Graduate Assistantships and/or Graduate College Tuition Scholarships are available to qualified students who are working toward a graduate degree at UNI. By recommending a student for these awards the department certifies the student meets all qualifications. Do not submit paperwork for students who do not meet qualifications.

Master/Specialist students are allowed a maximum of four (4) semesters of support per degree. Students with a graduate double major can receive up to 8 semesters of support as long as progress in the second major is made each academic year. Doctoral students are allowed a maximum of six (6) semesters of support (students on doctoral support have to have received their master’s degree before starting doctoral support). Graduate Assistantship support and/or Graduate College tuition scholarship support counts as a semester of support, even if only one of these is awarded.

Graduate Assistantships and/or Graduate College Tuition Scholarships are awarded in full or in half during one or both semesters of the academic year. Students who receive a Graduate College tuition scholarship may receive a full assistantship, a half assistantship, or no assistantship at all. Students who receive a graduate assistantship may receive a full Graduate College scholarship, a half Graduate College scholarship, or no Graduate College scholarship at all. Do not process paperwork for more awards than are available to your program.

All Graduate Assistantship and Graduate College Tuition Scholarship offer letters to students MUST come from the Graduate College. Departments should NOT inform a student verbally, or in writing, that they will be receiving, or will be recommended for, a Graduate Assistantship and/or Graduate College Tuition Scholarship award. Work with the Graduate College if you would like a student to receive their official offer letter(s) around the same time as they receive their admission letter.

Departments need to start paperwork early so that UNI can comply with federal regulations. The first step in awarding a graduate assistantship and/or a Graduate College tuition scholarship is to complete an Offer Form. Offers made and accepted by the student cannot be rescinded by the department.

Offer Forms for an upcoming academic year should be received in the Graduate College no later than April 1st. An exception to the April 1st deadline is provided for spring only offers for spring admits, or a first time offer to a student, which should be received in the Graduate College no later than December 1st. Note: Spring only offers to a student that has received prior offer(s) do not fall under the exception and therefore their offer paperwork needs to be received in the Graduate College by the April 1st deadline. Departments that have Graduate College assistantship and/or Graduate College Tuition Scholarship allocations that do not follow guidelines and due dates may forfeit that funding back to the Graduate College for possible reallocation elsewhere. Departmentally funded assistantship offer forms are highly recommended to be submitted by April 1st, but will be accepted up until July 1st, since these funds do not come directly from the Graduate College.

Once the Offer Form is received, reviewed and approved by the Graduate College, an offer letter is sent to the student from the Graduate College. A carbon copy of the offer letter is also sent to email addresses provided on the Offer Form.

A student must respond by the due date listed in the offer letter by clicking on the link in their offer letter and then accept or decline their offer. When the student accepts or declines their offer the system will generate an email to the email addresses provided on the offer form indicating offer is accepted or declined.

If a recipient declines an offer from a department’s Graduate College original allocation, the support remains with the department to be offered to another qualified student. A new set of offer paperwork should be initiated for the next ranked applicant. Note: After April 1st, this needs to be done within five business days of a student declining their offered award(s). Note that any declined Extra and Minority awards designated for a specific student returns to the Graduate College.
For each student who have received and accepted an assistantship and/or Graduate College Tuition Scholarship the following requirements MUST be met before award paperwork is processed and approved prior to the start date of the semester:

- Unconditionally admitted to degree status in a graduate degree program (provisional admission will be considered only for non-GPA reasons).

- Has a Plan GPA of 3.0 or higher. Must maintain a GPA of 3.0 or higher for the entire semester. All grades must be posted in order for a GPA to be verified. (First semester students need a cumulative undergraduate GPA of 3.0 or higher).
  - If a student has a missing grade it is their responsibility to contact their instructor to make sure the grade gets posted timely. Students with a missing grade will not be able to start their assistantship and/or receive their scholarship until a grade is posted for that course and then their GPA will be verified.
  - Students with a grade of "I" (Incomplete) will not be able to start their assistantship and/or receive their scholarship until a grade is posted for that course and then their GPA will be verified.

- Enrolled in at least 9 qualifying graduate-level credit hours for the entire semester. (Not required to receive an offer)

- Has official transcripts on file in the Office of Admissions showing that bachelors (or any other required) degree has been conferred. (Not required to receive an offer)

- Is declared in graduate degree program. (Not required to receive an offer)

- New hire paperwork is completed in Human Resource Services. (for Graduate Assistantships.)

For Graduate College Tuition Scholarships the Graduate College will verify the requirements are met and will release the student’s Graduate College Scholarship hold just prior to the start of the semester. The scholarship should show on the student’s ubill by the first day of the semester.

For Graduate Assistantships the department should create and submit a PAF as soon as the requirements are met. Remember, the student is not to begin work until the PAF has all Graduate College approvals, and no sooner than the first day of the semester. Any new graduate assistants must also have completed and submitted new-hire paperwork to HRS before they can start work. If new-hire paperwork is not completed within three days of the effective employment date, by Federal regulation, steps will be taken to terminate the appointment.

If all requirements are not met by the third day of the semester, the student’s assistantship start date will be revised to be the Monday following the date requirements are met and the salary will be prorated based on this date. Students must meet eligibility requirements and a PAF processed by August 10 to be guaranteed an August check and by January 10 to be guaranteed a January check.

It is highly recommended each department reads and refers to the Graduate Assistantship Handbook for further information on the Graduate Assistantship process and policies. This can be found on the Graduate College website. [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)

To award a scholarship from non-Graduate College funds, contact the Financial Aid Office. Do not use the Graduate College Offer Form and do not process through the Graduate College.