

Standard Operating Procedure (SOP) for Assistantship Non- Resident Tuition Waivers for Graduate Students

1. Introduction

Graduate assistants qualify for an Assistantship Non-Resident Tuition Waiver that allows payment of tuition at the in-state rate. The purpose of the following Standard Operating Procedure (SOP) for Assistantship Non-Resident Tuition Waivers is to establish consistent policies and procedures across Texas A&M University for the awarding and processing of Assistantship Non-Resident Tuition Waivers.

a. Texas A&M University Established 99-Hour Cap on Doctoral Degrees

In Texas, public colleges and universities are funded by the state according to the number of students enrolled. In accordance with legislation passed by the Texas Legislature, the number of hours for which state universities may receive subvention funding at the doctoral rate for any individual is limited to 99 hours. Texas A&M University and other universities will not receive subvention for hours in excess of the limit.

Institutions of higher education are allowed to charge the equivalent of nonresident tuition to a resident doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework.

A doctoral student at Texas A&M has seven years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition. Please note that the tuition increases will apply to Texas residents as well as students from other states and countries who currently are charged tuition at the resident rate. This includes those doctoral students who hold GAT, GANT, and GAR appointments of 20 or more hours and recipients of competitive fellowships who receive more than \$1,000 per semester. Doctoral students who, after seven years of study, have not accumulated 100 hours are eligible to pay in-state tuition if otherwise eligible.

For count purposes, a year is counted as three semesters, normally fall, spring and summer. Using this system, a student is allowed 21 semesters as a G8 student to complete the doctoral degree before being penalized with the higher tuition rate. Any semester in which a G8 student is enrolled for a doctoral level course is counted.

- i. Exceptions to the above: Doctoral students in programs that have been granted programmatic exemptions to the “Doctoral Hour Cap” will be granted a one-year extension beyond the time limits stated above.

Further extensions for doctoral graduate assistants in these programs will be reviewed case-by-case. These programs include:

The following majors are exempt from the 99-Hour Cap on Doctoral Degrees:

- Biomedical Sciences
- Biochemistry
- Microbiology
- Genetics
- Toxicology
- Nutrition Sciences
- Community Clinical Psychology
- School Psychology
- Veterinary Pathology
- Clinical Psychology
- Counseling Psychology
- Medical Sciences
- Health Services Research
- Health Promotion and Community Health Sciences
- Epidemiology and Environmental Health
- Oral Biology

2. Procedure

- a. Academic Departments: All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in academic units should be approved and entered into TWAPMTS by the employing academic unit before the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester please refer to the subsection below on "Late Assistantship Non-Resident Tuition Waivers".. Assistantship Non-Resident Tuition Waivers should not be entered into TWAPMTS by an academic department if the student is not employed by that department.
- b. Non-Academic Departments: All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in non-academic units will be approved and entered into TWAPMTS by the Office of Graduate and Professional Studies. Tuition waiver request forms must be submitted to the Office of Graduate and

Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.

- c. Health Science Center Units: All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in Health Science Center units but enrolled in College Station or Galveston courses must be sent to the Office of Graduate and Professional Studies for approval and will be entered into TWAPMTS by Student Business Services. Tuition waiver request forms must be submitted to the Office of Graduate and Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.
- d. Spouse and Dependents of Graduate Assistants: Spouses and dependents of eligible graduate assistants also qualify for resident tuition. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by academic units will be approved and entered into TWAPMTS by the academic units. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by non-academic units will be approved and entered into TWAPMTS by the Office of Graduate and Professional Studies. The Spouse Waiver form along with legal proof of marriage/dependency must be submitted to the Office of Graduate and Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. Assistantship Non-Resident Tuition Waivers for spouses and dependents for eligible graduate students employed at other institution should be submitted to Student Business Services directly.
- e. Late Assistantship Non-Resident Tuition Waivers: All Assistantship Non-Resident Tuition Waivers submitted after TWAPMTS closes must be submitted to the Office of Graduate and Professional Studies for approval. The late waiver request must be submitted with the Non-Resident Tuition Waiver request form, a copy of the job details screen in Workday verifying employment in an eligible title code , and a memo from the employing department stating the reason the waiver is being submitted late. Also include an outline of the department/unit procedures to prevent late waivers in the future.

3. Academic Eligibility

- a. Full-time registration. Must be enrolled in 9 credit hours in the fall and spring semester.
- b. See Chart 1 for summer semester hour requirements.

- c. Student must meet residency status requirements as a non-resident or international student who is not being charged for excess credit hours.
- d. Student must be making satisfactory academic progress as per the policies outlined by Scholarships and Financial Aid (<http://financialaid.tamu.edu/Graduate/Maintaining-Eligibility#0-SatisfactoryAcademicProgressPolicies>)

4. Employment Eligibility

- a. Texas Education Code 54.212:
 - i. Sec. 54.212. TEACHING OR RESEARCH ASSISTANT. A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.
- b. Student or student's spouse or parent must be hired as a Teaching Assistant, Research Assistant or Graduate Assistant Lecturer.
 - i. Terms used to describe qualifying positions are intended to indicate an academic position, not a position title.
 - ii. Volunteer or unpaid work does not constitute employment.
 - iii. Student worker positions do not qualify for Assistantship Non-Resident Tuition Waivers.
- c. Student must be working in at least 50% effort (20 hours per week).
- d. Employment must last for the entire semester in which the student is enrolled and actual paid work must commence on or before the official census date for the term (12th class day of the regular fall/spring semester and the 4th class day of the summer semester).

5. Documentation

The following documents are required when submitting Assistantship Non-Resident Tuition Waiver requests to the Office of Graduate and Professional Studies

- a. For Graduate Assistants Employed in Non-Academic Departments or Late Waiver Request for Students Employed in Academic Departments please

visit:<http://ogaps.tamu.edu/OGAPS/media/media-library/Tuition-Waiver-New1.pdf>

- b. For Spouse/Dependents of Graduate Assistant please visit:
<http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Spouse-Waiver-Form.pdf>
- c. A paper copy of the payroll action document verifying employment in an eligible title code is required to be submitted with all summer Assistantship Non-Resident Tuition Waiver requests. If available, a copy of the payroll action document can also be submitted for fall and spring non-resident tuition waiver requests to expedite processing and is required for all late Assistantship Non-Resident Tuition Waiver request.

6. Student Business Services Auditing

- a. After the official census date for the semester, Student Business Services will audit the Assistantship Non-Resident Tuition Waivers using enrollment data and payroll data to verify eligibility.
- b. Student Business Services will work with departments to obtain documentation of eligibility if data in the student system and the payroll system does not show that all requirements have been met.
- c. Student Business Services will remove Assistantship Non-Resident Tuition Waivers for students who have not met all eligibility requirements.
- d. Additional information for the Assistantship Non-Resident Tuition Waiver audit process can be found at sbs.tamu.edu.

Appendix

Chart 1: Summer Semester Hour Requirement

Summer Tuition Payment Calculation Grid/Non-Resident Tuition Waiver Grid				
Enrollment	Paid Tuit Hrs	Employment		
		SSI		SSII
10-Week Only - 6 hours	6	X	AND	X
SSI & SSII - 6hrs	6	X	AND	X
SSI Only - 6 hours	6	X	AND	X
SSII Only - 6 hours	6	X	AND	X
10wk, SSI, SSII - 6 hours	6	X	AND	X
SSI & 10-Week - 6 hours	6	X	AND	X
SSII & 10-Week - 6 hours	6	X	AND	X
10-Week Only - 3 hours	3	X	OR	X
SSI & SSII - 3 hours	3	X	OR	X
SSI Only - 3 hours	3	X	OR	X
SSII Only - 3 hours	3	X	OR	X
10wk, SSI, SSII - 3 hours	3	X	OR	X
SSI & 10-Week - 3 hours	3	X	OR	X
SSII & 10-Week - 3 hours	3	X	OR	X