2014-2015 Guidelines for Graduate Assistantships

Graduate Assistantships
Graduate assistantships are stipends awarded to assist graduate students in making progress toward their degree. A graduate assistantship provides opportunities for students to expand and/or apply their discipline knowledge and skills under supervision of a faculty mentor while also providing instructional, research, and/or administrative support to departmental efforts. To hold a graduate assistantship a student must be admitted to a department or major area with a specific graduate degree objective. A graduate assistant must be enrolled for credit during the fall and spring semesters.

General Policies Concerning Assistantships
Graduate students with assistantships

- May not work more than a total of 19.6 (49 FTE) hours per week for all appointments combined, during the academic year.
- May work up to 40 hours per week during school breaks and any or all summer sessions.
- Must be registered for at least one credit hour during the semester corresponding to the dates of their appointment during the academic year.
- **Do not have to be registered during the summer.** If a graduate student has a qualifying assistantship that includes a summer tuition benefit, the student may choose to register in the summer terms but is not required to do so.
  - To be exempt from FICA (Social Security) and Medicare withholding, GAs must be enrolled for at least 4 or more credit hours in the academic semesters and 4 or more credits for all summer sessions combined. If a student chooses to be enrolled less than half-time, FICA and Medicare will be withheld.
  - Foreign students on an F-1 or J-1 visa, who are performing employment that is consistent with the provisions of their visa status; and do not meet the substantial presence test (SPT) which is 5 years for students, would be exempt from Social Security and Medicare regardless of their number of enrolled credit hours.

Grants or self-supporting accounts (i.e., tobacco, NRI 21-32’s, etc.) should calculate an additional 41% of the student’s stipend to cover tuition benefits, **PLUS** the University’s portion (79%) of the student’s basic health insurance premium. Tuition and health insurance charges for students paid from state-supported accounts will be charged to a campus-level tuition remission account.

It is always the student’s responsibility to pay ALL student fees plus the student’s portion (21%) of the health insurance premium.

Fall/Spring Employment, Tuition Remission, and Registration
Graduate Assistants are eligible for up to 12 credit hours of resident and non-resident tuition remission per semester plus 79% of their basic individual student health insurance premium paid by the University **if their appointment meets all of the requirements listed below:**

- The appointment must be at least 120 continuous days within the semester dates, the equivalent of four full months. (If the teaching or research appointment is to be paid out in ten equal payments, those 120 days must fall within the official begin/end dates for the semester or academic year as indicated on page four of this memo. For a research assistantship not based on a ten equal payment structure, the 120 days must fall within the dates of August 1st through December 31st and/or January 1st through May 31st) **AND**
- The assistantship or combination of assistantships in one or more departments must total at least .33 (but not more than .49) FTE, which is a minimum of 13-15 hrs but not more than 19.6 hrs per week of work **AND**
- The stipend must be at least $4,361 each semester or $8,722 for the full academic year 2014-15 **AND**
- The student must be registered for at least one credit hour per semester **AND**
- The student must be admitted into a degree program (non-degree students are ineligible for assistantships and fellowships).
Notes:

- Doctoral students granted candidacy and thesis-seeking masters students are eligible to submit the Certification of Full Time Graduate Status form each semester and if enrolling for summer sessions, one for the entire summer. The form is located on the Web at http://research.unl.edu/gradstudies/fulltime/. Doctoral students may only use this form for two years; master’s students may only use it for 1 year.
- Non-resident students who earn the minimum stipend listed above, whose appointment is less than .33 and/or who do not work for at least 120 days within the semester dates will be charged tuition at the resident rate.
- Graduate assistants who do not work 120 days within the semester dates will be charged the full semester’s tuition and the full cost of the health insurance premium for that semester. Please inform your graduate assistants if they resign or terminate their assistantship before they have completed four full months of employment (120 consecutive days) within the semester dates, all tuition & health benefits will be retroactively forfeited and the student will be responsible for the total tuition payment and health insurance benefits.

Summer Employment, Tuition Remission and Registration

- Graduate assistants are not required to register during summer sessions, but they may take advantage of the tuition benefit if they have a qualifying assistantship. *A qualifying assistantship meets the criteria outlined earlier in this memo.
- Eligibility for summer tuition remission can be met in one of three ways:
  1. For Appointments from the Preceding Academic Year: To determine the number of credit hours a student is eligible to have waived during the summer, a department/unit may only consider the salary earned as a graduate assistant between August 1st and May 31st of the preceding academic year. If the original assistantship is a 12-month appointment, the department may still only consider the salary earned between August and May to determine eligibility for a summer tuition waiver.
  2. For Appointments beginning January 2014: If a graduate assistantship begins in January 2014, the student will qualify for a full summer tuition waiver if the department can confirm a qualifying assistantship* for the following fall semester. The department must also sign and forward a Summer Tuition Waiver Form, available on SAPHIRE, and a copy of the offer letter to the Graduate Studies office.
  3. For Appointments Beginning Summer 2014: If a graduate assistantship originally begins in Summer 2014, the student will qualify for a full summer tuition waiver if the department can confirm a qualifying assistantship* for the entire 2014-2015 academic year. The department must forward a Summer Tuition Waiver Form and a copy of the letter of offer to the Graduate Studies office.
- A graduate assistant’s total enrollment for ALL summer sessions combined determines whether or not they are exempt from paying FICA & Medicare taxes. If a student’s enrollment for all summer sessions combined is 4 or more credit hours, the student will be considered a half-time student, therefore exempt from FICA/Medicare withholding.
- Encourage your students to pre-register for summer sessions. Pre-registration helps Payroll determine whether or not to withhold FICA/Medicare from a student’s first paycheck.
Minimum Stipend Earned to be Eligible for a Reduced Summer Tuition Waiver
Non-resident students will have their summer tuition reduced to the resident rate if they are employed as a graduate assistant (not student hourly) during the summer, and the stipend they earn equals or exceeds the minimum stipend corresponding with the session as indicated below.

<table>
<thead>
<tr>
<th>Minimum Stipend Earned (the preceding academic year) to be Eligible for Summer Tuition Waiver:</th>
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<tbody>
<tr>
<td><strong>2013-14</strong></td>
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<td><strong>2014-15:</strong></td>
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Note: Students beginning their assistantship January 2014 may receive tuition remission for summer 2014 courses if the department can confirm a qualifying assistantship for the fall 2014 semester. Six credit hours of tuition will be waived if the stipend is at least $10,864, and twelve credit hours will be waived if the stipend is at least $13,503 from January through May 2014 and August through December 2014 (spring and fall pay combined).

Also, a nonresident student who earned enough as a graduate assistant between August 1 and May 31 of the preceding academic year to have 6 credit hrs of summer tuition waived, will have any additional tuition reduced to the resident rate for credit hours between 6 and 12, if they are employed as grad assistants during one of the sessions listed below and earn the minimum stipend corresponding to that session.

<table>
<thead>
<tr>
<th>Summer Stipends</th>
<th>Summer 2014</th>
<th>Summer 2015</th>
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<tbody>
<tr>
<td>$831 for the pre–session</td>
<td>$881 for the pre–session</td>
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<tr>
<td>$1,873 for the eight–week session</td>
<td>$1,985 for the eight–week session</td>
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<tr>
<td>$1,380 for each five–week session</td>
<td>$1,463 for each five–week session</td>
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Note: health insurance benefits are not automatic for a GA whose original assistantship appointment begins in the summer. The student must visit the Health Center and apply. For questions regarding assistantships, please contact Jane Schneider @ 472–8670, or refer to Funding section in the Graduate Studies Bulletin found online at http://bulletin.unl.edu.

UNL Healthy Option Student Plan
- Health insurance is available to all graduate students. Graduate assistants and international students will be automatically enrolled in the insurance plan unless they choose to opt out of the program and complete a waiver. All other students are eligible to apply for health insurance on MyRED if registered for at least 3 credit hours OR are full-time certified.
- To opt out of the plan requires completion of the Student Health Insurance Waiver Request Form by the following deadlines, otherwise a graduate assistant will be automatically enrolled in the plan and the student account will be charged.
  - September 15, 2014 (for fall 2014)
  - February 2, 2015 (for spring and summer 2015)
- The waiver form will be made available 45 days before the deadline each semester and can only be completed on-line at http://health.unl.edu. Paper copies will not be accepted.
- Students who want to purchase the University health insurance must be enrolled for at least 3 credit hours (unless eligible to be certified for full-time status).

Office of Graduate Studies
February 2014
• University Program and Facilities Fees (UPFF) are based on enrollment. If enrolled for less than 7 credit hours (even if full-time certified) for any semester or the summer, the health center fee is deducted from the UPFF fees. This means that the student will be charged for their visits. If the student is enrolled for 7 credit hours or more for any semester, the University Health Center fee is included in the UPFF fees.
• **TIMING IS EVERYTHING. Benefits do not start until the student is 1) enrolled and 2) has an active appointment in SAP.**

**Graduate Assistant Offer Letters**
To award a student a graduate assistantship, you must provide a written Letter of Offer. Acceptance must also be in writing, and constitutes an agreement between the student and the department that both are expected to honor. The Letter of Offer should clearly articulate the details of the appointment (e.g., contract dates, FTE, monthly stipend/salary, tuition remission, health insurance benefits, etc.), and expectations regarding specific work assignments and work schedules. There is a minimum amount of required information that must be included in every offer letter. You can find a list of the required elements and suggestions for specific language at: [http://www.unl.edu/gradstudies/facstaff/funding](http://www.unl.edu/gradstudies/facstaff/funding).

- Departments may add more information to the letters as needed.
- Departments may also use a contract instead of a letter, but the minimum information must be used.
- The University of Nebraska-Lincoln is a participant in the Council of Graduate Schools (CGS) Resolution. We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment. Attach the CGS agreement to your offer: [http://www.cgsnet.org/students](http://www.cgsnet.org/students).
- We recommend that you commit no more than one academic year appointment in your Letter of Offer. If you wish to renew an assistantship appointment, we recommend that you extend a Letter of Offer for renewal of the assistantship.

**Appointment Dates**

**Spring 2014**

- Spring 2014 Semester (Term 1141) January 2, 2014 – May 16, 2014

**Summer 2014**

- Summer Sessions 2014 (Term 1145)
  - Pre Session May 19 – June 6, 2014
  - Eight-Week Session May 19 – July 11, 2014
  - First 5-Week Session June 9 – July 11, 2014
  - Second Five-Week Session July 14 – August 14, 2014

**Academic Year 2014-2015**

- August 18, 2014 – May 15, 2015

**Fall 2014**

- Teaching Assistants Fall 2014 semester (Term 1148) August 18, 2014 – January 2, 2015
- Research Assistants Fall 2014 semester (Term 1148) No later than September 1, 2014 – January 2, 2015

**Spring 2015**

- Research Assistants Spring 2015 semester (Term 1151) No later than February 1 – May 31, 2015

Send Grad PAFs directly to Payroll Services. Payroll Services will have the PAF submission deadline dates available through their office.

Office of Graduate Studies
February 2014