Departmental Step-by-Step Process of Graduate Assistantships and Graduate College Tuition Scholarships

Note: Graduate Assistantship only steps are indicated with a red star*

**GA position description process**

- * Department creates GA Position description(s).
- * Department sends GA Position description(s) to Graduate College for review.
- * Department posts approved GA Position description(s) to their departmental website.

**Graduate Assistantship and/or Graduate College Tuition Scholarship Processes**

(In chronological order)

- Department receives Graduate Assistantship and/or Graduate College Tuition Scholarship applications from students.
- * Departments update GA position descriptions posted to their website with upcoming academic year’s dates and GA salary rates. This should be done as soon as the new GA salary rates are announced, usually in late January.
- Graduate College sends out original allocations letters to graduate academic departments around Mid-February.
- Under-Represented Minority Support Requests are due to the Graduate College around the 3rd week of February. (For Graduate Academic departments only). Departments requesting this funding will receive an email from the Graduate College a few days after the due date indicating if funding will be provided.
- Extra Graduate College Support Requests are due to the Graduate College in early March. Departments requesting this funding will receive an email from the Graduate College a few days after the due date indicating if funding will be provided.
- Department reviews Graduate Assistantship and/or Graduate College Tuition Scholarship applications they received from students.
- * Department holds interviews for assistantship, which is optional, depending on the department. Interviews should be completed by mid-March in order to meet April 1st deadline.
- Department determines Graduate Assistantship and/or Graduate College Tuition Scholarship recipient(s). Department needs to verify student meets qualifications:
  - Student needs to be admitted into a UNI graduate program. (Students with a status of applicant cannot receive an offer)
  - Student’s Plan GPA must be 3.0 or higher. First semester graduate student’s cumulative undergraduate GPA must be 3.0 or higher.
  - NOTE: Student does NOT need to be enrolled in order to receive an offer.

**Offer Form Process**

- Department prepares and submits offer form(s) for each individual by using the Electronic Offer Form System.
  - All graduate college allocations must be offered to qualifying students by April 1st. Any declined offers after April 1st may be offered to another qualified student by April 27th.
and must be accepted by that student by May 4th. Unused allocations will return back to the Graduate College. Any declined Extra and Minority awards designated for a specific student automatically returns to the Graduate College. The department cannot offer to another student.

- Departmental funded assistantships are highly recommended to be submitted by April 1st, but will be accepted up until July 1st.
- The reasons for the April 1 due date are as follows:
  - Council of Graduate Schools Resolution – Students should have an opportunity to consider more than one Institution’s offer and should have until April 15th to do so.
  - Recruiting – We want the student have UNI’s offer(s) as early as possible, but no later than the beginning of April so the student considers attending UNI.
  - Financial Aid – In order to calculate accurate aid packages, the Financial Aid office needs to be information about assistantships and/or scholarships a student is receiving a few weeks prior to mid-May, which is when graduate student financial aid packages are sent out.
  - International Student VISA timing – It takes approximately 3 months (sometimes longer) for an international student to apply for a VISA. UNI Admissions sends out an I-20 based on the student’s financial documentation and awards.

- Submitted electronic offer form routes for approvals to department head and then to the Graduate College.
- Graduate College reviews offer form and verifies student meets requirements. If not, the offer form is rejected with a note. If offer form is correct and student meets requirements an official offer is made to student by the Graduate College and carbon copied to emails listed on offer form.
- Student accepts or declines offer(s). Students have until April 15th to make their decision. If offer letter is sent after the April 1st due date the student is given 7 business days to make their decision.

**Award Process and Approvals**

- Fall GA PAF’s can be created starting after July 1st. Do NOT create any GA PAF’s prior to July 1st. Fall GA PAF’s can be submitted once student meets ALL requirements. Requirements are listed below and also listed in the student’s offer letter.
- Fall Graduate College Tuition Scholarship holds will be released by the Graduate College shortly before the start of the fall semester as long as the student meets ALL requirements.
- Spring GA PAF’s can be created starting mid-November. Spring GA PAF’s can be submitted once student meets ALL requirements**. Requirements are listed below and also listed in the student’s offer letter.
  - **Spring turn-around time is short so GA PAF’s can be submitted prior to the posting of fall grades. The Graduate College will verify GPA after fall grades are posted and before approving the PAF.
- Spring Graduate College Tuition Scholarship holds will be released by the Graduate College shortly before the start of the spring semester as long as the student meets ALL requirements.
Award Requirements

- Student must enrolled for at least 9 graduate credit hours by the end of the day on the Thursday before the start of the semester.
  - Workshops, off-campus courses, audit courses, and guided independent study (correspondence) courses cannot be used as part of this minimum load. GC Tuition Scholarship recipients minimum load requirements cannot include any courses through Continuing Education and Special Programs.
  - * Students with a graduate assistantship who fail to enroll in 9 qualifying graduate credit hours by the end of the day on the Thursday before the start of the semester will be moved to a late start date the Monday of the 2nd week of the semester.
  - The expectation is that these 9 credit hours will eventually apply to the student’s degree. A student request, type F (substitute for required course) or M (declaring electives), should be done for any of these courses that do not automatically plot to the degree. Courses that do not/will not apply to the student’s degree are not to be considered part of the 9 qualifying credit hours.
- Student must have an official transcript on file in the Office of Admissions showing that their bachelors (or any other required) degree has been conferred.
- Student must be unconditionally admitted to degree status in a graduate degree program (provisional admission will be considered only for non-GPA reasons).
- Student needs to be declared in a graduate degree program. This is shown in the Student Information System.
- * If student did not have a Graduate Assistantship in the prior semester they must complete new hire paperwork with Human Resource Services.
- Student must have, and maintain, a degree plan grade point average (GPA) of 3.00 or higher during the entire semester. If student receives a grade or grade change in mid semester, which results in a GPA below 3.0, their award(s) will be terminated immediately.
  - All prior semester grades need to be posted in order for GPA to be verified.
  - It is the student's responsibility to contact their instructor when a grade is missing to make sure it gets posted timely.
  - Students with a grade of “I” (Incomplete) will not be able to start their assistantship and/or receive their Graduate College Tuition Scholarship until a grade is posted for that course and then their GPA will be verified.

For more detailed information review any of the documents located on the Graduate College website. [https://grad.uni.edu/graduate-students-forms-resources-and-information-0](https://grad.uni.edu/graduate-students-forms-resources-and-information-0) Some of these are:

- GA Handbook
- Procedures and Information for Completing Graduate Assistantship & GC Scholarship Paperwork
- Guidelines for the Administration of Graduate College Tuition Scholarships
- Graduate Assistantship Position Descriptions and Possible Duties