



Graduate Assistantship Appointment Processing Reference Memo

TO: Executive Officers, Deans, Directors, Department and Program Chairs, Supervisors, Graduate Coordinators, and Administrative Managers
FROM: Tammy D. Barry, Vice Provost for Graduate and Professional Education
VIA: Mayra J. Garcia Rodriguez, Area Finance Officer
DATE: Fiscal Year 2025 | Updated July 2024
SUBJECT: Graduate Assistantship Appointment Processing Reference Memo

This revision includes the following changes:

- 1. WSU/UAW Contract procedural changes**
- 2. Changed Evaluation and Certification of Effort to Mentoring and Performance Expectation**
- 3. Separate section for fellowships and traineeships**

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A. Recruitment

Appointment Notification

1. Per [Article 11.1](#), newly admitted AEs shall be notified of their assistantship appointments no later than April 1. They will have until April 15 to respond to the offer, except for later admitted AEs or in exceptional situations as outlined in Article 11.2.
2. Per [Article 11.1](#) continuing AEs will be notified of their reappointment to an assistantship at least ninety (90) days before the start of the appointment and will be permitted two (2) weeks to respond to an offered position. Exceptional situations may arise that result in a shorter timeframe for notification of reappointment.
3. Assistantship positions not filled through open recruitment typically receive offers for one full academic year (Fall and Spring semesters). Offers may extend to 12 months, including a separate summer appointment. This potential summer appointment can be indicated in the initial offer letter, with details provided in spring semester. Summer-only positions have a separate letter template. If funding is limited, an offer may cover only one semester.

Job Posting

1. Per [Article 10](#), open recruitment positions are those positions not used to fulfill a commitment of support made to a student, either at the time of admission, or under an existing advising relationship with a faculty member/academic program.
 - i. Hiring Units should submit a job posting request through the Graduate School's [job posting portal](#).
2. Open recruitment positions will be posted for a minimum of two (2) weeks, except in exceptional situations per [Article 11.2](#).
3. All job postings must adhere to the WSU/UAW Contract requirements in [Article 10.4](#).
 - i. Equal Opp./Affirmative Action Statement required on all WSU Job Advertisements:
 Short statement: "Washington State University is an EO/AA educator and employer"
 Long statement: [See EO/AA and Diversity Statements](#)

Offer Letters

1. The Graduate School provides assistantship offer letter templates serving as starting points for individualizing assistantship offers. These are available under "[Offer Letter Templates](#)" on the sidebar. It is recommended that the provided offer templates be used to adhere with WSU/UAW Contract requirements. If modifications are added, the offer letter must include the topics outlined in [Article 11.3](#).
2. A signed and accepted offer letter of appointment/reappointment should be uploaded to the Workday appointment action as an attachment providing supporting documentation.
3. Offer contingency and eligibility language should be included on letters provided, if applicable. Standard contingency language includes but is not limited to training, attestation, and satisfactory academic progress requirements.

Job Descriptions

1. A job description outlining the job duty expectations of the appointment must be provided to the ASE at least two (2) weeks prior to the commencement of each semester, per [Article 11.4](#).
 - a. Templates for job descriptions may be found in the HRS Labor Relations webpage for [WSU/UAW ASE Contract Resources](#).
2. [Article 13](#) of the WSU/UAW Contract sets out workload expectations for assistantships, including work assignments, training, and required meetings.
3. Supervisors are responsible for providing all ASEs with a sufficient and appropriate workload that enables them to meet the contractual workload requirements throughout their designated appointment period. This workload will be clearly outlined in their job description.

B. Eligibility

Graduate appointments are limited to those pursuing programs of study leading to advanced degrees at Washington State University. Academic Student Employees (ASE) must meet the Graduate School academic criteria to be appointed to an assistantship as follows:

1. Be admitted to the Graduate School in degree-seeking graduate status.
 - a. Students admitted in non-degree seeking classifications (formerly UNGD, NADC), including students enrolled solely in a graduate certificate program or undergraduate non-degree status, are not eligible for a graduate assistantship.
 - b. Students admitted to graduate programs on the Global Campus are ineligible for an assistantship.
2. Reside in the State of Washington (RCW 28B.15.014).
3. Enroll in a minimum of 10 credit hours and less than 18 credit hours, to maintain full-time enrollment status in the fall and spring semesters. For summer, enroll in a minimum of three credits. Overload credit costs are the responsibility of the student.
4. Maintain a "B" (3.0) cumulative average in all course work. If the Graduate Assistant's cumulative GPA is < 3.0, an additional reinstatement recommendation from the department chair should be routed through the myWSU Graduate Research Management (GRM) for Graduate School approval.
 - a. Appointments of new students admitted on provisional status receive individual review for possible assistantship placement.
5. Maintain satisfactory progress in fulfilling assistantship service requirements and duties.
6. Maintain satisfactory progress toward degree as determined by the academic home department.
7. Complete mandatory [CITI Responsible Conduct of Research](#) training, which is required of all graduate students. Students should take this training as soon as possible and recertify every five years.
 - a. The Graduate School allows first term ASEs a one-semester grace period to complete the RCR training, but assistantship appointments should be set up in Workday for one semester if the training has not yet been completed. After a one semester grace period, ASEs are not eligible for an assistantship until the RCR training is complete.

- b. All Workday actions must include the completion date of the CITI Responsible Conduct Research training for each student in the comment section.
- 8. Complete the university required trainings as described on the Human Resources Services Learning and Organizational Development website.
 - a. Direct questions regarding these trainings to Human Resources Services at 509-335-4521 or hrrs@wsu.edu. For questions regarding sexual harassment or discrimination, contact the Compliance and Civil Rights (CCR) at 509-335-8288 or ccr@wsu.edu. Student employees may review their training history by logging into [WSU Percipio](#) and may print Certificates of Completion. Employing areas have designated personnel to provide a list of employees' training history.
- 9. Complete the [Sexual Misconduct Statement Questionnaire](#) in accordance with RCW 28B112. ASEs will receive a checklist item in myWSU, and a signed form must be submitted to the Graduate School or gs.finance@wsu.edu. ASEs are not eligible for an assistantship until this form is submitted.
- 10. Meet English proficiency to teach, if an international student. **Washington State Senate Bill 5475 requires any non-native English-speaking international graduate student who will be appointed as a Teaching Assistant (TA) to meet the Graduate School's minimum spoken English language proficiency requirement.** ASEs who do not meet the minimum requirements of the Graduate School or for their graduate degree programs, which may require a higher score as detailed on their fact sheet, must pass the International Teaching Assistant (ITA) exam before being appointed to a TA.

C. Appointment

- 1. Appointment terms for assistantships:
 - a. Fall Semester: August 16 to December 31
 - b. Spring Semester: January 1 to May 15
 - c. Academic Year: August 16 to May 15
- 2. Any deviation from the above dates requires an Exception to Policy and/or late start approval by the vice provost for graduate and professional education.
 - a. Notify the Graduate School via a GRM exception request for review.
 - b. Late start requests for new students (with justification) may be sent to gradschool@wsu.edu for approval; include approval date in Workday comments.
- 3. When making an assistantship offer, the template letters (section A above) provided by the Graduate School should be used. Signed offer letters should be uploaded to the Workday actions as supporting documentation and retained in accordance with the WSU Records and Retention schedule.
- 4. 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.
- 5. Graduate Assistantship appointments require half-time service (50% FTE) to qualify for a full tuition waiver. In some instances, appointments may be made for less than half-time at proportionally reduced salaries and tuition waivers.

6. The Graduate School strongly discourages graduate assistants from working additional hours beyond 50% FTE. The additional work could have 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:
 - a. Additional work that directly advances professional development and career goals is preferable.
 - b. Working more than 5 additional hours per week is strongly discouraged. University breaks (i.e., winter, spring, summer) are not included in this policy with an approved exception to policy memo.
 - c. If requesting that the student be allowed to work more than 5 additional hours per week, the academic department chair/director must provide an exception to policy memo to the vice provost for graduate and professional education addressing the following:
 - I. The student's current status in the department (performance and longevity)
 - II. The timeline for degree completion
 - III. How many additional hours of work are being requested; and
 - IV. How the work involved contributes to the student's academic work, progress toward degree, and career goals
 - V. 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 the student until the degree is completed.
7. Assistantship appointments may only have one funding source. Split positions with split waivers will require multiple Workday actions; please include the details of the other appointment in the comments of each to avoid returned actions.
8. Graduate Assistantships from non-academic units, such as Staff Assistantships, must obtain prior approval from the students' home department by signing the Academic Department Approval Form. The waiver policies are similar to those for academic areas. All requests for Operating Fee Waivers follow the same fund guidelines. The academic authorization template is available in the offer letter section on the Graduate School website.

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 assistantship appointment must be:
 - a. For the full semester (August 16 – December 31 or January 1 – May 15) or the full nine-month academic year (August 16 – May 15)
 - b. A Full tuition waiver is provided for 50% FTE (20 hours/week) assistantship appointments.
 - c. A Half tuition waiver is provided for assistantship appointments with an FTE of 25% - 49%.

- d. 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 State of Washington law cannot be waived (Tuition & Waiver Table below).
- e. 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):

- a. Graduate assistants on an assistantship appointment with fund types FD001, FD076, or FD080 who are enrolled full-time (minimum of 10 credit hours) may receive an OFW per RCW 28B.15.615.
 - i. Appointments for $\geq 50\%$ may receive a full OFW.
 - ii. Appointments of $\geq 25\%$ (but less than 50%) may receive a half OFW.
 - iii. If the student decides to terminate employment mid-semester, or if the FTE percentage is changed, waivers may be removed. In this case, the student may be responsible for paying the full tuition charges.

Assign waivers through a Change Organization Assignment in Workday.

3. Qualified Tuition Reduction (QTR):

- a. Graduate research assistants on a $\geq 25\%$ appointment for an entire semester or academic year who are enrolled full time (minimum of 10 credit hours) may receive a QTR as a fringe benefit entitlement when the position is funded by non-state appropriated funds (e.g., grants, gift accounts). Waivers are expensed from the designated account as Spend Category SC00345, when payroll runs. QTRs cannot be charged to state appropriated funds (FD001, FD076, FD080).
 - i. Appointments for $\geq 50\%$ FTE may receive a full QTR.
 - ii. Appointments of $\geq 25\%$ (but less than 50%) may receive a half QTR.
 - iii. If the student terminates employment mid-semester, or if the FTE percentage is changed, the QTR may be prorated. Proration is accomplished by submitting a guarantee support memo and removing the QTR waiver from the Workday assistantship appointment. The student will be responsible for paying any residual tuition owed.

b. If the position for which a QTR is claimed needs to be changed to a different fund budget mid-semester, contact the Payroll Office and the Graduate School immediately.

- c. Hiring units with grants not allowing tuition may work with their grant administrator as they should not assign QTRs. Additional questions may go to Sponsored Programs Services.

4. All But Dissertation (ABD) Waiver Program

- a. 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 advanced doctoral students. Applications for the ABD tuition waiver must be submitted to the Graduate School via the GRM for approval before the processing of Workday actions. ABD tuition waivers are provided at the level of the current fiscal year Operating Fee Waiver. Students can qualify for an ABD tuition waiver for up to five (5) academic semesters. Additional semesters beyond five (5) are not allowed. Semesters to which an ABD waiver is

applied do not need to be continuous. For ABD tuition waiver eligibility, prior to 8/15 or 1/1, a student must:

- i. Qualify for an assistantship according to Graduate School policies.
 - ii. Have completed all course work on their Program of Study.
 - iii. Passed the preliminary examination for advancement to doctoral candidacy.
 - iv. Be appointed on a $\geq 50\%$ FTE assistantship funded by an extramural grant.
- b. Before the first semester that a student is eligible for an ABD tuition waiver, the employing department must submit the ABD application form for Graduate School review with the following Deadlines:
- i. Fall Semester Priority Deadline is 08/01, with 08/15 being the final cutoff
 - ii. Spring Semester Priority Deadline is 12/10, with 01/01 being the final cutoff
- c. The ABD application form does not need to be submitted for subsequent semesters after a student has been approved as ABD eligible for the first semester because the required extramural funding will be reviewed during each semester processing cycle.

5. **Nonresident Tuition Waiver**

Graduate students on a $\geq 25\%$ 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 Workday 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. Preparation for the residency application should begin in their first semester.

- a. Appointments for $\geq 50\%$ may receive a full non-resident “NR” waiver.
- b. Appointments of $\geq 25\%$ (but less than 50%) may receive a half “NR” waiver.
- c. Nonresident waivers are not guaranteed beyond one year. Domestic students failing to [establish residency](#) will have non-resident rate obligations. Opportunity to discuss hardship with the Graduate School may be requested after an application is denied. International students are provided a nonresident tuition waiver with their assistantship appointment throughout their academic career, as they cannot establish Washington residency. Note that they should still reside in the state of Washington, as required for an assistantship appointment.

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 nonresident waiver (NR).** The Graduate School should be informed if such changes in appointment occur. For more, see the Graduate School Policies & Procedures, [Chapter 9](#).

- a. If a student terminates employment mid-semester or reduces the appointment’s FTE, the waivers may be removed. In this case, the student will be responsible for paying the full tuition charges.
- b. 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](#).
8. The **American Indian Residency Bill** provides in-state tuition to students from eligible tribes. Further details can be found at [Student Financial Services](#).

2024-2025 Tuition & Waiver Information (Pullman Academic Campus)		
TUITION & FEES INFORMATION PER SEMESTER Excluding DVM, MBA, and Nursing Professional Degrees For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Total Full Time (10-18 Credits) Tuition	\$ 6,825.50	\$ 14,636.50
Operating	\$ 6,333.00	\$ 13,837.00
Student and Activity	\$ 298.00	\$ 298.00
Building	\$ 194.50	\$ 501.50
Less: Resident Tuition Waiver applied with Assistantship (OFW, QTR or ABD)	\$ 6,333.00	\$ 6,333.00
Less: Non-Resident Tuition Waiver applied with Assistantship (NR)		\$ 7,811.00
RESIDUAL TUITION TO BE PAID BY THE STUDENT per semester	\$ 492.50	\$ 492.50
Other Mandatory Fees		
Student Recreation Center	\$ 175.00	\$ 175.00
Health and Wellness Fee	\$ 244.00	\$ 244.00
Pullman Transit Fee	\$ 37.88	\$ 37.88
CUB	\$ 130.00	\$ 130.00
Media	\$ 5.00	\$ 5.00
Food Pantry	\$ 5.00	\$ 5.00
MANDATORY FEES TO BE PAID BY THE STUDENT per semester	\$ 596.88	\$ 596.88
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT per semester <small>Payroll deduction available with additional fee (https://payroll.wsu.edu/graduate-student-payroll-deduction/)</small>	\$ 1,089.38	\$ 1,089.38

Other campus calculations available on the Graduate School website: [Tuition and Waiver Information](#).

E. Graduate Assistantship Job Classification and Tuition Waiver Codes

See the Waiver Acronym Processing Memo for Tuition Waiver Codes.

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

TITLE	ACADEMIC - Job Profile	SUMMER - Job Profile
Graduate Teaching Assistant	9901	9970
Graduate Research Assistant	9903	9971
Graduate Staff Assistant	9905	9972
Graduate Project Assistant	9904	9904

Graduate Veterinary Assistant	9906	9906
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Faculty rank titles are not appropriate for those enrolled in the Graduate School at WSU.

1. Students appointed to **Job Profile 9904-Project Assistantship** are to be funded with extramural funds/grants that do not allow tuition expenditures. It is expected that the student be compensated at a higher salary step to supplement the cost of the tuition operating fee (equivalent value to an OFW).
2. **Job Profile 0176 Academic Year Graduate Student Teaching/Instruction** is available for graduate students not on an assistantship, but who need to be compensated for teaching. Additionally, this job profile can be used for graduate students who are on a current assistantship, but who will be teaching an additional course, at which point, an exception to policy must be approved.

F. Salaries

1. Salary minimums are established by the WSU/UAW Contract based on educational experience and location per [Article 35](#).
 - a. The [Assistantship Salary Table](#) is located on the Graduate School Finance webpage.
2. ASEs may be appointed to a higher pay classification at the discretion of the department or hiring unit.
3. Pay increases in accordance with educational experience (e.g., Doctoral Candidate), take effect on August 16, if qualification level is achieved in the prior spring or summer term, and on January 1, if achieved in the fall term.
 - a. For changes effective January 1 for an ASE appointed to an academic year appointment, a compensation Workday action will need to be submitted by the hiring department as an Adjustment. A comment should be included with the preliminary exam date.
 - b. A generic Workday notification for the compensation change will be issued to the ASE.
4. Changes in salary and title are only made effective at the beginning of the fall and spring semesters or at the beginning of a summer appointment period.
5. Per [Article 35.5](#), certain funding agencies do not allow tuition to be charged to the agency grant or contract. In such cases, the University may appoint the ASE to Job Profile 9904-Project Assistantship and compensate the ASE at a pay rate equal to the appropriate salary level plus the operating fee portion of tuition. The ASE will be responsible for payment of tuition to the University. Enrolling in Graduate Payroll Deduction is strongly encouraged for these situations.

G. Services Required

ASEs with a 50% FTE appointment shall not be required to work more than an average of twenty (20) hours per week during their appointment period and shall not exceed thirty (30) hours in any given week except with the ASE's consent. For example, an ASE may work exactly 20 hours each week throughout their appointment period, or they may have a variable weekly workload where one week they work 15 hours, and the following week they work 25 hours, for example. This variability is acceptable as long as the total hours average 20 hours per week over the entire appointment period.

1. During the term of their appointments, all ASEs 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 posted on the [Human Resource Services website](#).

H. Leave and Vacations

[Article 28](#), [Article 29](#), and [Article 30](#) of the WSU/UAW Contract cover rights and responsibilities associated with vacation leave, holidays, sick leave, and other leaves such as bereavement, jury duty, military, parental, and faith/conscience.

1. Vacation Time off
 - a. ASEs on a 50% FTE nine (9) month assistantship appointment will receive 48 hours of paid vacation time off to use during the nine (9) month appointment term
 - i. Vacation time is awarded on the effective date of the appointment
 - b. ASEs appointed to a 4.5-month term appointment will receive 24 hours of paid vacation time to use during the 4.5-month appointment term.
 - c. ASEs appointed to less than 50% FTE shall have vacation time off prorated based on their FTE and appointment length per [Article 28.1.2](#).
 - d. Unless otherwise approved, vacation time off must be used in four-hour increments.
 - e. Vacation time off shall be taken during academic semester breaks or as otherwise mutually agreed upon by the ASE and their supervisor.
 - f. To request vacation hours, ASEs shall provide written notice (e.g., email, text, Teams chat, IM) to their supervisors in advance of the requested vacation time as soon as the need for time off is known. If an ASE requests time off, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their vacation request. Vacation time off requests are to be approved by the supervisor prior to the time being taken off.
2. Sick Leave
 - a. A salaried ASE whose appointment is 50% FTE for the academic year (fall and spring) will receive thirty-six (36) hours of paid sick leave per year awarded annually at the start of each appointment period.
 - b. The amount of paid leave will be prorated for salaried ASEs with appointments other than 50% FTE and/or appointment lengths other than an academic year.
 - c. ASEs shall provide written sick time requests to their supervisors as early as possible.
3. Until further notice, tracking of vacation time off, sick leave and leave without pay will be manually conducted by the hiring department. It is recommended the [ASE Time Off Tracking Tool](#) be utilized.

I. Workday

1. For each individual assistantship, a Workday action must be submitted. The Graduate School will review each action submitted. Consult the [Graduate Position and Compensation- Academic Year Workday Reference Guide](#) when completing assistantship appointments in Workday.
2. In the Comments section of the Workday action, the following should be included:

- a. WSU ID #
 - b. CITI RCR Completion Date: MM/DD/YYYY
 - c. Commitment number or Exception to Policy number if applicable
3. A signed assistantship offer letter/reappointment letter must be attached to the Workday action.
 - a. The assistantship appointment in Workday must correspond with offer letter details.
4. If applicable, an Academic Department Approval Form must be attached to the Workday action.
5. Answers regarding the current status of a Workday action can be viewed from the student's Business Process – Worker History. Specific questions regarding the Workday action should be directed to the Graduate School gs.finance@wsu.edu.
6. It is strongly encouraged to reconcile the Graduate Assistantships within your area. Consult the [Reconciling Graduate Student Assistantships](#) Workday Reference Guide.
7. It is encouraged to "Vacate" a position or "Terminate" an ASE once their assistantship offer term ends.

J. Mentoring and Performance Expectation

The first step is to mentor the ASE and ensure that they have the knowledge and resources necessary to perform their job effectively. If performance expectations are not met despite initial mentoring efforts, the department should take the following steps:

1. Communicate performance expectations and deficiencies (e.g., arriving at office hours on time, timely grading, meeting research deadlines, requesting time off according to guidelines) to the ASE, along with a timeline and plan for improvement.
2. Schedule a meeting with the ASE to identify the disconnect between expectations and performance. Develop a written performance support plan that includes the following:
 - a. Areas for improvement based on the job description
 - b. Clear and measurable goals for improvement in each identified area
 - c. A timeline for achieving these goals, including regular milestone check-ins
 - d. Available resources and support to help the ASE meet expectations
 - e. Potential consequences if performance does not improve within the identified timeframe
3. The performance support plan should be developed collaboratively between the ASE and their supervisor, with both parties acknowledging their understanding and commitment to the process. At this stage, it is recommended that the supervisor distribute the plan to the ASE and the department chair or director.
4. Supervisors should provide ongoing feedback and support throughout the plan, with regular check-ins to assess progress and make necessary adjustments.
5. No further action is needed if the ASE successfully completes the plan.
6. If the ASE does not meet the expectations outlined in the plan and the department believes formal disciplinary action is required, contact Labor Relations to discuss the next steps, including the possibility of terminating the assistantship. In such cases, the department should refer to the assistantship appeals process.

K. Grievance and Arbitration

[Article 37](#) of the WSU/UAW Contract defines grievances and describes the contract grievance procedure. The grievance process is separate from any academic appeal policies.

Discipline

If an ASE does not meet the expectations outlined in the performance support plan, the department should consult with both Labor Relations and the Graduate School regarding possible disciplinary action ([Article 16.1.2](#)). If it is determined that disciplinary action will be taken, the pre-disciplinary procedure outlined in Article 16.3 should be followed.

WSU Policy and Law Violations

If there are clear violations of WSU policy, Community Standards, or state or local laws, the appropriate corresponding WSU Department (Labor Relations, Center for Community Standards, Compliance and Civil Rights, Environmental Health and Safety) must be immediately contacted. Depending on the severity of the infraction, these violations may warrant immediate disciplinary action or termination.

The appropriate office will investigate the violation and determine disciplinary action. [Article 16](#) of the WSU/UAW Contract provides information on ASEs' discipline, representation, and grievance rights. All parties involved are to familiarize themselves with this Article.

L. Graduate Student Medical Plan

ASEs on $\geq 50\%$ assistantships (enrolled for a minimum of 10 credits) are entitled to the [Graduate Student Health Insurance Medical Plan](#). Contact Cougar Health Services for further details.

1. **Current term assistantships must be the students' primary job to prevent delays in registering the student to health insurance coverage.**

M. Payroll Deductions

ASEs 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 first pay date of the semester.

1. Deductions may be authorized for:
 - a. Total Tuition (without a waiver) or Residual Tuition (after waiver)
 - b. Service/Activity/Building fees
 - c. Health & Wellness fee
 - d. Student Recreation Center fee
 - e. Pullman Transit Fee, and
 - f. Compton Union Building fee
2. ASEs 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 would need to sign up each semester through Workday.

3. If the ASE separates from their appointment mid-semester, Payroll Services will adjust the students account and the student will be responsible to pay the remaining balance directly to the university Bursar's Office.
4. If a graduate assistantship appointment is approved by the Graduate School after Payroll's Graduate Deduction deadline, they can request an exception through Payroll Services.

N. Fellowships and Traineeships

1. No service to the University is required of fellows or trainees.
 - a. Stipends are processed as a nonservice payment through Accounts Payable.
2. Funds awarded to students for a fellowship or traineeship may not be used to fund an assistantship.
3. Students who are on a fellowship, traineeship, or internship may qualify for Graduate Student Insurance if they meet the following conditions:
 - a. The student is paid a stipend of \geq \$800 per month; and
 - b. The student is engaged in research similar to that of an RA; and
 - c. The student is registered for a minimum of 10 credits; and
 - d. The costs of the insurance are paid using non-state funds (grants, external funds)
4. 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.edu by August 1 (for Fall semester) or December 1 (for Spring Semester).

O. Chinese Scholar Council tuition waiver program

Until further notice, Washington State University Graduate School will no longer offer the CSC tuition waiver program for newly admitted scholars. Tuition waivers will continue to be provided to existing CSC scholars. The Graduate School will continue to admit CSC scholars at the program's recommendation, but tuition waivers will not be provided.