Welcome

PROCESSES AND TIMING OF GRADUATE ASSISTANTSHIPS AND GRADUATE COLLEGE SCHOLARSHIPS OFFERS AND PAF’S
FEBRUARY 10 AND 11, 2015
Introductions

Your Name
Department you are with
How long have you been at UNI

Graduate College Staff
April Chatham-Carpenter
Shoshanna Coon
Susie Schwieger
Janet Witt
Cheryl Nedrow
Lisa Steimel
Graduate College Allocations

• Graduate College allocations are made by the Graduate College Dean, April Chatham-Carpenter. These will be sent to departments via email letter in mid-February.

• Wait for your allocation letter to find out 2015-16 funding allocations. You should not assume your department will be getting the same funding as in prior years.

• The allocation letter provides lots of detailed information. Please read letter in its entirety.
Minority Support Request

• Graduate academic departments should submit a Minority Support Request form for each minority student for whom funding is requested. The Request form is available on the Graduate College website. The completed form should be sent to lisa.steimel@uni.edu by February 26, 2015 at 5:00 pm.

• Dr. April Chatham-Carpenter will make determinations of which students will be funded, letting each department know.
  – Student must meet graduate assistantship requirements.
  – Student must be a US Citizen (International students are not considered Minority students)
  – Ethnicity must be: African American, Native American or Hispanic/Latin American
GA Position Descriptions on website

- GA Position Descriptions must be posted to departmental website as long as department has Graduate Assistants.

- GA Position descriptions that were approved by Dr. Coon in the past do not need her review again but they need to be reviewed by your department to make any adjustments:
  - Update application submission deadline
  - Update dates of employment (Fall 8/24/15-12/18/15 & Spring 1/11/16-5/6/16)
  - Under Compensation section make sure the word “salary” is used rather than “stipend”
  - Add under Compensation section (make this the 2nd bullet) – “Salary will be prorated weekly for late start”.
  - Updated GA salary rates for 2015-16 (See notes section below)
  - Update list of duties (if applicable)
  - Under Qualifications section make sure it says “Must be enrolled in 9 graduate credits each semester of assistantship” rather than “9 credits applying to the degree”.

- New GA positions will need position description review and approval by Dr. Shoshanna Coon. Send to her ASAP in email.

- Note: The GA Offer form has a field that you will need to provide website location (URL) of where your department’s GA position descriptions are located. Please put these position descriptions in a location in which they are easy to find by current and prospective students.

- GC will verify GA position descriptions are posted to department’s website before offers are sent out.
Analysis of Timeline for Offer Forms

The Graduate College recently reviewed and analyzed the process and timing of when offers are being sent to students. The following factors were considered during this analysis:

- **Recruiting** – We want the student to have UNI’s offer earlier so they consider attending UNI.
- **Council of Graduate Schools Resolution** – Students should have an opportunity to consider more than one offer and should have until April 15th to do so.
- **Financial Aid** – In order to calculate accurate aid packages, the Financial Aid office needs to know about assistantship and/or scholarships a student is receiving a few weeks prior to the mid-May date.
- **International Student VISA timing** – It takes approximately 3 months for an international student to apply for a VISA. UNI Admissions sends out I-20 based on the student’s financial documentation and awards.
Change in Timeline for Offer Forms

- Graduate College original allocations will be sent to departments via email letter mid-February. (Extra & Minority allocations will be sent out at later date).
- Submit offer forms for graduate college sponsored assistantships and scholarships to the Graduate College no later than April 1st. (Departmentally funded assistantship offer forms are highly recommended to be submitted to the Graduate College by April 1st but will be accepted up until July 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.
- If a student declines offer (or no longer qualifies), the department needs to submit offer paperwork for a new student to the Graduate College within five business days.
- Departments receiving Graduate College allocations that do not follow these guidelines and due dates may forfeit that funding back to the Graduate College.
New Process with Imaging

The Graduate College is moving to imaging!!!!

- All forms and documents in the Graduate College will be starting to use imaging. The Graduate Assistantship and Graduate College Scholarship process will be using imaging starting now for 2015-16. Other forms/documents will be soon.
- 2015-16 Offer forms will still be paper. (2016-17 we hope to have an online fillable form. Submission and approval will be similar to PAF’s.)
- The imaging system is set up with a different path for Graduate Assistantships and Graduate College Tuition Scholarships so a different offer form for each process is necessary.
- The paper offer forms will be scanned by the Graduate College into the imaging system, and all remaining documents will be saved to the imaging system and will not be printed out (i.e. official offer letter, reply from student, PAF’s, Academic Advisement reports, any correspondence regarding a particular student, etc.).
- For accurate imaging indexing, if you send email to Graduate College, the subject line needs to indicate: Student’s UID, Student Name, term (if applicable) and brief information on what the issue is. This will help in saving the document to the correct location in the imaging system.
# Graduate Assistantship Offer Form

**Select GA Offer Type:**
- [ ] Original
- [ ] Revised
- [ ] Additional

**Last Name:**
**First Name:**

**Gender:**

**Residency:**

**Email:**

**Ethnicity:**
**Plan Code:**

**Graduate College Use Only**

- [ ] Verified in SIS final official undergrad transcripts/degree has been received

**Notes:**

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<th>Term</th>
<th>Name of student's Fall supervisor</th>
<th>Fall supervisor's email address</th>
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<td>Notes:</td>
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<th>Fall Funding Type</th>
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**Department Information**

- Name of Department providing assistantship
- Name of Department student will be working for (Organization on PAF)

**Department Head Approval**

- Date
- Lt. email addresses to send email copies to (do not list student's email)
Offer Form – Things to keep in mind

Things to keep in mind for offer process to go smoothly:

• Student must be in “Active” or “Admitted” status in graduate program in SIS to receive an offer. Do not send offer for to GC if student status in SIS is “applicant”.

• If student status in SIS is “applicant,” look in OnBase to see where the Graduate Student Admission Recommendation Form is in the workflow and get it moved through the process quickly.

• The signature on the offer form must be an original signature of Department Head. Secretaries cannot sign for department head and initial behind.

• Double check Student Information on the form for accuracy before submitting the Offer form.

• The Graduate College does not need to know if you are providing a departmental scholarship, so do not complete Graduate College Tuition Scholarship Offer Form for any scholarships your department is funding.
**Change in Supervisor**

Indicate actual student supervisor on offer form. If the student’s supervisor changes after offer form is submitted, send Lisa Steimel an email with student name, UID and the name of the new supervisor and effective date. Send 1 email per student supervisor change so we can save the email to the specific student’s imaging file. The subject line should indicate students full name, UID and “change in GA supervisor”.

Note: Make sure you are completing the PAF with the correct supervisor’s name.

**Email to GA Supervisor**

An email from Graduate College will be sent to GA supervisors 1-2 weeks before the start of the semester that provides the name of their Grad Assistant and the number of hours the student will be working for the semester. This email will also provide a list of the supervisor’s responsibilities, which include review of job description/duties with student on their first day, tracking/be aware of student’s hours and required performance appraisals.
Eligibility Requirements

The following requirements must be met before PAF is submitted for GA and the Graduate College releases Graduate College Tuition Scholarship hold.

• Student must be enrolled in 9 graduate-level credit hours. (not required for submission of offer form)
  ▪ PAF Preparer and/or secretary needs to review each Grad Assistant’s Academic Advisement Report BEFORE submitting PAF to verify enrollment
  ▪ Department needs to contact student immediately if enrollment requirement is not being met.

• Student must possess a bachelor’s degree from an accredited institution prior to the start of the semester. (not required for submission of offer form)
  ▪ This can be verified by looking at student’s “to-do” list in SIS.

• Student must have a GPA of 3.0 or higher.
  ▪ Make sure prior semester grades have posted before submitting PAF
  ▪ Verify student’s “Plan GPA, Total” located on Student’s Academic Advisement Report
    – If 1st semester as graduate student, use final undergrad cumulative GPA
    – If 1st semester as a doctoral student, use Master’s Plan GPA
    – If student does not have a Plan GPA and is not a 1st semester graduate student, then use the cumulative GPA of at least 8 credit hours of graduate-level courses taken.
Timing of PAF submissions

Fall PAF’s submission timing: (Do NOT create Fall PAF until after July 1st)

– 1st semester grad student – as soon as SIS shows final official transcript/degree is received and undergrad cumulative GPA is 3.0 or higher and enrolled in at least 9 graduate-level credit hours

– Previous graduate student - as soon as prior semester grades are posted and enrolled in at least 9 graduate-level credit hours

The majority of the PAF’s should be able to be submitted by mid to late July unless student is not enrolled in 9 graduate-level credit hours. (Summer graduates and those taking July courses will most likely have to wait until sometime in August to have their PAF submitted.)

Spring PAF’s submission timing:

– Email will be sent out by Graduate College in late October with details
Recap of Process

1. Department creates GA Position description(s). (Or update current descriptions if already approved by GC)
2. Department sends GA Position description(s) to Shoshanna Coon in Graduate College for review. (not necessary for prior approved GA position descriptions)
3. Department posts approved GA Position description(s) to departmental website
4. Department reviews Graduate Assistantship and/or Graduate College Tuition Scholarship applications
5. Department holds interviews for assistantship (if applicable)
6. Department determines Graduate Assistantship and/or Graduate College Tuition Scholarship recipients
7. Department verifies student meets qualifications to receive offer(s)
8. Department prepares offer form(s) for each individual and have department head sign (double check form for accuracy before submitting)
9. Department sends offer form(s) to the Graduate College no later than April 1st (Spring only admits to GC by December 1st)

Continued on next page
10. Graduate College verifies student meets requirements and if so, an official offer is made to student by the Graduate College.

11. Student will reply to offer by April 15th.

12. If student declines offer(s) department has 5 business days to submit offer form for a different student. (We recommend you have a waiting list for this situation.)

13. The Graduate College notifies the Registrar’s office and Financial Aid of awards so they can do their processing with accurate information.

14. Fall PAF’s can be created starting in Mid-July. Do not create any PAF’s prior to July 1st since there is usually some employment changes and the PAF workflow is created when you create the PAF. (Spring PAF’s can be created starting in early December.)

15. Fall PAF’s can be submitted once student meets ALL requirements (Spring PAF’s can be submitted based on email instructions you will receive in October.)
• If you want offer letter(s) to go out at the same time as admission letter, work with Lisa Steimel on timing.

• Students receiving a scholarship, no matter what the funding, should NOT be working for the University for the scholarship funding. Any work being provided should be processed through payroll, not as a scholarship.

• Not all graduate student employees are graduate assistants. The title Graduate Assistant should only be used for a true Graduate Assistant that is receiving their official offer through the Graduate College.

• Linda Jernigan needs to be made aware of all financial support offers made to International students, as well as the department’s admission letter, for inclusion in their packet with the I-20. She does not need a copy of a denial letter. (Note: she is carbon copied on offers that are sent out by GC).

• If a student decides against their Grad Assistantship and/or Graduate College Scholarship, the Graduate College will need email from student declining their offer(s) ASAP. The email notice from student should have the following on the subject line: UID, student’s full name, term(s), “Resignation of Assistantship” and/or “Declining GC Scholarship.” Let the Graduate College know immediately when you become aware of this.
Questions or Concerns