

Policy Title:	Graduate Assistant Tuition Waiver
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Governing Body:	Southern Oregon University	Policy Number:	AAD.032
Policy Contact:	Provost (or) Associate Provost and Director of Graduate Studies	Date Revised:	April 26, 2017
Custodial Office:	Provost	Date Approved:	August 7, 2017
Approved By:	President	Next Review:	April 2020
Related Policy:	SOU Academic Year Fee Book, Reduced Tuition Policies, Section D. Graduate Assistants		

Revision History

Revision Number:	Change:	Date:
	Initial version	
1	Revision	August 7, 2017

A. Purpose

This policy governs tuition waiver for graduate assistants enrolled at SOU.

B. Definitions

<p>Graduate Student means a student who is fully accepted and enrolled in an approved graduate program at SOU.</p> <p>Graduate Assistant is a graduate student who is assigned to work in an academic program or division offering a graduate program. Graduate Assistants in non-academic programs may be considered upon approval by the Director of Graduate Studies.</p> <p>Graduate Assistantship is a package of financial support offered to a graduate assistant. This may include a stipend and a full or partial tuition waiver.</p> <p>Tuition Waiver means waiving of graduate tuition only, not fees associated with graduate courses.</p>

C. Policy Statement

<p>A graduate student who is assigned a graduate assistantship is entitled to receive a salary stipend for time worked in addition to a tuition waiver.</p> <p>A graduate student who receives a full stipend (requiring 20 hours per week of assistantship duties) is entitled to receive a full tuition waiver. A partial stipend requiring 16 hours per week of assistantship duties provides an 80%</p>

tuition waiver; a partial stipend requiring 12 hours per week of assistantship duties provides a 60% tuition waiver; a partial stipend requiring 8 hours per week of assistantship duties provides a 40% tuition waiver.

If the assistantship is decreased or terminated prior to the completion of the academic year, the salary stipend will be pro-rated according to hours worked. If the student has not completed the terms as defined in the request for the assistantship, the tuition remission may be revoked retroactive to the start of the current term. Prior to changes in terms of employment, compensation and/or remissions, such changes must be submitted in writing to, and approved by, the Director of Graduate Studies.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

Provost, Associate Provost and Director of Graduate Studies, Academic Division Directors, Associate Vice President of Budget and Planning, Director of Business Services, University Registrar

E. Other Information

The Graduate Program Coordinator sends a Request to Employ Student for Graduate Assistantship Position form to the Program Chair for approval. The Chair sends the approved request to the Director of the Academic Division. After approving the request, the Director sends the approval to the Associate Provost and Director of Graduate Studies, and Budget Officer for Academic and Student Affairs. Approved copies of the request will be sent back to the Hiring Chair or Director and the Division Director in the graduate assistant's academic program. The original form will be forwarded to Human Resources. Human Resources will forward a copy to Payroll. The Budget Officer for Academic and Student Affairs will be responsible for notifying Business Services, Financial Aid, Registrar's Office, and any other offices as needed for effective processing.

Stipends paid to graduate assistants are considered employment income and are subject to all applicable state and federal tax laws and procedures.

This process should be completed no later than 30 days before the beginning of the term in which the tuition waiver is applicable. For international students, this should be done no later than 90 days before the start of the term to which the tuition waiver applies.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.