax Resident Y/N \_\_\_\_\_  
 Pay Change \_\_\_\_\_ FICA Y/N \_\_\_\_\_ E-Verify \_\_\_\_\_  
 Department \_\_\_\_\_ Pay Class \_\_\_\_\_ Job ID \_\_\_\_\_

Students: Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_ Degree \_\_\_\_\_  
 Regular Employees: Life \_\_\_\_\_ LTD \_\_\_\_\_  
 Faculty rate per period \$ \_\_\_\_\_ expressed as B @ 100% FTE

HR / Payroll Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**OLD DOMINION UNIVERSITY RESEARCH FOUNDATION  
PAYROLL AUTHORIZATION FORM (108)  
Instruction Sheet**

**TOP OF FORM**

Check Type of Employee: REGULAR, SSRP, FACULTY, POST DOC, GRA, CASUAL (STUDENT), TEMPORARY (NON- STUDENT)

Check Student Status: YES or NO

If YES, indicate GRADUATE or UNDERGRADUATE (example: Yes, Graduate)

**PART I: PERSONAL (Employee Completes)**

A: PERSONAL DATA – Complete for each transaction

B: AA/EEO REQUIRED DATA – Complete for each transaction

C: CERTIFICATION / EMPLOYEE SIGNATURE – Complete for each transaction

**PART II: JOB INFORMATION (PI Completes)**

PI completes Job Title, Employing Department, and Average Hours per week.

Check *one* pay status (Exempt, Annual, Non-Exempt Hourly Rate, GRA Rate, or Faculty Rate)

Enter the appropriate corresponding pay amount as follows:

Exempt Annual Salary (i.e. \$25,000 per year)

Non-Exempt Hourly Rate (i.e. \$8.50 per hour)

GRA Rate (i.e. \$10,000 per academic year, or \$5,000 per semester)

\*Faculty Rate (i.e. \$12,500 – Summer, or \$5,000 - Overload)

**\*NOTE: Faculty overload requires additional "Faculty Supplemental Compensation Authorization Form"**

**PART III. PROJECT FUNDING (PI Completes)**

Enter Project Number, Budget Amount for Period (\$), and Date Range (MM/DD/YY). Budget Amount for Period (\$) is the amount required for base pay for the range of dates specified.

**UP TO FOUR SEPARATE PROJECTS OR TIME PERIODS MAY BE INCLUDED ON ONE FORM**

Signatures: PI Signature required for all transactions  
 Department Chair Signature required for GRA and Faculty Overload  
 Dean Signature required for GRA and Faculty Overload

**GRADUATE RESEARCH ASSISTANT APPOINTMENT (Department completes)**

Signature of Department Chair and Dean certifies this student has been appointed as a GRA and is eligible for tuition exemption if awarded.

Indicate if there is a Tuition Exemption  Yes  No. If yes, completed information on sources and amount by checking appropriate information below:

University Masters:  25%  50%  75%  100%  61% (Only for out of state master's students with existing contracts.)

\*Research Foundation Masters:  25%  50%  75%  100%  61% (Only for out of state master's students with existing contracts.)

University Doctoral- 100%  \*Research Foundation Doctoral-100%

**\*Must attach a copy of student tuition E-bill for payment through the Research Foundation.**

**REQUEST FOR OVERLOAD PAYMENTS**

All requests require submission of signed Supplemental Compensation Authorization Form, in addition to "108 Payroll Authorization Form." Use "Faculty Supplemental Compensation Authorization Form" or "Non-Faculty Supplemental Compensation Authorization Form".

Faculty Overload Required Signatures: Department Chair Signature  
 Dean Signature  
 GCA Signature  
 Executive Director Signature

Regular Status Required Signatures: Principal Investigator Signature  
 GCA Signature

Student Status Required Signatures: Principal Investigator Signature (Casual / Temporary / GRA)  
 Department Chair Signature (GRA)  
 Dean Signature (GRA)  
 GCA Signature (Casual / Temporary / GRA)

(Revised to Reflect Grads)  
(Summer/Fall E-15 Dates)

OLD DOMINION UNIVERSITY -- PAYROLL SCHEDULE (Revised April 2010)

FIRST QUARTER, ENDING MARCH 31, 2010

PR#	Emp Type	Pay Period	E-15 Due in HR/ E-15 Due in B-15 Processing	PT Foc (002)/High Ed Ass (003) Appr / payroll forms & related changes To Acad Affairs To Human Resources	Web Time Entry Leave & Timesheets Approval Deadline By 10 am.	Payroll
111	HRLY SAL	DEC 14 - 31 DEC 28 - JAN 09	DEC 11 DEC 11	DEC 09 DEC 11	DEC 11 DEC 15	JAN 04 JAN 14
112	HRLY SAL	JAN 01 - 15 JAN 18 - 31	DEC 16 DEC 16	DEC 16 DEC 18	DEC 18 JAN 05	JAN 19 JAN 25
121	HRLY SAL	JAN 18 - 31 JAN 25 - FEB 09	JAN 22 JAN 22	JAN 08 JAN 14	JAN 22 JAN 30	FEB 01 FEB 16
122	HRLY SAL	FEB 01 - 15 FEB 10 - 24	JAN 22 JAN 22	JAN 22 FEB 02	JAN 22 FEB 05	FEB 26 FEB 25
131	HRLY SAL	FEB 14 - 28 FEB 25 - MAR 09	FEB 09 FEB 09	FEB 09 FEB 15	FEB 09 FEB 19	MAR 01 MAR 16
132	HRLY SAL	MAR 01 - 15 MAR 10 - 24	FEB 23 FEB 23	FEB 19 FEB 25	FEB 23 MAR 05	MAR 16 MAR 31

SECOND QUARTER, ENDING JUNE 30, 2010

PR#	Emp Type	Pay Period	E-15 Due in HR/ E-15 Due in B-15 Processing	PT Foc (002)/High Ed Ass (003) Appr / payroll forms & related changes To Acad Affairs To Human Resources	Web Time Entry Leave & Timesheets Approval Deadline By 10 am.	Payroll
211	HRLY SAL	MAR 14 - MAR 31 MAR 25 - APR 09	MAR 09 MAR 09	MAR 05 MAR 16	MAR 09 MAR 19	APR 01 APR 15
212	HRLY SAL	APR 01 - APR 15 APR 19 - APR 31	MAR 23 MAR 23	MAR 19 APR 01	MAR 23 APR 05	APR 16 APR 21
221	HRLY SAL	APR 14 - APR 30 APR 25 - MAY 09	APR 06 APR 06	APR 01 APR 14	APR 06 APR 21	MAY 03 MAY 16
222	HRLY SAL	MAY 1 - MAY 15 MAY 10 - MAY 24	APR 20 (Clos) Apr 20	APR 16 APR 20	APR 20 MAY 05	MAY 17 MAY 25
231	HRLY SAL	MAY 16 - MAY 31 MAY 25 - JUN 09	MAY 11 (Clos) May 11	MAY 07 MAY 14	MAY 31 MAY 19	JUN 01 JUN 10
232	HRLY SAL	JUN 1 - JUN 15 JUN 18 - JUN 24	MAY 24 (Clos) May 31	MAY 20 JUN 02	MAY 24 JUN 04	JUN 15 JUN 25

THIRD QUARTER, ENDING SEPTEMBER 30, 2010

PR#	Emp Type	Pay Period	E-15 Due in HR/ E-15 Due in B-15 Processing	PT Foc (002)/High Ed Ass (003) Appr / payroll forms & related changes To Acad Affairs To Human Resources	Web Time Entry Leave & Timesheets Approval Deadline By 10 am.	Payroll
311	HRLY SAL	JUN 14 - JUN 30 JUN 25 - JUL 09	JUN 06 (Clos) Jun 16	JUN 04 JUN 14	JUN 06 JUN 15	JUL 01 JUL 13
312	HRLY SAL	JUL 1 - JUL 15 JUL 18 - JUL 24	JUN 22 (Clos) Jul 1	JUN 18 JUL 02	JUN 23 JUL 07	JUL 16 JUL 26
321	HRLY SAL	JUL 14 - JUL 31 JUL 25 - AUG 09	JUL 06 (Clos) Jul 15	JUL 01 JUL 15	JUL 06 JUL 19	AUG 03 AUG 16
322	HRLY SAL	AUG 01 - AUG 15 AUG 18 - AUG 24	JUL 20 (Clos) Jul 29	JUL 16 AUG 03	JUL 20 AUG 04	AUG 26 AUG 25
331	HRLY SAL	AUG 14 - AUG 31 AUG 25 - SEP 09	AUG 10 (Clos) Aug 16	AUG 08 AUG 15	AUG 10 AUG 20	SEP 01 SEP 10
332	HRLY SAL	SEP 01 - SEP 15 SEP 18 - SEP 24	AUG 21 (Clos) Sep 1	AUG 19 SEP 02	AUG 21 SEP 07	SEP 16 SEP 27

FOURTH QUARTER, ENDING DECEMBER 31, 2010

PR#	Emp Type	Pay Period	E-15 Due in HR/ E-15 Due in B-15 Processing	PT Foc (002)/High Ed Ass (003) Appr / payroll forms & related changes To Acad Affairs To Human Resources	Web Time Entry Leave & Timesheets Approval Deadline By 10 am.	Payroll
411	HRLY SAL	SEP 14 - SEP 30 SEP 25 - OCT 09	SEP 06 (Clos) Sep 16	SEP 03 SEP 17	SEP 06 SEP 21	OCT 01 OCT 11
412	HRLY SAL	OCT 01 - OCT 15 OCT 18 - OCT 24	SEP 17 (Clos) Oct 1	SEP 14 OCT 01	SEP 17 OCT 06	OCT 16 OCT 25
421	HRLY SAL	OCT 14 - OCT 31 OCT 25 - NOV 09	OCT 07 (Clos) Oct 13	OCT 04 OCT 13	OCT 07 OCT 21	NOV 01 NOV 20
422	HRLY SAL	NOV 01 - NOV 15 NOV 18 - NOV 24	OCT 19 (Clos) Nov 1	OCT 14 OCT 29	OCT 19 NOV 03	NOV 17 NOV 27
431	HRLY SAL	NOV 14 - NOV 30 NOV 25 - DEC 09	NOV 08 (Clos) Nov 16	NOV 06 NOV 12	NOV 09 NOV 18	DEC 01 DEC 10
432	HRLY SAL	DEC 01 - DEC 15 DEC 18 - DEC 24	NOV 29 (Clos) Dec 1	NOV 17 DEC 01	NOV 29 DEC 05	DEC 16 DEC 26

Sample Tuition Waiver Memo to  
Annette Hurdle, Office of Finance

April 12, 2010

**TO:** Annette Hurdle  
Cashiering Supervisor, Office of Finance

**CC:** Debra May, Hope Bolden, Barbara Boyd  
Offices of Financial Aid and Finance

**FROM:** Sender's Name  
Dean's Office

**SUBJECT:** 61% Master's Level Graduate Tuition Exemptions, Spring Semester 200920

The following students are eligible for a 61% master's level graduate tuition exemption for the semester listed above. These students are enrolled for a minimum of 9 graduate credit hours.

<u>Name</u>	<u>UIN</u>
John Smith	00123456
Jane Smith	00123457
Michael Smith	00123458

If you have any questions, please let me know.

[NOTE: This information can be submitted electronically as an e-mail.]

Sample CANCELLATION Tuition Waiver Memo to  
Annette Hurdle, Office of Finance

April 12, 2010

**TO:** Annette Hurdle  
Cashiering Supervisor, Office of Finance

**CC:** Debra May, Hope Bolden, Barbara Boyd  
Offices of Financial Aid and Finance

**FROM:** Sender's Name  
Dean's Office

**SUBJECT:** CANCELLATION - Master's Level Graduate Tuition Exemptions, Spring  
Semester 200920

The following students are no longer eligible for the tuition exemption for the semester listed above. The reason they are no longer eligible appears beside the student's name. These students are responsible for any charges posted to their student accounts for the semester noted.

<u>Name</u>	<u>UIN</u>	<u>Reason</u>
John Smith	00123456	No longer enrolled in min. graduate credit hours
Jane Smith	00123457	Resigned from assistantship

Please contact me at 3-6411, if you have any questions.

[NOTE: This information can be submitted electronically as an e-mail.]

Sample Fellowship Award Letter to  
Debra May, Office of Financial Aid

April 12, 2010

**TO:** Debra May  
Office of Financial Aid

**FROM:** Sender's Name  
Dean's Office

**SUBJECT:** Graduate Financial Aid Fellowship Award (F612)

The following students have been awarded a Fellowship for the 2010-11 Fall (201010) semester.  
These funds should be disbursed upon registration in one lump sum.

John Smith                      \$7,500 (DF/F612)  
UIN# 00123456  
123 Main Street  
Norfolk, VA 23529

Jane Smith                      \$7,500 (DF/F612)  
UIN# 00123457  
123 Main Street  
Norfolk, VA 23529

If you have any questions, please let me know.

**Attachments**

[NOTE: This information can be submitted electronically as an e-mail.]

**OFFICIAL AWARD NOTIFICATION MEMO**

To: Sharon D. Mason, Asst Scholarship Coordinator

From: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Re: Scholarship Recipients

Please award the \_\_\_\_\_ scholarship to the following student(s):

	NAME	UIN	AMOUNT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Alternates listed in rank order:

	NAME	UIN/SSN
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Committee Chair Signature \_\_\_\_\_  
Title/Department \_\_\_\_\_

# Financial Awards for Graduate Students

Financial awards are determined by the graduate program and college deans following the policies and guidelines described below. For specific qualifications, conditions, amounts, length and types of awards, contact the appropriate graduate program director.

## Graduate Assistantships

### A. Nature of the Graduate Assistantship

The graduate assistant is expected to participate directly in either instructional, research, or administrative duties in support of the ongoing activities of the University's academic, research, and service units.

It is the University's intention to make the assistantship an integral and valuable part of the student's graduate education. It should be viewed as an apprenticeship in teaching, research, or administrative service.

### B. Categories of Graduate Assistants

- Graduate Teaching Assistant (GTA)** - participates directly in teaching activities, such as the teaching of a course or holds responsibility for a laboratory section, or is assigned to specific instructional support or related activities. The University recognizes two levels of graduate teaching assistant responsibilities and activities, i.e., the Instructor Level GTA and the Assistant Level GTA.
  - GTA Instructors directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as instructors, laboratory supervisors, recitation leaders and tutors.
  - GTA Assistants do not directly instruct students in the knowledge or skills imparted by the laboratory experience, instead, TA Assistants serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or as laboratory assistants who prepare equipment solutions, etc.
- Graduate Research Assistant (GRA)** - participates directly in research or support activities conducted by faculty members or administrators. There are three sources of funding for GRAs: those funded through Commonwealth sources, those funded by local funds, and those whose stipends are paid by the Old Dominion University Research Foundation (ODURF) from grants and contracts.
- Graduate Administrative Assistant (GAA)** - participates directly in the support of the activities of a University administrative unit (e.g. student services or athletics).

### C. Graduate Teaching Assistant Instructor Institute (GTAI Institute) Requirement

- All GTA-Instructors will be required to pass the GTAI Institute in order to receive a GTA stipend. GTA Assistants are not required to pass the GTAI Institute but must be approved and supervised by the appropriate faculty instructor. The Office of Graduate Studies will keep records of the students who have completed the Institute and will inform the appropriate departments of a particular student's eligibility for a Teaching Instructor assignment.
- The Institute is offered twice a year during the week before fall and spring classes begin. All graduate assistants, including those who have research and/or other non-instructional assignments, are encouraged to participate in the Institute in anticipation of future teaching assignments. Departments are encouraged to develop their own programs for training graduate teaching assistants. Such programs should be tailored to the specific needs of the discipline and department policies.

## D. Application

Application forms for graduate assistantship stipends paid by the University (GTAs, GRAs, and GAAs) are available from the Office of Admissions or from the University's web page. The completed form, together with a brief essay by the applicant discussing academic interests and career objectives, must be submitted to the appropriate graduate program director or office making the appointment, as soon as possible for fullest consideration. Applications for GRA positions funded through ODURF are made through the faculty member who is principal investigator, the department chair, or graduate program director.

## E. Eligibility

- Only students admitted to graduate degree programs in regular or provisional status on the basis of complete and fully evaluated credentials and in good academic standing are eligible for appointment to a graduate assistantship. Additional criteria apply for appointment as a graduate teaching assistant (GTA) (see section on appointments).
- All students appointed to a graduate assistantship are required to verify their identity and employment eligibility and complete an I-9 Form, according to University procedures, prior to commencing their duties. This requirement is established in order to comply with the Immigration Reform and Control Act of 1986. Students are also required to complete the Child Support Disclosure and Authorization Form, the Commonwealth of Virginia's Policy on Alcohol and Other Drugs Form, ODU Use of the Internet and Electronic Communication Systems Certificate Form, and the Commonwealth of Virginia Selective Service Form, and the Employee Payroll Direct Deposit Authorization Form.
- Students who are not in good academic standing are ineligible to hold an assistantship. Assistantship appointments will be terminated for any student whose GPA is less than 3.0.

## F. Enrollment Requirements

There are two categories of enrollment requirements:

- Assistantship recipients who are supported by University/Commonwealth funds are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of nine hours of graduate course work per semester and three hours in the summer.
- Assistantship recipients who are supported by other funding sources are required to be enrolled each fall and spring semesters of their appointment and must register for and complete a minimum of six hours of graduate course work per semester and three hours in the summer.

All doctoral students (regardless of their funding source) who have successfully advanced to candidacy and only need to complete the dissertation must register for at least one hour of graduate credit to be eligible for full tuition exemption. Graduate Form 28 (1-Hour ABD Notification for Graduate Assistants) must be completed and sent with the E-IS payroll form to the Office of Graduate Studies. This must not be construed to mean a change in the degree requirements in order to graduate. Students are still required to complete all of the credit hours as listed in the individual department sections necessary for the degree. Undergraduate prerequisite courses and courses taken for audit are not normally counted toward the enrollment requirement, except upon the recommendation of the program director, department/school chair, and the dean of the appropriate academic college and the approval of the vice provost for graduate studies.

- Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours requires the approval of the appropriate program director. No graduate assistant will be permitted to enroll for more than 12 credit hours in any semester an appointment is held.
- The Board of Visitors has authorized the president or his or her designee, the vice provost for graduate studies, to consider waivers related to the minimum enrollment requirements specified above.

## G. Appointment Process

### 1. Assistantships in Departments/Schools

The dean or other appropriate administrator notifies the individual departments/schools or units of their allocation of assistantships for the coming year.

- a. The department/school recommends candidates for the assistantships to the appropriate academic dean. Candidates should be interviewed before final recommendations are made for appointment. Particular care should be taken in the consideration of applicants to determine the adequacy of academic preparation and language skills. A completed E-1S form or ODURF Form 108 for all graduate assistant appointments will accompany the candidate's nomination to the dean or administrator. All completed E-1S forms with award letters, acceptance forms and job descriptions are to be sent to the Office of Graduate Studies for processing. ODURF 108 forms are to be sent to the Old Dominion University Research Foundation. Prior to submission of a nomination, the department/school should determine whether the student has been nominated for or accepted another graduate assistantship.
- b. Nominations are reviewed and approved by the dean of the academic college or his/her designee to insure that applicants meet the eligibility criteria for appointment, such as admission to a degree program, English language proficiency requirements, good academic standing, and enrollment, and that the appointment is in compliance with applicable University and college policy.
- c. Applicants for GTA appointments must demonstrate written and oral fluency in the English language. For international students, a good command of written English will be evidenced by acceptable TOEFL scores and required entrance essays. Oral proficiency in English will be determined through the SPEAK test administered by Old Dominion University's English Language Center personnel. A passing score on the SPEAK test is 50. Students who marginally fail the SPEAK test with a score of 45 will be offered the opportunity to participate in a re-test as a part of the GTAI Institute to determine if face-to-face communication is sufficient for holding a teaching assistantship.

### 2. Assistantships in Non-Departmental Units

- a. Each non-departmental unit, e.g., Career Management Center, Athletics, Registrar, submits to the Office of Graduate Studies a position description for each Graduate Administrative Assistant (GAA) position available within their unit. Along with the position description the unit will provide a list of those graduate programs in which students have or are proposed to have the interest and skills required. The position must require and provide an academically and programmatically appropriate level of intellectual and professional activity. The Vice Provost for Graduate Studies and Research will coordinate a review of the position descriptions by the appropriate department(s). If the position description is approved, the department chair and graduate program director will coordinate with the non-departmental unit the selection of academically qualified and highly ranked students from their current or to-be recruited graduate students. The appointment of the GAA is made jointly by the academic and non-departmental administrative departments.
- b. Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GAA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the Deo-Jan budget submission process, non-departmental units must submit a justification for continued and increased support of GAAs, i.e., stipends and tuition waiver. The Office of Graduate Studies will notify the appropriate graduate program directors of the number of anticipated GAA positions that can be offered to highly recruited applicants for the upcoming and FA, SP, and SU admission cycles. All GAA awards funded by non-academic units will be processed by the Office of Graduate Studies.
- c. Each semester, the GAA's immediate, non-departmental supervisor will evaluate the performance of the student and make recommendations for continuance or termination. This written evaluation will be reviewed by the graduate student and his/her GPD or academic advisor and a final set of recommendations made regarding continued awarding of the assistantship.

## H. Appointment Workload

Graduate assistantships require 20 hours per week of service and are generally made for a period of one academic year with a nine-month performance period. For a GTA (instructors and administrative assistants), the work load should include no more than six hours of classroom teaching or nine contact hours of laboratory supervision per semester, plus normal preparation time.

Nominations should be submitted at least 30 days before the semester of employment in order to assure adequate time for processing. A graduate assistant funded through a grant or contract may be appointed for shorter periods if required by the conditions of the grant or contract.

An assistantship workload (20 hours per week) may be divided between teaching and research duties with the approval of the dean of the appropriate academic college. A graduate assistant appointment may be renewed upon nomination, review of qualifications, and satisfactory previous performance.

## I. Additional Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities. Exceptions to this policy may only be made under unusual circumstances and only with the approval of the dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e. off-campus) should be undertaken with caution and in consultation with the GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. Information on employment guidelines that are specific to international students may be obtained in the Office of International Student and Scholar Services.

## J. Evaluation and Monitoring

All graduate assistants shall be provided with a written job description of their responsibilities, and be evaluated at least once by their supervisor (s) during the period of the award, preferably before the end of the first semester of service is completed. The evaluation shall be discussed with the assistant and a copy forwarded to the appropriate graduate program director, chair, and vice provost of graduate studies.

## K. Termination

A graduate assistantship normally ends when the period of appointment is concluded and the terms of the assistantship agreement are fulfilled. Otherwise, a graduate assistant may be terminated for the following reasons:

1. Resignation by the student. Resignation shall be in writing to the supervisor with a copy to the appropriate department chair, program director, and academic dean or equivalent administrator.
2. Failure of the student to perform his or her assigned duties adequately. Termination must be recommended by the student's supervisor and approved by the department chair, graduate program director, and the appropriate academic dean or equivalent administrator.
3. Failure of the student to remain in good academic standing in accordance with the graduate continuance regulations.
4. Failure of the student to maintain enrollment in the requisite number of graduate credits.
5. Expiration of a grant or contract that funds the student's stipend.
  - Any overpayment must be reimbursed to the University by the student as soon as possible after termination. Failure to repay the amount owed may result in legal action against the student for recovery.
  - If a student resigns from an assistantship or is terminated for reasons other than the completion of the appointment or expiration of the funding contract, the department chair or graduate program director should notify the appropriate academic dean or administrator as soon as possible and nominate a replacement if necessary.
  - A student who believes that he or she may have been unjustly terminated may appeal the decision. First, the student should

meet with the supervisor, graduate program director, and department chair in an effort to resolve the situation. If this effort fails, the student may make an appeal in writing to the dean or administrator of the appropriate academic college. If the matter is not resolved, it will be referred to the vice provost of graduate studies who will automatically refer the matter to the Graduate Appeals Committee for review. The committee will make its recommendation to the vice provost of graduate studies who then makes the final decision.

#### L. Grievance Procedure

Should a graduate assistant believe that his/her assigned duties and/or the workload required to fulfill these duties do not conform to university graduate catalog policies, he/she should first attempt to reconcile the grievance with his/her academic/nonacademic immediate supervisor. If the grievance is not resolved, the graduate assistant will ask his/her graduate program director (GPD) to mediate the grievance between him/her and the immediate supervisor. If the GPD is the student's immediate supervisor, the GPD chair/dean's designee will attempt to mediate. If the chair is the student's supervisor, the GPD shall refer the case directly to the dean or the dean's designee. If this course of action does not resolve the grievance, the GPD/chair/dean's designee will seek mediation with the supervisor of the student's immediate supervisor. If a resolution cannot be achieved, the chair/dean's designee will appoint an ad hoc committee comprised of two senior faculty members from the student's department and one senior faculty member from another department. If the student's assistantship is a non-academic unit, the third member will be a senior level administrator from the nonacademic unit. Should the committee not resolve the grievance, it will be referred to the dean of the student's college for a final decision. For matters involving sexual harassment and/or discrimination, please see the "Sexual Harassment Policy and Procedures" or the "Discrimination Complaint Procedure" in this catalog.

#### M. Recognition of Graduate Teaching Assistant Performance.

Each academic year, two graduate teaching assistants will be recognized for their outstanding performance as a classroom or laboratory instructor. Recipients of the Outstanding Teaching Assistant Awards will receive a \$1,000 financial award to be used to support their educational expenses. A request for nominations and criteria is distributed by the Office of Graduate Studies.

#### Graduate Fellowships

Fellowships are awards granted for scholastic achievement and promise. Their objective is to enable full-time students to pursue graduate studies and research leading to advanced degrees without requiring them to render any service. Part-time and/or nondegree students are not eligible. Fellows are responsible for payment of their tuition, in- or out-of-state, as applicable. University fellows are chosen by their graduate programs and are supervised by their colleges. Applicants should indicate their intent to apply for a fellowship when applying for admission. Letters of recommendation, current transcripts, and any additional evidence of scholastic achievement that would assist in an evaluation of the student should be on file in the Admissions Office.

Dissertation Doctoral Fellowships for graduate students are available to full-time students for the pursuit of graduate studies and research leading to the doctorate, with no requirements to render service. These awards currently carry a stipend of \$15,000.

#### Tuition Grants

Tuition grants may be offered to full-time regular or provisional degree-seeking graduate students. Part-time tuition grants may also be available for Virginia residents. Applicants should indicate their desire to apply for tuition grants when applying for admission. Students holding tuition grants who withdraw from courses will be held personally liable for repayment of funds utilized. Students receiving tuition grants must be registered for nine graduate credits each semester and six in the summer.

#### Tuition Waivers

Graduate students who are awarded a fellowship or who are employed as graduate assistants may receive partial to full tuition assistance. The decision as to whether a student receives partial or full tuition is made by the students' academic program.

#### Minimum Stipend Levels

In compliance with federal guidelines a graduate student must receive a minimum of \$3,200 in assistantship or fellowship support for the fall and spring semesters and a minimum of \$2,500 during the summer. Supplements to the minimum stipend amount can be made based upon the availability of funds and upon approval of the appropriate dean and the funding agency. The stipend is considered to be taxable income since it is payment for services.

#### Return of Tuition Assistance

A student who completes less than half of the assistantship or fellowship appointment will be required to return his/her full tuition assistance award to the university. All graduate assistants must comply with the appropriate enrollment requirements as outlined in the Enrollment Requirement section of this catalog.

## **Contact Information**

### **E-1S Processing**

- **Arlinda McGruder, Office of Finance, [amcgrude@odu.edu](mailto:amcgrude@odu.edu), 757-683-5271**
- **Brenda Blount, Office of Finance, [bblount@odu.edu](mailto:bblount@odu.edu), 757-683-5399**

### **Fellowships**

- **Debra May, Office of Financial Aid, [dmay@odu.edu](mailto:dmay@odu.edu), 757-683-6849**

### **Tuition Waivers/Exemptions**

- **Annette Hurdle, Office of Finance, [ahurdle@odu.edu](mailto:ahurdle@odu.edu), 757-683-4910**

### **Scholarships**

- **Sharon Mason, Office of Financial Aid, [smason@odu.edu](mailto:smason@odu.edu), 757-683-4822**