

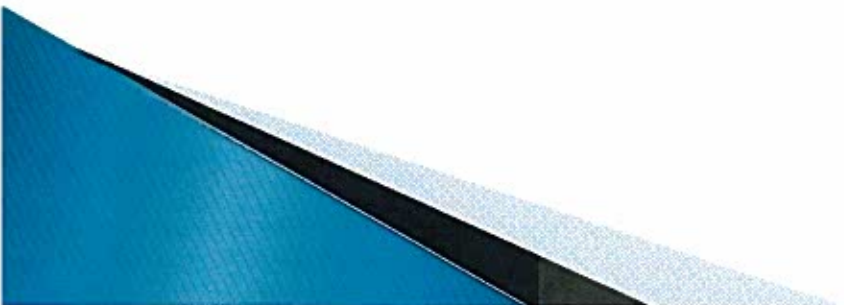
# Graduate Financial Support

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Financial Support Specialist  
Office of Graduate Studies



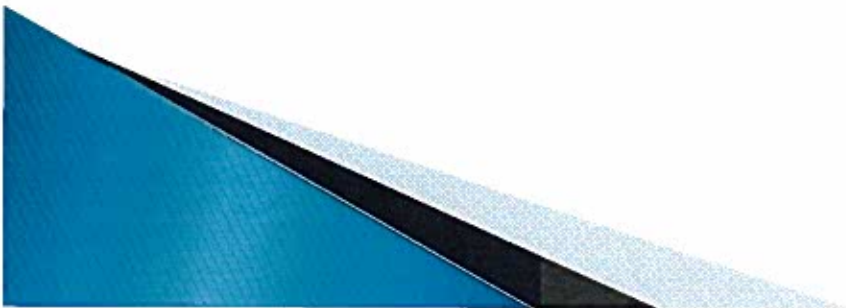
# Types of Financial Support

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



# 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*



Department selects student  
and prepares award letter

**Award letter signed by  
student and department**



OGS verifies student's  
qualification and funding

**OGS prepares notification  
Letter for Office Financial Aid**




Office of Financial Aid  
processes OGS notification

**Disburses funds and sends  
check to student**



# Assistantships

*TA, RA, GAA*

- ▶ *Service type awards*
  - ▶ *Must maintain a minimum 3.0 GPA*
  - ▶ *Required to work up to 20 hours a week*
  - ▶ *Enrolled for 6/9 hours of graduate course work (fall and spring) 3 hours (summer)*
  - ▶ *ABD students only need 1 hour of dissertation and Form 28*
  - ▶ *Not permitted to accept additional employment on campus*
  - ▶ *Teaching Assistants – Instructors must attend and pass the GTAI Institute*
  - ▶ *Non degree students not eligible*
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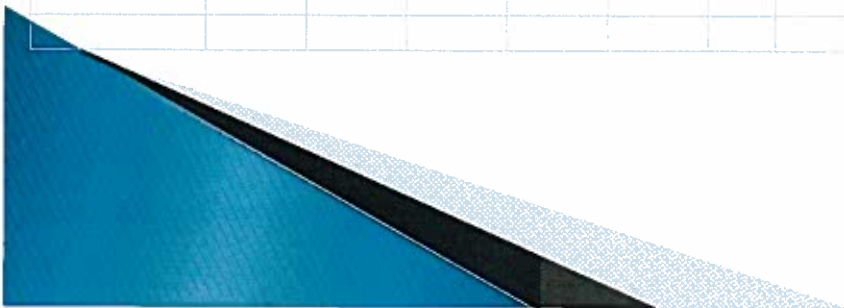
# Fund Sources

<b>Qualification Based on Types of Support &amp; Sources of Funding</b>		
<b>SCHEV (S5) &amp; Ledger 1</b>		<b>All Other</b>
<b>TA/RA/GA</b>	E1S Sub Object Code: 4122, 4123 9 Credit Hours	E1S or 108 Sub Object Code: 4022, 4023 6 Credit Hours
<b>Fellowships</b>	Letters 9 Credit Hours	Letters 9 Credit Hours
<b>Tuition Grants</b>	Letters 9 Credit Hours	Letters 9 Credit Hours
<b>Tuition Waivers</b>	E-1S 6/9 Credit Hours	E-1S or 108 6/9 Credit Hours

\*\*\* Registered 6/9 Hours of graduate course work (fall and spring) 3 hours (summer)

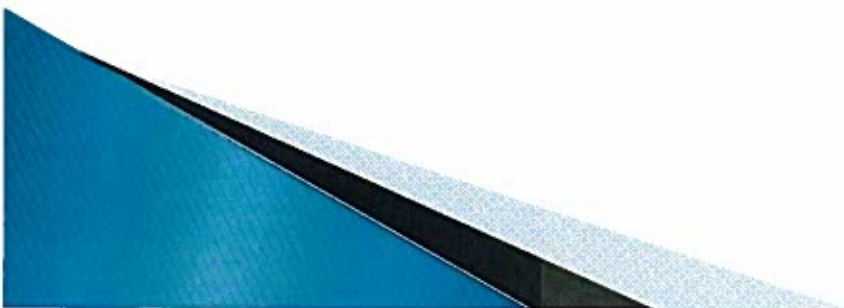
\*\*\* Required to work up to 20 hours a week

\*\*\* Must maintain a minimum 3.0 GPA



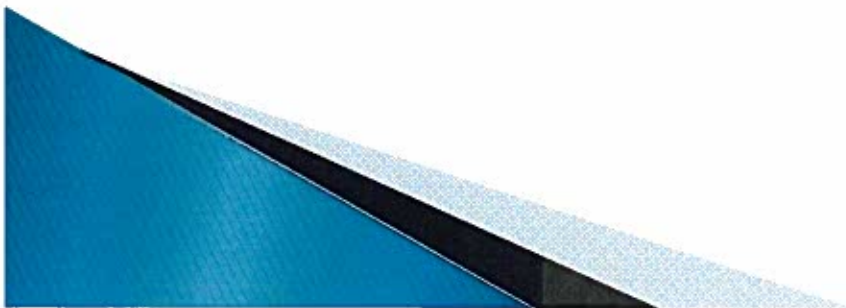
# *Graduate Teaching Instructor*

- ▶ Employee Class TA
- ▶ *Sub-account 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 GTAI Institute



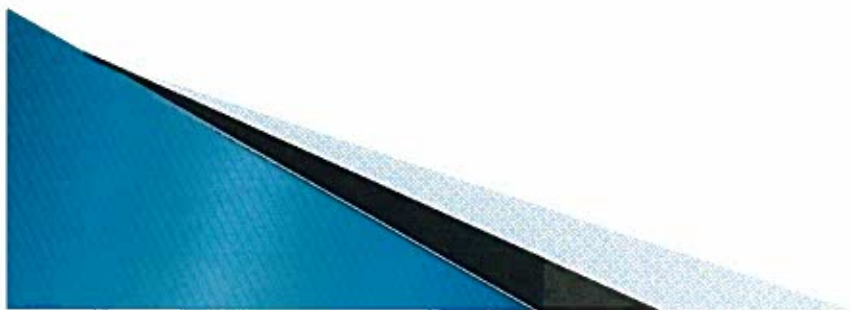
## *Graduate Teaching Assistant (GTAA)*

- ▶ *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 GTAI Institute*
- ▶ *Must be Approved and Supervised by Appropriate Faculty Instructor*



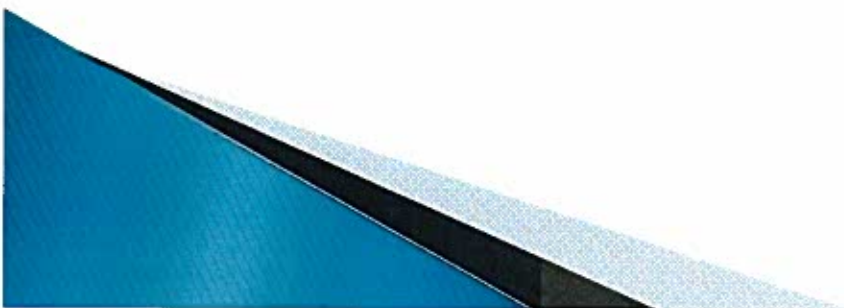
## *Graduate Research Assistant (GRA)*

- ▶ Employee – Class RA
- ▶ Sub-account 4023/4123 or ODURF 108
- ▶ Participates in research or support activities conducted by faculty members or Administrators.

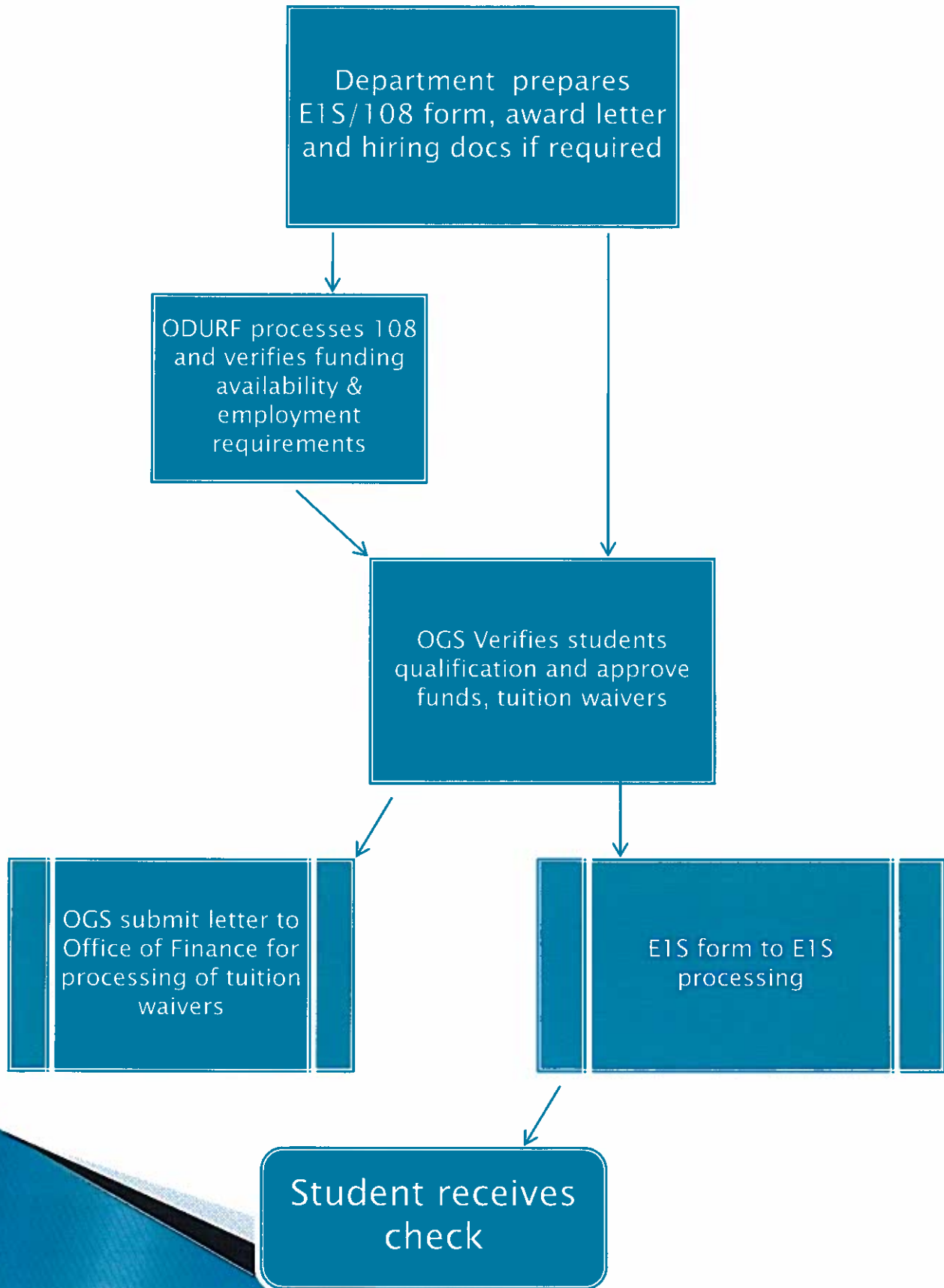


## *Graduate Administrative Assistant*

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



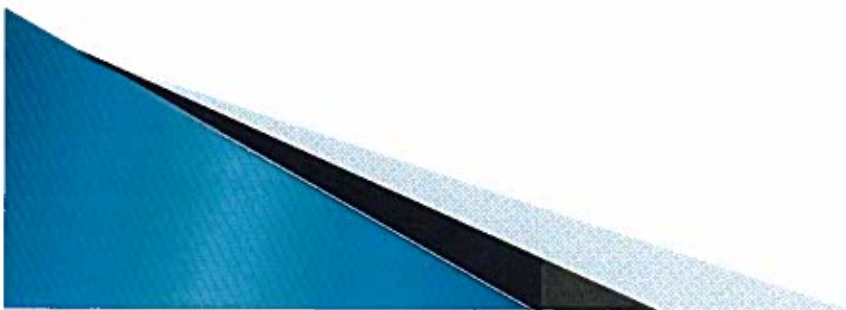
## TA & RA Processing



# Non-Academic Units

## Awarding of Graduate Assistantships in Non-Academic Units

- Position Description
  - Purpose of the Position
  - Responsibilities
  - Skills Needed
  - Knowledge and Skills Derived from Experience
  - Suitable Academic Majors
  - Hours/Stipend
  - Start/End Dates
  - Name and Phone # of the Supervisor of the GAA Position
- Completion of Appointment/Approval Form
- Award Letter/Acceptance Form
- Preparation of E1 s Form



# GAA Processing

Supervisor selects student and completes award letter and all forms for establishing & approval for GAA position for Student's GPD approval

EIS, Award letter, Approval forms signed by Student, GPD and Supervisor to be forward to OGS

OGS verifies GAA position approval, student qualification, funding and tuition support

EIS submitted to EIS processing

OGS submit letter to Office of Finance authorizing tuition waiver

Student receives Check

# Tuition Support

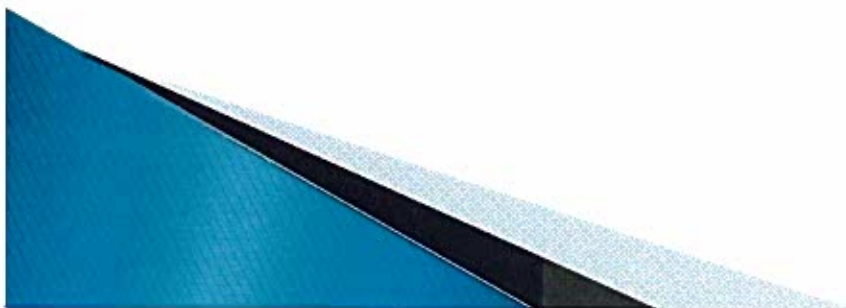
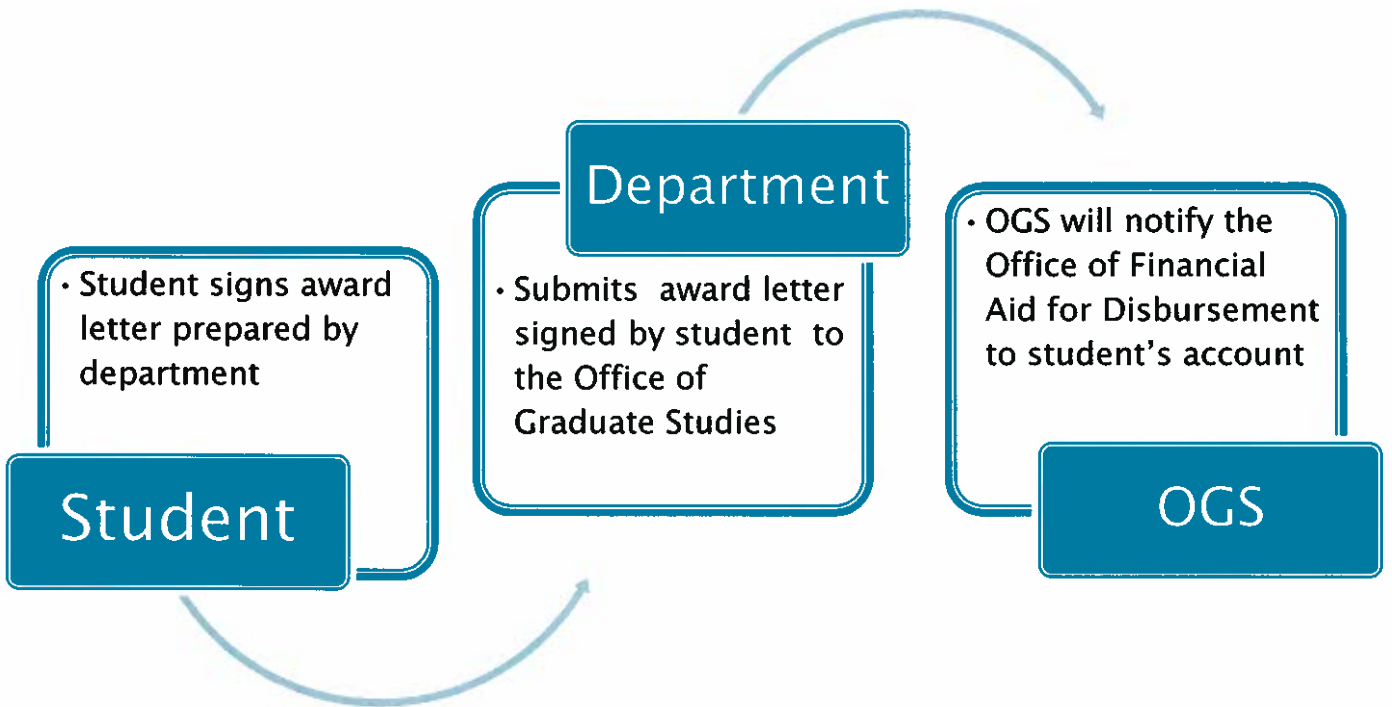
## Tuition Grants

- ▶ Non Service awards
- ▶ Must maintain a minimum 3.0 GPA
- ▶ Students receiving assistantships and fellowship are eligible for tuition grants
- ▶ Enrolled for 9 hours (fall and spring) 6 hours (summer)
- ▶ ABD students only need 1 hour/Need Form 28
- ▶ Funds go directly to student's account
- ▶ Student reimbursed for amount of award if student already paid tuition
- ▶ If amount awarded exceeds tuition student does not receive difference

Non-degree students not eligible

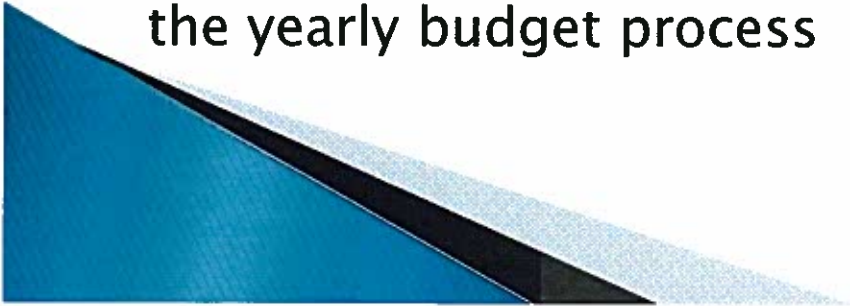


# Process for Tuition Grants

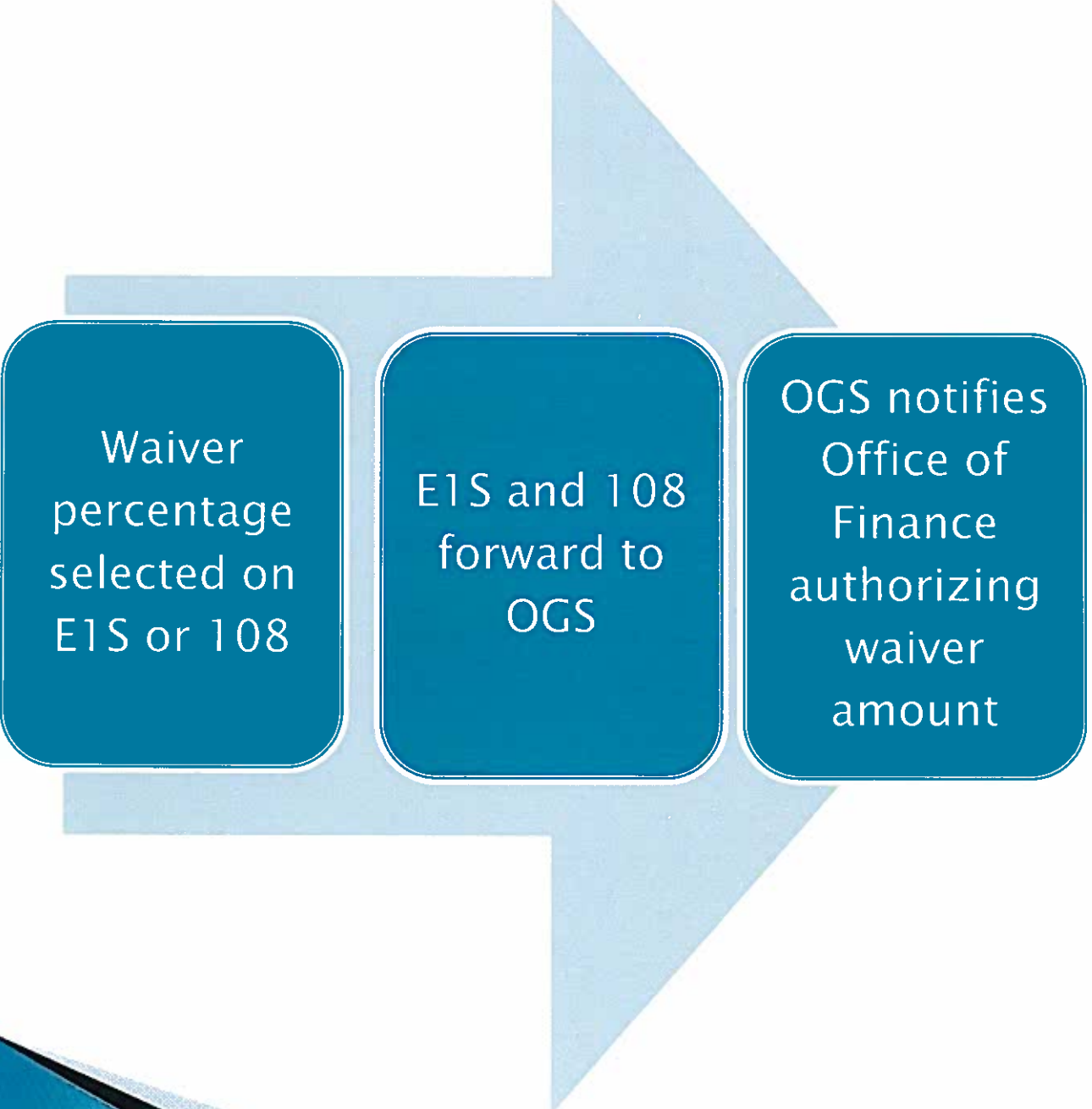


# Tuition Support

## Tuition Waiver/Exemptions

- ▶ Must maintain a minimum 3.0 GPA
  - ▶ Students receiving assistantships and fellowships are eligible for tuition waiver
  - ▶ Enrolled for 6/9 hours (fall/spring) 3 hours (summer)
  - ▶ ABD students only need 1 hour/Need Form 28
  - ▶ 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
- 

# Process for Tuition Wavier



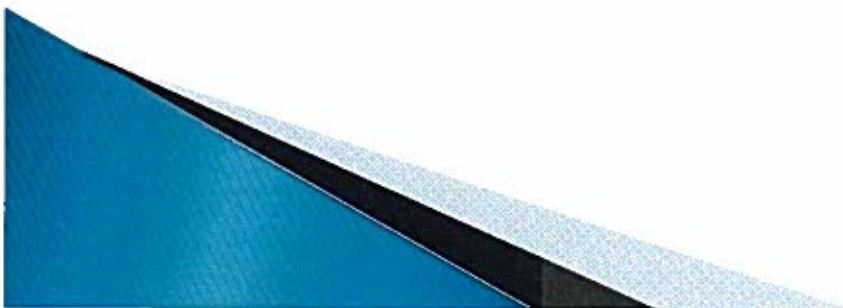
Waiver  
percentage  
selected on  
E1S or 108

E1S and 108  
forward to  
OGS

OGS notifies  
Office of  
Finance  
authorizing  
waiver  
amount

# 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 Graduate Studies
- Non-degree students not eligible



# Process for Scholarship



OGS submits Scholarship information to Colleges

College selects student receiving scholarship

Office of Financial Aid process letter and award

Scholarship post to student's account