Old Dominion University
Office of Graduate Studies

Re-Organization of Graduate Student
Financial Support
April 2010
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Enrollment Requirements for Stipends & Fellowships Based on Sources of Funding.
TYPES OF FINANCIAL SUPPORT FOR GRADUATE STUDENTS

1. 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 E1s 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 E1S, award letter, and position description to the student's Graduate Program Director (GPD) for review and approval.

b. The student’s GPD reviews the E1S, 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 E1S 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. E1S 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: 

(To Be Completed by Graduate Program Director)

Position:

☐ Approved ☐ Disapproved

Justification: (if not approved)

(To Be Completed by Non Academic Unit Supervisor)

Graduate Program Director (Signature) ____________________________ (Print Name) ____________________________ (Date)

Vacant Position ☐ Filled Position

(To Be Completed by Graduate Program Director)

Name of Student Holding Position ____________________________ Graduate Program ____________________________ Graduate Faculty Advisor ____________________________

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 ____________________________

(To Be Completed by Graduate Program Director)

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 □ GTAII □ 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.

__________________________________________ Date
Student’s Signature

__________________________________________ Date
Supervisor’s Signature

__________________________________________ Date
*Graduate Program Director’s Signature

* 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: $________________
<table>
<thead>
<tr>
<th>Semester</th>
<th>Start/End Dates</th>
<th>Employment Hours (20 hours/week)</th>
<th>Minimum Stipend Amount ($)</th>
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</thead>
<tbody>
<tr>
<td>Fall 10</td>
<td>Aug 25 - Dec 24</td>
<td>$8.88/hour $177.77/week</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>Spring 11</td>
<td>May 25 - Aug 09</td>
<td>$8.42/hour $168.42/week</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Fall 11</td>
<td>Sep 01 - Apr 30</td>
<td>$8.42/hour $168.42/week</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Spring 12</td>
<td>Apr 01 - Aug 18</td>
<td>$8.42/hour $168.42/week</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Fall 12</td>
<td>Sep 01 - Jul 30</td>
<td>$9.50/hour $190.00/week</td>
<td>$5,250.00</td>
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<tr>
<td>Summer 13</td>
<td>May 01 - Jul 30</td>
<td>$9.50/hour $190.00/week</td>
<td>$5,250.00</td>
</tr>
<tr>
<td>Fall 13</td>
<td>Sep 01 - Jul 30</td>
<td>$9.50/hour $190.00/week</td>
<td>$5,250.00</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan 01 - Apr 30</td>
<td>$9.50/hour $190.00/week</td>
<td>$5,250.00</td>
</tr>
<tr>
<td>Spring 14</td>
<td>May 01 - Jul 30</td>
<td>$9.50/hour $190.00/week</td>
<td>$5,250.00</td>
</tr>
</tbody>
</table>

Note: The table above represents the minimum stipend amounts for different employment hours and dates in various semesters and summers. The amounts are based on 20 hours of employment per week.
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
UIIN# 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.
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)
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 for OLD DOMINION UNIVERSITY

Name: ________________________________

UIN: ________________________________

Dept: ________________________________

The above-named student has completed ODU employment paperwork on CTD: Support Dept/Aladdin account (the Client Deposit) and tax withholding (Tax Status: W-4, U-4, Alternative Payee Trust) in International Student & Scholar Services (ISSS). Their paperwork will be sent to the ODU Payroll Office once ISSS determines that the student does not have any holds on their record having registration, is not currently participating in a Practical Training program, and is 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 Douglas Hall.
(757) 683-6343 – E-mail: studentadvisor@odu.edu
null
**Employee Class on E-1SG Form**

<table>
<thead>
<tr>
<th>Type</th>
<th>Object</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA</td>
<td>4022</td>
<td>Grad teaching Asst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instructor</td>
</tr>
<tr>
<td>TA</td>
<td>4022</td>
<td>Grad teaching Asst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant</td>
</tr>
<tr>
<td>GT</td>
<td>4122</td>
<td>(S5) Grad Teaching Asst</td>
</tr>
<tr>
<td></td>
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<td>Instructor</td>
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<tr>
<td>GT</td>
<td>4122</td>
<td>(S5) Grad Teaching Asst</td>
</tr>
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<td>Assistant</td>
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<tr>
<td>RA</td>
<td>4023</td>
<td>Grad Research asst</td>
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<td>Research Asst</td>
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<tr>
<td>RA</td>
<td>4023</td>
<td>Grad Research asst</td>
</tr>
<tr>
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<td>(S5) Grad Research Asst</td>
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<tr>
<td></td>
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<tr>
<td>GR</td>
<td>4123</td>
<td>(S5) Grad Research Asst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative Asst</td>
</tr>
</tbody>
</table>

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 (165)
Updated July 1, 2009

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

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: / / 

Mailing Address for Checks/Stubs: ____________________________

Permanent Address: ____________________________ City, State, Zip

Phone No.: Dept.: ____________________________ Home: ____________________________

Emergency Contact:

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 □ Native Hawaiian/Pacific Islander (Not Hispanic/Latino)
□ White (Not Hispanic/Latino) □ Black/African American (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 Or Assignment: ____________________________
Employing Department: ____________________________
Average Hours Per Week: ____________________________

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

<table>
<thead>
<tr>
<th>Project #</th>
<th>Budget Amx ($)</th>
<th>Dates</th>
<th>Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

PI Signature

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 for existing contracts)
□ Research Foundation Masters: □ 25% □ 50% □ 75% □ 100%
□ 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 (Ora, Faculty Overseen) ____________________________ Date Phone # ____________________________

Dean (Ora, Faculty Overseen) ____________________________ 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

26
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
Department Chair Signature
Dean Signature
GCA Signature
(Casual / Temporary / GRA)
(Casual / Temporary / GRA)

Revised July 1, 2009
# Old Dominion University - Payroll Schedule (Revised April 2010)

## First Quarter, Ending March 31, 2010

<table>
<thead>
<tr>
<th>PFB</th>
<th>Name</th>
<th>Date</th>
<th>Net Pay</th>
<th>Gross Pay</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>MELY</td>
<td>DEC 16</td>
<td>1000</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>SAL</td>
<td>DEC 16</td>
<td>1000</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEC 16 - JAN 09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>MELY</td>
<td>JAN 09</td>
<td>1500</td>
<td>1500</td>
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</tr>
<tr>
<td>115</td>
<td>SAL</td>
<td>JAN 09</td>
<td>1500</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>JAN 09 - FEB 09</td>
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<tr>
<td>116</td>
<td>MELY</td>
<td>FEB 09</td>
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<td>1800</td>
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</tr>
<tr>
<td>116</td>
<td>SAL</td>
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<td>1800</td>
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</tr>
<tr>
<td></td>
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<td>FEB 09 - MAR 09</td>
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<td></td>
</tr>
<tr>
<td>121</td>
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<td>121</td>
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<tr>
<td></td>
<td></td>
<td>MAR 09 - APR 09</td>
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<td></td>
</tr>
<tr>
<td>122</td>
<td>MELY</td>
<td>APR 09</td>
<td>2100</td>
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<tr>
<td>122</td>
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<td>APR 09</td>
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<td>APR 09 - MAY 09</td>
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<tr>
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<td>128</td>
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<td>2300</td>
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<td>JUN 09 - JUL 09</td>
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## Second Quarter, Ending June 30, 2010

<table>
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<tr>
<th>PFB</th>
<th>Name</th>
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<th>Net Pay</th>
<th>Gross Pay</th>
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<td></td>
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<tr>
<td>212</td>
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<td>2600</td>
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</tr>
<tr>
<td></td>
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<td>APR 10 - MAY 10</td>
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<tr>
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<td>2700</td>
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<tr>
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<td>JUN 10</td>
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<td>JUN 10 - JUL 10</td>
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## Third Quarter, Ending September 30, 2010

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<td></td>
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<td>JUL 10 - AUG 10</td>
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<td>312</td>
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<td>312</td>
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<td>AUG 10 - SEP 10</td>
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<td>SEP 10 - OCT 10</td>
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## Fourth Quarter, Ending December 31, 2010

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<td>3200</td>
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<tr>
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<td></td>
<td>SEP 10 - OCT 10</td>
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<tr>
<td>412</td>
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<td>OCT 10</td>
<td>3300</td>
<td>3300</td>
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<td>412</td>
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<td>3300</td>
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<td>OCT 10 - NOV 10</td>
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<td>NOV 10 - DEC 10</td>
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<td></td>
<td></td>
<td>DEC 10 - JAN 10</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>UIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>00123456</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>00123457</td>
</tr>
<tr>
<td>Michael Smith</td>
<td>00123458</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>UIN</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>00123456</td>
<td>No longer enrolled in min. graduate credit hours</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>00123457</td>
<td>Resigned from assistantship</td>
</tr>
</tbody>
</table>

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
UIIN# 00123456
123 Main Street
Norfolk, VA 23529

John Smith
UIIN# 00123456
123 Main Street
Norfolk, VA 23529

Jane Smith $7,500 (DF/F612)
UIIN# 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):

<table>
<thead>
<tr>
<th>NAME</th>
<th>UIN</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
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</tbody>
</table>

Alternates listed in rank order:

<table>
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<tr>
<th>NAME</th>
<th>UIN/SSN</th>
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<tbody>
<tr>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

Committee Chair Signature ____________________________
Title/Department ____________________________
Financial Awards for Graduate Students

Financial awards are determined by the graduate program and college dean 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 instruction, research, or administrative duties in support of ongoing activities of the University's academic, research, and service units. The University's intention is 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.

   a. 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, research leaders and tutors.

   b. 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 (GTIAI Institute) Requirement

1. All GTA-Instructors will be required to pass the GTIAI Institute in order to receive a GTA stipend. GTA Assistants are not required to pass the GTIAI 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 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

Applications for graduate assistantship stipends paid by the University (GTAs, GRAs, and GAA) are available from the Office of Admissions or 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 GFA positions funded through ODURF are made through the faculty member who is principal investigator, the department chair, or graduate program director.

E. Eligibility

1. Only students admitted to graduate degree programs in regular or provisional status on the basis of completed 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).

2. 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 procedure, 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 Employment 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.

F. Enrollment Requirements

There are two categories of enrollment requirements:

1. Assistantship recipients who are supported by University/Commonwealth funds are required to be enrolled each fall and spring semester 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.

2. Assistantship recipients who are supported by other funding sources are required to be enrolled each fall and spring semester 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 8 hours 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 S-15 payroll form to the Office of Graduate Studies. This must be constructed 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/faculty chair, and the dean of the appropriate academic college and the approval of the vice provost for graduate studies.

   a. 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.

   b. 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.

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G. Appointment Process

1. Assistantships in Departments/Schools

The dean or other appropriate administrator notifies the individual department/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-15 form or ODUFR Form 108 for all graduate assistant appointments will accompany the candidate's nomination to the dean or administrator. All completed E-15 forms with award letters, acceptance forms, and job descriptions are to be sent to the Office of Graduate Studies for processing. ODUFR Form 108s 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 ensure that applicants meet the eligibility criteria for appointment, such as admission to a degree program, English language proficiency requirements, good academic standing, and leave status, and that the appointment is in compliance with applicable University and college policy.

c. Applicants for GTA appointments must demonstrate written and oral proficiency in the English language. For international students, a good score on the TOEFL test is required to be considered. Oral proficiency in English will be determined through the SPEAK test administered by Old Dominion University's English Language Center. 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.

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 Dec-Jan budget submission process, non-departmental units must submit a justification for continued and increased support of GAA positions, i.e., stipends and tuition waivers. 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 10 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 (tautors 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 be 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 (i) 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 student 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 assistantship is 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 coursework 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 grievances, 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 scholarly 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 fellowships 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 scholarly 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 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 for 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.

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Contact Information

E-1S Processing
- Arlinda McGruder, Office of Finance, amcgrude@odu.edu, 757-683-5271
- Brenda Blount, Office of Finance, bblount@odu.edu, 757-683-5399

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

Tuition Waivers/Exemptions
- Annette Hurdle, Office of Finance, ahurdle@odu.edu, 757-683-4910

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