

**UNIVERSITY AT ALBANY  
GRADUATE ASSISTANTSHIPS, FELLOWSHIPS, AND  
TUITION SCHOLARSHIPS**

**2020-2021 GUIDELINES FOR STUDENTS**

**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 the 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 working under the Graduate or Teaching assistant title must also be accepted into a matriculated program.** Admission and funding offer require the submission of an official transcript indicating the award of a bachelor's degree. The Graduate School and the hiring department has the right to terminate an assistantship if a student's enrollment status drops below the full-time status during the duration of the appointment.
- 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 the Graduate School. All funding is contingent upon the availability of University funding.
- **Assistants and fellows cannot hold more than one full assistantship or fellowship that requires more than 20 hours/week during the academic year 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 the Graduate School all need to authorize exceptions based on academic 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 2020-2021 academic year from August 20, 2020 through May 26, 2021. Stipend checks are divided into twenty equal payments and are subject to the lag payroll. The first check will be issued on September 16, 2020, and the final check on June 9, 2021. Fall 2020 semester graduate assistants are appointed from August 20, 2020 through January 6, 2021. First paychecks for those appointed for the fall 2020 term will be issued on September 16, 2020 and their last paycheck will be issued January 20, 2021. Spring 2021 semester graduate assistants are appointed from January 7, 2021 through May 26, 2021. First paychecks for those appointed for the spring 2020 term will be issued on February 3, 2020 and their last paycheck will be issued June 9, 2021.
- Fellowship appointments are generally for the period of September 1, 2020, through May 31, 2021. 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). Assistants must opt-in to the Graduate Student Employees Union. Further information is available at [www.cwa1104gseu.com](http://www.cwa1104gseu.com).
- Students in a Fellowship program 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**

- 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. For returning students, please inquire with the hiring departments.
- Assistantships, fellowships, and tuition scholarships can only be awarded to students or prospective students who have been formally admitted and matriculated into a graduate degree program.

- In as much 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 16 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 the University should not recruit the student for a different award.

### **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, 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 Form 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 and 3) an optional direct deposit reactivation form may be required if there has been a 3-month gap in employment or an employment title has changed.

**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](mailto:ohrm@albany.edu).

All teaching and graduate assistant appointment forms should be forwarded through the appropriate Dean's Office to Human Resources Management. All Tuition Scholarship Award forms should be processed by the appropriate Dean's Office.

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 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 a graduate/teaching assistant or fellow resigns, withdraws from the academic program, or ceases to satisfactorily perform the assigned assistantship duties, the assistantship or fellowship should be immediately terminated.** Please send updated HRM-4 to the Human Resources Department located in UAB 300.

### **STIPENDS**

Graduate or Teaching 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 University-wide College Teaching Symposium 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.
- It is recommended that International graduate students who will be teaching should have a TOEFL score 100 or above on the it or an IELTS score of 7.0 or greater 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.

### **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**

- Full-time students are eligible to receive a tuition award from the academic department.
- Only **graduate level** course work is eligible to be covered under a tuition scholarship award. A tuition award **cannot fund any retaken courses** that has already been supported by the same funding source. All tuition scholarship can be used to cover credits and cannot be applied towards any additional University fees. For more information regarding these fees, please visit <https://www.albany.edu/studentaccounts/tuition.php>.
- 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. **Tuition scholarships can support 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.**
- **If a tuition scholarship award recipient leaves the program or is terminated from an assistantship or fellowship position prior to the University's mid-semester date, the tuition scholarship will be terminated and the student will be 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 your official/final high school transcript showing the award of degree or a copy of your 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 you are 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](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](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](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 \$5,079 (\$2,539.50 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 their 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](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 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 \$10,158**

- Assistantships with annual stipends at or above \$10,158 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: 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 \$5,079**

- Students holding assistantships with annual stipends at or above \$5,079 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 10 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.

## **GRADUATE TUITION AWARD PROGRAM**

The [Graduate Opportunity Program](#) provides tuition assistance to Educational Opportunity Program (EOP), Higher Education Opportunity Program (HEOP), and Search for Education, Elevation, and Knowledge (SEEK) program graduates undertaking graduate study at a participating State University of New York institution. Because funding is limited, early application to the campus of choice is encouraged.

### **Eligibility Criteria:**

A. To be eligible, applicants must:

- Be a New York State resident.
- Have participated in EOP, HEOP, or SEEK as an undergraduate.
- Apply and be admitted to a graduate degree program or graduate certificate program requiring 30 credits or more at the University at Albany as a full-time student.
- Provide a completed Certification of Participation form, signed by the undergraduate institution's EOP, HEOP, or SEEK director.

B. Funding limits:

- Consistent with University guidelines:
  - a) Master's students may be considered for up to four semesters of funding. Funding is provided only for the minimum number of credit hours required to complete your current degree program.
  - b) Doctoral students (Ph.D.) may be considered for a GOP award for up to eight (8) semesters.
- For the summer session, the GOP award can only support those:
  - a) Admitted into an advanced standing graduate program that requires summer coursework or
  - b) Requiring no more than six (6) graduate credits of summer coursework to complete degree requirements in said summer session.
- Funding is extremely limited so, unfortunately, awards are not guaranteed for all who apply.
- Funding is not provided for second master's degree, non-degree study, or a graduate certificate program of less than 30 credit hours.
- GOP provides a partial tuition scholarship, awardees are responsible for any tuition cost in excess of the awarded amount and all fees associated with enrollment.
- To maintain a GOP award in subsequent semesters awardees must:
  - a) Continue to register full-time (or be full-time certified),
  - b) Obtain a 3.0 GPA each semester
  - c) Complete courses in timely manner and
  - d) Be fully registered in courses by the last day of the Advanced Registration period.
- Failure to meet requirements could result in termination of an award.

**Apply:** New applicants must upload the GOP Certification of Participation form to the Graduate Education application portal. Continuing GOP students must be fully registered for courses by the last day of the Advanced Registration period to have their award renewed in each subsequent semester.

**Deadline:** New applications are reviewed as they are received with a priority deadline of **February 15**.

**Questions:** Please email all questions to [diversitygraduate@albany.edu](mailto:diversitygraduate@albany.edu).

- [GOP Overview](#)
- [GOP Certification of Participation Form](#) (PDF)

Please note, you must have the free [Adobe® Acrobat® Reader](#) properly installed on your computer in order to use and print the GOP Certification of Participation PDF Form.

## **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 School 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, 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<sup>th</sup>**.

Questions: Please email all questions to [diversitygraduate@albany.edu](mailto:diversitygraduate@albany.edu).

Additional information can be found on the Graduate School 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/2018-19\\_GDFP-GUIDELINES.pdf](https://www.suny.edu/media/suny/content-assets/documents/diversity/2018-19_GDFP-GUIDELINES.pdf)

## **FELLOWSHIPS**

- Fellowships other than Carson Carr 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.
- Fellowship stipends are reportable income even though taxes are not 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 1099 forms 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. Note, however, that such reduced enrollment will not cause the student to be certifiable as enrolled full-time. 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 2020-2021 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 2, 2020
• PAYMENT 2	WEDNESDAY	October 7, 2020
• PAYMENT 3	WEDNESDAY	November 4, 2020
• PAYMENT 4	WEDNESDAY	December 2, 2020
• PAYMENT 5	WEDNESDAY	January 6, 2021
• PAYMENT 6	WEDNESDAY	February 3, 2021
• PAYMENT 7	WEDNESDAY	March 3, 2021
• PAYMENT 8	WEDNESDAY	March 31, 2021
• PAYMENT 9	WEDNESDAY	April 7, 2021
• PAYMENT 10	WEDNESDAY	May 5, 2021