

# CENTRAL MICHIGAN UNIVERSITY

## BENEFIT PROGRAM FOR

### GRADUATE TEACHING & ADMINISTRATIVE ASSISTANTS <sup>1</sup>

Benefits available to teaching and administrative 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 is paid at the on-campus rate only.

#### **TUITION WAIVER BENEFIT**

##### **ELIGIBILITY**

Full-time graduate teaching and administrative assistants enrolled in Central Michigan University's **master** programs receive a tuition waiver benefit for up to twenty (20) credit hours during the academic year. An appointment less than full-time will be prorated accordingly. This also includes Specialist degree students with fewer than thirty (30) hours beyond the baccalaureate.

Graduate teaching and administrative assistants enrolled in Central Michigan University's **doctoral** programs receive a tuition waiver benefit for up to twenty-four (24) credit 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-four (24) credits as a base for a half-time appointment. This also includes Specialist degree students with thirty (30) or greater hours beyond baccalaureate.

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	7 <sup>2</sup>	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%	12	12	12
75%	12	12	12
50%	12	12	12
25%	6	6	6

\*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.

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 percentage 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.

#### **SICK LEAVE**

Full-time graduate assistants 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 the 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.

#### **WELLNESS**

Graduate teaching and administrative assistants shall receive a wellness allowance in the amount of \$350. This amount shall be based on a full-time appointment for the full academic year. Graduate assistants appointed on a part-time basis shall receive a wellness allowance based upon the proportion of their part-time appointment to a full-time academic year appointment. The wellness allowance is paid on a per pay basis.

<sup>1</sup> These benefits are applicable to Graduate Teaching & Administrative Assistants included in the Graduate Student Union (GSU). Graduate Administrative Assistants not included in the GSU (i.e. athletic and enrollment student services graduate assistants) are provided benefits applicable to Graduate Research Assistants.

<sup>2</sup> Graduate assistants at the master's level, appointed three-quarter time for the academic year are eligible for fifteen (15) credits total; however, if appointed for a single semester, are eligible for eight (8) credit hours. 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.