



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### GRADUATE SCHOOL

#### Procedures for Awarding Graduate Fee Waivers

This policy and procedure for administering the Graduate Fee Waiver program at California State University, Stanislaus is in accordance with the original policy (in the April 15, 2002 Senate Resolution 22/AS/01/GC) for Graduate Student Fee Waivers, subsequently amended by the Graduate Council on October 16, 2008, ratified by the Senate (in Resolution 19/AS/08/GC), and approved by President Shirvani on January 9, 2009. This policy reflects the provisions imposed by the Unit 11 Collective Bargaining Agreement currently in effect. In the event that this document appears to contradict stipulations found in the Collective Bargaining Agreement, the authority of the union contract will prevail.

#### *Timeline for Fall Fee Waivers*

Fall Semester, prior year: Deans and Provost consult, and determine available resources. Deans receive requests from their graduate programs.

December 15, prior year: Deans submit proposals for funding, to include any internal college resources.

January 31: Provost determines allocations and informs deans. Deans distribute allocations (both internal and from Provost) to individual programs. Colleges inform Graduate School of program distributions.

May 15: Departments select students for fee waiver awards, based on eligibility and qualifications listed above. Graduate program directors/coordinators forward Fee Waiver Award Form to the Graduate School.

June 1: The Graduate School processes the requests for fee waivers, which includes forwarding a list of award recipients to Financial Aid for eligibility review.

June 15: The Graduate School posts the fee waiver to the student's account. The student subsequently registers for courses.

#### *For Spring Semester Fee Waivers:*

June 15, prior year: The Graduate School reports to the Provost any unused balance in available resources for fee waivers.

Fall Semester: Deans and Provost consult, and determine available resources. Deans receive requests from their graduate programs (for Spring Semester only).

October 15: Departments (provisionally) select students for fee waiver awards, based on eligibility and qualifications listed above. Deans submit proposals for funding (for Spring Semester only), to include any internal college resources.

December 15: Provost determines allocations and informs deans. Deans distribute allocations (both internal and from Provost) to individual programs. Graduate program directors/coordinators select recipients for Spring Awards and forward Fee Waiver Award Form to the Graduate School.

January 15: The Graduate School processes the requests for fee waivers, which includes forwarding a list of award recipients to Financial Aid for eligibility review.

February 1: The Graduate School posts the fee waiver to the student's account. The student subsequently registers for courses.

### *Eligibility*

Funding for graduate fee waivers is always dependent on the University's fiscal resources, and cannot be guaranteed. Therefore, subject to availability, graduate fee waivers may be awarded to graduate students who have been formally admitted to the University and who have been admitted to a graduate program as a classified student. Candidates for a possible fee waiver may also receive other financial aid and/or employee compensation. While the fee waiver is not being provided as employee compensation, graduate students receiving fee waivers must fall within one of the three following categories:

- 1) *Graduate Scholar*. This is a non-employee position. The Graduate Scholar is academically eligible for, or has been awarded, a scholarship, fellowship, or some other form of grant-in-aid. While Graduate Scholars are not employed by the University, they may (as part of their normal academic studies) voluntarily assist their departmental faculty in research projects and the like.
- 2) *Graduate Assistant (GA)*. This is a classified employee position, with an established salary range as defined in the Unit 11 Collective Bargaining Agreement. Graduate Assistants are primarily employed to assist the regular faculty with various teaching, professional, and technical duties, tutoring, research, preparation of course materials, and related work.
- 3) *Teaching Associate (TA)*. This is a classified employee position, with an established salary range as defined in the Unit 11 Collective Bargaining Agreement. Teaching Associates are primarily responsible for classroom or laboratory instruction of undergraduates—usually as the “instructor of record.”

### *Qualifications*

After being appointed to one of the three categories above, the graduate student must also meet the following criteria:

- Be a classified graduate student in good academic and financial standing;
- Show evidence of satisfactory progress toward completion of the degree;
- Hold the prerequisite educational and/or professional experience related to the three categories listed above.

### *Financial and Billing Information*

To avoid being billed for coursework to be covered by fee waivers, graduate students should not register for courses until the waivers are posted to their accounts. It is thus extremely important that graduate programs adhere to the established timelines for providing information to the Graduate School. If the fee waiver is not processed within the established timelines, and the student receives a bill, the student must pay the bill and wait to receive compensating financial credit after the waiver is posted. Failure on the part of the graduate program or the Graduate School to meet their respective deadlines does not relieve the student from his/her financial obligations to the University. Failure to pay a University billing on time will result in the student being charged a non-reimbursable late fee.

Graduate programs may not award more waivers than those they have been allocated by the Provost and/or College Dean.

Graduate students may be awarded multiple fee waivers over the course of their studies, as long as they maintain the eligibility and qualification criteria described above.

CSU Executive Order 611 restricts fee waivers to the State University Fees. Fees that are not waived include local campus fees (e.g., IRA, Health Services, University Union, Associated Students, Athletics, etc.), non-resident fees, international student fees, parking, individual course fees, graduate fees, and processing fees (e.g., late application, add/drop, late payment, etc.).



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Graduate Fee Waiver Approval Form

- 1. Department & College:
2. Graduate Program:
3. Student's Name:
4. Student's E-mail:
5. Student's ID Number: Phone:
6. Student Categories:

Teaching Associate O Graduate Assistant O Graduate Scholar O

Full-time O Part-time O

(Full-time and part-time refer to the student's enrollment status, not his/her GA/TA appointment status)

Fall 20 O Spring 20 O

7. Student Qualifications (check those that apply):

- o the classified graduate student is in good academic standing;
o the student holds the prerequisite educational and/or professional experience;
o the student shows evidence of satisfactory progress toward degree completion;
o the classified graduate student is in good financial standing (GS only);
o the student is maintaining continuous enrollment in a graduate degree program (GA & TA only);
o the student possess some previous tutoring and/or teaching experience, related instructional experience, and/or department training and preparation (TA only)

8. Approvals:

Program Director/Coordinator: Signature Date

College Dean: Signature Date

Graduate School: Signature Date

9. Attachments:

- Student's Résumé (if GA or TA)
Assignment Description (if GA or TA)