

Oklahoma State University Policy and Procedures

WAIVER OF RESIDENT TUITION FOR GRADUATE TEACHING AND RESEARCH ASSISTANTS

2-0103
ACADEMIC
AFFAIRS
December 2007

POLICY

1.01 According to the Oklahoma State Regents for Higher Education policy on Student Tuition & Fees, “Graduate students with at least a one-quarter time graduate assistantship are eligible for (tuition waiver) scholarships irrespective of Oklahoma residency status.” The tuition waivers referred to in this document are necessarily associated with employment and will hereafter be referred to as “the benefit”.

1.02 Eligibility for the benefit paid by Graduate College funds requires appointment as either a graduate teaching or research assistant, defined as “a matriculated graduate student employed to provide services directly related to the teaching or research missions of the University and employing department/unit.” The student must be employed at least 0.25 FTE (170 hours per semester) and must be enrolled in the number of hours specified in 1.03 below. For students employed at least 0.5 FTE (340 hours per semester), the amount of the benefit may be increased. The source of funding for the benefit (e.g., E&G budget, contract, grant, auxiliary unit, etc.) should be the same as the source of funding for the student’s assistantship stipend. In particular, students employed to teach outreach or extension courses must have this benefit paid for through appropriate outreach funds. In cases in which the eligibility of a student to receive the benefit is in question, the Dean of the Graduate College will determine eligibility.

1.03 To be eligible for the benefit, a student employed at least 0.5 FTE must be enrolled in at least 6 graduate credit hours and a student employed at least 0.25 FTE but less than 0.5 FTE must be enrolled in at least 9 graduate credit hours. The benefit cannot be applied to tuition for outreach or extension courses. If a student must enroll in undergraduate courses in order to fulfill admission and/or degree requirements, proper certification of this requirement is needed on the student’s contract. Students who withdraw from coursework that results in their enrollment being below eligibility requirements will forfeit the benefit for that semester and will have their bursar

account billed for the amount of any benefit previously applied for the semester in question.

1.04 Departments/units may use departmental allowances from the Graduate College to supplement this benefit for graduate teaching/research assistants, both domestic and international. Departments/units may also use departmental allowances to provide a resident tuition waiver to domestic graduate assistants or other domestic graduate students who are otherwise ineligible for the benefit.

1.05 The benefit can only be used to waive resident tuition. Fees associated with enrollment are not covered by this benefit.

PROCEDURE

2.01 Prior to the second week of each semester in which s/he is eligible, each student must submit to the Graduate College a signed contract acknowledging the student's enrollment and employment requirements in connection with this benefit. The benefit will not be paid until the contract is received or before the deadline for withdrawal with refund.

2.02 The employing department/unit must submit a completed Employment Action (EA) form to the Office of Human Resources. The form must reflect that the student is employed a minimum of 0.25 FTE (170 hours per semester) and the monthly stipend must meet a predetermined minimum. The minimum stipend is determined by the Office of the Provost, on recommendation of the Dean of the Graduate College, and is to be set no later than 18 months prior to the start of the academic year.

2.03 Each fiscal year the amount of the benefit, and the semesters in which it is awarded, will be determined by the Dean of the Graduate College, taking into account prevailing budgetary considerations.

2.04 An eligible student will receive the benefit as a credit on his/her bursar account. The benefit will be applied once both the contract and EA form are received and recorded.

Approved:

Graduate Council, September 2007
Council of Deans, October 2007
Executive Team, December 2007