



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, Dean of the Graduate School

VIA: Adam Williams, Area Finance Officer

DATE: Fiscal Year 2022 | Updated July 2021

SUBJECT: Graduate Assistantship Appointment Processing

This revision includes the following changes:

1. Remove PERMS language and reference
2. Add Workday language and reference
3. Align policy with Workday processing
4. RCW Chapter 28B.112
5. Supporting tables and links update

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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/>).



These templates are a starting place with language recommended for assistantship offers, they may and likely should be formatted to fit specific department's need.

2. A formal offer letter of support shall be uploaded to the my.WSU admissions page and Workday appointment action as an attachment providing supporting documentation. This may detail a student's full program duration or may be completed by individual academic years. When providing support by individual academic year, subsequent renewal letters should be uploaded to the Workday appointment action during that term's processing period.
3. Offer contingency and eligibility language shall be included on letters provided. This includes training, attestation, and satisfactory academic progress requirements. Letter templates include standard language to provide.
4. Students admitted with support of an assistantship are required to respond to questions required by RCW Chapter 28B.112, initiated from my.WSU. This will go into effect during the 2021-22 AY processing cycle.
5. 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 CITI 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 Workday actions must include the completion date of the Responsible Conduct Research Training in the "RCR Date" field for each student in the comment section. If a student completes the RCR training late in the semester, delaying Workday processing, the student is 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>. To avoid subsequent holds placed on the student registration accounts this training must be complete by:
 - September 30 for Fall semester appointments
 - January 31 for Spring semester appointments
 - June 30 for Summer appointments

Direct 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 be routed through GRM 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. Overload credit costs are the responsibility of the student.
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 Comment Section of the Workday action. Contact [Sharon Fraser-Allen](mailto:sfraser-allen@wsu.edu) at sfraser-allen@wsu.edu for evaluation scheduling. For more info. visit the International Teaching Assistants Exams link at <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>.

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 should be uploaded to the admissions portal on my.WSU, while retained in accordance with the WSU Records and Retention schedule. Attach Offer/Renewal letters to the Workday actions as supporting documentation.
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. Requests for "split" funding (core FD001 and non-core FD044) may require a justification memo and review by the Graduate School Dean prior to submitting the appointment. Split positions with split waivers will require multiple Workday actions, do include the details of the other appointment in the comments of each to avoid returned actions.

D. Waivers

1. Graduate School tuition waivers are not available for summer semesters. To qualify for the tuition 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)
 1. When deviating from these dates, notify the Graduate School via a GRM exception request to be reviewed and approved as waivers/benefits may be manually applied.
 2. Late start request for new students with justification may be sent to gradschool@wsu.edu for approval, include approval date in Workday comments.
 - At least quarter-time (10 hours/week) FTE.
 - 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 (Tuition & Waiver Table below).
 - Per **RCW 28B.15.014** to qualify for tuition waiver(s), the student **must reside within the State of Washington**.
2. **OPERATING FEE WAIVER (OFW):** Graduate assistants on an appointment with fund types FD001, FD076, or FD080 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.
 - 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.

Assign waivers by processing a Workday 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 follow the same fund guidelines, other funds may request flex waiver support via a [Grad School Commitment Request](#). All non-academic areas must obtain prior approval from the student's department chair or graduate advisor. An academic authorization template is available in the offer letter section on the Grad School website.
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.**

Grant not allowing tuition may work with their grant administrator as they should not assign QTR's. Additional questions may go 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 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.
- If the position funding is in the process of being changed, **include the costing allocation details of where the QTR will be charged in the Comments** section of the Workday action.

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 my.WSU Graduate Records Management (GRM) module before the processing of Workday 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 a student is eligible for an ABD waiver, the employing department must submit the ABD application form for Graduate School for review with the following Deadlines:

- Fall Semester Priority Deadline is 08/01, and 08/15 is the final cutoff
- Spring Semester Priority Deadline is 12/10 and 01/01 is the final cutoff

The Workday action should indicate the Preliminary Exam Completion Date as "Prelim Passed MM/DD/YYYY" in the 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 each semester processing cycle.

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 Org Assignment Grad Waiver section of the Work 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 academic program.

- 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/>



Domestic students failing to establish residency will have non-resident rate obligations, opportunity to discuss hardship with Graduate School may be requested after application is denied.

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, 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.

2021-2022 Tuition & Waiver Information		
TUITION & FEES INFORMATION PER SEMESTER For Pullman Campus Excluding DVM, MBA, and Nursing Professional Degrees	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
TOTAL FULL TIME (10-18 CREDITS) TUITION & FEES	\$6,308.00	\$13,533.00
Operating	5,858.00	12,799.00
Student & Activity	270.00	270.00
Building	180.00	464.00
Less: Tuition Waiver applied with Assistantship (OFW, QTR, or ABD)	\$5,858.00	\$5,858.00
Less: Non-Resident Waiver applied with Assistantship (NR)		\$7,225.00
TOTAL TUITION TO BE PAID BY THE STUDENT per semester	\$450.00	\$450.00
Other Mandatory Fees to be Paid by the Student	\$562.08	\$562.08
Student Recreation Center	157.00	157.00
Health & Wellness Fee	244.00	244.00
Pullman Transit Fee	36.08	36.08
Compton Union Building (CUB) Renovation Fee	120.00	120.00
Media Fee	5.00	5.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT per semester Payroll deduction available with additional fee (https://payroll.wsu.edu/graduate-student-payroll-deduction/)	\$1,012.08	\$1,012.08

<https://gradschool.wsu.edu/documents/2015/08/tuition-waiver-info.pdf/>

Other campus calculations available: <https://payroll.wsu.edu/graduate-student-payroll-deduction/>

E. Graduate Student Medical Plan

1. 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.
2. 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.

1. Deductions may be authorized for:
 1. Total Tuition (without a waiver), or Residual Tuition (after 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 must authorize an online payroll deduction request in Workday Self Service 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 should plan to route authorization in each semester through Workday.
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 the university Bursar's Office.

G. Workday

1. For each individual assistantship, a Workday action must be submitted. The Graduate School will review each action submitted.
Consult the Academic Year Assistantship Workday Reference Guide: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/186253819>
Cyclical assistantship policy and guideline training available through HRS: https://wsu.skillport.com/skillportfe/main.action?path=summary/ILT/ilt_wsu_SYST_284
2. In the Comments section of the Workday action, the following should be included:
 - WSU ID #
 - Work load: __ hours/week
 - Academic load: _ hours/semester
 - Waiver Type
 - Campus
 - CITI RCR Date: MM/DD/YYYY
 - English Exam Date: MM/DD/YYYY
3. Questions regarding the completion of the Workday action should be directed to the Graduate School gs.finance@wsu.edu, the [Modernization Service Desk](#), or Human Resource Services 509-335-4521.

H. 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.

I. 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.

J. 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.

K. 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.

L. Graduate Student Titles with Workday Waiver codes

Below are appropriate titles for graduate students at Washington State University.



Grad Assistantship Title & Waiver Codes

Job Profile	Allowable Waiver Options by Type for Each Job Class			
	Operating Fee Waiver FD001/FD076/FD080	Qualified Tuition Reduction FD043/FD44/ FD085 + others allowing tuition	All But Dissertation FD043/FD44/ FD085 with Approved ABD	No Waiver or Non-Resident Only Various
9901 – Teaching Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	–	–	NR 1/2NR blank
9903 – Research Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank
9904 – Project Assistantship	–	–	–	NR 1/2NR blank
9905 – Staff Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	–	NR 1/2NR blank
9906 – Veterinary Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank

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

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

M. 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.



Graduate School

WASHINGTON STATE UNIVERSITY

Office of the Dean

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.