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 send paperwork for students who do not meet qualifications.

Master/Specialist students are allowed a maximum of four (4) semesters of support per degree.
- Graduate Assistantship support and/or Graduate College tuition scholarship support counts as a semester of support, even if only one of these is awarded.
- 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 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.

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 the Offer Form by following the instructions within the document. The Offer Forms are available on the Graduate College website at http://www.grad.uni.edu/assistantships. Offers made and accepted by the student cannot be rescinded by the department.

Offer Forms for all 2015-16 support 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.

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 Lisa Steimel in 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.

The Graduate College will email offers based on the information on the form with a copy emailed to the addresses listed on the form. Be sure to reserve funds from the account listed. Students will be asked to use “Reply All” when responding, so everyone will receive the student’s response. No other response notification will be sent to departments.

For each student who has accepted an assistantship, a PAF should be initiated each semester as soon as the student's Plan GPA is verified (after prior semester grades have posted) and after verification of their enrollment in the required 9 graduate-level credit hours.

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 turned in 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 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

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.