**Graduate Awards**

The Office of Graduate Studies coordinates the selection process for all graduate awards. The graduate program director in the student’s declared major is the key person for making the nomination to the vice provost of graduate studies for all graduate awards, unless another contact person or application is indicated below. For more information, contact the Office of Graduate Studies.

**The Alumni Association Outstanding Scholar Fellowships**

These were established in 1984. The fellowships are awarded to two graduate students in good academic standing who are attending Old Dominion University on a full-time basis. One fellowship must be awarded to an Old Dominion University alumnus/alumna who has been admitted as a full-time student to a graduate program at the University. Students are nominated for the award by their graduate program director and selection is made in Office of Graduate Studies.

**Awards Based on Admission to the University**

**Admissions Scholarships**

All entering fall graduate students who submit their admission application and ALL required credentials by the early action/scholarship deadline (December 1 and transfer – March 15) are considered for merit based scholarships offered through the Old Dominion University Admissions Office. The admission application serves as the merit based scholarship application.

Information regarding minimum requirements for eligibility consideration can be obtained from the Admissions web site.

**Annual and Endowed University Scholarships**

Scholarships at Old Dominion University have been established through the generosity of individuals, organizations and corporations to recognize outstanding academic performance and to assist students in pursuing their educational goals. Scholarship awards are based on a variety of criteria. For some awards, eligibility is entirely determined by academic merit or potential. Other requirements might include demonstrated financial need, field of study, state or city residency, graduation from a particular high school or participation in a specific program, organization or activity. Generally, recipients have earned at least a 3.7 grade point average (on a 4.00 scale) and are full-time, degree-seeking students.

The Scholarship Form for Continuing and Graduate Students is available for students who are (1) students who began attending Old Dominion University before August 1999, or (2) students who have a change in scholarship eligibility according to the Criteria Check List (included in the Scholarship Form). Continuing students who meet the above circumstances must complete and submit the form to the Office of Student Financial Aid, 121 Rollins Hall, Norfolk, VA 23529-0052. The form must be received by February 15 each year to be considered for scholarships for the following academic year. The information provided on the Form for Continuing and Graduate Students will be maintained and used for scholarship selection for the duration of the student’s attendance at Old Dominion University. It is not necessary to complete the form more than once during attendance at Old Dominion University, UNLESS the required information has changed. To determine eligibility for need-based scholarships (designated by an asterisk (*)), students must also file the Free Application for Federal Student Aid (FAFSA) PRIOR to February 15 of the appropriate academic year.

Selection procedures vary for these awards. All scholarships require admission to and enrollment in a degree program at Old Dominion University. For some scholarships, a portfolio, an audition or participation in a specific program may be required. The additional steps, if required, are summarized following each scholarship description.

Students will receive written notification of any scholarship for which they have been selected. Most scholarships will be awarded in April and May of each year. All scholarships must be formally accepted in writing.

**College Scholarships**

**The College of Arts and Letters**

**The Eliot S. Brenizer Memorial Scholarship** was established to assist a full-time music major in either the piano performance program or the music education program with a concentration in piano. Information concerning audition requirements is available from the Music Department. (AUDITION, PARTICIPATION) (757) 683-4061

**The Dr. James V. D. Card Scholarship Fund** was established by James V. D. Card to assist an undergraduate or graduate student who is majoring in English. The recipient must demonstrate financial need. (FAFSA)

**The Eliot S. Breneiser Memorial Fine Arts Scholarship** is made possible by an endowment the Gorlinsky family established in memory of their daughter. It is designed to assist students with financial need who are fine arts majors. Information concerning portfolio requirements is available from the Art Department. (PORTFOLIO) (757) 683-4017

**The Perry Morgan Fellowship in Creative Writing** established in 2005 by Frank Batten and is awarded to two or more first year full-time graduate students enrolled in the creative writing program. Recipients must maintain a minimum 3.5 GPA.

**The Harvey Ronald Saunders Memorial Endowed Scholarship** was established by Mr. and Mrs. Louis M. Saunders to assist an undergraduate or graduate student majoring in the arts/fine arts with an emphasis in painting or drawing. The recipient must have a 3.00 minimum grade point average, demonstrate financial need and be a citizen of either the United States or Israel. Information concerning portfolio requirements is available from the Art Department. (PORTFOLIO) (757) 683-4047

**The Barbara M. Gorlinsky Memorial Fine Arts Scholarship** is funded by an endowment in honor of Carolyn Rhodes for students majoring in women’s studies. Two scholarships are awarded: one to a graduate student seeking an M.A. in humanities and one to an undergraduate student. Graduate students must have a minimum grade point average of 3.50. Recipients can be full- or part-time students. (FAFSA)

**The Charles K. Sibley Art Scholarship** is funded by an endowment made possible by contributions from the friends and patrons of the former Old Dominion University professor. Awards are to assist graduate or undergraduate students majoring in studio art or art history. Information concerning portfolio requirements is available from the Art Department. (PORTFOLIO) (757) 683-4047
The David Scott Sutelan Memorial Scholarship is made possible by an endowment established by David, Charles and May Scott Sutelan. The recipient will be seeking a master in fine arts in the creative writing program.

The Forrest P. and Edith R. White Endowed Scholarship Fund was established by Edith R. White to provide scholarships to students studying acting in the Old Dominion University Communication and Theatre Arts Department. (AUDITION)

Strome College of Business

The Theodore F. and Constance C. Constant Fellowships are funded by an endowment that assists two full-time graduate students in the Strome College of Business.

The Charles H. and Mary Kathryn Rotert Scholarship is funded by an endowment established by Mr. and Mrs. Charles H. Rotert Jr. This scholarship is awarded to a deserving student in the Strome College of Business.

The Marvin and Marilyn Simon Family Endowed Fellows Program in Business was established in 1994 to assist a master’s or doctoral degree-seeking candidate attending the Strome College of Business. The recipient will be a talented student studying in business who has outstanding academic ability.

The John R. Tabb Scholarship was established by an endowment by the Tabb family in 2004. It is the desire of the family to assist a graduate student studying economic development with an international focus. The recipient must be a U.S. citizen with residency in North Carolina, Virginia or Iowa. A minimum grade point average of 3.5 and demonstrated financial need is required. (FAFSA)

The Darden College of Education

The Coca-Cola Scholars Endowed Scholarship Fund was established by the Coca-Cola Foundation. The scholarship recipient must be enrolled in a financial aid-eligible program leading to teacher certification, licensure, and/or enhancement. Consideration will be given to all students studying at rural Virginia TELETECHN ET sites who have a minimum of 58 credit hours with a 3.00 cumulative grade point average. The recipient must also demonstrate financial need. (FAFSA, ESSAY)

The Sarah E. Armstrong Scholarship Endowment was established in 2002 in memory of the donor, Sarah E. Armstrong. The recipient must be a full-time student who has been accepted into the College of Education and must have an overall cumulative 3.2 grade point average.

The John Albert Gay Scholarship is made possible by an endowment given by Dr. and Mrs. R. A. Gay (Florence Vaughan). This scholarship assists a graduate student majoring in special education. Preference is given to those specializing in the area of the emotionally disturbed child. Student must demonstrate financial need. (FAFSA)

The Peggy Wooster Hull Scholarship is made possible by an endowment given by Marie D. Wooster in memory of her daughter. It is awarded to a full-time doctoral student in education. Students are nominated by their graduate program director and are selected by the Office of the Dean of the Darden College of Education. Recipients must demonstrate financial need. (FAFSA)

The Frank Hill Knecht Memorial Scholarship is made possible by an endowment given by Lena Rosa K. Conley, an alumnus and retired staff member of Old Dominion University, in memory of her brother. This scholarship assists a full-time graduate student in education. Preference is given to study in the area of special education. (FAFSA)

The Frank Batten College of Engineering and Technology

The Coca-Cola Scholars Endowed Scholarship Fund was established by the Coca-Cola Foundation. The scholarship recipient must be enrolled in a financial aid-eligible program leading to teacher certification, licensure, and/or enhancement. Consideration will be given to all students studying at rural Virginia TELETECHN ET sites who have a minimum of 58 credit hours with a 3.00 cumulative grade point average. The recipient must also demonstrate financial need. (FAFSA, ESSAY)

The Sarah E. Armstrong Scholarship Endowment was established in 2002 in memory of the donor, Sarah E. Armstrong. The recipient must be a full-time student who has been accepted into the College of Education and must have an overall cumulative 3.2 grade point average.

The John Albert Gay Scholarship is made possible by an endowment given by Dr. and Mrs. R. A. Gay (Florence Vaughan). This scholarship assists a graduate student majoring in special education. Preference is given to those specializing in the area of the emotionally disturbed child. Student must demonstrate financial need. (FAFSA)

The Peggy Wooster Hull Scholarship is made possible by an endowment given by Marie D. Wooster in memory of her daughter. It is awarded to a full-time doctoral student in education. Students are nominated by their graduate program director and are selected by the Office of the Dean of the Darden College of Education. Recipients must demonstrate financial need. (FAFSA)

The Frank Hill Knecht Memorial Scholarship is made possible by an endowment given by Lena Rosa K. Conley, an alumnus and retired staff member of Old Dominion University, in memory of her brother. This scholarship assists a full-time graduate student in education. Preference is given to study in the area of special education. (FAFSA)

The Darden College of Education

The Coca-Cola Scholars Endowed Scholarship Fund was established by the Coca-Cola Foundation. The scholarship recipient must be enrolled in a financial aid-eligible program leading to teacher certification, licensure, and/or enhancement. Consideration will be given to all students studying at rural Virginia TELETECHN ET sites who have a minimum of 58 credit hours with a 3.00 cumulative grade point average. The recipient must also demonstrate financial need. (FAFSA, ESSAY)

The Sarah E. Armstrong Scholarship Endowment was established in 2002 in memory of the donor, Sarah E. Armstrong. The recipient must be a full-time student who has been accepted into the College of Education and must have an overall cumulative 3.2 grade point average.

The John Albert Gay Scholarship is made possible by an endowment given by Dr. and Mrs. R. A. Gay (Florence Vaughan). This scholarship assists a graduate student majoring in special education. Preference is given to those specializing in the area of the emotionally disturbed child. Student must demonstrate financial need. (FAFSA)

The Peggy Wooster Hull Scholarship is made possible by an endowment given by Marie D. Wooster in memory of her daughter. It is awarded to a full-time doctoral student in education. Students are nominated by their graduate program director and are selected by the Office of the Dean of the Darden College of Education. Recipients must demonstrate financial need. (FAFSA)

The Frank Hill Knecht Memorial Scholarship is made possible by an endowment given by Lena Rosa K. Conley, an alumnus and retired staff member of Old Dominion University, in memory of her brother. This scholarship assists a full-time graduate student in education. Preference is given to study in the area of special education. (FAFSA)

The Frank Batten College of Engineering and Technology

The Civil and Environmental Engineering Visiting Council Graduate Scholarship in Engineering was established by The Civil and Environmental Engineering Visiting Council (CEECV) in 2003. The recipient must be either full- or part-time civil or engineering graduate student who has a minimum graduate or undergraduate grade point average of 3.25. Transfer students from other colleges or universities are also eligible for consideration.

The BBG Incorporated Endowed Scholarship in Engineering was established by BBG Incorporated for a rising junior or senior majoring in Electrical Engineering, Electrical Engineering Technology, Computer Engineering, or Computer Engineering Technology who holds a minimum cumulative GPA of 2.5. The scholarship is also available to a graduate student majoring in Electrical Engineering or Computer Engineering with a minimum cumulative GPA of 3.0. The recipient will also be considered for an Engineering Cooperative Education/Intern position with BBG Incorporated.

The Rollie Dubbe’ Engineering Scholarship is funded by an endowment to assist a full time graduate engineering student who holds a minimum cumulative GPA of 3.0. The scholarship recipient must be enrolled in the civil engineering program with a preference in geo-technical engineering. Must demonstrate financial need. (FAFSA)

The Stuart H. Russell Memorial Scholarship is made possible by an endowment established by the estate of Olive L. Spicer. The scholarship is awarded to a deserving student in the Frank Batten College of Engineering and Technology with particular preference given to a student in the Electrical and Computer Engineering Department with an interest in electronics.

The Edward L. White Endowed Scholarship was established by Edward L. White, Jr. and Margaret W. Moore to assist a computer engineering student. The recipient must be a Norfolk resident, have a minimum 3.30 grade point average and demonstrate financial need. (FAFSA)

The George C. Winslow Scholarship is made possible by an endowment to assist a graduate or undergraduate student who has demonstrated financial need and has obtained at least a 2.50 grade point average while pursuing a degree in mechanical engineering. (FAFSA)

The College of Health Sciences

The Thomas Charles Auclair ('78) Scholarship is made possible through an endowment given by Mr. and Mrs. George E. Auclair in memory of their son. The scholarship supports a student pursuing studies in environmental health.

The Friends of Dental Hygiene Endowed Scholarship was established by Mrs. Linda Fox Rohrer in 2004. Recipients must be either full-time graduate or undergraduate students. The scholarship will be awarded to a deserving student in the School of Dental Hygiene. The recipient must also demonstrate financial need. (FAFSA)
The Gene W. Hirschfeld Scholarship is supported by an endowment given by the former chair of the Department of Dental Hygiene and Dental Assisting. The scholarship is awarded to undergraduate or graduate students who demonstrate financial need and are enrolled in the Dental Hygiene Program. (FAFSA)

The College of Sciences

The Sarah E. Armstrong Science Scholarship Endowment was established in 2002 in memory of Sarah E. Armstrong. The recipient must be a full-time student who has been accepted into the College of Sciences and must have an overall cumulative 3.2 grade point average.

The Virginia S. Bagley Endowed Scholarship is made possible by Mrs. Bagley’s estate and is awarded to a graduate or undergraduate student in the Department of Biological Sciences.

The Hampton Roads Maritime Scholarship is funded by an endowment from the Hampton Roads Maritime Association and is given to a graduate student in the Department of Ocean, Earth and Atmospheric Sciences with financial need. (FAFSA)

The Neil and Susan Kelley Endowed Scholarship Fund, established by Neil Kelley in 2001, provides financial support to a graduate student pursuing a Master of Science in Oceanography. The scholarship is awarded strictly on merit and may be renewed annually.

The Harold G. Marshall and Vivian J. Marshall Scholarship in Biology is funded by an endowment given by Harold G. Marshall and Vivian J. Marshall. This scholarship is provided to assist a full-time graduate student in the Department of Biological Sciences with a specific concentration in ecology.

The Dorothy Brown Smith Endowed Scholarship was established in 2004 to assist a graduate student who is enrolled at least half-time in the Department of Ocean, Earth, and Atmospheric Sciences of the College of Sciences.

The Charles H. Eure Memorial Scholarship was established by the Friends of Women’s Studies to assist a graduate student in women’s studies. Two scholarships are awarded: one to a graduate student seeking an M.A. in humanities and one to an undergraduate student. Graduate students must have minimum grade point average of 3.50. Recipients can be full or part-time students. Students are selected by the Director of Women’s Studies and candidate selection is forwarded to the Office of Financial Aid, scholarship coordinator. Student must demonstrate financial need. (FAFSA)

Military Awards

Army Reserve Officer Training Corps (AROTC) participants may qualify for scholarships. More information on application procedures and program requirements is available from the faculty of the Department of Military Science. (PARTICIPATION) (757) 683-3663

Naval Reserve Officer Training Corps (NROTC) participants may qualify for full or partial scholarships. More information on application procedures and program requirements is available from the faculty of the Department of Naval Science. (PARTICIPATION) (757) 683-4744

Other Awards (General)

The Alumni Association Outstanding Scholar Fellowships were established in 1984. The fellowships are awarded to two graduate students in good academic standing who are attending Old Dominion University on a full-time or part-time basis. One fellowship must be awarded to an Old Dominion University alumunus/alumna who has been admitted as a full-time student to a graduate program at the University.

The Batter Foundation Quasi-Endowed Scholarship was established to assist four students of the Eastern Shore of Virginia with their commuter expenses.

The Friends of Women’s Studies Scholarship is funded by an endowment in honor of Carolyn Rhodes for students majoring in women’s studies. Two scholarships are awarded: one to a graduate student seeking an M.A. in humanities and one to an undergraduate student. Graduate students must have minimum grade point average of 3.50. Recipients can be full or part-time students. Students are selected by the Director of Women’s Studies and candidate selection is forwarded to the Office of Financial Aid, scholarship coordinator. Student must demonstrate financial need. (FAFSA)

The Nancy Topping Bazin Scholarship was established by the Friends of Women’s Studies to assist a graduate student in women’s studies. The John R. Burton Jr. Scholarship is made possible by an endowment given by John R. Burton Jr. This scholarship assists students who demonstrate financial need. Preference is given to high school graduates who have been reared in the Hope Haven Children’s Home. (FAFSA)

The Robert Claytor Memorial Scholarship is funded by an endowment from the friends of Robert Claytor for a student who demonstrates financial need, according to federal needs analysis. (FAFSA)

The Delta Sigma Lambda-Dr. Ruth Harrell Scholarship is supported by an endowment to assist women who have received a bachelor’s degree and are full- or part-time graduate students enrolled at Old Dominion University. Selection is based upon scholastic ability, financial need and good personal character. Preference is given to those students who have lived in the Commonwealth of Virginia for at least one year. Students must also complete a separate application, which is available in the Old Dominion University Women’s Center. Delta Sigma Lambda members are eligible for the award. (FAFSA) (757) 683-4109

The Charles H. Eure Memorial Scholarship is awarded to a marine science or engineering student who has a 3.00 grade point average and is of sound moral character. Preference will be given to a STASR (South Tidewater Association of Ship Repairers) company family member.

The Lillian Vernon Endowed Scholarship is funded by an endowment from the Lillian Vernon Foundation. It is awarded to a spouse, child, or grandchild of an active Lillian Vernon employee. Recipient must have a minimum grade point average of 2.80 and demonstrate financial need. (FAFSA)

The Memorial and Recognition Scholarship Fund is an endowed scholarship that will be awarded to a student with a minimum grade point average of 3.00 and is able to demonstrate involvement in community service.

The Meredith Construction Company Scholarship is made possible by an endowment given by the Meredith Construction Co. Inc., Meredith Realty, et al. and members of the Meredith family. The award is given to a graduate student demonstrating academic merit in his/her chosen curriculum.

The Sherwood/Portsmouth Scholarships are funded annually by a trust established by the late Calder Sherwood III, a professor emeritus in the departments of Chemical Sciences and Physics/Geophysical Sciences. Professor Sherwood served on the Old Dominion University faculty for 38 years. The scholarships are awarded to graduates of public high schools in Portsmouth, Virginia who demonstrate financial need. (FAFSA)

The Town-N-Gown Scholarship has been established by Town-N-Gown, an association dedicated to promoting cooperation between the Hampton Roads community and the University in order to promote better understanding in fulfilling the aims and ideals of each. The scholarship...
recipient rotates annually from the following: (1) resident of the greater Hampton Roads area, (2) a member of or dependent of active duty military personnel and (3) a dependent of an Old Dominion University faculty or staff member.

The Hugh L. Vaughan Scholarship has been established by an endowment made by Mr. Hugh L. Vaughan to assist handicapped students. Preference is given to blind students. Recipients must be native-born Virginians.

The E. C. Wareheim Foundation “Returning Women’s” Scholarship has been established by an endowment to assist one or more returning women from Norfolk, Virginia Beach, Portsmouth, Chesapeake or Suffolk who have demonstrated financial need. Preference is given to students who enroll part-time. (FAFSA)

The Hugh L. Vaughan Scholarship

The Jane L. and Robert H. Weiner International Affairs Scholarship is made possible through an endowment established by Mr. and Mrs. Weiner to assist a student who will be studying abroad through the International Student Exchange Program (ISEP). Preference will be given to students who will study in a Third World or developing country for the purpose of fostering international understanding and peace and who demonstrate academic achievement and financial need. (FAFSA)

The John S. Whitehurst Scholarship is funded by an endowment established by Mr. Robert B. Kendall and augmented by the Whitehurst Scholars Scholarship Foundation. The endowment recognizes the contribution of both Mr. Calvert S. Whitehurst and his son, Professor G. William Whitehurst, former member of the U.S. Congress. The scholarship is awarded to a student with financial need who demonstrates academic potential. (FAFSA)

Other Financial Aid Resources

The Parker Lesley Endowed Fund has been established for students who demonstrate need for special circumstances. Special circumstances are defined as emergency travel, supplies, equipment, etc. (ESSAY) (757) 683-6856

The James Stamos Scholarships in Voice and Piano are made possible by a bequest from Mr. Stamos to assist several students who are majoring in either voice or piano. Information concerning audition requirements is available from the Music Department. Contact Mr. Dennis Zeisler, chair of the department. (AUDITION) (757) 683-4061

The Student Activities Scholarships in music are awarded to students who participate in one or more Music Department activities including concert choir, band, orchestra, Madrigal Singers and brass choir. Information concerning audition requirements is available from the Music Department. Contact Mr. Dennis Zeisler, chair of the department. (AUDITION, PARTICIPATION) (757) 683-4061

The Viburnum Acting Endowed Scholarship Fund was established by the Viburnum Foundation to provide monetary awards to acting students. (AUDITION) (757) 683-3608

Veterans and Dependents Benefits

Information about the administration of education assistance under the Veterans Administration may be obtained from the VA website: www.vba.va.gov. Students wishing to use their VA benefits at Old Dominion University may find further information on the University Registrar’s web page: http://www.odu.edu/webroot/orgs/AF/REG/registrar.nsf/pages/MSS+Home.

Contact Military Student Services staff in the Office of the University Registrar for further assistance by phone: 757 683-4425; by FAX: 757 683-5865; or by email to adance@odu.edu.

Termination of Aid

Failure to remain in good academic standing will result in automatic withdrawal of financial aid by the University. Failure to comply with the conditions of a financial award will cause its termination and the return of any unexpended funds as well as repayment, in some cases, of funds already utilized.

Financial Aid Deferment

A deferment is an extension granted by the University which allows a student receiving scholarships, grants, or student loans to delay payment of tuition and fees. Fall semester deferments expire on October 1, Spring semester deferments expire on March 1, and Summer semester deferments expire on August 1. Students who have officially accepted an offer of financial aid by submitting a signed award acceptance letter and demonstrating intent to comply with any and all verification requirements and loan eligibility requirements at least one week prior to the first day of classes for the semester will be granted a deferment automatically.

Some types of aid cannot be deferred, including but not limited to Federal Work Study (which must be earned by employment and for which payment is made directly to the student), Federal PLUS loans, room scholarships, book scholarships, board scholarships, and payments by third parties (contractual arrangements, private scholarships, etc.). NOTE: Federal Direct student loan deferments are calculated at the net value of the loan (less the federally-set loan origination fee).

If the amount of the financial aid deferment is less than the student’s tuition and other charges for the semester, the student is responsible for paying the excess charges (total bill minus anticipated deferment) by the stated tuition deadline for that semester.

Failure to pay the excess charges for financial aid may result in termination of aid. Late charges and other actions may be levied in the event of failure to meet financial obligations. For additional information, contact the Office of Finance.

Regulations governing the administration of student financial aid are subject to unanticipated change. Information provided herein is as accurate as possible on the date of printing.

Graduate Assistantship Guidelines

Assistantships

Teaching and research assistantships are available to full-time graduate students who meet the requirements listed under the Graduate Assistantship Guidelines. Stipends vary by program and college. Additional information is available from office of Graduate Studies.
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. The appointment is intended to be a learning experience for the graduate student and to facilitate the completion of degree requirements, help the student prepare for a professional career, and support the teaching, research, and administrative needs of the institution.

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

1. 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.

2. 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.

3. 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) Requirement

1. All GTA-Instructors will be required to pass the GTA 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.

2. 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 Instructor 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. Stipend

All stipends must meet the annual minimum amount of the source of funding established by the Office of Graduate Studies. 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.

E. 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.

F. Eligibility

1. 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 as graduate assistants. Additional criteria apply for appointment as a graduate teaching assistant (see section on appointments).

2. All students appointed as graduate assistants 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.

3. 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.

G. Enrollment and Registration Requirements

Assistantship recipients are required to be enrolled each semester of their appointment and must register for and complete a minimum of six hours of course work per semester for graduate credit or three hours in the summer; doctoral students who have successfully passed the
1. The department/school or administrative unit responds to the Office of Graduate Studies regarding the availability of the position and the required position description. The unit may provide a list of positions available within their unit along with the position descriptions in a position list. The position description shall include the information required by the Office of Graduate Studies.

H. Appointments

Appointments of graduate assistants 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 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 enrollment 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.

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.

Awarding of Graduate Assistantships in Non-Departmental Units

Each non-departmental unit submits to the Office of Graduate Studies a position description for each Graduate Assistant (GA) 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 programatically 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 GA is made jointly by the academic and non-departmental administrative departments.

Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the Dec-Jan budget submission process, non-departmental units must submit a justification for continued and increased support of GAs, i.e., stipends and tuition waiver. The Office of Graduate Studies will notify the appropriate graduate program directors of the number of anticipated GA positions that can be offered to highly recruited applicants for the upcoming and FA, SP, and SU admission cycles. All GA awards funded by non-academic units will be processed by the Office of Graduate Studies.

Each semester, the GA’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.

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. Appointment Process

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

1. The department/school or administrative unit recommends candidates for the assistantships to the appropriate academic dean or administrator. 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.

2. Graduate assistant nominations are reviewed and approved by the dean of the academic college or equivalent administrator to ensure 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.

3. 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 GTA Institute to determine if face-to-face communication is sufficient for holding a teaching assistantship.

K. Tuition Assistance

(Unfunded Scholarships, Sponsored Research Grants) Graduate students who are employed as graduate assistants may receive partial to full tuition assistance. In order to be eligible to receive tuition assistance, graduate students must be enrolled in and complete at least six hours of graduate course work each semester and three 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 $2,500 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 (899) to be eligible for full tuition assistance.

L. Tuition Grant

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. Additional information is available from the Office of Graduate Studies. Students receiving tuition grants must be registered for nine graduate credits each semester and six in the summer.

M. 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.

N. 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.

O. 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.
P. 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.