

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

August 2018

DRAFT

Fall Assistantship Appointment Processing

- All Fall PAFs and Tuition Remission Awards should be entered as soon as possible.
- Fall Tuition Remission Funding can be entered any time after last day of add/drop (Friday, Aug 24.)
- If a student does not begin work in an assistantship and you have already entered the PAF, the PAF must be removed by Payroll by contacting Judy Reed 540-231-7589 or reedjw@vt.edu) or the HR Service Center (540-231-9331 or hrrservicecenter@vt.edu.) **Do not** JOBEND an assistantship if the student never showed up for work. (new dates for the last add/drop will be on the University Faculty-Staff Planning calendar in August.)

Deadlines

- Enrollment in Comprehensive Fee payment plan ends **September 29, 2018**.
- Health Insurance Enrollment ends **September 10, 2018** for 0.5-1.0 FTE Assistantships

Resources

- Banner 9 is up and running! The Banner 9 Canvas site is a great resource for information on using the updated Banner screens. Go to <https://canvas.vt.edu/courses/62542/pages/human-resources> for more information.
- As you process I-9s for new graduate assistants, make sure to visit the website <https://www.controller.vt.edu/resources/payroll/onlinei9.html> to refresh yourself on I-9 requirements. For I-9 purposes, you should always record the first “physical date” of work, which is not necessarily the contract start date.

Reminder: Contract termination

If you need to delete a contract, please send an email to gradcontracts@vt.edu and provide the following information: Contract #, Student’s name, detailed reason for terminating the contract. A contract cannot be deleted unless the student has already accepted it. If it is awaiting student response, then the student can reject it or it will sit in the queue until it expires.

Reminder: Eligibility requirements for Assistantships

Please make sure your students comply with these requirements. Non-compliance will result in the termination of the student’s assistantship.

- Maintain at least a 3.0 grade point average (provisional students may be accepted with a GPA between 2.75 and 2.99). (hiring departments may seek exception on behalf of students with GPA

below 3.0; see procedures for exceptions on our Funding webpage under Managing Graduate Assistantships <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html>

- Satisfy enrollment requirements (12-18 hours per semester) during the academic year (fall and spring; summer enrollment is optional). Audit hours do not count toward the total number of hours; research & dissertation hours are counted. Requests for exceptions must be sent to Dean Karen DePauw.
- 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.
- 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.
- Make satisfactory progress toward degree as defined by academic department and Graduate School.
- Meet the requirements to be eligible for employment in the U.S.

Reminder: Early assistantship termination refund policy

This table is based upon the university refund policy and will be used in calculating tuition obligations for students who leave the assistantship appointment before day 38 of the semester. The comprehensive, technology, and CFE fees are non-refundable and no reduction will be made after the beginning of classes.

SEMESTER CLASS DAY	STUDENT OBLIGATION*	DEPARTMENT OBLIGATION**
<i>Prior to first day of classes</i>	100% of tuition & fees	0%
<i>One through eight</i>	90% - tuition only	10% of tuition scholarship
<i>Nine through nineteen</i>	50% - tuition only	50% of tuition scholarship
<i>Twenty through thirty-</i>	25% - tuition only	75% of tuition scholarship
<i>After day thirty-seven</i>	0%	100% of tuition scholarship