



Graduate Appointment Processing

Formerly Graduate School Document No. 12

TO: Executive Officers, Deans, Directors, Department and Program Chairs, Supervisors,
Graduate Coordinators, and Administrative Managers

FROM: Lisa Gloss, Interim Dean of the Graduate School

VIA: Adam Williams, Area Finance Officer

DATE: Fiscal Year 2019 / Updated July 2018

SUBJECT: Graduate Assistantship Appointment Processing

This revision includes the following changes:

1. ABD Waiver Application due date clarification and workflow update
2. Update to the Tuition & Waiver Table for 2018/19
3. Language edits and contact updates

Table of Contents

A. RECRUITMENT	1
B. ELIGIBILITY	1
C. APPOINTMENT	2
D. WAIVERS	3
E. GRADUATE STUDENT MEDICAL PLAN	6
F. PAYROLL DEDUCTIONS	6
G. PERSONNEL ELECTRONIC ROUTING MANAGEMENT SYSTEM (PERMS)	7
H. REAPPOINTMENT OR CHANGE IN APPOINTMENT	7
I. EVALUATION AND CERTIFICATION OF EFFORT	8
J. SERVICES REQUIRED	8
K. LEAVE AND VACATIONS	8
L. SALARIES	8
M. GRADUATE STUDENT TITLES	9
N. CHINESE SCHOLAR COUNCIL TUITION WAIVER PROGRAM	9

APPOINTMENT OF GRADUATE STUDENTS:

ASSISTANTSHIPS, FELLOWSHIPS, AND TRAINEESHIPS

A. Recruitment

1. The Graduate School provides offer letter templates serving as starting points for individualizing assistantship offers. These are available under “Important Secure Finance Documents” on the sidebar (<http://gradschool.wsu.edu/facultystaff-resources/712-2/>).
2. Equal Opp./Affirmative Action Statement required on all WSU Job Advertisements: “Washington State University is an EO/AA educator and employer”
http://hrs.wsu.edu/wp-content/uploads/2015/09/EO_AA_Diversity_Statements.pdf

B. Eligibility

Graduate appointments are limited to those pursuing programs of study leading to advanced degrees at Washington State University. The Office of the Dean of the Graduate School determines eligibility for admission to the Graduate School and eligibility for appointments.



1. For an **Initial Graduate Appointment**:
 - Admission by the Graduate School to a specific graduate career, with graduate status, is required. Students admitted in status codes of NADC and UNDG are not eligible for assistantships because these are not degree-seeking status.
 - Appointments of students admitted on provisional status receive individual review.
 - Mandatory Responsible Conduct of Research training is required of all graduate students. Students are not eligible for an assistantship until the training is complete. The training is available at <https://myresearch.wsu.edu/login>. Students should take this training as soon as possible, and recertify every five years. International students have a one-semester grace period to complete the RCR. All PERMS forms must include the completion date of the Responsible Conduct Research Training in the “RCR Date” field for each student. If a student completes the RCR training late in the semester, delaying PERMS processing, the student will be responsible for paying all late fees incurred prior to the application of the tuition waiver(s).
 - Mandatory training against **Discrimination and Sexual Harassment Prevention is required of all graduate students on assistantships**. Web-based training located at <http://hrs.wsu.edu/dshp>. Students must complete this training by:
 - September 30 for Fall semester appointments
 - January 31 for Spring semester appointments
 - June 30 for Summer appointmentsDirect questions regarding training to Human Resources Services at 509-335-4521 or hrs@wsu.edu. For questions regarding sexual harassment or discrimination, contact the Office of Equal Opportunity at 509-335-8288 or oeo@wsu.edu. Student employees may review their training history by logging into [WSU Skillsoft](#) account and may print Certificates of Completion. Employing areas have designated personnel to provide a list of employees’ training history.
2. For **Reappointment**, graduate students must maintain a “B” (3.0) average in all course work taken subsequent to admission to the Graduate School. If the Graduate Assistant’s cumulative GPA is < 3.0, an additional re-instatement recommendation from the departmental chair must accompany the PERMS action for Graduate School approval.
3. Graduate students must enroll in a minimum of 10 credit hours, and less than 18 credit hours, per semester to fulfill the assistantship requirements.
4. **International graduate students whose native language is not English are required to take an English proficiency examination (the ITA Evaluation) before receiving a teaching assistantship**. Departments should schedule examinations with the Intensive American Language Center before the appointment effective date. A faculty member from the requesting department is required to accompany the student to the ITA exam. The examination date must be included in the “Engl Ex Date” field of the PERMS action waiver section. Contact Angela Bonner at 509-335-6675 for evaluation scheduling. For more info. visit the International Teaching Assistants link at www.ialc.wsu.edu.

C. Appointment

1. Once the department/program chair has determined that a position is available and that a prospective graduate student is eligible for admission with regular graduate student status, the chair may make an unofficial offer of a graduate appointment to the student, subject ultimately to administrative approval by the Graduate School.
2. Chairs are responsible for monitoring their own assistantship quotas and availability of grant and contract funds. Exercise care to stipulate accurately the salary and terms of appointment



when making unofficial offers. When making an assistantship offer, the template letters provided by the Graduate School should be used (A.1 above), and the copies of the offer letters retained in accordance with the WSU Records and Retention schedule.

3. Graduate teaching assistants are not authorized to teach a course that carries graduate level credit. They may assist in a graduate course, but cannot have the major responsibility for it or participate in the evaluation of other graduate students or in the assignment of grades.
4. Graduate assistants will normally be appointed half-time (0.50 FTE) at an appropriate salary level listed on the [Assistantship Stipend Guide](https://gradschool.wsu.edu/assistantships/) <https://gradschool.wsu.edu/assistantships/>.
5. The Graduate School strongly discourages graduate assistants from working additional hours beyond a 50% FTE. The additional work often has a negative impact on the student's academic progress and time to degree completion. However, the Graduate School recognizes that work opportunities can provide students with professional development, support individual career goals, and/or provide necessary financial resources. Consequently, the Graduate School recommends the following guidelines for graduate assistants who want to work additional hours beyond the 50% FTE appointment;
 - Additional work directly advances professional development and career goals.
 - Working more than 5 additional hours per week is strongly discouraged. University breaks (i.e. winter, spring, summer) are not included in this policy.
 - If the student will work more than 5 additional hours per week, the academic department chair/director must provide a memo to the Dean of the Graduate School addressing the following:
 1. The student's current status in the department (performance and longevity)
 2. The timeline for degree completion
 3. How many additional hours of work are being requested; and
 4. How the work involved contributes to the student's academic work, progress toward degree and career goals.
 5. The program chair/director should stipulate in this memo that if the student does not complete the degree requirements in a timely manner, the department will continue to fund him/her until the degree is completed.
6. Normally, assistantship appointments may only have one funding source. The Dean of the Graduate School via memo must approve requests for "split" funding (state 001-01 and non-state) prior to submitting the appointment.
7. Group Teaching and Staff assistantship positions are allowable, but group Research assistantships are not available for establishment.

D. Waivers

1. Graduate School tuition waivers are not available for summer semesters. To qualify for the fee waiver(s) for the Fall and/or Spring semesters, the appointment must be:
 - For the full semester (August 16 – December 31 or January 1 – May 15) or the full nine-month academic year (August 16 – May 15)
 - At least quarter-time (10 hours/week).

If there are any difficulties with these dates, be sure to notify the Graduate School so waivers and benefits may be manually applied. Failure to do so jeopardizes timely waiver application. Waivers **do not** cover mandatory student fees. Graduate students on an assistantship are responsible for paying these fees each semester, as well as a small portion of the tuition that by law cannot be waived, summing to ~\$1,000/semester. See Tuition & Waiver Table below.

To qualify for tuition waiver(s), the student **must reside within the State of Washington (RCW 28B.15.014)**.



2. **OPERATING FEE WAIVER (OFW):** Graduate assistants on a 0.25 FTE or greater appointment with fund types 001-01, 148-02 or 148-05 who are enrolled full time (minimum of 10 credit hours) may receive OFW as a scholarship based on need or merit. Stipends paid to a graduate assistant should bear no relationship to whether or not a scholarship is given.
 - Appointments for $\geq 50\%$ may receive a full OFW.
 - Appointments of $\geq 25\%$ (but less than 50%) may receive a half OFW.
 - With an OFW, indicate in the waiver section of the PERMS action.
 - If the student decides to terminate employment mid-semester, or if the FTE percentage is changed, waivers may be removed and the student may be responsible for paying the full tuition charges.

As of Fall 2007, all Pullman and Spokane campus employed graduate students appointed on fund types 001, 148-02, 148-05 automatically receive a tuition waiver (in & out-of-state).

Assign waivers by processing a PERMS action, eliminating historically pre-assigned waivers.

ASSISTANTSHIPS FROM NON-ACADEMIC UNITS: The waiver policies are similar to those for academic areas. All requests for Operating Fee Waivers must be approved prior to the appointment effective date. All non-academic areas must obtain prior approval from the student's department chair or graduate advisor.

3. **QUALIFIED TUITION REDUCTION (QTR):** Graduate research assistants on $\geq 25\%$ appointments for an entire semester or academic year that are enrolled full time (minimum of 10 credit hours) may receive a QTR as a fringe benefit entitlement when the position is funded by extramural sources. Waivers are expensed from the designated account as Object 07, Sub-object QT when payroll runs. QTR's cannot be charged to state funds (001-01). **If the QTR needs to be changed to a different budget mid-semester, contact the Payroll Office and the Graduate School immediately.**

Accounts stating BNA (Benefits Not Allowable) or TNA (Tuition Not Allowable) in Balances do not allow QTR's. Please address questions to Sponsored Program Services.

- Appointments for 50% FTE or greater may receive a full QTR.
 - Appointments of $\geq 25\%$ (but less than 50%) may receive a half QTR.
 - If the position funding is in the process of being changed, **include the budget account coding to which the QTR will be charged in the Waiver Comments** section of the PERMS action. Please note the account for an Override Account in the "QTR Ovr Acct" field.
 - If the student terminates employment mid-semester, or if the FTE percentage is changed, the QTR will be immediately prorated. The student will be responsible for paying any residual tuition owed.
 - Because QTR contributions are charged when effort is rendered, override QTRs can only be processed on state funded accounts and non-state accounts that have a TNA or BNA on the account in BALANCES. Override accounts will be used for all employees on the position the account is funded from. Departments with state-funded (001-01) research assistantships must provide an OFW or designate a departmental development or other non-state account as an "override account" to which the QTR will be charged. Any override account pays the QTR for an entire semester. Changing the funding on a position with an Expense Assignment Action may necessitate changes to the override account status. Contact the Graduate School & Payroll Services for any changes.
4. **ALL BUT DISSERTATION (ABD) WAIVER PROGRAM**
The Graduate School's "All But Dissertation" (ABD) Waiver program offers multiple benefits to faculty and students, but most specifically, it encourages the use of extramural



grants to support doctoral students. Applications for the ABD waiver must be submitted to the Graduate School via the myWSU Graduate Records Management (GRM) module before the processing of PERMS actions. Waivers are provided at the level of the current fiscal year Operating Fee Waiver. Students can qualify for ABD status for up to five (5) academic semesters. For ABD waiver eligibility, prior to 8/15 or 1/1, students must:

- Qualify for an assistantship according to Graduate School policies.
- Have completed all course work on their Programs of Study.
- Passed the preliminary examination for advancement to doctoral candidacy.
- Be appointed on a ≥0.5 FTE assistantship funded by an extramural grant.

Before the first semester that a student is eligible for an ABD waiver, the employing department must submit the ABD application form for Graduate School processing by 8/01 or 12/10. The PERMS should indicate the Preliminary Exam Completion Date as “Prelim Passed MM/DD/YYYY” in the waiver comments section. The ABD application form does not need to be submitted for subsequent semesters after a student has been approved as ABD eligible because The required extramural funding will be reviewed during the PERMS processing.

- The PERMS action should indicate the Preliminary Exam Completion Date as “Prelim Passed MM/DD/YYYY” in the waiver comments section.

5. **Non-resident** graduate students on a ≥ 0.25 FTE graduate appointment may be awarded a waiver of the non-resident portion of the tuition. The department is responsible for awarding non-resident “NR” differential waivers in the waiver section of the PERMS action. Domestic graduate students who have residency outside of Washington State are required to apply for Washington residency to avoid paying out-of-state tuition after their first year of their graduate appointment.
 - Appointments for $\geq 50\%$ may receive a full non-resident “NR” waiver.
 - Appointments of $\geq 25\%$ (but less than 50%) may receive a half “NR” waiver.
 - Non-resident waivers are not guaranteed beyond one year. Information regarding establishing WA residency: <https://gradschool.wsu.edu/establishing-residency/>
6. **Any decrease in the duration of the appointment to less than one full semester OR decrease in the percentage of appointment may result in immediate termination of the Qualified Tuition Reduction (QTR), Operating Fee Waiver (OFW), All But Dissertation Waiver (ABD) and/or non-resident waiver (NR).** The Graduate School should be informed if such changes in appointment occur. For more info., see the Graduate School Policies & Procedures, Chapter 9. <http://gradschool.wsu.edu/chapter-nine/>
 - If a student terminates his/her employment mid-semester, or reduces the appointments FTE, the waivers may be removed, and the student will be responsible for paying the full tuition charges.
 - If a student’s employment is terminated because of academic performance and/or enrollment is cancelled, the student retains the OFW and non-resident tuition waivers, but a QTR ends upon termination of employment.
7. **Veteran** graduate students who are Washington State residents qualify for reduced tuition rates and therefore, may receive a reduced fee waiver. Questions regarding veteran or military students should be directed to the Office of Veteran Affairs.



2018-2019 Tuition & Waiver Information		
TUITION & FEES INFORMATION PER SEMESTER For all graduate students except DVM, MBA, and Nursing For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
TOTAL FULL TIME (10-18 CREDITS) TUITION	\$5,880.50	\$12,596.50
Operating	5,445.00	11,897.00
Student & Activity	268.50	268.50
Building	167.00	431.00
Less: Tuition Waiver applied with Assistantship (OFW, ABD, or QTR)	\$5,445.00	\$5,445.00
Less: Non-Resident Waiver applied with Assistantship	-	\$6,716.00
TUITION TO BE PAID BY THE STUDENT per semester	\$435.50	\$435.50
Other Fees to be Paid by the Student	\$520.37	\$520.37
Student Recreation Center	157.00	157.00
Health & Wellness Fee	204.00	204.00
Pullman Transit Fee	34.37	34.37
Compton Union Building (CUB) Renovation Fee	120.00	120.00
Media Fee	5.00	5.00
TOTAL TUITION & FEES BE PAID BY STUDENT per semester (payroll deduction available)	\$955.87	\$955.87

E. Graduate Student Medical Plan

- Graduate students on $\geq 50\%$ assistantships (enrolled for a minimum of 10 credits) are entitled to the [Graduate Student Health Insurance Medical Plan](#). Contact Health & Wellness Services for further details.
 - For assistantships funded by state operating accounts, this expense is posted as Object 07, Sub-object MC, and there will be an off-setting allocation from the benefits pool for this contribution.
 - For assistantships funded by non-state accounts, this expense is posted as above, but there is **no** off-setting allocation from the benefits pool.
- Students who are on a fellowship, traineeship, or internship may qualify for Graduate Student Insurance if they meet the following conditions:
 - The student is paid a stipend of $\geq \$800$ per month; and
 - The student is engaged in research similar to that of an RA; and
 - The student is registered for a minimum of 10 credits; and
 - The costs of the insurance are paid using non-state funds (grants, external funds)

To request for Graduate Student Medical Insurance, each semester the department must submit the [Sponsored Graduate Student Support Memo](#) to the Graduate School, via myWSU.wsu.edu by August 1 (for Fall semester) or December 1 (for Spring semester). Departments may view the [Health & Wellness](#) website for cost information.

F. Payroll Deductions

Graduate students on $\geq 50\%$ assistantships during the academic semesters may authorize Payroll Services to deduct the total amount of their tuition and fees owed over eight (8) pay cycles beginning the second pay date of the semester.

- Deductions may be authorized for:
 - Total Tuition (without a waiver), or Residual Tuition (after waiver)
 - Service/Activity/Building fees



3. Health & Wellness fee
 4. Student Recreation Center fee
 5. Pullman Transit Fee, and
 6. Compton Union Building fee
2. Graduate assistants must authorize an online payroll deduction request in [myWSU](#) before the late fees for tuition are posted (see the [academic calendar](#)). Payroll deduction is an optional service provided at a fee of \$8 per semester. Students with academic year appointments may authorize deductions for both semesters with one request in the fall.
 3. If the graduate assistant separates from their appointment mid-semester, Payroll Services will refund to the student the amount deducted from the beginning of the semester and the student will be responsible to pay their full balance directly to University Receivables.

G. Personnel Electronic Routing Management System (PERMS)

1. For each employment nominee, a PERMS action must be submitted. Upon approval from your area appointing authority, the Graduate School will review each action submitted. Please contact Human Resource Services regarding any PERMS questions or training dates. <https://webapps.wsu.edu/ais/perms/permsmaster/PermsWelcome.aspx>.
2. All service appointments must include a terminal date. In completing the PERMS action, please refer to the *WSU Business Policies and Procedures Manual*, Chapter 60; Personnel. Questions regarding the completion of the PERMS action should be directed to the Graduate School 509-335-5165 or Human Resource Services 509-335-4521.
3. Under “Conditions” section of the PERMS action, the following statement should be included:
 - “This appointment is conditional subject to the maintenance of a 3.0 cumulative grade point average, satisfactory academic progress, and continued regular enrollment in the Graduate School.”
 - Work load: __ hours/week
 - Academic load: _ hours/semester
 - Waiver Type Should Include:
 1. Waiver Type
 2. Year
 3. Term
 4. Campus
 5. Override account number is placed in the bottom right had corner of the waiver section, if applicable.
 6. RCR Date: MM/DD/YYYY
 7. English Exam Date: MM/DD/YYYY
4. If the PERMS action is in order, a vacancy exists, funds are available, the student is eligible for appointment, and if the Dean of the Graduate School approves, the nominee will be recommended for appointment at Washington State University. **The academic unit is responsibility to ensure the student receives the conditions of appointment.**

H. Reappointment or Change in Appointment

1. The above procedures should be followed for reappointments or for changes in appointments.
2. The Graduate School may require copies of Expense Assignment Action forms for graduate appointments. For those assistantships that are effective for the entire academic year, if changes in funding are made for the second semester that affect either the QTR or OFW, Payroll Services and the Graduate School should be informed – either by e-mail



(adam.williams@wsu.edu) or by memorandum. QTR's are paid as a benefit from the same account as the student's pay unless stated on the PERMS action in the bottom right hand corner of the comments or PERMS Waiver Section "QTR Ovr Acct."

I. Evaluation and Certification of Effort

1. If a graduate student is appointed to an assistantship for a semester, including the summer, or for the entire academic year, the department is responsible for ensuring that the student receives a review of their progress in fulfilling the responsibilities of the assistantship. In addition, all students appointed to an assistantship must certify annually that they have met the requirements of the assistantship. Certification requires both the student's and the department/supervisor's signature indicating that the student did all of the following during their appointment period:
 - remained enrolled full time (at least 10 credits during the fall and spring semesters; 3 credits during the summer);
 - maintained a 3.0 cumulative GPA during the period of the appointment; and
 - met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by the department/supervisor (or based on hours required for FTE).

This certification requirement may be added to the department's annual review form and/or the assistantship review form. If the student did not meet one or more of these requirements, the student will not be reappointed to the assistantship, unless he/she is granted an exception to policy based on extenuating circumstances. Exceptions to policy must be submitted by the department to the Dean of the Graduate School.

J. Services Required

1. Half-time service requires an average of 20 hours of work per week during the term of the appointment. Other fractional appointments, when permitted, will be made on a proportionate basis. For teaching assistants, the "20 hours of work per week" is satisfied if a graduate teaching assistant has out-of-class preparation and meets six to eight classes per week or directly serves twelve to fifteen hours of laboratory per week. Departments are not required to maintain time reporting systems, such as Daily Activity Reports or other time reports, for teaching, staff, and research assistants.
2. No service to the University is required of fellows or trainees.

K. Leave and Vacations

1. During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.
2. All University holidays are designated by the Board of Regents and are published in the WSU Week and posted on the Web at <http://www.hrs.wsu.edu>.
3. Graduate students on appointment **do not** earn annual leave or sick leave.

L. Salaries

1. A detailed Assistantship Salary Grid is at <https://gradschool.wsu.edu/assistantships/>. Changes in salary and title are only made at the beginning of the fall and spring semesters or at the beginning of Summer Session or Summer Appointment periods. The minimum recommended stipend step is 26 for Master's students and 32 for PhD students. However, departments can choose to offer higher stipends depending on duties assigned and/or competition with other universities in recruiting quality graduate students.



2. Graduate assistants will normally be appointed 0.50 FTE at a salary level listed on the Assistantship Salary Grid. The base salary for state-funded assistants will normally be that which is authorized in the permanent budget. Incremental increases for those on state or not-state funded positions will be based on the need to award students for extraordinary merit, skills, experience, educational background (pre-master's vs. post-master's), or assistantship responsibilities.

M. Graduate Student Titles

Listed below are appropriate titles for service appointments of graduate students at Washington State University.

Regular graduate student status and regular enrollment in the Graduate School are required.

TITLE	TYPE	ACADEMIC	SUMMER
Graduate Teaching	Non Work Study	9901	9970
Graduate Research Assistant	Non Work Study	9903	9971
Graduate Staff Assistant	Non Work Study	9905	9972
Graduate Project Assistant	Non Work Study	9904	9904
Graduate Veterinary	Non Work Study	9906	9906

Faculty rank titles are not appropriate for those enrolled in the Graduate School at WSU.

N. Chinese Scholar Council tuition waiver program

Applicants must meet all WSU Graduate School Admission requirements. Applicants must provide verification of CSC Scholarship as part of their financial verification. The Graduate School will receive a final list of approved scholars from the CSC. CSC will provide a living allowance, visa fees and round trip airfare to WSU. WSU Graduate School will provide in-state and out-of state tuition waivers for up to 48 months or four (4) academic years while the student is on the CSC scholarship. WSU will take reasonable steps to assist the students in obtaining \$5,000 of supplemental financial support from the advisor or department to meet the minimum WSU financial requirement for the immigration paperwork.

Departments can pay the CSC via:

- a. Scholarship (requires no work from the student)
- b. Department directly pays the mandatory fees and graduate health insurance (like a scholarship--requires no work from the student)
5. Time Slip appointment (requires work from the student)
6. Assistantship appointment. Contact the Graduate School for additional information.

cc: Asst Vice President for Business and Finance
 Services Director
 HRS, Human Resource Manager
 Budget Office
 Graduate Coordinators
 Provost

University Receivables Payroll
 Office of Student Financial Aid
 Controller Benefit Services
 Summer Session Office
 Area Finance Officers