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)
Resident Director (RD)

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

Graduate Recruitment Scholarship (GRS)
This appointment type has a $900 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 semester for the period of the appointment. Tuition scholarships cannot be used to cover courses taken for Audit, OPIE, or undergraduate courses.

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](http://www.ohio.edu/graduate/gradappts_docs.cfm).
      **Paychecks cannot be issued or released if I-9 form is not completed.** If the Form I-9 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. **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](http://www.ohio.edu/graduate/portal.cfm):
i. **Request for Optional Exemption as a Student** – Graduate students registered for less than six hours are subject to payroll deductions for the Ohio Public Employees Retirement System (OPERS). If you are enrolled for six or more hours and do not want to have OPERS withheld, you must complete the OPERS Optional Exemption as a Student form. If you wish to participate in OPERS, you must complete the OPERS Employee information sheet and the SSA-1945. **Students who elect the exemption option are required to submit a new exemption form academic each year.** Contact the Payroll Department for specific details. OPERS does not allow exemption forms to be completed and submitted more than 30 days before employment. Graduate students should complete and submit the exemption form to the Payroll office no earlier than August 15th of each academic year.

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)593-1857.

iv. **Stipend Payslips** – Accessed at [www ohio edu/hr](http://www.ohio.edu/hr) – select Current Employees on the right, then select My Personal Information on the right, Click My Personal Information, two additional times, and then enter your Ohio ID and password. Then, you will have the ability to view your payslip, W-2, tax statements and other documents.

### 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 ohioedu registrar/myaddress cfm](http://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**

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

**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.

Graduate College March 2014
2. **Minimum registration requirements must be met in order to retain graduate appointment.**
   - Courses numbered 5000 or above and 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 of the Graduate College for consideration.
   - **Failure to comply with graduate appointment requirements, including registration for the required number of graduate hours, could result in withholding of paychecks and the termination of the 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](http://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](http://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 campus-based SPEAK test or an appropriate score on the Speaking section of the iBT; see [http://linguistics.ohio.edu/ELIP/?page_id=313](http://linguistics.ohio.edu/ELIP/?page_id=313) 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 and Fellowship Payment Information

Stipends are paid in semi-monthly installments each semester according to the following schedule:
Fall Semester | September 15th  
|-------------------
| September 30th  
| October 15th  
| October 31st  
| November 15th  
| November 30th  
| December 15th  
| December 31st  

Spring Semester | January 31st  
|-------------------
| February 15th  
| February 28th (29th, if applicable)  
| March 15th  
| March 31st  
| April 15th  
| April 30th  
| May 15th  

Summer Semester | June 15th  
|-------------------
| June 30th  
| July 15th  
| July 31st  
| August 15th  
| August 31st  

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](http://www.ohio.edu/finance/forms/payroll.cfm). Pay slips can be downloaded from [http://www.ohio.edu/ebiz/myhr.html](http://www.ohio.edu/ebiz/myhr.html).

Fellowship and loans are disbursed through the Office of Financial Aid and posted to the student account. Any outstanding balance will be paid prior to a refund being issued to the student for any excess credit. Students can receive any excess credit in the form of a refund via direct deposit or check. Students can enroll in direct deposit through the My OHIO Student Center under the Finances section. If the student does not enroll in direct deposit through the My OHIO Student Center, a refund will be issued in check form and mailed to their address on file. Fellowship appointments will be posted to the student’s account once the student is registered for the required number of graduate hours.

Fellowship awards are split in four equal payments during fall and spring semester and split over three payments during summer semester.
Term Limits on Tuition Support

All graduate students are limited to the maximum number of term 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 and non-resident surcharge, if applicable, (not the general fee) for up to six credit hours per semester, 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 http://www.ohio.edu/graduate/gradForms.cfm. The application form for this opportunity must be returned to the Graduate College by 5:00 pm or before the second Friday of the term for which the student is seeking 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 and must be received no later than the second Friday of the term.

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

Employment Dates. Ohio University Policy and Procedure 41.004 http://www.ohio.edu/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: http://www.ohio.edu/finance/bursar/tuitionfees.cf
- 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 Randolph at (740)593-9616 or randolpv@ohio.edu.