

Graduate Appointment Information and Policies

Please review all information contained in these guidelines and your Graduate Appointment award letter carefully. Your award letter outlines the specific financial support you are to receive. By accepting your appointment, you are agreeing to the terms outlined in these guidelines:

Types of Graduate Appointments

Teaching Assistantship (TA)

Research Assistantship (RA)

Graduate Assistantship (GA)

Assistant Resident Director (ARD)

Graduate Resident Director (GRD)

These types of appointments include a stipend for service and may include a tuition scholarship.

Graduate Recruitment Scholarship (GRS)

This appointment type has a \$600 stipend for service and includes a partial tuition scholarship.

Graduate Fellowship

This appointment type has no work component and may include a tuition scholarship.

Graduate Tuition Scholarship

This appointment type is awarded in conjunction with an assistantship, GRS, or fellowship and may cover all or a portion of your instructional fees and non-resident surcharge (if applicable) for registration up to 18 credit hours per quarter for the period of the appointment. Tuition scholarships cannot be used to cover courses taken for Audit, OPIE, or undergraduate courses. Tuition scholarships do not cover courses taken during winter intersession.

General fee, health insurance, and technology fee charges are not covered by the tuition scholarship and are the responsibility of the student. Withdrawal from Ohio University within the first 15 days of the quarter will result in cancellation of the tuition scholarship and stipend. Tuition and fees are reduced by 80%, and the student is responsible for payment of the remaining 20%.

How to Finalize your Appointment and Employment Paperwork

1. **Complete Required Employment Forms** -Your appointment letter lists forms that must be completed too.
 - a. The following forms must be completed in person at the Graduate College, 220 Research and Technology Center:
 - i. Verification of Employment Eligibility and Identity (Form I-9) – The Immigration and Control Act of 1986 requires all employers to verify each new employee’s identity and employment eligibility. As a new graduate appointment service stipend award recipient, you must complete an I-9 form in person at the Graduate College no later than three (3) business days of the first day of employment. A list of acceptable documents required to complete the I-9 form is available at www.ohio.edu/graduate/gradappts_docs.cfm. **Paychecks cannot be issued or released if I-9 form is not completed.** If the Form I9 is not completed, the Graduate College sends one email notification to the student, and copies the awarding department. After the initial three business days if the student has not completed the I-9 form, the student’s graduate appointment will be cancelled.
 - ii. Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization – In accordance with section 2909.34 of the Ohio Revised Code, all public employees must complete this declaration. Graduate students with a graduate appointment must also complete and sign this form, along with the I-9 form.

- iii. Glacier Enrollment for US Tax Compliance – All international students must complete the Glacier enrollment. Please contact Barbara Kreutzer, Tax Compliance Manager, at (740)597-1721 or at kreutzeb@ohio.edu.
- b. The following forms can be downloaded at the Online Graduate Appointment Student Portal, www.ohio.edu/graduate/portal.cfm:
- i. Request for Optional Exemption as a Student – Graduate students registered for six or more hours are subject to payroll withholdings from the Public Employees Retirement System of Ohio (PERS). If you do not want to have PERS withheld, you must complete this form providing your permanent address. If you wish to participate in PERS, you must complete the OPERS Employee information sheet, along with the SSA-1945. Students who participate in PERS may be required to submit a new enrollment form each year. Contact the Payroll Department for specific details.
 - ii. Personnel Data Profiles – If you are awarded a graduate service stipend, complete this form and return it to the Graduate College or University Human Resources located at HRTC building on 256 West Union Street. If you have previously submitted this form, you do not need to complete it again. If you have any questions, contact Human Resources at (740)593-1636.
 - iii. Employee's Withholding Allowance Certificate Federal Form W-4 – Please complete this form providing your permanent address and return it to the Graduate College. If you need assistance in completing this form, contact the Payroll Department at (740)593-1861.
2. **Update Current Address** - In order to continue to receive important Ohio University correspondence, please update your local address as soon as possible at www.ohio.edu/registrar/myaddress.cfm.
3. **Activate your Ohio University Email Account and Check it Regularly** - Your award letter, all bills, registration, grade reports, and other official university communications are sent to your Ohio University email account. You are responsible for any and all official correspondence sent to your University email account.

Requirements to Maintain Your Graduate Appointment

Appointment Type Possible	Work Hours	Academic Year Registration Requirements	Summer Registration Requirements
TA/GA/RA stipend with tuition scholarship	15 to 20	12	9
Fellowship with tuition scholarship	0	15	9
TA/GA/RA stipend with tuition scholarship (half appointment)	8 to 10	12	9
GRS	6 to 8	15	9
Stipend only	1 to 20	1	1
Tuition Scholarship only	0	15	9
Fellowship only	0	1	1

1. **Maximum hours of total employment are 20 hours per week on or off campus.** Graduate assistants may not accept other full-time employment, either within or outside of the University. Graduate students cannot have two full-time graduate appointments.

2. **Minimum registration requirements must be met in order to retain graduate appointment.**
 - Courses numbered 500 or above carry graduate credit. Use care to register for the graduate level in dual-numbered courses.
 - Hours taken for Audit, Ohio Program of Intensive English (OPIE) courses, and undergraduate courses cannot be used to meet the minimum graduate hour requirements.
 - Some departments/schools may require more registration hours. Register during the posted registration times to avoid late registration fees.
 - Any registration hours exceeding 18 credit hours will incur an additional cost per credit hour to the student as determined by the Ohio Board of Trustees.
 - Under unusual circumstances, limited exceptions to the minimum enrollment level may be granted. Requests for exceptions should be sent with the department/school and college approval to the Associate Dean for the Graduate College for consideration.
 - Failure to comply with graduate appointment requirements, including registration for the required number of graduate hours, could result in paycheck holds and the termination of entire graduate appointment. This would result in the student being responsible for all tuition scholarship charges and no entitlement to stipend payments.

3. **You must have a cumulative GPA of 3.00 in all graduate courses** and show satisfactory progress toward your degree, as defined by your program/department. Some programs may require a higher GPA to maintain a graduate appointment.

4. **You must perform graduate assistantship duties satisfactorily**, as defined by the immediate supervisor or the department/school. Failure to perform duties satisfactorily may result in termination of the appointment. Questions or problems concerning assignments should be resolved within the employing department/school whenever possible. Problems not resolved at the department/school level can be referred to the Graduate Student Appointment Grievance Board. See Ohio University Policy and Procedure 28.102, www.ohio.edu/policy/28-102.html.

English Proficiency Requirements

- **Non-native speakers of English must demonstrate English proficiency** to hold a graduate appointment. For details regarding the English proficiency policy, please see the Graduate Catalog (www.ohio.edu/graduate/catalog). Proficiency testing is conducted through the Ohio Program of Intensive English (OPIE). Students who do not demonstrate English proficiency will be assigned English language courses through OPIE.
- **Tuition scholarship funds cannot be used to pay for OPIE courses.** With the permission of the department/school, the tuition scholarship may cover the difference between OPIE course fees and the full-time registration fee, up to a maximum enrollment of 18 hours.
- **Teaching Assistants must meet oral English proficiency requirements** as defined by the State of Ohio. These requirements apply to all teaching assistants with instructional responsibility regardless of the teaching assistant's native language. Non-native speakers of English must demonstrate proficiency through the SPEAK test; see www.ohio.edu/linguistics/enhancement/speak.html for details. Native English speakers must be certified by department/school for which the student is teaching. For further information on how to meet English proficiency requirements, contact your department/school.

Stipend/Fellowship Payment Information

Stipend and fellowships are paid in three monthly installments each quarter according to the following schedule:

Fall Quarter	October 1st
	November 1st
	December 1st
Winter Quarter	January 1st

	February 1st
	March 1st
Spring Quarter	April 1st
	May 1st
	June 1st
Summer (First Session)	July 1st
Summer (Second Session)	August 1st
Summer (Mini-stipend)	August 1st

Service stipend payments can be direct deposited or payable by check mailed to students permanent mailing address. Direct deposit authorization forms can be downloaded from www.ohio.edu/finance/forms/payroll.cfm. Pay slips can be downloaded from <http://www.ohio.edu/ebiz/myhr.html>.

Fellowship and loan overage checks are disbursed through the Financial Aid system and distributed from the Bursar; both offices are located in Chubb Hall. Fellowship overage payments may be arranged for direct deposit by visiting www.ohio.edu/finance/bursar.directdeposit.cfm or obtaining a paper form in the Graduate College office. Fellowship appointments will be posted to the University's billing system from the student's graduate appointment once the student is registered for the required number of graduate hours. If there are outstanding charges on the student's account for the disbursed quarter, the award will absorb those charges prior to overage disbursements. Fellowship awards are split with half of the award amount disbursing the first payment of the quarter and the remaining award amount split evenly over the next two payments for that quarter.

Quarter Limits on Tuition Support

All graduate students are limited to the maximum number of quarters for which they may receive a tuition scholarship. See www.ohio.edu/graduate/catalog for details (under Financial Aid>Time Limits).

Additional Information

Spousal and Domestic Partner Education Opportunities are available to spouses and domestic partners of graduate students who hold an RA, GA, or TA appointment. The benefit pays half of the instructional fee (not the general fee) up to six credit hours per quarter during the period(s) in which your appointment is in effect. Spousal and Domestic Partner Educational Opportunities cannot be used to pay for OPIE courses or courses taken for Audit. Application forms are available in the Graduate College or can be downloaded from www.ohio.edu/graduate.gradForms.cfm. Applications must be completed and submitted to the Graduate College prior to the 15th day of the quarter for which the student is seeking the benefit.

Ohio Residency - It is the responsibility of the student to report a change of address to the Registrar's Office. A change in residency from an Ohio resident to a non-Ohio resident should be reported to the Graduate College. If a student's residency has changed to that of an Ohio resident, he or she must file a residency petition with the Graduate College. Change from non-resident to resident is not automatic, and no change can be made until the residency petition has been approved by the Residency Officer. Questions concerning residency should be directed to the Graduate College. Residency petitions cannot be submitted more than 30 days before the term begins or later than the 15th day of the term.

- Residency Guidelines: See "Residency for Tuition Purposes" in the Graduate Catalog (www.ohio.edu/graduate/catalog)
- Residency Petitions: www.ohio.edu/graduate.gradForms.cfm

Employment Dates. Ohio University Policy and Procedure 41.004 www.ohiou/policy/41-004.html outlines the effective dates of employment responsibilities for Graduate Assistants.

Helpful Websites

- Graduate Appointments website: <http://www.ohio.edu/graduate/current/apptsdetail.cfm>
- Current tuition and fees: www.ohio.edu/finance/bursar
- Ohio University Ombudsman Office: www.ohio.edu/ombuds/index.htm
- Additional Policies Related to Graduate Student Employment: www.ohio.edu/graduate/catalog

Not all policies and procedures relating to graduate assistants' rights and responsibilities are contained within this document. Policies and procedures are subject to change during the academic year.

If you have any questions regarding your graduate appointment, contact the Graduate Appointment Administrator, Vicky Hixson at (740)593-9616 or hixsonv1@ohio.edu.