

June 5, 2007

MEMORANDUM

TO: Deans, Directors, Department/Program Chairs, Supervisors, Graduate Coordinators, and Secretaries
FROM: Kris Boreen, Area Finance/Administrative Officer
VIA: Howard D. Grimes, Dean
SUBJECT: Graduate Assistantship and Waiver Information for FY08 for all Graduate Assistantships

Following is information regarding the value of graduate fee waivers for the 2007-08 academic year and how they will be assigned for all graduate students on assistantships. Please refer also to the **GRADUATE APPOINTMENT PROCESSING** memo (formerly Graduate School Document #12) attached. [NOTE: *Graduate Appointment Processing memo is a reference document which outlines the procedures for the appointment of and waiver information for graduate assistants and temporary graduate employees in addition to procedures for the appointment of undergraduate student assistants and non-students to sub-faculty positions.*]

A salary increase will occur on September 1, 2007. The FY07 and FY08 ASSISTANTSHIP SALARY GRIDS are available at <http://www.gradsch.wsu.edu/graddoc.htm>. Please prepare Personnel Action Forms using the FY07 ASSISTANTSHIP SALARY GRID, and the salary increase will occur automatically within the HEPPS system.

General Information

Graduate students enrolled full time (10-18 credit hours) who are on assistantship appointments as outlined below for an entire semester or academic year are eligible for fee waivers as noted.

- Assistantship appointments for 50% or greater may receive a full operating fee waiver/qualified tuition reduction and non-resident waiver (if applicable).
- Assistantship appointments for less than 50% but at least 25% may receive half of an operating fee waiver/qualified tuition reduction and non-resident waiver (if applicable).

Graduate students must be living in the State of Washington to be eligible for waivers. This is a strict requirement of the Washington State Legislature (RCW 28B.15.014). **Please notify your students of this regulation.**

For the Fall 2007 and Spring 2008 semesters, colleges will not be assigned a given number of **resident operating fee waivers (OFW)**. An OFW will automatically be assigned to any assistantship paid with state funds (fund 001) and F&A funds (fund 148-02). The colleges, then, are responsible for monitoring the waivers used by their departments/programs to ensure that any increased usage of OFW are accompanied by an increase in enrollment. Should any college/department use more waivers than used historically (3 year rolling average) without an increasing in enrollment, the Graduate School reserves the right to revert to a waiver number allocation for that specific college/department. Waiver numbers may be requested by non-academic units who desire to employ graduate students.

The Graduate School will assign non-resident differential waivers to non-resident students. To qualify for a non-resident differential waiver, the student must be living in the State of Washington and must be on appointment for the entire semester or academic year. **Non-resident waivers cannot be guaranteed beyond one (1) year.** Thus, colleges and departments should continue to strongly encourage students classified as non-residents but who qualify as residents to seek residency status. (*Residence Questionnaire available <http://www.wsu.edu/future-students/admission/residency.html>*)

Waivers are irrevocable. Once a waiver (OFW and non-resident waiver) is awarded to a student being paid from state funds, that waiver is applicable for the entire semester--even if the student must terminate employment early. If employment is terminated early or if the FTE changes mid-semester, the waivers will be removed from the student's account and the student will be responsible to pay for the tuition. On the other hand, research assistants on grant funds who receive a qualified tuition reduction (QTR) may be responsible for the QTR if they terminate early, but the non-resident waiver will be removed from the student's account as discussed earlier. If a student finds it necessary to terminate employment early, please contact Kris Boreen in the Graduate School.

TUITION & FEES INFORMATION PER SEMESTER For all graduate students except MBA and Nursing For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	3,430.00	3,430.00
Service/Activity Fees	239.00	239.00
Building Fees	106.00	106.00
Non-Resident Tuition		5,424.00
TOTAL TUITION & FEES	3,775.00	9,199.00
Less: Operating Fee Waiver (OFW)	3,321.00	3,321.00
Less: Non-Resident Waiver		5,424.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	454.00	454.00
Other Charges to be Paid by the Student (1)		
Student Recreation Center	128.00	128.00
Health & Wellness Fee	120.00	120.00
Pullman Transit Fee	15.00	15.00
TOTAL TO BE PAID BY STUDENT	717.00	717.00
Tuition per credit	378.00	920.00

TUITION & FEES INFORMATION PER SEMESTER For MBA students For Pullman Campus only (2)	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	5,216.00	5,216.00
Service/Activity Fees	239.00	239.00
Building Fees	108.00	108.00
Non-Resident Tuition		5,496.00
TOTAL TUITION & FEES	5,563.00	11,059.00
Less: Operating Fee Waiver (OFW)	3,321.00	3,321.00
Less: Non-Resident Waiver		5,424.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	2,242.00	2,314.00
Other Charges to be Paid by the Student (1)		
Student Recreation Center	128.00	128.00
Health & Wellness Fee	120.00	120.00
Pullman Transit Fee	15.00	15.00
TOTAL TO BE PAID BY STUDENT	2,505.00	2,577.00
Tuition per credit	556.00	1,106.00

TUITION & FEES INFORMATION PER SEMESTER For Nursing Graduate Students (3)	2004-2005 or prior continual enrolled rate		Without continuous enrollment from 2004-2005	
	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	4,410.00	4,410.00	5,535.50	5,535.50
Service/Activity Fees	239.00	239.00	239.00	239.00
Building Fees	136.00	136.00	171.50	171.50
Non-Resident Tuition		5,805.00		5,592.00
TOTAL TUITION & FEES	4,785.00	10,590.00	5,946.00	11,538.00
Less: Operating Fee Waiver (OFW)	4,270.00	4,270.00	5,360.00	5,360.00
Less: Non-Resident Waiver		5,805.00		5,592.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	515.00	515.00	586.00	586.00
Other Charges to be Paid by the Student (1)				
Health & Wellness Fee	72.00	72.00	72.00	72.00
TOTAL TO BE PAID BY STUDENT	587.00	587.00	658.00	658.00
Tuition per credit	479.00	1,059.00	595.00	1,154.00

(1) Urban campuses have other fee rates.

(2) A new two year cohort based Master of Business program is being offered on the Pullman campus beginning fall 2005. Students entering this program beginning Fall 2005 and later will pay a new MBA tuition rate. Students enrolled in the MBA programs at WSU Tri-Cities and WSU Vancouver, as well as students completing the traditional MBA program in Pullman, will continue to pay the regular graduate student tuition rate. All MBA students receive the same tuition waiver as a regular graduate student.

(3) Students continual enrolled in the Masters of Nursing program since the 2004-2005 academic year pay a lower transitional tuition rate as they complete their program. All nursing masters students beginning their program in Fall 2005 or later are charged the regular resident or non-resident tuition rates.

Graduate Student Assistantship Medical Plan

The rate for graduate student assistantship medical plan effective Fall 2007 is \$745.50 per semester or \$1,491 for the year.

Graduate Service Appointments

Please refer to the **Graduate Assistantship Processing Memo** (formerly Document #12) for graduate service appointment procedures (Page 2 - C. **Appointment**).

NEW REQUIREMENT EFFECTIVE FALL 2006 APPOINTMENTS:

Beginning Fall 2006, mandatory training on the Responsible Conduct of Research will be required of all graduate students. This is a web based training located at myResearch.wsu.edu. Students are encouraged to take this training as soon as possible. The training will need to be repeated after a five year period.

The Responsible Conduct of Research training is a new employment requirement effective 8/16/2006. Students will not be eligible for an assistantship until after the training is completed. **All Personnel Action Forms (PAFs)** will include the date the training occurred in the REMARKS section of the PAF.

Effective Fall 2006, students who have not completed the training will receive a grace period of one semester to take the training, so the PAF should only be prepared for one semester. If a PAF is received for the second semester without the training completed, the PAF will not be approved, and the student will not be eligible for employment. Should a student take the training late in the semester, and the assistantship is processed late, the student will be responsible for paying all late fees applied to the student's account before the waiver(s) are applied to the student account.

The Graduate School recommends that all offer letters that include assistantships be revised to include this new employment requirement.

Temporary Employment

No waivers are available to use for students on temporary employment.

Payroll Deductions

Graduate students on a .50 FTE or greater assistantship may choose to enroll in a payroll deduction plan for their fees of \$454.00 (if they receive an OFW/QTR) or \$3,775 (if they are not receiving an OFW/QTR) in Payroll Services, French 236, **by September 4, 2007** (for fall semester) and **by January 22, 2008** (for spring semester). The following additional fees may be included for payroll deduction: 1) Health & Wellness fee, 2) Student Recreation Center fee, and 3) Pullman Transit fee. The creation of each graduate assistant's payroll deduction authorization form is dependent upon the Personnel Action Form and the appropriate funding. Departments are asked to remind their students that payroll deduction forms ***must be completed each semester***.

The graduate student payroll deduction authorization process is an optional service provided at a fee of \$8/semester. The payroll deduction process allows graduate students to authorize Payroll Services to spread the payment of graduate fees over 8 future pay periods. (Refer to Graduate Assistantship Processing memo, formerly Document #12, or contact Alice Smethurst (5-1277), or visit Payroll Services Website: <http://www.wsu.edu/payroll/stntpay/gradpayded.htm>)

If you have questions regarding the above, please contact Kris Boreen (335-7618).

cc: Barry Johnston, Asst Vice President for Business and Finance University Receivables
Payroll Services, Director, Alice Smethurst Office of Student Financial Aid (Jennifer Steffen)
HRS, Human Resource Manager, Lisa Gehring Budget Office
Office of Grant and Research Development Sponsored Program Services