



Graduate Appointment Processing

Formerly Graduate School Document No. 12

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

FROM: William Andrefsky, Dean of the Graduate School

VIA: Rita Whitcomb, Area Finance Officer

DATE: Fiscal Year 2018 / Updated July 2017

SUBJECT: Graduate Assistantship Appointment Processing

This revision includes the following changes:

1. *Students must be admitted to “graduate” status*
2. *Updates to mandatory fees and Graduate Health Insurance premiums*
3. *Updated student fee method of payment*

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APPOINTMENT OF GRADUATE STUDENTS: ASSISTANTSHIPS, FELLOWSHIPS, AND TRAINEESHIPS.¹

A. Recruitment

1. The Graduate School recommends colleges/departments/units use the following templates provided under Important Documents for offer letter language. The offer letter language should be intended as a starting point and will need adjustments depending on the offer. <http://gradschool.wsu.edu/facultystaff-resources/712-2/>

2. Washington State University is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race/ethnicity, creed, color, national origin, religion, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, disabled veteran or Vietnam-era veteran status. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity available to underutilized groups.

B. Eligibility

The Office of the Dean of the Graduate School will determine eligibility for admission to the Graduate School and will review the terms of the proposed appointment. Graduate appointments are limited to those who are pursuing programs of study leading to advanced degrees at Washington State University.

1. For an initial graduate appointment, admission to the Graduate School to GRADUATE status is required. For those admitted on provisional status, graduate appointments will be considered individually.
2. Only students admitted to a graduate career on the Pullman or urban campuses are eligible for assistantships. Students admitted in status codes of NADC and UNDG are not eligible for assistantships; they must be in a degree seeking status.
3. Mandatory employee training on the Responsible Conduct of Research will be required of all graduate students. This is a web-based training located at myResearch.wsu.edu. Students are encouraged to take this training as soon as possible. The training needs to be repeated after a five-year period. Students are not eligible for an assistantship until after the training is completed unless otherwise noted. All Personnel Electronic Routing Management System (PERMS) must include the responsible conduct training date completed in the "RCR Date" section of the PERMS action.

International Students who have not completed the training will receive a grace period of one semester to take the training. Please indicate so in the Remarks/Comments section of the PERMS action when processing. If an international student's PERMS action is received for the second semester without the training completed, the action will not be approved, and the student will not be eligible for employment. Should a student take the training late in the semester, and the assistantship is processed late, the student will be responsible for paying all late fees applied to the student's account before the waiver(s) are applied to the student account.

4. Mandatory employee training on **Discrimination and Sexual Harassment Prevention is required of all graduate students on assistantships**. This is a web-based training located at hrs.wsu.edu/dshp. Students are encouraged to take this training as soon as possible.
 - Graduate students appointed Fall Semester need to complete their training by September 30
 - Graduate students appointed Spring Semester need to complete their training by January 31
 - Graduate students appointed Summer Semester need to complete their training by June 30

Failure to fully complete this training may result in future ineligibility of any financial support or benefit of appointment. All employees are required to repeat this training every five years from the date of initial training. Questions regarding this training may be directed at Human Resources Services at 509-335-4521 or hrs@wsu.edu. Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity at 509-335-8288 or oeo@wsu.edu. Certain computer configurations are required by the training system. Learn specific issues and resolve them through the Browser Capabilities Check at <http://browser.skillport.com>.

A student may review their training records by logging into their WSU Online Training account (hrs.wsu.edu/skillsoft) and selecting "Learning Transcript" from the left menu. To the right of each course record in the transcript is an "Actions" link that allows learners to print a Certificate of Completion. Employing areas each have designated personnel that can provide a list of employees to each area.

5. 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 G.P.A. is below a 3.0 cumulative average, an additional re-instatement recommendation from the departmental chair will need to be accompanied by the PERMS action prior to receiving Graduate School approval.

6. Graduate students must enroll in a minimum of 10 credit hours, not to exceed 18 credit hours, to fulfill the assistantship requirements. Graduate students may not carry an “incomplete” longer than one semester or summer session while on a graduate assistantship appointment.
7. **International graduate students whose native language is not English are required to take an English proficiency examination (the ITA Evaluation) before being granted a teaching assistantship.** Departments planning to appoint international students to teaching assistantships should schedule examinations with the Intensive American Language Center before the date of the appointment. A faculty member from the requesting department will be required to serve on the examination committee for each of the students to be examined. The date of the successful completion of the examination must be included in the “Engl Ex Date” of the PERMS action waiver section. For evaluation scheduling and information contact Angela Bonner at 509-335-6675. For more information, visit the Intensive American Language Center web site at www.ialc.wsu.edu and click on the International Teaching Assistants link.

C. Appointment

1. Once the department/program chair has determined that a position is available and, either officially or unofficially, has determined that a prospective graduate student is eligible for admission with regular graduate student status, the chair may proceed unofficially to offer the student a graduate appointment, subject ultimately to administrative approval.
2. Chairs are responsible for monitoring their own assistantship quotas and for determining availability of grant and contract funds. When making unofficial offers, care should be exercised to stipulate the correct salary and terms of appointment. When making an assistantship offer please use the template offer letters provided by the Graduate School located at the following website: <http://gradschool.wsu.edu/assistantships/>. Please retain these offer letters 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 course carrying graduate credit, 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](#).
5. The Graduate School strongly discourages graduate assistants from working additional hours beyond their 50% FTE. The additional work often has a negative impact on the student’s academic progress and time towards completing a degree. At the same time, the Graduate School realizes that work opportunities often can provide students with professional development and support their specific career goals, and/or provide additional financial resources. Consequently, the Graduate School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the 50% FTE appointment;
 - Ideally, the additional work should add to the professional development of students or support their specific career goals.
 - More than 5 hours per week is strongly discouraged. Official breaks (i.e. winter, spring, summer) set by the Board of Regents are not included in this policy.
 - In cases of more than 5 additional hours per week, the academic department chair/director should **review and approve the additional work in writing** and routinely screen the student to ensure that he/she is making good progress in the program. The following should be addressed in a memo to the Dean of the Graduate School: (1) the student’s current status in the department (performance and longevity); (2) the student’s timeline for degree completion; (3) how many additional hours of work is being requested; and (4) how the work involved contributes to the student’s academic work and progress. The program chair/director should ensure, **in a written memo to the Dean of the Graduate School**, that if the student does not complete the degree requirements in a timely manner (refer to “N. Time Limitations”) the department will continue to fund them until they do.

6. Normally, assistantship appointments may only be funded from one source. Requests for “split” funding (state 001-01 and non-state) must be approved by the Dean of the Graduate School via memo prior to submitting the appointment.
7. Group Teaching assistantships and Staff Assistantships positions are allowed; Research Assistantship positions cannot be established as group positions.

D. Waivers

1. Graduate School tuition waivers are not available in the summer. 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 International students and these dates, please be sure to contact/notify the Graduate School to assure proper waivers and benefits are applied manually. Failure to do so will jeopardize the proper waivers being applied.

Waivers **do not** cover mandatory graduate student fees. Graduate students on an assistantship will be responsible to pay the mandatory student fees each semester, as well as a small portion of the tuition that cannot, by law, be waived, estimated at \$1,000/semester.

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

2. **OPERATING FEE WAIVER (OFW):** Graduate assistants on appointment with fund types 001-01, 148-02 or 148-05 for 25% FTE or greater for an entire semester or academic year who are enrolled full time (minimum of 10 credit hours, not to exceed 18) *may* receive OFW as a scholarship based on need or merit. The salary paid to the graduate assistants should bear no relationship to whether or not a scholarship is granted.
 - Appointments for 50% or greater may receive a full OFW
 - Appointments for less than 50% but at least 25% may receive half of an OFW.
 - If an OFW is awarded, 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, the waivers may be removed and the student may be responsible for paying the full tuition charges.

Beginning 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). Waivers should be assigned by processing a PERMS action. This process will eliminate the waiver numbers that have been historically pre-assigned to college deans

ASSISTANTSHIPS FROM NON-ACADEMIC UNITS: Please note the waiver policies apply similar to academic areas. All requests for Operating Fee Waivers must be approved prior to the appointment begin date. All non-academic areas must gain prior approval from the chair or graduate advisor of the student’s program of study.

3. **QUALIFIED TUITION REDUCTION (QTR):** graduate research assistants on appointment for 25% or greater for an entire semester or academic year that are enrolled full time (minimum of 10 credit hours, not to exceed 18) *will* receive a QTR as a fringe benefit entitlement or Operating Fee Waiver (OFW) depending on the position funding. Research assistants paid from extramural fund sources will have waivers expensed from the operating account as Object 07, Sub-object QT when payroll runs. QTR’s cannot be charged against state funds (001-01). **If the QTR should be changed to a different budget mid-semester, please contact the Payroll Office and the Graduate School immediately.** Please note, accounts that state BNA (Benefits Not Allowable) in Balances do not allow benefits and accounts that state TNA (Tuition Not Allowable) in Balances do not allow tuition to be charged to the project. Please work with Sponsored Program Services if you have any questions.
 - Appointments for 50% FTE or greater will receive a full QTR.
 - Appointments for less than 50% FTE but at least 25% will receive half of a QTR.

- If the position funding is in the process of being changed, include the budget account coding to which the QTR is to be charged in the Waiver Comments section of the PERMS action. Please note the account for an Override Account in the “QTR Ovr Acct” waiver section. This is usually an extramural source of funding.
- 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 the residual tuition owed.
- Since QTR contributions are to be charged where 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 offers the “All But Dissertation” (ABD) Waiver Program. This program offers numerous benefits for faculty and students, but most specifically, will encourage the use of extramural grants in support of students seeking their PhD degrees. The Graduate School will process, monitor, and approve all students who qualify for ABD waivers through the online PERMS routing system. The ABD applications must be approved prior to the PERMS action. Waivers will be established at the same values as the current fiscal year Operating Fee Waiver and Non-Resident Waivers value, if applicable.

Students may be on ABD status for a set period of five (5) academic semesters. In order to qualify, students must have completed the following prior to 8/16 or 1/1:

- Qualify for an assistantship through the Graduate School
- Have completed all formal course work on their Program of Study
- Successfully passed the preliminary examination
- Be funded ($\geq .50$ FTE) from a competitive extramural grant via a graduate research assistantship

The employing department will need to process the following prior to 8/16 or 1/1;

- The ABD application form for the initial requesting semester for ABD waiver eligible students. Subsequent semesters ABD application form **do not** need to be requested or approved unless funding assignment for the position has changed.
- 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 holding either state funded or non-state funded graduate service appointments on a quarter-time or greater basis may be awarded a waiver of the non-resident differential. 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 highly encouraged to apply for Washington residency to avoid paying out-of-state tuition after their first year of their graduate appointment. Residency website: <http://residency.wsu.edu/>.

- Appointments for 50% or greater may receive a full non-resident “NR” waiver.
- Appointments less than 50% but at least 25% may receive half of a non-resident “1/2NR” waiver.
- Non-resident waivers cannot be guaranteed beyond one year. Contact the Graduate School for information regarding residency requirements and establishing residency.

6. **Any change to the duration of the appointment that causes it to be for a period less than a full semester or any change in the percentage of appointment may cause an 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 a graduate student is/has terminated early or changes the percent of appointment. Please visit the Graduate School Policies & Procedures, Chapter 9 for additional information. <http://gradschool.wsu.edu/chapter-nine/>

- If a student decides to terminate employment mid-semester, or if the FTE percentage is changed, the waivers may be removed and the student may be responsible for paying the full tuition charges.
 - If a student's employment is terminated for academic performance and/or enrollment is cancelled, the student retains the OFW and non-resident tuition waivers, with the QTR ending when the employment is terminated.
7. **Vietnam, Persian Gulf, or other veteran** graduate students who are Washington State residents are charged substantially less tuition and, therefore, may receive a reduced fee waiver. Questions regarding veteran or military students should be directed to the [Office of Veteran Affairs](#).

E. Graduate Student Medical Plan

Graduate students on 50% or greater assistantships during the academic semester who maintain a 3.0 grade point average and are enrolled for a minimum of 10 credit hours are entitled to the [Graduate Student Health Insurance Medical Plan](#). Contact Health & Wellness Services for further details.

1. State operating accounts that support graduate assistants will have this expense posted as Object 07, Sub-object MC and there will be an off-setting allocation from the benefits pool for this contribution.
2. Non-state accounts that support graduate assistants will have this expense posted to the same object/sub-object as above; however, there will be **no** off-setting allocation from the benefits pool.

Students who are on a fellowship, traineeship, or internship may be eligible for Graduate Student Insurance. In order to qualify, the student must meet the following conditions:

- The student is paid a stipend of at least \$800 per month; and
- The student is engaged in research similar to that of an RA; and
- The student is registered for at least 10 credits; and
- The costs of the insurance are paid using non-state funds (e.g., grant, other external funds, etc.)

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

2017-2018 Tuition & Waiver Information		
TUITION & FEES INFORMATION PER SEMESTER For all graduate students except MBA and Nursing For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON-RESIDENT TUITION
TOTAL FULL TIME (10-18 CREDITS) TUITION	\$5,445.00	\$11,897.00
Student & Activities Fee	274.00	274.00
Building Fee	167.00	431.00
Total Tuition & Fees	5,886.00	12,602.00
Less: Operating Fee Waiver (OFW)/Qualified Tuition Reduction (QTR)	\$5,445.00	\$5,445.00
Less: Non-Resident Waiver		\$6,716.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	\$441.00	\$441.00
Other Charges to be Paid by the Student		
Student Recreation Center	157.00	157.00
Health & Wellness Fee	204.00	204.00
Pullman Transit Fee	32.74	32.74
Compton Union Building (CUB) Renovation Fee	120.00	120.00
TOTAL TO BE PAID BY STUDENT	\$954.74	\$954.74
Tuition per credit	\$588.00	\$1,260.00

F. Payroll Deductions

Graduate students on 50% or greater 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.

1. Deductions may be authorized for 1) Total Fulltime Tuition (without a waiver), or Residual Tuition (after a waiver), 2) 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 may authorize an online payroll deduction request in Zzsis (myWSU) before the late fee for tuition occurs (see the academic calendar). The approval of each graduate assistant's payroll deduction request is dependent upon having a funded appointment of at least 50% and being enrolled in at least 10 credit hours. Payroll deduction is an optional service provided at a fee of \$8 per semester. Students with academic year appointments may now 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 UniversityReceivables.

Insurance Rates*	Fall 2017	Spring 2018
Graduate Student Assistant Plan	\$783.00	\$1,288.00
IShip	\$703.00	\$1,157.00

*estimates

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. Any 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;
 - Academic load ___ hours/semester
 - Waiver Type Should Include:
 - Waiver Type
 - Year
 - Term
 - Campus
 - Override account number is placed in the bottom right had corner of the waiver section, if applicable.
 - RCR Date MM/DD/YYYY
 - English 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. **It is the responsibility of the academic department/program to make sure the student is fully aware of the conditions of the appointment.**

H. Reappointment or Change in Appointment

1. The above procedures should be followed for reappointments or for changes in appointments.
2. Departments are reminded the Graduate School may need to receive 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 (rwhitcomb@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

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 partial FTE appointment).

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 your 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 located at <http://gradschool.wsu.edu/documents/2015/01/salary-grid-2015.pdf>. Changes in salary and title may be made **only at the beginning of the fall and spring semesters or at the**

beginning of Summer Session or Summer Appointment periods. The average salary step is 26 for Master’s students and 32 for PhD students; however, departments can determine which steps to use for their students 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 Assistantship	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 Assistantship (Resident only)	Non Work Study	9906	9906

Titles carrying faculty rank are not appropriate for persons who are enrolled in the Graduate School at Washington State University.

N. Student Fees

All graduate students on appointment must pay appropriate tuition and fees. Graduate students are not eligible under any circumstances to enrollment for the faculty and staff waiver.

1. Visa, MasterCard, Discover, and American Express credit cards will be accepted for tuition, fees, and course-related expenses as well as room and board charges on student accounts online only. These payments will be processed by Official Payments, a company specializing in credit card processing. There will be a 2.5% convenience fee charged by Official Payments. **WSU will mail or direct deposit all refunds.** Mailed checks will be delivered to students’ primary mailing address listed in MyWSU. Direct Deposits will be sent to students’ bank. Please log onto MyWSU to establish Direct Deposit. For questions regarding direct deposit please email univ-receivables@wsu.edu.

O. Time Limitations

Time limitations for assistantships will be examined during program review. Programs should make every effort to support graduate students during their graduate studies with careful consideration for facilitating an optimal time to degree.

P. Chinese Scholar

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:

1. Scholarship (requires no work from the student)
2. Department directly pays the mandatory fees and graduate health insurance (like a scholarship--requires no work from the student)
3. Time Slip appointment (requires work from the student)
4. 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