

Grad School Coffee Talk

WELCOME

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General Info

- Tuition Waivers vs. tuition paid via Fee Authorization forms.
- Travel Awards processing - departments coordinate with:
 - GS Finance and Admin Director for GS portion of payment
 - Student re: Travel Authorization and Travel Expense Voucher

Recruiting Info/Reminders

- Please use CollegeNet for all admissions offers and associated GTA/GRA appts
 - Approved/current/legal language re: union, Graduate Students Employment Organization Collective Bargaining Agreement, etc.
 - Funding source details not needed at this time

Recruiting Info/Reminders

- Admissions decisions – per [CGS Resolution](#)
Students have until April 15 to accept offers of admission which include financial support.
- Please inform Grad School Admissions when students who have accepted scholarships such as Meritorious or Presidential choose not to attend MSU

GTA/GRA Info & Reminders

- International students with a GTA or GRA appointment only need 6 credits for their VISA status
 - Complete *Request for Exception to the Full Course of Study Requirement* Form (aka the “Blue Form”)
- Students do not need to be enrolled in summer in order to have a GTA/GRA appointment – appoint as GSA-TA or GSA-RA

GTA / GRA Details

- GTA Stipend (department's approved \$ rate)
- Eligible
 - ✓ GPA \geq 3.00
 - ✓ Making good progress towards the degree
- Collective Bargaining Agreement (CBA)
- Waivers (TWs) - typically for GTA appointments

Centralized Tuition Waiver Details

- CLS, CoE, AA, Ag – Current
- CoB, CoN, EHHD – starting Fall 2019
- Only courses on Approved Program of Study
- No TW allocations to Colleges
- Follow “rules” – one page handout
- Pro-rate TWs

TA Hours	Waivers (TWs)
Less than 10	0
10-11	6
12-13	7
14-15	8
16-17	9
18-19	10

CBA Details

- CBA links
 - MSU website: <http://www.montana.edu/gradschool/policy/appointments.html>
 - CBA is here: <http://mus.edu/hr/cba/024-CBA.pdf>
- Minimum stipend is \$663/mo.
- During AY: additional pay (“GAP”) is \$130/mo.
- Hours between 10 and 19 per week
- Tuition is at in-state rates with an appointment

eGAAF Info

- Combination GTA/GRA appointments or two GTA/GRA appointments in different departments
 - Coordinate w/ other dept if applicable
 - One e-GAAF and one ePAF if possible
 - eGAAF must detail hours split in *Duties and Comments Field* ex: “10 hr Math GTA / 9 hr LRES GRA Smith lab”



eGAAF “New” Fields

1. *Type of Tuition Waiver* (pre-approved if not standard)

- **Standard GTA** (default)
- **None**
- Student Fellowship
- Other Student Support
- Atypical GTA – GS Approved
- Faculty Startup
- Bridge Funding
- Grant Support – **this is not to be used when a grant is paying tuition (that is not a waiver).**
- Other Faculty Support

2. *Explain Tuition Waiver type if not Standard GTA*

- Include faculty/fellowship name (examples in help)



More Reminders

- Let me know when you submit eGAAFs after first third of the semester
- Grad Students-Tuition/Fees due 15th class day
- Students Confirming Appointments
 - Follow the instructions at the following link to confirm their appointment:
http://www.montana.edu/gradschool/grad_appts.html
 - They will need their student ID number (WITH the dash “-“ in front of it) and their MyInfo password.

GTA/GRA Appt Scenarios

Academic Year Info

- Max avg hours worked for all GTA/GRA appointments combined is 19 hrs/week
- Total hours worked \leq 20 hrs/week (may have a 2nd job on campus)
- During AY Semester breaks students with a GRA, GTA, or GSA appointment can work a maximum of 40 hrs/wk. - includes all hours from GTA/GRA/GSA position(s) and any other MSU positions.

GTA/GRA Appt Scenarios

Academic Year Info (cont)

- Expectation is that appointments during the AY will be for 5 months or 10 months (spring, fall, or spring/fall semesters).
- Students on a 19-hr/wk appointment are expected to work an average of 19 hours through the duration of the appointment.
- Depts need to be mindful of this expectation but don't need to track hours. (Start/end dates, student needs)

GTA/GRA Appt Scenarios

Summer Info

- Historically - between 6/1 and 7/31.
 - HR Issues w/ 4x4 and other sessions.
- Between 5/16 and 8/14, students with a GRA, GTA, or GSA appointment can work a maximum of 40 hrs/wk. This includes all hours from GTA/GRA/GSA position(s) and any other MSU positions.
- Summer GTA/GRA/GSA appointments do not include additional payments.

GTA/GRA Appt Scenarios

- General Info
 - Students cannot “stay on” as a GTA or GRA after they complete their degree (ex: for the summer after a May graduation).
 - A student cannot be appointed as a GTA or GRA for the term if they are graduating with a 1-credit extension.

Discussion / Questions