Ohio University
Graduate Appointment
Training Manual

Procedures, Terminology and Technical Instructions for Administering Graduate Appointments

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Graduate Appointment Administrator/Location

The Graduate Appointment Administrator is located in the Graduate College at:
Graduate College
220B Research and Technology Center
Athens, OH 45701

For questions contact: Vicky Randolph at randolpv@ohio.edu or (740) 593-9616.

Contents of Training Manual

This training manual is divided into two sections:
1. Process/procedural Steps for Creating Graduate Appointments
2. Technical Steps for Creating an Online Graduate Appointment (OGA)
Process/Procedural Steps for Creating Departmental Graduate Appointments

Overview of Training Session Steps
1. Budgeting for Graduate Appointments under RCM Module
2. Graduate Appointment Decisions
3. Deadlines
4. Monitor Student Eligibility

<table>
<thead>
<tr>
<th>Step</th>
<th>Budgeting for Graduate Appointments under RCM Module</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Allocations:</strong></td>
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<tr>
<td></td>
<td>- Each fiscal year, each planning unit creates their own budget for allocations for Graduate Tuition Scholarships, Stipends and Fellowships. Funds are not allocated by the Graduate College.</td>
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<td></td>
<td>- Graduate tuition scholarships funded by operating accounts should be charged to project UN0301900. Graduate tuition scholarship accompanied by stipend of $3600 or more from a restricted account, grant or foundation, should be charged to project RGTS00000. (See OGA Summary Table for details).</td>
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<td>- Colleges and departments are authorized to offer Graduate Recruitment Stipend/Scholarships.</td>
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<thead>
<tr>
<th>Step</th>
<th>Graduate Appointment Decisions</th>
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<tr>
<td>2</td>
<td>Graduate appointment awarding decisions are made annually by awarding departments. Graduate appointments are awarded to eligible students, only, and the Graduate College is not involved in the awarding decision. The Graduate Appointment Administrator, in the Graduate College, handles the administrative portion of graduate appointments.</td>
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<tr>
<th>Step</th>
<th>Deadlines</th>
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<td>3</td>
<td>Appointments should be created in the OGA system a minimum of 30 days before the start of the semester, to avoid the risk of students incurring tuition bill late fees and delayed financial aid. This 30-day “lead time” is needed so that the appointment can be fully approved, processed, posted and disbursed by the beginning of the semester. <strong>Whenever possible, create all known graduate appointments prior to beginning of term, as these can be cancelled if necessary.</strong> For additional information, contact the Graduate Appointments Administrator, Vicky Randolph (740) 593-9616, <a href="mailto:randolpv@ohio.edu">randolpv@ohio.edu</a>).</td>
</tr>
<tr>
<td></td>
<td>i. CGS Resolution Regarding April 15th Response Deadline</td>
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<tr>
<td></td>
<td>1. Per Council of Graduate Schools resolution, programs at Ohio University cannot require newly admitted students to notify their acceptance of admissions and/or financial offers prior to April 15th.</td>
</tr>
<tr>
<td></td>
<td>ii. Maximum Number of Terms to Receive Tuition Scholarship</td>
</tr>
<tr>
<td></td>
<td>1. See “Financial Aid: Time Limits” section of Graduate Catalog, ohio.edu/graduate/catalog</td>
</tr>
<tr>
<td></td>
<td>iii. Graduate Appointment Guidelines &amp; Documents for Students</td>
</tr>
<tr>
<td></td>
<td>1. ohio.edu/graduate/current/apptsDetail.cfm</td>
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<tr>
<td></td>
<td>2. This webpage has links for appointees to required OGA forms and the current guidelines.</td>
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<tr>
<td></td>
<td>iv. Advertise Graduate/Research/Teaching Assistantship Opportunities</td>
</tr>
<tr>
<td></td>
<td>1. ohio.edu/graduate/Faculty-Staff/assistantsubmission.cfm</td>
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</tbody>
</table>
### Create appointments in the OU Online Graduate Appointment (OGA) system

See “At a Glance - How to Create in Online Graduate Appointment”

In addition to the information below, see also requirements listed in the Graduate Appointment Policies link on the Graduate Appointments webpage [ohio.edu/graduate/current/apptsDetail.cfm](http://ohio.edu/graduate/current/apptsDetail.cfm)

### Graduate College Reviews and Approves Appointments

The Graduate Appointment Administrator reviews all graduate appointments to insure that they adhere to graduate appointment rules, prior to final approval. The appointment is then approved, approved with comment, returned to creator, or declined.

Appointments that have been approved in OGA then will be posted in PeopleSoft and finally disbursed to the student’s account, once all eligibility and other requirements have been met.

### Monitor Student Eligibility

**Eligibility Requirements for Students to Receive a Stipend**

Stipend dollars can be awarded to any student who meets the following requirements:

- has been admitted unconditionally or provisionally to a graduate degree program
- is enrolled for minimum required credits (see OGA Summary Table for details). Audit, OPIE, and undergraduate hours do not count toward the registration requirement.
- has a graduate GPA ≥3.0 (Note: Colleges are allowed to extend a graduate appointment for one-semester probationary period if a student’s GPA falls below 3.0)
- has provided the Graduate College with a valid employment authorization for international students that have anything other than a F1 visa.
- has met all other requirements as stipulated in the Graduate Appointment Guidelines sent to student at time of award.
- completes specified weekly work hour requirements (see OGA Summary Table for details)

**Eligibility Requirements for Students to Receive a Graduate Tuition Scholarship**

Tuition scholarships can be awarded to any student who meets the following requirements:

- has not exceeded the maximum allowable number of tuition scholarship terms funded (if tuition scholarship also awarded).
- has been admitted unconditionally or provisionally to a graduate program
- is enrolled for minimum required credits (see OGA Summary Table for details)
- has a graduate GPA ≥3.0 (Note: Colleges are allowed to extend a graduate appointment for one-semester probationary period if a student’s GPA falls below 3.0)
- has met all other requirements as stipulated in the Graduate Appointment Guidelines sent to student at time of award.
- Note: see “Types of Graduate Appointments” for details regarding departmental funding level requirements for awarding a tuition scholarship

**Graduate Student Appointments**

See also the Graduate Catalog, [ohio.edu/graduate/catalog](http://ohio.edu/graduate/catalog); section “Financial Aid” for an overview of the Graduate Appointment policy details.
Types of Graduate Appointments

See OGA Summary Table for possible types of graduate appointments and associated requirements/accounts. Brief summaries are also provided below.

| **Graduate Stipends** | • Can be funded from operating, foundation, and/or grant accounts in any amount $100 or more per semester  
• Programs can award a stipend either with or without a tuition scholarship  
• Graduate stipends do not automatically generate a tuition scholarship. (If a unit wants to provide a tuition scholarship with the stipend, it will need to provide those funds from their tuition scholarship budget (or with other funds) and meet the funding level requirements summarized in the OGA Summary Table.)  
• Work requirements cannot exceed 20 hours per week on or off campus and stipend must be commensurate with work hour requirements (see OGA Summary Table for details) |
| **Full Tuition Scholarships** | Funding criteria:  
• Any student who is awarded a stipend of $3,600/semester or more can, also, be awarded a full tuition scholarship for that semester.  
• A full tuition scholarship only covers regular instructional fees; it does not cover the additional instructional fees associated with a premium priced graduate program.  
• Award amount is charged to the account number provided on the graduate appointment.  
• Units can pay for tuition scholarships from accounts other than their tuition scholarship budget, if desired.  
Fees covered by the university:  
1. Resident instructional fee (paid by awarding unit)  
2. Non-resident surcharge, if applicable (paid by awarding unit)  
Fees the student pays:  
• General fees, technology fees, graduate student health insurance, and other fees must be paid by the student (the awarding department, who has funding, may pay these fees from department funds, a grant or foundation account).  
• Any additional instructional fees associated with premium priced programs |
| **Half and Partial Tuition Scholarships** | Funding criteria:  
• A unit can provide a student with a half or other partial tuition scholarship. See OGA Summary Table for details regarding tuition scholarship levels (minimum allowable amount is $100)  
• Award amount is charged to the account number provided on the graduate appointment  
• Units can pay for tuition scholarships from accounts other than their tuition scholarship budget, if desired. |
Fees covered by the university:
- Half/partial resident instructional fee (paid by awarding unit)
- For ≥ 50% scholarship, one half of the non-resident surcharge, if applicable, will be charged to the awarding department. (Note: the awarding department will pay the full non-resident surcharge). See OGA Summary Table for details.

Fees the student pays:
- General fees, technology fees, graduate student health insurance, and other fees must be paid by the student (the awarding department, who has funding, may pay these fees from department funds, a grant or foundation account).
- The student will be billed for the other 50% of the non-resident surcharge, if applicable.

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<th>Tuition Scholarships in Support of Sponsored Research</th>
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<td>Tuition scholarships are available to support faculty sponsored research activities as determined by funding type, see OGA Summary Table for details.</td>
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For stipends paid from single account:
- For graduate stipends of at least $3,600/semester written from a restricted account (a grant, contract, or foundation account), the tuition scholarship attached to that stipend will be paid by the awarding department, which may be the home college or another department. (The project that should be used to indicate a tuition scholarship is RGTS00000.)

For stipends paid from multiple accounts:
- If at least the minimum full stipend level ($3,600) is paid from restricted accounts, the student will be eligible for a scholarship from the awarding department.

- If the portion of the stipend paid by restricted accounts is less than the minimum full stipend level, then the student is not eligible for a scholarship from project RGTS00000. In these cases, if a tuition scholarship is awarded, the scholarship must be paid from the departmental tuition scholarship allocation or an operating account project UN0301900.

- If the stipend is drawn from an Ohio University Research Incentive Account, then the student the tuition scholarship should be charged to project UN0301900.

- If the stipend is drawn from an Ohio University 1804 grant, then the student will receive a scholarship from the awarding department charged to project RGTS00000 (as long as the stipend meets the other requirements).
| Tuition Scholarships in Support of International Agreements | Graduate tuition scholarships are available to support international agreements.  

Funding criteria:  
- A tuition scholarship charged to the awarding department.  
- These scholarships are available from the awarding department, typically International Studies. |
|---|---|
| Graduate Recruitment Stipends/ Scholarships | The Graduate Recruitment Scholarship (GRS) is intended to give units a vehicle to recruit graduate students into their programs who might not be fully prepared to become graduate assistants. By providing a lower level of support, the GRS provides a way to increase the number of graduate students in certain disciplines and to provide support to a wider range of students.  

Funding criteria:  
- The GRS provides a partial tuition scholarship (instructional fee for resident students minus $900) plus a $900 stipend.  
- Students receiving the GRS are expected to work six (6) hours per week. Note that in the case of Recruitment Scholarships, your departmental/college tuition scholarship budget includes the partial instructional fee waiver, the $900 stipend, and the full non-resident surcharge, if applicable.  
- Natural account 741200 MUST be charged for tuition scholarship portion of GRS awards only. |
| Special Summer Tuition Scholarships | Special Summer Tuition Scholarships no longer exists. All Summer funding must come from the awarding department. The Graduate College will support/enforce “special summer tuition scholarship” logic from prior years, when departments are awarding Summer graduate appointments. |
Time Limits

The Graduate College does not use the number of subsidy hours to determine eligibility for a graduate tuition scholarship. Instead, eligibility for a tuition scholarship is based on the number of terms in which a student has received such a scholarship at Ohio University. The rules set the MAXIMUM number of terms in which a student could receive support. Colleges and programs may have more restrictive limitations than the university policy. The counting of semesters of eligibility does NOT include summer semesters. Any student who receives any tuition support from the University will be considered to have received a tuition scholarship.

A graduate level student with an awarded graduate level degree from another institution can receive no more than 10 terms of tuition scholarship from any department or combination of departments.

A graduate level student without an awarded graduate degree from another institution or one who has earned a graduate degree from Ohio University can receive no more than 12 terms of tuition scholarship from any department or combination of departments.

After a student has received the maximum number of semesters of tuition scholarship, that student will no longer be eligible to receive a tuition scholarship from any Ohio University program or department.

After a student has received the maximum number of semesters of tuition scholarship, that student could still receive a stipend without a tuition scholarship.

This limitation does not apply to employee fee waivers.
Important Graduate Appointment Facts

• **Correct terminology is important**
  o Graduate appointments are **NOT**:
    - Contracts
    - Offers of employment.
    - Employees of Ohio University
    - Eligible for employee benefits.
  o Fees change annually. Please do not quote amounts in offer letters, as it is confusing and misleading to incoming graduate appointment award recipients.

• **Forms of payment differ**
  o Stipends **ARE**:
    - Paychecks for work assignments
    - Paid through Ohio University’s payroll system
    - Considered taxable income.
  o Fellowships **REQUIRE**:
    - No work component
    - Paid through the Bursar office.
  o Tuition scholarships and instructional fees **ARE**:
    - One in the same
    - For the purpose of paying tuition at Ohio University.

• **Student responsibilities**:
  o All students **ARE**:
    - Required to pay miscellaneous fees, which include general fees, technology fees, student legal fees, systems and network fees, and student health insurance.
    - Student health insurance and student legal fee can be waived, if the student chooses to do so by applying for this waiver through the Bursar’s office.
  o Students must adhere to policies and guidelines in order to retain graduate appointments.

**Please note:** Awards with final approval in OGA and posted in PS are not necessarily disbursed immediately to the student’s account.