

# Graduate Assistantships

Special Topics

# Agenda

- Frequently encountered problems
- Late arrivals / late assistantship appointments
- Dates of Significance
- ❖ Traineeships that are fellowships

# Frequently Encountered Problems/Questions with Assistantships

- Departments forget to send recommendation form or signed acceptance to Graduate Awards
  - Sponsored forms must be sent to OSA and GradAwards
- Credit hours are not distributed across semesters to match the students' enrollment
  - Departmentally funded tuition: use Reconfigure form
  - Sponsor funded tuition: must get approval from OSA-form?
- Department/college will pay for tuition credits (not cost share) – NO chart string needed!

# Late Arrivals/Late Appointments

- August 16<sup>th</sup> or January 1 are the standard start dates
- Students are expected to be on campus by this date
  - Late arrivals up to the first pay can still have standard start date
  - New appointments after this date-adjust start date
  - Medical benefits begin on first day of employment (student must enroll) – enrollment offered AFTER IJAN is approved
  - As of Sept 1, no dental or vision benefits offered
  - Late spring appointments may cost students more for medical premium payments

# Late Arrivals/Appointments-con't

- Arrivals that will be exceptionally late:
  - May have to be hired as “hourly” student employee
  - May have to postpone the assistantship appointment until next semester – discussed on individual basis
- Provide departmental polices with offer letter
  - Date of arrival on campus
  - Illness/absence from work
  - Vacation polices of department
  - End of semester work expectations
  - Winter break & return to campus for spring semester

# Important Dates – Fall 2013

- Aug 16 Graduate aid starts transferring to Bursar accounts
- Aug 26 First day of classes
- **Sept 16** Financial drop deadline (last date for full tuition refund)
- **Sept 27** Budget Office financial deadline-college reporting (fall aid must be on GSA prior)
- **Sept 27** Fall bills issued for graduate students
- Oct 25 Graduate bills due

# Important Dates – Spring 2014

- Jan 1 Spring assistantship appointments begin
- Jan 8 First pay (for weekly) – appointments made after this date should have an appropriate start date
- Jan 13 First day of classes
- **Feb 3** Financial drop deadline (last date for full tuition refund)

# Traineeships that are Fellowships

- Some traineeships may qualify as fellowships
  - Contact Graduate Awards to discuss
  - Send copies of stipend and tuition information sheets to Graduate Awards for review
  - Graduate Awards will consult with OSP and Graduate School to determine eligibility for SU medical benefits
  - Awards must be recorded on Graduate Award System in order to approve eligibility for SU medical benefits
    - Graduate Awards will notify HR of eligibility to participate in SU medical plan



# Traineeships that are Fellowships-con't

- Students with external awards that meet the following requirements may be eligible to enroll in SU medical plan
- A fellowship is an award that provides:
  - A stipend (no work required) for a 9-12 month period
  - Value of the stipend is equal to or exceeds the minimum value of a University Fellowship (\$13,835 in AY 2014)
  - Tuition credits are included with the award and/or provided by the college if student needs credits
- Students must be matriculated & enrolled full-time to establish a formal University relationship