

Dear Colleagues:

This memo seeks to clarify issues related to hiring of graduate assistants.

- Effective FY20, the academic payroll option was terminated for graduate assistants. Instead, graduate assistants must now be hired and paid according to UGA's fiscal year calendar (like other University employees).
- For FY21, graduate students on an assistantship are expected to have a start date **prior to the beginning of the first day of classes** and an **end date at least up to the last day of classes. (Departments are able to pay beyond the last day of classes as needed.)** Depending on hire/ termination date, compensation for graduate assistants will be prorated according to time worked. **(Review the second page of this document for a new policy that replaces the 60% rule, as it pertains to tuition waivers. This policy was approved by the Graduate Council on March 19, 2020. This policy will take effect beginning Fall 2020. It will also be posted on the Graduate School website for your convenience.)**
- The compensation for graduate assistants in your program should be aligned with your published fiscal year rates. The Graduate School will collect information for annual rates after the release of budget development instructions for FY21.
- Your graduate assistantship offer letters should clearly indicate total compensation broken down by months (including deviations in monthly compensation due to prorating). For example, if your graduate assistant will receive full compensation for the months of September through April, but will work only portions of August and May, this should be clearly stated in the offer letter (start/ termination dates and compensation in full and partial months).
- We realize that some departments have already sent assistantship offer letters to their graduate assistants. We recommend that you follow up with an addendum to clarify the pay schedule, as necessary.

We strongly encourage you work with your business manager to ensure that assistantship offer letters are consistent with UGA policies and procedures. Templates for graduate assistantship offer letters can be found on the Graduate School website at [this link](#)

If you have any questions, please contact Tonia Austin-Brown at teabrown@uga.edu.

Revised March 19, 2020

Graduate Tuition Waiver Policy

Graduate Assistants on a $\geq 1/3$ -time appointment will qualify for a reduction of tuition to \$25 per semester. Graduate Assistants receiving a tuition waiver are expected to work for the entire semester and maintain full-time registration. Failure to work for the period of time covered by your program's semester or failure to maintain 12 graduate credit hours for Fall and Spring and 9 graduate credit hours for Summer, will result in the removal of the tuition waiver and reversal of the tuition reduction. Ensuring that the student works the required number of hours associated with their assistantship and maintains full-time enrollment is the shared responsibility of the academic program, the hiring unit, and the student. If a student is unable to complete the time commitment required by their assistantship for a justifiable reason, the graduate coordinator may file a request for exemption with the Graduate School. The Graduate School will conduct audits to ensure that academic programs comply with this policy. The academic program or the unit employing students that violate this policy may be required to reimburse tuition waivers. However, if it is determined that the student is responsible for failing to meet the work or enrollment expectation, then the student may be required to pay the tuition.