

# CENTRAL MICHIGAN UNIVERSITY

## BENEFIT PROGRAM FOR GRADUATE RESEARCH ASSISTANTS <sup>1</sup>

Benefits available to research assistants are briefly summarized below. More detailed information about these programs may be obtained by contacting Faculty Personnel Services at 989-774-3368.

### **IN-STATE TUITION RATES**

Graduate assistants are classified as Michigan residents for the purpose of determining tuition rates at CMU. This classification as a Michigan resident is effective with the beginning of the assistantship and continues through the subsequent summer. For graduate assistants working on a doctoral program, this classification remains in effect for the balance of her/his program.

### **TUITION WAIVER BENEFIT**

#### **ELIGIBILITY**

Individuals appointed as full-time graduate assistants for the academic year receive a tuition waiver benefit for a maximum of 20 semester hours, for courses taken during her/his assistantship and the subsequent summer session. In addition, up to 10 hours of tuition waiver is given for graduate assistants that work full-time during the summer sessions. An appointment less than full-time will be prorated accordingly.

During the academic year, for individuals who have less than full-time assistantships and are not doctoral students, the tuition waiver benefit is prorated in accordance with the portion of her/his appointment to full-time. For example, an individual appointed one-half time for an academic year is eligible for up to ten (10) hours during the academic year and someone appointed one-half time for one semester is eligible for up to five (5) hours during the current academic year.

Graduate assistants enrolled in Central Michigan University's doctoral programs receive a tuition waiver benefit for up to twenty (20) semester hours provided they have at least a half-time GA appointment. With less than a half-time appointment, the tuition waiver benefit is prorated, using twenty (20) credits as a base for a half-time appointment.

The chart below provides a summary of the number of tuition credits available to a graduate assistant, based upon the appointment level and term of appointment. Graduate assistants may refer to her/his original appointment letter to identify the term and level of her/his appointment.

Appt Level	Masters Program Tuition Credits*		
	If Appointed Fall Term	If Appointed Spring Term	If Appointed Summer I & Summer II
100%	10	10	10
75%	8	8	8
50%	5	5	5
25%	3	2 <sup>2</sup>	3
Appt Level	Doctoral Program Tuition Credits*		
	If Appointed Fall Term	If Appointed Spring Term	If Appointed Summer I & Summer II
100%	10	10	10
75%	10	10	10
50%	10	10	10
25%	5	5	5

\*Total # of credits reflects a start and end date that coincides with the beginning and end of a semester. GAs who start after the beginning of the semester, or end prior to the end of the semester, will have their tuition waiver benefit prorated.

### **APPLICATION**

The tuition waiver benefit is considered a financial aid resource and must be reported to the Office of Scholarship and Financial Aid (OSFA). The OSFA will review the financial aid award and revise the award as appropriate, which may include reduction or cancellation of any need-based aid.

Tuition is paid at the standard on-campus rate only. The student is responsible for paying all fees and any excess tuition owed. Any refund received as a result of over reimbursement from a tuition waiver will be returned to the University. It is the student's responsibility to confirm eligibility.

Graduate assistants who resign or terminate an assistantship prior to completing the full term of her/his appointment may forfeit a portion of the tuition benefit. In this circumstance, the tuition waiver benefit will be prorated based on the percent of appointment fulfilled and may result in a balance due on the student's account, for which the student will be responsible.

Please refer to the Graduate Assistant Tuition Waiver Guidelines for more information on this program and instructions on how to request a waiver.

### **SICK LEAVE**

Full-time graduate assistant are eligible for up to five (5) days (20 hour equivalency) of medical leave pay in an academic year (prorated if appointed for one semester only) beginning the first day of the initial employment period, and may only be used while appointed full-time. Unused sick leave is forfeited at the end of an academic year. Medical leave is not available in the summer.

### **TRAVEL ACCIDENT INSURANCE**

Individuals are automatically covered under the University plan which provides a benefit of \$25,000 to a beneficiary for accidental death while traveling on University business. Travel to and from work is not covered.

<sup>1</sup> These benefits are applicable to Graduate Research Assistants, as well as Graduate Administrative Assistants, such as those in the Department of Intercollegiate Athletics and Enrollment & Student Services, whose job responsibilities directly support their educational program.

<sup>2</sup> Graduate assistants at the master's level, appointed one-quarter time for the academic year are eligible for five (5) credits total; however, if appointed for a single semester, are eligible for three (3) credit hours.