Guide to Complete Graduate Assistantships

To expedite the process please be sure to include the items listed below in the contract and check all appropriate boxes. Any information that is not complete will hold up the processing of the tuition remission and or stipend.

- **Student’s name and U ID #**
- **Period of Assistantship** (This will change every year)
  - Fall – September X, 200? To December X, 200?
  - Spring – January X, 200? To May X, 200?
  - Summer I – June X, 200? To July X, 200?
  - Summer II - July X, 200? To August X, 200?
- **Hours of service per week and semester** *(please see chart on types of assistantships)*
  - Hours per week HT = 10 hrs, FT = 20 hrs.
  - Hours per semester HT = 150 hrs, FT = 300 hrs.
- **Professor and Department to which the student is assigned too**
- **Enrolled for minimum credits allowed** *(please see chart on types of assistantships)*
  - HT = 3 credits min.
  - FT = 6 credits min.
- **Cumulative average the student must maintain**
- **Amount of stipend** *(please see chart on types of assistantships)*
  - HT = $1275 in Fall or Spring; $1025 for the full Summer; $512.50 for one Summer session.
  - FT = $2550 in Fall or Spring; $2050 for the full Summer; $1025 for one Summer session.
- **Credits of tuition remission** *(please see chart on types of assistantships)*
  - HT = 3-6 credits
  - FT = 6-12 credits
- **Account # to be charged**
- **Signatures by Dean of Department and Student**

Recipients of assistantships must have clearance from the Human Resources office **prior** to the start of work. A valid United States Social Security card and a United States citizenship, resident or Visa status permitting employment must presented to Human Resources **before** work commences and tuition benefits are applied to the students account.

When the contract has been completed and signed by the student and the department, the agreement must be sent to the Financial Aid Office in White Plains for posting. We then submit a copy to Human Resources, to the issuing department and to the student.

The Assistantships program includes the tuition remission and the stipend. **A student may not receive tuition remission only or stipend only.** They must be authorized for both. Tuition remission credits cannot be carried over to a semester other than the semester for which it was granted. A half time Assistantship recipient can not receive a full time stipend or vice versa.
Policies not noted elsewhere:

* For students in the 5 year Combine Degree programs, the university has defined students as Undergraduates through the end of the semester (Fall, Spring or Summer) in which they achieve 128 credits toward the degree. The students are defined as Graduate students beginning with the 1st semester after the semester in which they receive 128 credits toward the degree.

Students in the 5 year Combine Degree programs are allowed to take approximately 12 graduate level credits while still an undergraduate and use them in place of undergraduate courses toward the undergraduate portion of the degree. These graduate level courses are generally taken during the last year of the undergraduate portion of the degree.

Notes:
- For simplicity, the Undergraduate portion of the program may be referred to as the first 4 years and the Graduate portion may be called the 5th year. In fact, each portion may actually take a given student more or less time than indicated. It is the number of credits earned that define the student’s status.
- 128 credits is the normal length of an Undergraduate program at the university.
- The Summer semester is defined as one semester made up of the terms (or mini-sessions) that are generally referred to as May, Summer 1 and Summer 2.