



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 policies.

Types of Graduate Appointments

- *Teaching Assistantship (TA)*
- *Research Assistantship (RA)*
- *Graduate Assistantship (GA)*
- *Resident Director (RD)*

These appointment types include a stipend for service work and may include a tuition scholarship.

Graduate Recruitment Scholarship (“GRS” – Available Fall and Spring Terms)

This appointment type has a \$975 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.

General fee, health insurance, technology and other miscellaneous fee charges are not covered by the tuition scholarship and are the responsibility of the student. Tuition scholarships cannot be used to cover courses taken for Audit, OPIE-prefixed, or undergraduate courses.

Employment and Tax Paperwork

Graduate students receiving an appointment that includes a stipend for work (TA, RA, GA, RD, or GRS) for the first time will need to complete a student employment packet, which **must be completed and submitted in person**. Student employment packets are available at and must be submitted in person to the Employee Service Center at Human Resource and Training Center (HRTC), Suite 103, 169 W. Union Street, Athens, Ohio. The student employment packets will also be available to graduate students holding appointments during the annual Ohio University Graduate Student Orientation. For more information about Graduate Student Orientation, please click [here](#).



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 **within the first 72 hours of employment**. A list of documentation that can be accepted to verify your identity and eligibility to work in the United States can be found at www.uscis.gov/i-9-central/acceptable-documents.

Prior to your arrival in **Human Resources**, Section 1 of the Form I-9 should be completed electronically by visiting the following web link:

secure.i9express.com/preauthenticated/LoginCaptcha.aspx?Employer=18404&Location=Grad_College

Deadline: Federal law requires that Section 1 of the Form I-9 be completed by the employee by the first day of employment. Section 2 of the Form I-9 must be verified within 72 hours. Failure to complete an I-9 form by the required deadlines will result in cancellation of your graduate appointment and revocation of the tuition scholarship.

Accessibility Assistance

Students seeking information about accessibility assistance can contact Student Accessibility Services. Additional information is on their website at www.ohio.edu/uc/sas.

Official University Communication and Notices

Appointment or Fellowship award letters, university account balance notifications, 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, so please activate it and check it regularly.

Throughout your academic career, please keep your mailing address current on your student record by visiting the following web link: www.ohio.edu/registrar/personal-info.cfm. **Your employment record is separate from your student record, so please be sure to update your employment record by visiting the following web link: myhr.ohio.edu.**

Requirements to Maintain Your Graduate Appointment

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

Registration Requirements

- Minimum registration requirements must be met in order to retain a graduate appointment and/or tuition scholarship. See Table 1.
- 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, Academic and Global Communication (AGC) 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. To receive/retain your tuition scholarship, you must be registered for the required number of graduate credit hours by the second Saturday of the academic term (thirteenth calendar day). Late registration to bring your registration to the minimum requirement will incur fees.



- 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 the termination of the entire graduate appointment. This could result in the student being responsible for all tuition scholarship charges.
- 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.
- Course hours dropped after the second Friday of the semester remain on your schedule as withdrawn. Withdrawn hours are counted in your total registration hours for the purposes of your graduate appointment registration requirement.

Table 1. Work Hour and Registration Requirements

Appointment Type	Work Hours	Fall / Spring Registration Requirements (per term)	Summer Registration Requirements
TA/RA/GA/RD stipend with tuition scholarship (full appointment)	15 to 20	12	9
Fellowship with tuition scholarship	0	15	9
TA/RA/GA/RD stipend with tuition scholarship (half appointment)	8 to 10	12	9
GRS (Available Fall and Spring Terms Only)	5	12	N/A
Stipend only	1 to 20	1	1
Tuition Scholarship only	0	15	9
Fellowship only	0	1	1

Academic and Work Performance Standards

- 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.
- 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 work 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 be awarded a graduate appointment. For details regarding the English proficiency policy, please see the Graduate Catalog (www.catalogs.ohio.edu/index.php?catoid=64).

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 (iBT – 80 Composite, Speaking score of 24, all other section scores 17 or higher); for details, see www.ohio.edu/cas/linguistics. Native English speakers must be certified by department/school for which the student is teaching.



Stipend and Fellowship Payment Information

Stipend payments and fellowship disbursements are disbursed according to the schedule in Table 2. Stipends are paid in semi-monthly installments, while fellowship awards disburse once per term, unless the department chooses another schedule.

*****Please check with your department if you have been given a fellowship award for the disbursement schedule your department has elected, as it may be spread out over the semester rather than as a lump sum***

Table 2. Payment and Disbursement Schedule by Semester

Semester	Stipend Payment Date	Fellowship Disbursements	
Fall	September 15 & 30	September 15	100%
	October 15 & 31		
	November 15 & 30		
	December 15 & 31		
Spring	January 31	January 31	100%
	February 15 & 28 (29, if applicable)		
	March 15 & 31		
	April 15 & 30		
	May 15		
Summer	May 31 & June 15	May 31	100%
	June 30 & July 15		
	July 31 & August 15		

Payroll and the Office of the Bursar have two separate direct deposit setups. See below for details.

Service stipend payments can be direct deposited or payable by check, mailed to a student’s permanent mailing address. Pay slips can be viewed online at myhr.ohio.edu. The Enterprise Business System requires login with your Ohio ID and password. Click *My Personal Information* for pay slip, W-2, tax statements, and other documents.

Fellowship and loan funds are disbursed through the Office of Student Financial Aid and Scholarships and are posted to the student account. **Any outstanding balance in the student account will be paid prior to any excess credits being issued to the student.** Students can receive excess credit funds in the form of a direct deposit or check from the Office of the Bursar. 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, excess credit funds will be issued in check form and mailed to the student’s address in their student record. Paper checks are only mailed on Fridays from the Office of the Bursar. Additional information regarding the Office of the Bursar’s direct deposit can be found at: www.ohio.edu/bursar/direct-deposit.cfm.

Fellowship appointments and tuition scholarships are posted to student accounts after the student is registered for the required number of graduate hours.



Term Limits for Tuition Scholarships

Eligibility for a tuition scholarship is based on the number of semesters in which a student has received such a scholarship at Ohio University. The rules set the MAXIMUM number of semesters 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 semesters 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 semesters of tuition scholarship from any department or combination of departments.

Students who have reached the maximum number of semesters of tuition scholarship are no longer eligible to receive a tuition scholarship from any Ohio University program or department. Students can continue to receive a stipend without a tuition scholarship.

Notice of Renewal/Non-Renewal

Graduate students seeking continuation of stipend and scholarship support must follow all departmental policies and procedures pertaining to renewal of that support. Additionally, Graduate Council guidelines state that graduate students holding graduate appointments written for an academic year must receive notice of renewal or non-renewal of that appointment no later than the end of spring semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required.

Graduate students holding graduate appointments written on a semester basis must receive notice of renewal or non-renewal of appointment at least one semester before the end of that appointment period. Graduate students holding spring semester appointments must be notified no later than the end of the spring semester of renewal or non-renewal for fall semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required. Notification of summer semester appointments can be made as early as practicable.

Withdrawal Policy for Graduate Appointments

Graduate Tuition Scholarship: An awarded tuition scholarship is withdrawn from the student's account if the student withdraws within the first fifteen calendar days of the semester. The student is responsible for the full 20% withdrawal assessment. An awarded tuition scholarship remains on the student's account if the student withdraws after the first fifteen calendar days of the semester, provided the student was registered for the correct number of graduate credit hours at the time of withdrawal. The student is responsible for the balance of tuition and fees assessed, as well as any other charges incurred.

Stipends: Students who withdraw from all classes are paid a pro-rated portion of their stipend award, based on the actual number of days worked prior to the withdrawal.

Additional Information

Spouse/Domestic Partner Education Opportunity

The Education Opportunity is a partial tuition scholarship available to the spouse or domestic partner of a graduate student who holds an RA, GA, or TA appointment. The Education Opportunity benefit pays half of the eligible instructional fee (up to six credit hours) and non-resident surcharge (if applicable) for the student's spouse or domestic partner who is appropriately enrolled for credit at Ohio University. *There is no general fee credit and the value of the benefit for graduate level courses are taxable to the graduate student holding the graduate assignment.*

Restrictions:

Education Opportunity cannot be used to pay for AGC-prefixed courses or courses taken for audit. Education Opportunity is available only for semesters in which your graduate appointment is in effect.

Applications must be received by the deadline to be accepted. Education Opportunity scholarships must be requested each semester.

Application Requirements:

Application forms are available in the Graduate College or can be downloaded from www.ohio.edu/graduate/forms. The completed application form and required documentation must be returned to the Graduate College by 5:00 pm on or before the second Friday of the semester for which the student is seeking the Education Opportunity scholarship. Application forms are not accepted after the deadline date.

Ohio Residency

"Residency for Tuition Purposes" policy is outlined in the Graduate Catalog. The petition to change your resident status is linked off the Graduate College Forms page at www.ohio.edu/graduate/forms.

Employment Dates

Ohio University Policy and Procedure at www.ohio.edu/policy/41-004.html outlines the effective dates of employment responsibilities for Graduate Assistants.

Websites

- Graduate Appointments: www.ohio.edu/graduate/current-students/appointments-details.
- Graduate Student Orientation: www.ohio.edu/graduate/newly-admitted-students/ohiogso.
- Current tuition and fees: www.ohio.edu/bursar/.
- Ohio University Ombudsman Office: www.ohio.edu/ombuds.
- University Policy & Procedure Manual: www.ohio.edu/policy.
- Additional policies related to graduate student employment: www.catalogs.ohio.edu/index.php?catoid=64
- Stipend Pay slips – Accessed at myhr.ohio.edu. The Enterprise Business System requires login with your Ohio ID and password. Click *My Personal Information* for pay slip, W-2, tax statements, and other documents.

Not all policies and procedures relating to graduate appointment recipients' 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 College by calling (740) 593-2800 or by emailing graduate.appointments@ohio.edu.