

Oklahoma State University Policy and Procedures

TUITION WAIVER CALCULATION FOR GRADUATE RESEARCH ASSISTANT/ASSOCIATE POSITIONS	3-0421 ADMINISTRATION & FINANCE Controller September 2019
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POLICY

1.01 As part of a graduate student’s educational experience, Oklahoma State University makes a number of Graduate Research Assistantships (GRAs) available on a routine basis. Graduate students with a GRA appointment are expected to devote full-time effort to their graduate programs. GRA appointments provide modest stipends, subsidized health insurance and tuition waiver benefits in recognition of contributions to the OSU research enterprise. Please refer to the University *Catalog*, Graduate College website and P&P 2-0103 for the University’s GRA definition, terms and conditions, and additional information on GRAs.

Tuition waivers referred to in this policy are associated with employment as a Graduate Research Assistant/Associate (GRA) and do not include fees. Tuition waiver benefits stewarded by the Graduate College to the GRA are considered intermediate funding in anticipation of outside sponsorship. If a sponsor does not or will not support a GRA or the GRA is not assigned to a specific sponsor, the University will fund the tuition waivers for eligible GRA positions.

1.02 Definitions

Graduate Research Assistant – A graduate student specifically appointed by the University to participate in and provide assistance to faculty directly relating to research projects. The full University definition of a GRA can found in P&P 2-0103 and on the Graduate College website.

Sponsor – A federal, state or private organization providing funding support for a grant, contract, or cooperative agreement.

Tuition Remission Rate – The rate used in calculating the tuition waiver amount proposed/charged in any sponsored project submissions. The amount assessed against the stipend of the GRA and charged to the appropriate account.

PROCEDURE

2.01 Each year Grants and Contracts Financial Administration (GCFA) will develop a GRA “Tuition Waiver Rate” as a percentage. This annual recommendation is determined dividing the total GRA stipend amount last year by the total GRA tuition waiver amount provided in that same year.

2.02 In the fall semester of each year, GCFA will develop the GRA “Tuition Waiver Rate” recommendation, and the Graduate College will review the rate for reasonableness. GCFA will determine and announce the new rate to appropriate campus units for planning purposes, and the Graduate College will also assist with notifying campus through its communication channels.

2.03 All grant and contract writers shall include tuition waiver funding in all proposed budgets to prospective funding sources for GRAs working in support of the associated projects. If a sponsor is not allowed by statute, policy, or practice to pay the tuition remission rate, the PI/Research Administrator must inform GCFA. If the sponsor will not pay tuition, GCFA will set the account accordingly, to exclude tuition from the account.

2.04 The GRA’s department of record will initiate an “employment action” to assign the GRA to the appropriate budget account.

2.05 Once a GRA’s eligibility for tuition waiver benefits is confirmed, the Graduate College will post the tuition waiver to the student’s bursar account in the usual manner.

2.06 When a GRA is assigned to a sponsored program account for payroll, the stipend and associated fringe benefit rate will be charged to the appropriate account. A “Tuition Waiver Rate” will also be charged to the sponsor’s account.

2.07 As the GRA is paid through the payroll process, the grant or contract will be charged a percentage (i.e., Tuition Waiver Rate) of the stipend to reimburse the institutional tuition waiver account.

Approved:
March 2009

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