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Subject: Criteria for Course Payment for Graduate Teaching Assistants, Research Assistants, and Staff Assistants Who Are Matriculated in Fee-Based Degree Programs

Background

This brief is in response to requests from college, school, and department-level administrators to formally define the conditions for use of core education funds for course payments¹ for graduate students who are matriculated in fee-based degree programs, and who have graduate teaching, research, or staff assistant appointments. The following three situations and corresponding criteria for course payment authorization are identified below:

1. Graduate students matriculated in fee-based degree programs, employed as a teaching assistant, and paid on a state budget
2. Graduate students matriculated in fee-based degree programs, concurrently enrolled in state funded courses, and employed as a teaching assistant and paid on a state budget
3. Graduate students matriculated in fee-based degree programs, employed as a teaching assistant, research assistant, or staff assistant, and paid on a non-state budget

A course payment will be authorized for students with teaching assistant appointments who meet the conditions described in situations 1 and 2 below. The course payment is equivalent to the [resident Tier I full-time operating fee portion of tuition plus technology fee](#). Hiring units may elect to cover additional amounts up to the full amount of the teaching assistant's course fees, but any amounts greater than the central course payment must be paid from appropriate unit funds. ***No course payment provisions are made for students in fee-based degree programs who have Research Assistant or Staff Assistant appointments.***

Situation #1: Graduate students matriculated in fee-based degree programs, employed as a teaching assistant, and paid on a state budget

Effective as of the 2009-10 academic year, a course payment from a central administrative budget will be provided for teaching assistant appointments when the appointment is in support of a specific course that is funded by a state budget *and when all of the conditions below have been met*. See "Procedures" at the end of this document for the course payment authorization process.

¹Course payment is the contribution from a central administrative budget to fees charged (in lieu of tuition) to students in fee-based programs. Because tuition is defined in RCW 28B.15.020 as the "fees charged students...which consist of 'building fees' ... and 'operating fees'", and because fee-based program revenues are not recorded as building or operating fees, they are not referred to as tuition.

To qualify, the student must be:

- Matriculated in a fee-based *degree* program
- Employed as a teaching assistant for a state funded course

<u>Position</u>	<u>Job Code</u>
Teaching Assistant	0815, 0816, 0817
Predocctoral Instructor	0804
Predocctoral Lecturer	0805

- Paid on a state General Operating Fund (GOF) budget
- Enrolled for a minimum of 10 credit hours during the quarter of appointment (two credit hours during summer quarter)
- Employed as at least 50 percent FTE in at least five of the six pay periods during the quarter (or two consecutive pay periods in summer quarter)

All conditions of employment shall be consistent with the provisions of the [UW/UAW Contract](#) and Graduate School policies established in [Executive \(UW Presidential\) Order 28](#).

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**Situation #2:** Graduate students matriculated in fee-based degree programs, concurrently enrolled in state funded courses, and employed as a teaching assistant and paid on a state budget

For graduate students employed as teaching assistants seeking a course payment who meet the matriculation, course registration, and employment requirements for fee-based degree students, *and* are also enrolled in additional state funded course(s), the central course payment will be authorized. See “Procedures” at the end of this document for instructions.

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Situation #3: Graduate students matriculated in fee-based degree programs, employed as a graduate teaching assistant, research assistant, or staff assistant and paid on a non-state budget

A course payment from a central administrative budget is not available for students matriculated in fee-based degree programs, who are employed as a graduate teaching assistant, research assistant, or staff assistant (in addition to the teaching assistant occupation codes, includes research assistant occupation codes 0844, 0845, 0846, and 0847, and graduate staff assistant occupation codes 0855, 0856, and 0857) when working on a grant supported program and/or paid by a non-state instructional unit budget (grant, gift, RCR, LFA, self-sustaining, etc.).

For these appointments the hiring department will process a course fee payment letter to be sent directly to UW Professional & Continuing Education Registration similar to that described in the “Procedures” section below for payment of course fees directly from the appointing budget or from other appropriate unit funding sources.

All conditions of employment shall be consistent with the provisions of the [UW/UAW Contract](#) and Graduate School policies established in [Executive \(UW Presidential\) Order 28](#).

Procedures

To receive course payment authorization under Situations 1 and 2 above, the financial administrator of the college, school, or department seeking the payment will submit a request to the Office of Planning & Budgeting, email address budget@u.washington.edu.

The email needs to include the following information:

- Student name
- Student identification number
- Employee identification number
- Paying budget number
- Brief description of duties
- Course name and course number in which the student will be assisting
- Number of credit hours for which the student is registered
- Department in which the student will be employed
- Degree program in which the student is matriculated

Upon receipt of the request, the Office of Planning & Budgeting will prepare a letter authorizing payment from a central administrative budget to UW Professional & Continuing Education Registration, with copies to the college or school, and department. The student will inform UW Professional & Continuing Education of the authorization letter at the time of registration. Approval is granted on a quarterly basis but the hiring department can assume that subsequent quarter requests will be approved for 9-month Teaching Assistant appointments when the criteria for approval continue to be met. Requests should be submitted at least one week prior to the beginning of the quarter.

For more information, please contact: Janis Campbell, Office of Planning & Budgeting (janis3@uw.edu or 206.685.9964)