

## **1. General Rule: Departments/Units funding a Graduate Assistantship Must Submit the Tuition Waiver Request in GradStatus**

Any department/unit that funds a graduate assistantship is responsible for submitting the accompanying tuition waiver request in GradStatus. It is important to note that the responsibility for submitting a tuition waiver request is determined by the source of funding for the graduate assistantship, not by the student's academic department or program. If a student's academic department is also the source of funding for the graduate assistantship, the academic department must submit the tuition waiver request.

- If a student's graduate assistantship is funded by a department/unit other than their academic department (e.g., a Geography graduate student whose assistantship is funded by UGA Student Affairs), the funding department (UGA Student Affairs) (not Geography) is responsible for submitting a tuition waiver request to the Graduate School.

## **2. Multiple Paying Departments**

When two or more departments share funding responsibility for a graduate assistantship (e.g., split funding or joint appointments), the following rules apply:

- The department/unit providing the largest share of funding is responsible for entering the tuition waiver request in GradStatus.
- If the funding for the graduate assistantship is provided equally from two departments/units, the departments/units must agree to designate one department/unit as the lead. The department/units must finalize this lead designation and communicate before the start of the term.

## **3. Coordination Suggestions**

- Department/Units jointly funding graduate assistantships must communicate with each other before the start of each term to determine which unit will submit the tuition waiver in GradStatus.
- Departments/Units jointly funding graduate assistantships must notify each other — and the graduate assistant — before removing a tuition waiver, and must provide an explanation for the removal.