

UNIVERSITY AT ALBANY GRADUATE ASSISTANTSHIPS, FELLOWSHIPS, AND TUITION SCHOLARSHIPS

2017-2018 GUIDELINES FOR DEPARTMENTS

It is the responsibility of the appointing officer (or designee) to inform prospective assistants, fellows, and tuition scholarship recipients of the guidelines governing assistantships, fellowships, and tuition scholarships, including the required and permissible service and study loads associated with these awards.

WHAT IS A GRADUATE ASSISTANTSHIP?

- A graduate assistantship is a paid academic appointment, either full academic year or full semester in duration where a graduate student receives a stipend in association with assignments in teaching, research, administration, professional assistance, or clinical duties. These assistants cannot receive academic credit for assigned assistantship duties. This policy includes research performed by research assistants.

TERMS OF APPOINTMENT

- A student must enter the University in good academic standing to be considered for appointment during the initial term. Likewise, a student must remain in good academic standing (which is defined specifically by each program, but typically involves maintaining a cumulative 3.0 GPA) **and** must have satisfactorily performed the assigned assistantship duties to be eligible for renewal in this appointment.
- **Full-time student status is required to hold an assistantship or fellowship.**
- A student may receive a maximum of two years of support from State resources while pursuing the Master's degree. Doctoral students who enter the University without advanced standing may be appointed to a total of four years of State-funded support. Doctoral students who enter their doctoral program with a master's degree in the same field are limited to a total of three years. An additional year of support ("extended year" funding) is possible for students who advance to doctoral candidacy by the end of these funding periods. Departments should direct requests for "extended year" funding to the Dean of Graduate Education. All funding is contingent upon the availability of University funding. Requests for exceptions to this policy should be directed to the Dean of Graduate Education.
- **Assistants and fellows cannot hold more than one full assistantship or fellowship, and should not engage in additional work beyond the assistantship or fellowship, including part-time lectureships and outside employment, during the term of their appointment.** The student's department chairperson, college/school dean, and the Dean of Graduate Education all need to authorize exceptions based on educational benefits (not financial need). Approval should be received prior to the commencement of the additional responsibilities.
- In general, assistants are expected to provide their usual services following the academic calendar and, in addition, to be available to assist during the examination

period when needed. **However, assistants in certain administrative offices or departments may be expected to provide services over the entire period including the intersession recess, provided this arrangement is stated in the notification letter at the time of appointment.**

- For payroll purposes graduate assistants are appointed for the 2017-2018 academic year from August 24, 2017 through May 30, 2018. Stipend checks are divided into twenty equal payments and are subject to the lag payroll. The first check will be issued on September 20, 2017, and the final check on June 13, 2018. Fall 2017 semester graduate assistants are appointed from August 24, 2017 through January 10, 2018. First paychecks for those appointed for the Fall 2017 term will be issued on September 20, 2017 and their last paycheck will be issued January 24, 2018. Spring 2018 semester graduate assistants are appointed from January 11, 2018 through May 30, 2018. First paychecks for those appointed for the Spring 2018 term will be issued on February 7, 2018 and their last paycheck will be issued June 13, 2018.

Submission of appointment paperwork to Human Resources as soon as graduate students are identified is encouraged to ensure timely stipend payments.

- Fellowship appointments are generally for the period of September 1, 2017, through May 31, 2018. Stipend checks are divided into ten equal payments and are issued once a month except in March. There are two checks issued in March. (Please refer to the ***Fellowship*** section of these guidelines for the specific payment schedule.)

GRADUATE STUDENT EMPLOYEES UNION

- All State-funded teaching and graduate assistant positions including Carson Carr Graduate Diversity Scholars are represented for purposes of collective negotiations by the Communications Workers of America, Local 1104/Graduate Student Employees Union (CWA Local 1104/GSEU). Further information is available at www.cwa1104gseu.com.
- Fellows or Research Assistants of the Research Foundation are ***NOT*** members of the CWA Local 1104/GSEU bargaining unit. Likewise, graduate assistant positions that are funded from non-State resources (e.g., the Research Foundation or other external funds) are ***NOT*** members of the CWA Local 1104/GSEU bargaining unit.

JOB POSTING

- The Office of Human Resources Management posts a list of departments and administrative units that employed CWA 1104/GSEU represented teaching and graduate assistants during the previous academic year.
- Under the current *GSEU Agreement*, units identified in the above listing are required to have written policies describing the application process, selection criteria, terms of appointment, policies for renewal, and evaluation procedures for all CWA Local 1104/GSEU represented teaching and graduate assistant positions.

APPLICATION PROCEDURES

- Applications for assistantships, fellowships, or tuition scholarships should be made directly to the department chairperson in the department where the program is offered or the dean for any school that does not have a departmental organization. Applicants and

new students should complete the Graduate Assistantship/Fellowship Application form and upload it with their on-line application where it can be given special attention and be reviewed by the appropriate admissions committee during the admission process.

- **Assistantships, fellowships, and tuition scholarships can only be awarded to students or prospective students who have been formally admitted into a graduate degree program.** No verbal or written commitment should be made to applicants before the appropriate graduate admissions office approves their admission.
- Inasmuch as the University at Albany is a signatory to the following resolution by the Council of Graduate Schools, the policy below should be adhered to as offers are made and commitments are received from graduate students.

"Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer."

Likewise, after June 1, if a student has accepted an assistantship or fellowship in one University unit, another department at Albany should not recruit the student for a different award.

NOTIFICATION OF EMPLOYMENT

- Upon appointment of a teaching or graduate assistant to a position represented by the CWA 1104/GSEU bargaining unit, department or college designees must send each appointee a letter of notification. This letter should be issued no less than two weeks prior to the commencement of employment when practicable. **Note: Any tuition scholarship award for which the prospective graduate assistant may be eligible should be referenced in a separate letter.** The letter of notification should include the following information:
 - job title
 - stipend amount
 - anticipated duration of appointment (please indicate if the position requires service during holiday intersessions)
 - eligibility for health benefits
 - general summary of duties and responsibilities of the position
 - A statement that the position is in the bargaining unit represented for purposes of collective negotiations by the CWA Local 1104/GSEU and is covered by a collective bargaining agreement between GSEU and the State
 - A statement that graduate assistants on a full/half assistantship are generally expected to provide 20/10 hours of service per week. Employees in this GSEU bargaining unit are engaged in professional activities of such a nature that the output produced or the result

accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

*Sample notification letters for graduate assistantship awards, Carson Carr Graduate Diversity Scholar awards, fellowship awards, and tuition scholarship offers can be found at the end of these Guidelines. State funded Fellows or Research Foundation supported assistants or fellows should **not** receive letters that reference CWA Local 1104/GSEU as they are **not** members of the bargaining unit.*

APPOINTMENT PROCEDURES

- Upon receiving written acceptance of an assistantship or fellowship award, the appointing department should direct and assist the hired graduate assistant to complete the appropriate employment paperwork required by the Human Resources payroll office. Forms can be located and printed from the Human Resources website <http://www.albany.edu/hr/HRM4.php>.

All new assistantship appointments require the completion of an entire student packet which contains the Graduate/Teaching Assistant, Resident Assistant, and Fellowship Appointment HRM-4 form, EMP-1 New Employee Information Form, Federal Withholding Form W-4, New York State Withholding Form IT-2104, Form I-9, Oath Card, and Employees' Retirement System (ERS) Information Sheet and Acknowledgement. Health Insurance Information, Employee Access and Compliance Agreement, and Direct Deposit Form are all considered optional forms. International students complete differing Federal NRA W-4 and State NRA IT-2104 forms as well as a Foreign National Information Sheet.

Continuing assistantship appointments require only the Student Appointment Request HRM-4 form with the following exceptions: (1) tax forms must be redone for those changing their tax status and (2) a new I-9 is needed for international students whose employment authorization has changed since the previous I-9 was completed.

International students must set up an appointment to complete their I-9 and tax forms with the Office of Human Resources. Please contact the Office of Human Resources Management at (518)437-4700 or via email at ohrm@albany.edu.

All graduate assistant and fellowship appointment forms should be forwarded through the appropriate Deans' Offices to Human Resources Management. All Tuition Scholarship Award forms are processed by the appropriate Dean's Office. Please do not send the Tuition Scholarship Award form to Human Resources Management.

Questions concerning administrative procedures and payrolls may be addressed to the appropriate office listed below:

- for State-funded assistants: call Office of Human Resources Management at 437-4700 or visit <http://hr.albany.edu>
- for all Research Foundation appointments: contact Research Foundation Human Resources at 437-4500 or visit <http://www.albany.edu/rfhr/>
- for State-funded fellows and tuition scholarships: contact appropriate College or School's Dean's Office

- **If an assistant or fellow resigns the award, withdraws from the academic program, or ceases to satisfactorily perform the assigned assistantship duties, the assistantship or fellowship should be immediately terminated.**

Units should call or email the appropriate office at once (see above listing) to request that all future checks be held and then follow-up this action with the appropriate paperwork. A *Change of Status Request* (HRM-3) must be completed and forwarded through the appropriate Dean's Office to the Office of Human Resources Management for State-funded assistants and fellows.

Any terminations, leaves or withdrawals must be reported to the Dean of Graduate Education. Please note that any personnel changes must be requested and approved. Otherwise, the remaining funds will revert back to the main graduate student support account.

STIPENDS

- Any teaching or graduate assistant who held a State-funded assistantship during the 2016-2017 academic year or during the Spring 2017 semester and is reappointed to a State-funded assistantship line within the same department for the 2017-2018 academic year or for the Fall 2017 semester, must be reappointed at a stipend level of equal or greater value as that provided at the termination of their previous award.
- Assistantship stipends are considered to be taxable income even where there is a specific requirement for training for all students in a particular program.

TRAINING

- Each department should organize a program for the training and orienting of teaching assistants. In addition, there is a College Teaching Symposium for UAlbany Graduate Students conducted through the Institute for Teaching, Learning and Academic Leadership (ITLAL) prior to the start of the academic year.
- Ordinarily, assistants assigned to teach undergraduate courses should be doctoral students studying beyond the Master's degree. Assistants studying at the Master's level may assist in the teaching of a regular course and may teach laboratory sessions, but should not assume full responsibility for a regular course.
- International graduate students must have a TOEFL score of 600 or above on the paper version or 250 or above on the computer version and be certified by the department chairperson as competent to conduct classroom or laboratory discussion where the language of instruction is English. If their TOEFL score does not meet this standard, they must pass the Test of Spoken English with a score of 50 and be certified by the department chairperson as competent to conduct classroom or laboratory discussion. One way to meet this standard is to enroll during the summer prior to the start of fall semester in the Intensive English Language Program offered by the University at Albany. For more details concerning this program, please consult <http://www.albany.edu/ielp/>, with particular reference to the Summer Academic Institute. The University at Albany also accepts the IELTS test as an alternative to TOEFL. International applicants must score 7.0 or greater.

LEAVE ACCRUALS

After the first semester of service, teaching and graduate assistants covered by the GSEU bargaining unit are eligible for a maximum of five leave days for personal illness with pay. Leave may be granted in increments of one-quarter (.25) day or greater and is subject to the approval of the supervisor. Assistants do **not** have any sick leave accruals during the first semester of the appointment. Should an assistant be ill, the department must either arrange for the student to make up missed time, or notify the Benefits Office ASAP that the student should be placed on leave without pay.

Subject to prior approval (such approval not to be unreasonably withheld) some or all of the 5 days provided may be used for absences due to substantiated illness or death in the graduate assistant's immediate family (spouse, child, sibling, parent, grandparent, in-laws, or any person with whom the student has been making his or her home).

EFFORT REPORTING

Each assistant and supervisor must certify that the assistant has satisfactorily fulfilled the assignments and duties of the position. The *Monthly Attendance Report for Graduate and Teaching Assistants*, <http://www.albany.edu/hr/schedules-timesheets.php>, should be signed at the end of each month and kept by the supervisor. At the end of each semester, this card should be returned to the Office of Human Resources Management. If the service commitment of a graduate assistant is not fulfilled, stipend checks will not be issued.

EVALUATION

Under the terms of the *GSEU Agreement*, departments which conduct written evaluations of graduate and teaching assistants are required to notify the assistants in writing of the procedures used and allow assistants to comment upon these procedures.

TUITION SCHOLARSHIPS

- In order to apply for a tuition scholarship award, students must complete a *Tuition Scholarship Award Form* <http://www.albany.edu/graduate/graduate-forms-publications.php>. Departments should send this form to the appropriate Administrative manager or Dean's Office for processing. Please do not send tuition scholarship forms to the Office of Human Resources.
- Compensation for service cannot be paid in the form of a tuition scholarship.
- Only **graduate level** course work is eligible to be covered under a tuition scholarship award.
- **Incoming domestic out-of-state graduate students are eligible for in-state tuition rates after they have been residing in New York State on a permanent basis for one year. Contingent upon the availability of University funding, tuition scholarships can cover tuition expenses at the out-of-state rate for the first year only, and cover expenses at the in-state rate in all following years. Instruction on applying for NYS residency are noted below.**
- If a tuition scholarship award recipient leaves the program or is terminated from an assistantship or fellowship position prior to the mid-semester date, the tuition scholarship **needs to be terminated** and the student held liable for the tuition charges.

- The Tuition Assistance Program (TAP) for New York State residents is no longer available for graduate students.

RESIDENCY

The University must comply with SUNY's administrative policy, "Establishment of Residency for Tuition Purposes," when determining residency status. Key to any residency case is the determination of domicile, which is defined as a fixed, permanent home to which a person intends to return following an absence. In order to qualify for residency for tuition purposes, it is generally required that a New York State domicile must have been established at least one year prior to the period of registration at the University and maintained beyond that point. The burden of proof is upon the applicant through the submission of documentary evidence sufficient to demonstrate domiciliary status.

Emancipation, including full financial dependence, is a cornerstone consideration in residency determinations. Pursuant to SUNY policy, the domicile of students who are not financially independent (emancipated) is that of the parents. SUNY policy further specifies some of the factors to be used in determining emancipation. A student claiming emancipation must present evidence of both emancipation and a New York State domicile in order to be designated a New York State resident for tuition purposes. Proof of emancipation must include documentation demonstrating the student's financial independence.

New York State High School Exception

Certain non-resident students may be eligible for the resident tuition rate if they attended an approved New York State high school for two or more years, graduated from an approved New York State high school and applied for admission to the University within five years of receiving a New York State high school diploma; or attended an approved New York State program for a General Equivalency Diploma (GED) exam preparation, received a GED and applied for admission to the University within five years of receiving the GED. Application requirements: complete the Express Application for New York State Residency for Tuition Billing Purposes, include a copy of the student's official/final high school transcript showing the award of degree or a copy of the student's official GED along with documentation of the preparation program attended and submit it to the address on the form by the deadline date indicated for the semester or term for which the student is applying for NYS residency.

DEFINITIONS

Domicile

A domicile is a person's fixed, permanent, and principal home for legal purposes. According to SUNY tuition policy, this means more than simply residing in New York State to attend school. A domicile is the home to which a person intends to return following a period of absence. Establishing domicile includes the abandonment of one's prior state of residence and the decision to adopt NYS as one's permanent home. It also includes the intent to remain in NYS permanently.

Emancipation

Emancipated students no longer receive any financial support from their parent(s) or legal guardian(s) and are completely responsible for paying all of their educational costs. Students claiming to be emancipated, or financially independent, must provide evidence of both financial independence and domicile.

Non-U.S. Citizens

Permanent Resident aliens, Refugees and Asylees, including those with pending applications, and some undocumented aliens may establish in-state residence in accordance with SUNY policies. Non-Immigrant Aliens with the following types of visa classifications may also establish in-state residence in accordance with these policies: A1-A3, E1, E2, G1-G5, H1B, H1C, H4, I, K1-K4, L1 and L2, N8 and N9, O1, O3, S5-S7, T1-T4, U1-U4, and V1-V3.

Domestic out-of-state graduate students can request in-state status by filing An Application for New York State Residency Status for Tuition Billing Purposes

http://www.albany.edu/studentaccounts/res_apply.php. Semester application deadlines are:

- Fall – October 1
- Spring – March 1
- Summer Sessions – July 1

For complete information on SUNY residency requirements and required documentation please reference the Office of Student Account's Apply for New York State Residency website http://www.albany.edu/studentaccounts/res_apply.php. Questions concerning eligibility should be addressed to the Office of Student Accounts located in the Student Financial Center.

BENEFIT INFORMATION

See the Office of Human Resources Management, Employee Benefit Summaries, http://www.albany.edu/hr/GATA_SEHP.php, for complete information about graduate assistant benefits.

- Graduate and Teaching Assistants who have at least a half assistantship and who have an annual stipend of at least \$4,882 (\$2,441 per semester) are eligible for the **Student Employee Health Plan** as employees represented by the Graduate Student Employees Union (GSEU). This differs from the accident and sickness insurance available to all domestic students. An enrollment packet will be sent to eligible employees in care of the department once Human Resources is notified of an appointment.

Plan Provisions and additional information can be found in the SEHP At a Glance Booklet. Additional information can be found on the Civil Service Website or by viewing the Summary of Benefits and Coverage (SBC).

- F-1 and J-1 Students: Students on an F-1 or J-1 visa are required to enroll in the **Student Employee Health Plan**. Coverage becomes effective on the date of appointment regardless of date of application. Enrollment in the program may be waived with proof of comparable coverage under another plan.
- U.S. Citizens and Permanent Residents: Enrollment in the **Student Employee Health Plan** is voluntary and must be requested within 45 days after the date of appointment to avoid waiting periods. **Health insurance coverage is effective on the date the enrollment form is received, but not earlier than the date of appointment.** Enrollment after the initial enrollment period is subject to a 30-day wait from the date of request, unless previous coverage is terminated and proof is

provided. An open enrollment is held each year from mid-August to late September.

- Graduate fellows are not covered by a health plan. However the University offers a comprehensive form of accident and sickness insurance for domestic students. Participants may obtain coverage for their spouses and/or dependents. More information concerning this health policy can be found at http://www.albany.edu/health_center/healthinsurance.shtml.
- All Graduate and Teaching Assistants are eligible for membership in the NYS Employees' Retirement System (ERS). Additional retirement information can be found at <http://www.albany.edu/hr/retire.php>.

PATENT POLICY

The patent policy (Article XI, Title J, Section 1 of the *Policies* of the Board of Trustees) of the State University of New York states that:

"All inventions made by faculty members, employees, students, and all others utilizing University facilities at any of the State-operated institutions of State University shall belong to State University and should be voluntarily disclosed or shall be disclosed to State University upon request of the University. The inventor or inventors shall make application for patents thereon as directed by State University and shall assign such applications or any patents resulting there from to or as directed by State University. ...an invention made by an individual wholly on such individual's own time and without the use of such University facilities shall belong to the individual even though it falls within the field of competence relating to the individual's University position."

GRADUATE ASSISTANTSHIP LEVELS

FULL ASSISTANTSHIPS WITH STIPENDS AT OR ABOVE \$9,764

- Assistantships with annual stipends at or above \$9,764 are considered standard full assistantships. Students holding these assistantships are expected to devote approximately one-half of their time to the academic program and one-half to the assistantship.
- Study: Prior to admission to candidacy, graduate assistants must register for a minimum of 9 graduate credits each semester of the academic year to meet award eligibility requirements. Supported doctoral students in their last term or last year in exceptional circumstances prior to candidacy and master's students in their final semester of study may be allowed a reduced course load to conform with remaining program credit requirements. Note, however, that such reduced enrollment will not cause the student to be certifiable as enrolled full-time. After admission to candidacy, certifiable full-time award eligibility and certification requirements can be met by registering for a minimum of one dissertation 899 unit.
- Duties:
 - (a) Teaching assignment: teaching up to five credits (generally one or two courses each session).
 - (b) Laboratory teaching assignment: two or three sections each session.
 - (c) Non-teaching assignment: 18-20 clock hours per week.
- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of 9 or more graduate credits per semester.

HALF ASSISTANTSHIPS WITH STIPENDS AT OR ABOVE \$4,882

- Students holding assistantships with annual stipends at or above \$4,882 are expected to register as full-time students and provide half the professional assistance of full assistants.
- Study: Full-time registration (minimum of 9 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy and master's students in their final semester of study may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.
- Duties: Equivalent to about ten hours a week
- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of up to 6 graduate credit hours per semester.

CARSON CARR GRADUATE DIVERSITY SCHOLAR AWARDS

The University at Albany offers the competitive, merit-based, Carson Carr Graduate Diversity Fellowship to full-time graduate students who will contribute to the diversity of the student body in the graduate or professional program in which they will be enrolled. The award is named for Dr. Carson Carr, former director of UAlbany's Educational Opportunity Program (EOP), in recognition of his stellar achievements in support of the recruitment, retention, and graduation of underrepresented students.

Eligibility Criteria:

A. To be eligible, applicants must:

1. U.S. citizens or have permanent resident status, and
2. Demonstrate how they will contribute to the diversity of the student body in the program for which they are applying, including having overcome a disadvantage or other impediment to success in higher education. Economic disadvantage, although not a requirement, may be the basis for eligibility under this category.

Membership in a racial/ethnic group that is underrepresented in the graduate or professional program involved may serve as a plus factor in making awards, but may not form the sole basis of such an award and every student applicant shall be evaluated on his or her own merits.

B. Priorities

1. New graduate students who are being recruited but who have not yet accepted admission to a University graduate program. This first priority aims to recruit students who will contribute to the diversity of the student body and who otherwise would not come to the University, especially New York State residents.
2. Graduate Opportunity Program students who can be awarded a stipend to supplement their waiver to tuition.
3. Currently enrolled doctoral candidates who have completed all degree requirements but the dissertation ("ABD").
4. Graduate Assistants and Teaching Assistants who can receive a supplement to their current stipends to enhance their retention in graduate studies.

Apply: Applicants submit (via the Graduate Education Application portal for new students or email for current students) an essay (maximum of 500 words) stating how they will:

- Contribute to the diversity of the student body in their graduate or professional program,
- Commit/are committed to increasing opportunities for underrepresented populations, and
- Participate fully in all aspects of the fellowship program, including acting as a mentor and teacher for a wide variety of students.

Applicants who are historically underrepresented minorities (American Indian or Alaskan Native, Black or African American, Hispanic or Latino, and or Native Hawaiian or other Pacific Islander), first-generation college students and/or have a history of overcoming disadvantage are strongly encouraged to apply.

Carr Fellows receive a tuition scholarship of nine credits per semester, an academic-year stipend, and a Teaching or Research Assistantship. All awards are subject to University-wide policies concerning the limitation on state-allocated funding.

Deadline: Applications are reviewed as they are received with a priority deadline of **January 15.**

Questions: Please email all questions to diversitygraduate@albany.edu.

Additional information can be found on the Graduate Education page:
<https://www.albany.edu/graduate/carson-carr-graduate-diversity-fellowship.php>

The Guidelines for the SUNY Program can be found:
https://www.suny.edu/media/suny/content-assets/documents/diversity/GUIDELINES_GDFP_17-18.pdf

FELLOWSHIPS

- Fellowships are grants to students who are engaged in full-time study. **No work obligation** is associated with full-time fellowship awards. If a student is in an academic program that requires all students to perform ancillary teaching, research, or practicum duties, the student should register for independent study or practicum credits, and this activity should be clearly differentiated from the fellowship award. The same arrangement should be followed for fellows who desire teaching and research experience.
- Required paperwork for fellowships are processed through the state accounting office. A state purchase requisition and special charge voucher (AC916) is sent to the state accounting office along with a justification of the no work obligation. The school or department is required to submit the payment request or requests based on the recommended schedule below.
- Fellowship stipends are reportable income even though no taxes are withheld from the stipend checks. Generally, only the portion of the stipend used to pay for books, supplies, or equipment that are required for classes and for which the student has receipts can be considered tax exempt. Fellows should consult the local Internal Revenue Service with specific questions about the taxability of the stipend. There are no Form 1099s issued for fellowship stipends. However, upon request, the student's appointing department or Dean's Office will generate a tax letter indicating the total stipend received during the previous calendar year. It is the recipient's responsibility, where applicable, to report the stipend to the IRS.
- Study: Full-time registration (minimum of 9 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy and master's students in their final semester of study may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.
- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of up to 9 graduate credit hours per semester.

STIPEND PAYMENT

The following table indicates the dates when fellowship checks will be issued during the 2017-2018 academic year. In most cases, checks are available through the dean's or department chair's office. Students should contact their school to confirm the appropriate pick up location.

• PAYMENT 1	WEDNESDAY	September 6, 2017
• PAYMENT 2	WEDNESDAY	October 4, 2017
• PAYMENT 3	WEDNESDAY	November 1, 2017
• PAYMENT 4	WEDNESDAY	December 6, 2017
• PAYMENT 5	WEDNESDAY	January 3, 2018
• PAYMENT 6	WEDNESDAY	February 7, 2018

- PAYMENT 7 WEDNESDAY March 7, 2018
- PAYMENT 8 WEDNESDAY March 21, 2018
- PAYMENT 9 WEDNESDAY April 4, 2018
- PAYMENT 10 WEDNESDAY May 2, 2018

BLENDING AWARDS

- A “blended” award consists of a partial fellowship and partial assistantship. This position is designed to provide students with greater contact with faculty and to receive enhanced teaching and research experience, while allowing for substantial freedom from work obligations in order to pursue full-time study.
- Departments will be able to mix funding types to craft competitive awards, which will help to enhance the use of funding as a recruitment and retention tool. Half-assistantships with a stipend that meets eligibility requirements (\$4,882 for the academic year or \$2,441 per semester) are eligible for GSEU health insurance.

HALF ASSISTANTSHIP AND HALF FELLOWSHIP

- **Study:** Full-time registration (minimum of 9 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy and master’s students in their final semester of study may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.
- **Duties:** Equivalent to about ten hours a week for the assistantship portion of the award; there is no work obligation associated with the fellowship portion of the award.
- **Tuition Scholarships:** Graduate students with this type of award may qualify for a tuition scholarship of 9 credits.

STIPEND PAYMENT

Students receiving a blended assistantship will receive two different forms of payments. They will receive a bi-weekly check from state resources, with tax, health insurance and any other dues deducted; and they will receive a monthly fellowship stipend.

TEMPLATE FOR GRADUATE ASSISTANTSHIP OFFER LETTER

Date

Name
Address
City, State Zip

Dear **Name**:

We are delighted that you will be **entering/returning** to our graduate program in **field** this **semester** and would like to offer you a position as a **graduate/teaching** assistant for the **term**. Below, we have outlined for you the terms of the assistantship, including a statement on the nature of your responsibilities.

Your appointment as a **graduate/teaching** assistant would be for the **term** and would include a stipend of **dollar value** for the period. In return, you would be expected to work approximately **hours** per week beginning with the first day of classes and extending through finals week. Your assignment would be **description**.

In order to maintain the assistantship for the Spring semester and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record (which is defined specifically by each program, but typically involves maintaining a cumulative 3.0 GPA), be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Doctoral students who enter their doctoral program with a master's degree in the same field may be eligible to be appointed for a total of three years and doctoral students who enter with a bachelor's degree may be eligible for four years. Due to the nature of the University's budget, reappointment in future semesters is contingent upon the availability of University funding.

The Communications Workers of America Local 1104/ Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible to enroll in Health Insurance through the Student Employee Health Plan (SEPH). Details may be accessed through the Office of Human Resources Management's website: http://www.albany.edu/hr/GATA_SEHP.php.

For additional information regarding graduate assistant and tuition scholarship policies and procedures, please visit <http://www.albany.edu/graduate/assistantships-scholarships.php>.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus unless approved by the department chairperson, college/school dean, and graduate dean. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

_____ I accept the assistantship as stipulated in this letter.

_____ I decline the assistantship as stipulated in this letter.

Signature _____ Date _____

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of \$4,882 or a semester stipend of \$2,441. Please amend this paragraph accordingly as required. These minimum rates are subject to change once the GSEU increments are applied.

TEMPLATE FOR CARSON CARR GRADUATE DIVERSITY SCHOLAR DOCTORAL OFFER LETTER

Date

Name

Address

City, State Zip

Dear *Salutation*:

We are delighted that you will be [*entering or continuing in*] our doctoral graduate program in [*Field*] and would like to offer you a position as a full-time Carson Carr Graduate Diversity Scholar for [*the academic year 200X-0X or Fall 200X or Spring 200X*]. Below, we have outlined for you the terms of the Carson Carr Graduate Diversity Scholar award, including a statement concerning the nature of your work responsibilities.

Your appointment as a Carson Carr Graduate Diversity Scholar would be for the [*200X-0X academic year or Fall 200X or Spring 200X*] and would include a stipend of \$[*dollar value*] for the period. Your initial work assignments will be determined as your first semester progresses. They will typically include attending departmental colloquia, attending meetings of the graduate student organization in your department, getting to know faculty in your program, becoming integrated into the life of the department, and participating in campus-wide Graduate Student Organization events and activities. You would be expected to be available approximately 20 hours per week (when classes are in session) for these activities. In the second semester, you would continue to attend colloquia and remain a full participant in graduate student life, as well as assume teaching and/or research obligations for 20 hours per week as designated by your department.

In order to maintain the assistantship and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Upon reappointment for a second or subsequent year, your work obligation would continue to include teaching and/or research obligations for 20 hours per week during each semester as designated by your department. Doctoral program with a master's degree in the same field may be eligible to be appointed for a total of three years and doctoral students who enter with a bachelor's degree may be eligible for four years. Due to the nature of the University's budget, reappointment in future semesters is contingent upon the availability of University funding.

The Communications Workers of America Local 1104/ Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible to enroll in Health Insurance through the Student Employee Health Plan (SEHP). Details may be accessed through the Office of Human Resources Management's website: http://www.albany.edu/hr/GATA_SEHP.php.

For additional information regarding graduate assistant and tuition scholarship policies and procedures, please visit <http://www.albany.edu/graduate/assistantships-scholarships.php>.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus unless approved by the department chairperson, college/school dean, and graduate dean. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

_____ I accept the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.

_____ I decline the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.

Signature _____ Date _____

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of \$4,882 or a semester stipend of \$2,441. These minimum rates are subject to change once the GSEU increments are applied.

**TEMPLATE FOR CARSON CARR GRADUATE DIVERSITY SCHOLAR
MASTERS OFFER LETTER**

Date

Name

Address

City, State Zip

Dear *Salutation*:

We are delighted that you will be [*entering or continuing in*] our master's graduate program in [*Field*] and would like to offer you a position as a Carson Carr Graduate Diversity Scholar for [*the academic year 200X-0X or Fall 200X or Spring 200X*]. Below, we have outlined for you the terms of the Carson Carr Graduate Diversity Scholar award, including a statement concerning the nature of your work responsibilities.

Your appointment as a Carson Carr Graduate Diversity Scholar would be for [*the 200X-0X academic year or Fall 200X or Spring 200X*] and would include a stipend of \$[*amount*] for the period. Your initial work assignments will be determined as your first semester progresses. They will typically include attending departmental colloquia, attending meetings of the graduate student organization in your department, getting to know faculty in your program, becoming integrated into the life of the department, and participating in campus-wide Graduate Student Organization events and activities. You would be expected to be available approximately [#] hours per week (when classes are in session) for these activities. In the second semester, you would continue to attend colloquia and remain a full participant in graduate student life, as well as assume teaching and/or research obligations for [#] hours per week as designated by your department.

In order to maintain the assistantship and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Upon reappointment for a second year, your work obligation would continue to include teaching and/or research obligations for [#] hours per week during each semester as designated by your department. Master's students are eligible to be appointed for a total of two years. Reappointment in future semesters is contingent upon the availability of University funding, your academic progress, and also, in certain master's programs, on the programmatic requirements of the second year of study.

The Communications Workers of America Local 1104/ Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible to enroll in Health Insurance through the Student Employee Health Plan (SEPH). Details may be accessed through the Office of Human Resources Management's website: http://www.albany.edu/hr/GATA_SEHP.php.

For additional information regarding graduate assistant and tuition scholarship policies and procedures, please visit <http://www.albany.edu/graduate/assistantships-scholarships.php>.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus unless approved by the department chairperson, college/school dean, and graduate dean. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

_____ I accept the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.

_____ I decline the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.

Signature _____ Date _____

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of \$4,882 or a semester stipend of \$2,441. These minimum rates are subject to change once the GSEU increments are applied.

TEMPLATE FOR FELLOWSHIP OFFER LETTERS

Date

Name
Address
City, State Zip

Dear ***Name***:

We are delighted that you will be entering our graduate program in ***Field*** this ***Semester*** and would like to offer you a fellowship for the ***term***. Below, we have outlined for you the terms of the award.

Your appointment as a fellow would be for the ***term*** and would include a stipend of ***dollar value*** for the period to be distributed in ten lump sum monthly payments. In order to maintain the fellowship for the Spring semester and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record (which is defined specifically by each program, but typically involves maintaining a cumulative 3.0 GPA), and be enrolled as a full-time student. There is no work obligation associated with this award. Due to the nature of the University's budget, reappointment in future semesters is contingent upon the availability of University funding.

For additional information regarding graduate assistant and tuition scholarship policies and procedures, please visit <http://www.albany.edu/graduate/assistantships-scholarships.php>.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge that you will not take any additional work either on or off campus. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

_____ I accept the fellowship as stipulated in this letter.

_____ I decline the fellowship as stipulated in this letter.

Signature _____ Date _____

TEMPLATE FOR TUITION SCHOLARSHIP AWARD LETTER

Date

Name
Address
City, State Zip

Dear **Salutation**:

With this letter, I am delighted to confirm that you have been awarded a tuition scholarship for up to **[\$amount]** per semester. In order to receive this award, you must complete the enclosed Tuition Scholarship Award Form and return it to me as soon as possible but no later than April 15, 20[XX]. This form can be found at the Office of Graduate Education web site <http://www.albany.edu/graduate/graduate-forms-publications.php>. Please be aware that acceptance of this tuition scholarship award may affect your eligibility for financial aid.

If you are a U.S. citizen or permanent resident and are not currently a New York State resident, your tuition scholarship award is provided at the out-of-state rate for your first year of study. If you are eligible for subsequent year(s) of support on an assistantship and a tuition scholarship, your tuition scholarship award will be provided at the in-state rate and you will be billed for the difference between the in-state and out-of-state tuition rates. To avoid these charges, upon relocation to the Albany area you should immediately make the changes required for you to be eligible for in-state residency by the beginning of the fall semester in your second year. These changes include, but may not be limited to, New York State driver license or identification card, car registration (if applicable), voter registration or housing lease. Additional Information concerning application for New York State residency can be found at <http://www.albany.edu/studentaccounts/residency.php>.

[Use for new out-of-state students and omit paragraphs #3 and 4]

As a returning student whose residency is still officially listed as being outside of New York State, you need to be aware that the tuition scholarship coverage will only be provided to you at the in-state rate and you will be billed for the difference between the in-state and out-of-state rate. To avoid these charges, you should apply for New York State residency. Information concerning application for New York State residency can be found at <http://www.albany.edu/studentaccounts/residency.php>.

[Use for returning out-of-state students and omit paragraphs #2 and 4]

As an international student your tuition scholarship award will be provided at the out-of state rate and will continue to be offered at the out-of-state rate if you continue to receive funding for second and subsequent years.

[Use for international students and omit paragraphs #2 and, 3]

For additional information regarding graduate assistant and tuition scholarship policies and procedures, please visit <http://www.albany.edu/graduate/assistantships-scholarships.php>.

I look forward to hearing from you soon.

Sincerely,

Note: Please remember to include a Tuition Scholarship Award Form.