

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

Website: <https://graduateschool.vt.edu/funding.html>

April 2018

Tuition Remission and Funding Deadlines

- Outstanding summer 2017, fall 2017, and spring 2018 tuition awards must be funded by **May 9**.
- Summer 2018 tuition remission entry opens towards the end of May. Funding entries will need to be completed using FY2018-19 resources.

2018-2019 Graduate Assistant Compensation Plan

- The BOV has approved the 2018-19 Graduate Assistant Compensation Plan by implementing a 2.0 percent increase, effective November 25, 2018. To conform to how stipend increases were managed in prior years, the university made the increases effective August 10, 2018, annualizing the amount that would be earned between November and May. This resulted in an overall increase of 1.2 percent in the stipend scale for the 2018-19 academic year. Changing the effective date to August does not affect the total compensation amount for graduate students; rather, it spreads the increase over the entire academic year, and provides the updated stipend scale in advance of the recruitment and contracting of graduate assistants for the fall semester.
- The 2018-19 Stipend Table can be found on the Graduate School website at: <https://graduateschool.vt.edu/funding/assistantship-stipend-tables.html>

Contract Tool Implementation Follow Up

- The old contract tool has been retired and all new contracts must be completed using the new contract tool. The contract tool can be accessed through the Graduate School's website or through OneCampus: <https://onecampus.vt.edu/launch-task/all/gradcontract>. If you need assistance or would like training on the new tool, please contact Sue Kass at sjkass@vt.edu.
- In order to do contract entry, you need to have the same approval necessary for entry in Banner HR. Here's the link: https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry. Graduate contract approvers must have Banner HR approver access privileges. For more information on HR Banner access, go to page 3 in the HR Banner Training Manual for Enterers at: <http://www.hrapps.hr.vt.edu/resourceguide/docs/EntererManual.pdf>.

Policy Reminders

- Out-of-state (OOS) tuition differentials are waived for graduate assistants who earn more than \$4,000 during the academic year (\$2,000 per semester) while on assistantship stipend. The student must be on an assistantship contract in order to receive this waiver. To receive a summer OOS waiver students must have been on a 9-month or 12-month assistantship and earned at \$2,000 per semester between August 10 and May 9, or a spring-only assistantship and earned at least \$4,000 between Dec 25 and May 9.
- Students on spring contracts must keep a minimum of 12 hours until the end of their contract.

Summer Assistantships

- Students in defending status during a summer term may remain on assistantship if they were on assistantship in the spring. However, their assistantship appointment must be terminated after

they defend and submit their ETD but no later than the standard end date of the summer term in which the student defended (summer I: May 10-Jun 24; summer II: Jun 25-Aug 9).

- Graduate assistants who defend during the semester are expected to continue the assistantship until the end of the semester regardless of their defense and ETD submission date.
- Students who hold an assistantship appointment in the summer may also work in wage positions if the assistantship department does not object. Additional wage employment in the summer may be undertaken until August 9. Combined assistantship and wages hours cannot exceed 40 hours per week.