

Oklahoma State University Policy and Procedures

WAIVER OF NON-RESIDENT TUITION OF GRADUATE ASSISTANTS

**2-0105
ACADEMIC
AFFAIRS**

March 2002

POLICY

1.01 This policy shall apply at institutions in the Oklahoma State System of Higher Education that are authorized to offer graduate education. For the purpose of this policy, non-resident tuition is interpreted to mean the amount charged per semester hour over and above the amount per semester hour that is charged resident students.

- a. Institutions are authorized to waive the non-resident tuition for graduate assistants employed at least one-fourth time in the functions of instruction, research or extension. Such waiver may include the summer term immediately following employment as a graduate assistant for the academic year, or for the second semester of the academic year, even though not employed for that summer term.
- b. Institutions are expected to exercise reasonable judgment as to the number of semester hours that graduate assistants may carry so that their study load does not interfere with their teaching or research responsibilities.
- c. An institution may waive all or a portion of the non-resident tuition for the graduate enrollment of the spouse of a non-resident graduate or teaching assistant during the same semester(s) or term(s) that the eligible assistant is receiving such waiver.
- d. At the end of each fiscal year, institutions will be expected to report the names of students for whom non-resident charges were waived, the number of semester hours carried by each student, each student's major, each student's home state, and the amount of non-resident tuition waived, on forms provided by the State Regents office for this purpose.

1.02 The category graduate assistant includes teaching assistants and research assistants.

PROCEDURE

2.01 The department head must submit to the Registrar's office a certified statement that the student is a graduate assistant one-fourth or more of his time and that his salary is paid from the Educational and General Operating Budget.

2.02 The certification from the department head will be required for each semester or summer term.

2.03 Graduate assistants who qualify for the waiver of the non-resident tuition will not be billed for non-resident tuition by the Registrar's Office.

2.04 The spouse of a non-resident graduate assistant is eligible to apply for a waiver of non-resident tuition for graduate enrollment. Applications for waivers of non-resident tuition for spouses of non-resident graduate assistants must be submitted to the Registrar's Office.

Reference: Oklahoma State Regents for Higher Education, II-4-51

Executive Vice President, March, 2002

Vice President for Academic Affairs and Research, August, 1986

Vice President for Academic Affairs, January, 1970