GRADUATE ASSISTANTSHIPS AND TUITION WAIVERS

Effective Date: February 19, 2019
Authority: Dean

PURPOSE
UCF and CCIE maintains the highest standards for classroom instruction in accordance with Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) requirements. The purpose of the Graduate Assistantships and Tuition Waiver policy is to ensure these standards, expectations, and requirements are monitored and communicated to faculty supervisors, academic unit leaders, and staff involved with processes related to graduate assistants and class scheduling.

POLICY STATEMENT AND PROCEDURES

Graduate Assistants
Only individuals who meet SACSCOC requirements for Instructors of Record are permitted to be Instructors of Record, develop course content, deliver unsupervised instruction in the classroom, determine grades for assignments, or assign final grades.

All graduate assistants must be employed under the job code appropriate for their assigned tasks as per the UCF College of Graduate Studies’ job codes and descriptions and must meet the minimum requirements for that job code as per its training requirements.

- **Graduate Teaching Associate** (GTA; 9183) = Instructor of record for undergraduate courses in the specific discipline in which the student has the graduate-level expertise and 18 hours of graduate coursework (cannot be an instructor of record for graduate courses).
- **Graduate Teaching Assistant** (GTAS; 9184) = Teaching-related duties under the supervision of a faculty member. The student may assist a faculty member in any aspect of course instruction but cannot serve as the primary instructor of record.
- **Graduate Teaching Grader** (GTG; 9187) = Grading papers or assisting a faculty member in the non-instructional aspects of course teaching. The student may have no direct instructional contact with students.
- **Graduate Research Associate** (GRA; 9181) = Research or research-related duties
- **Graduate Research Assistant** (GRAS; 9182) = Research or research-related duties
- **Graduate Assistant** (GA; 9186) = General educational administration duties. Cannot grade papers or assist in teaching classes

All graduate assistants with assigned duties that include access to student and/or client records must complete FERPA (Family Educational Rights and Privacy Act) training and comply with FERPA, HIPAA (Health Insurance Portability and Accountability Act), and SACSCOC requirements.

All supervisors of Graduate Assistants must be aware of appropriate job responsibilities for the students they supervise and are responsible for ensuring students’ job duties are within the defined parameters.

The CCIE Office of Graduate Affairs must approve Graduate Assistantship Agreements. Academic units will confirm the following requirements prior to approving the Graduate Assistantship Agreement:

- Teaching Qualifications/GTA Training and assignments/job codes
GTA Performance Assessments from previous semesters
Satisfactory Academic Progress
For GRAs receiving tuition waivers, confirmation of grant restrictions on tuition payments is required
Students on academic probation may **not** be appointed as a graduate assistant.

**Tuition Waivers**
The UCF College of Graduate Studies allocates tuition waivers to colleges based on the Graduate
Enrollment Management (GEM) sheets. Once the College of Graduate Studies allocates tuition waivers
for CCIE, academic unit leaders within CCIE may request tuition waivers from the Associate Dean of
Graduate and Clinical Affairs.

Tuition waivers are primarily allotted to support instruction within CCIE (GTA, GTAS, and GTG). **Academic units requesting a tuition waiver for a student must have the funding to support the student’s stipend.** Tuition waivers to support GRAs will only occur when grants and contracts have restrictions on tuition payments (e.g., grants pay for students’ stipend, but does not pay their tuition). When academic unit leaders request tuition waivers from the Associate Dean, they will need to provide the following information:

- Student’s name
- Assignment of duties
- Course(s) to be taught/supported
- Estimated enrollment of courses to be taught/supported
- Graduate assistant position code
- Graduate assistant’s supervisor
- Confirmation of graduate assistant’s credential to serve in position (e.g., meets SACSCOC requirements)

Graduate Teaching Graders (GTG; 9187) will only be allocated tuition waivers to support undergraduate
courses with significant enrollment, such as undergraduate courses with greater than 100 students.

Tuition waivers to hire a graduate research assistant (GRA) may be valuable to support start-up packages
for new CCIE tenure-earning faculty members. The availability of tuition waivers to hire a GRA for new
CCIE faculty members will be dependent on academic unit and college budget constraints, as well as the
access to the additional tuition waiver.

**CCIE Minimum Student Stipend Rate**

<table>
<thead>
<tr>
<th>Term</th>
<th>Number of Pay Periods</th>
<th>Doctoral Stipends</th>
<th>Master’s &amp; Specialist Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>8.5</td>
<td>$7,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Spring</td>
<td>8.6</td>
<td>$7,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Academic Year</td>
<td>18.6</td>
<td>$14,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Summer</td>
<td>6.9</td>
<td>$4,500</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

Recommendations for modifications to this policy may be made to the Dean by the CCIE Graduate
Council Committee.

**Approved by:**
Pamela S. Carroll
Dean, College of Community Innovation and Education
2/19/19
## CCIE Request for Tuition Waiver

**Academic Unit:**

**Academic Unite Leader:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment of Duties</th>
<th>Course(s) Taught / Supported</th>
<th>Estimated Enrollment in Courses</th>
<th>Position Code</th>
<th>Supervisor</th>
<th>Student’s Credential to Serve in Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Smith</td>
<td>Teaching one undergraduate course (10 hours) and research (10 hours)</td>
<td>MHS 2330-OW61</td>
<td>40 students</td>
<td>GTA; 9183</td>
<td>Dr. Joe</td>
<td>Yes – appropriate Master’s degree</td>
</tr>
</tbody>
</table>