



WASHINGTON STATE UNIVERSITY
Graduate School

MEMORANDUM

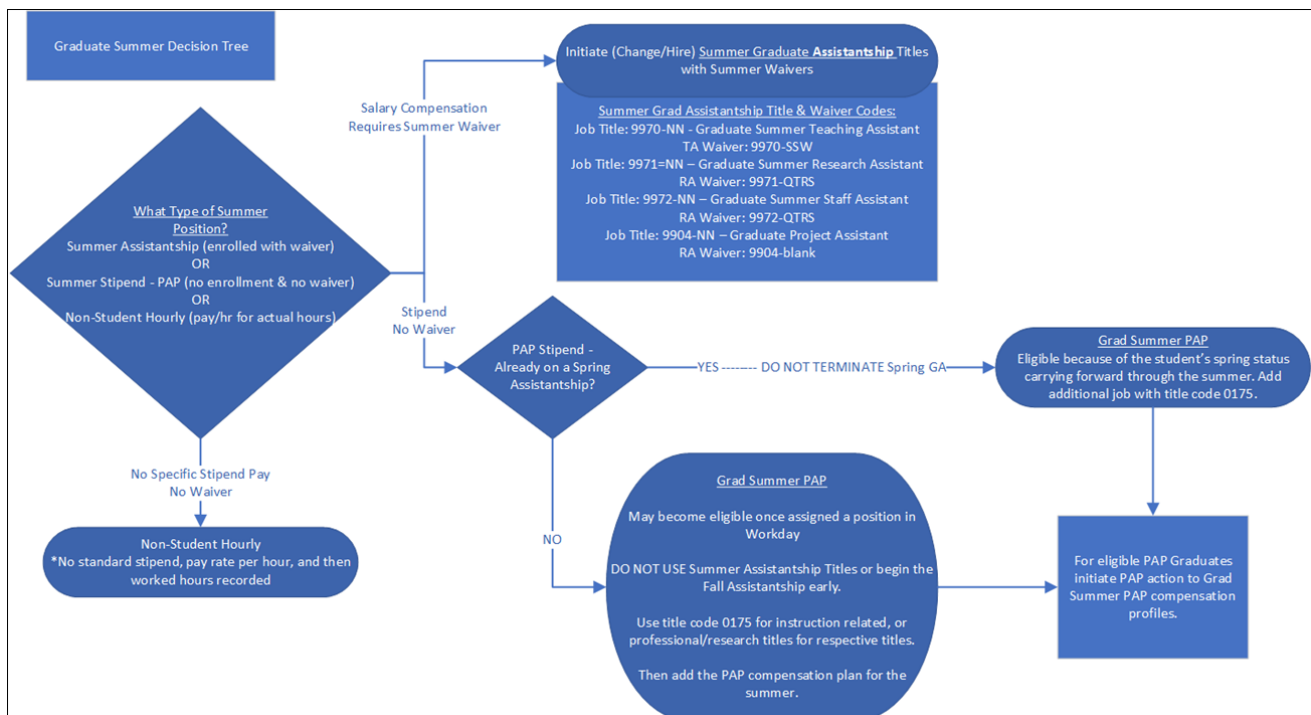
TO: Washington State University Faculty and Staff
VIA: Tammy D. Barry, Vice Provost for Graduate and Professional Education
FROM: Mayra J. Garcia Rodriguez, Area Finance Office, Graduate School
SUBJ: **SUMMER 2023_ GRADUATE ASSISTANTSHIP & SUMMER WORK PROCESSING MEMO**

The Graduate School, in partnership with Summer Session, will review and approve Workday actions for summer graduate appointments. Below are helpful guidelines regarding the policies and procedures for processing summer graduate assistantship appointments.

A. Recruitment

Washington State University is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race/ethnicity, creed, color, national origin, religion, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, disabled veteran or Vietnam- era veteran status.

Once the employing area has determined a position is available and identified the appropriate graduate title based on the Knowledge Based Decision Tree below they may proceed to unofficially offer the student a graduate appointment, subject to administrative and appointing authority approval.



Employing areas are responsible for monitoring their own summer assistantship appointments and determining availability of resources. When making employing offers, care should be exercised to stipulate the correct salary and terms of appointment. The Graduate School requires employing areas to provide offer letters for any summer graduate assistantship appointment and graduate summer work paid with a PAP. The offer letter templates are a starting point for each employment offer. Please see available [template offer letters](#) provided by the Graduate School, taking note to utilize the template suited to their desired position's title.

B. Summer Work Options for Graduate Students

Summer Positions and Compensation

In general, three options are available to appoint a graduate student during the summer:

1. *Summer Graduate Assistantship* – for graduate students **enrolled** in summer session, who will perform teaching, research, or other assigned service requirements, are eligible for a tuition waiver and should be appointed to one of the four distinct summer session job profile codes with the required Grad Waiver code.
2. *Graduate Summer Work* – for graduate students **not enrolled** in summer session, who will perform teaching, research, or other assigned service requirements, are not eligible for a tuition waiver and should be appointed to position job profile 0175. A Period Activity Pay (PAP) should be assigned to job profile 0175 for compensation.
3. *Student Hourly* – for individuals hired into hourly positions with duties directly related to the position's title and will receive hourly compensation based on actual hours worked and recorded.
 - a. Graduate students not enrolled during summer session, but will return to student status in the Fall semester, should be appointed to a student hourly position.

Current graduate students are not authorized to teach a course that carries graduate level credit. Graduate students may assist in a course carrying graduate credit, but cannot have the major responsibility for the course or assignment of grades. Current graduate degree seeking students may not hold [faculty titles](#).

C. Summer Graduate Assistantship

Graduate Students enrolled in summer session are eligible to be appointed to the below job profiles. For summer session appointments starting May 9th, an exception to policy is not required when the student is on a current spring assistantship appointment.

Summer Grad Assistantship Job Profile & Grad Waiver Codes	
<u>Job Profile</u>	<u>Grad Waiver</u>
9970-NN - Graduate Summer Teaching Assistant	TA Waiver: 9970-SSW
9971-NN – Graduate Summer Research Assistant	RA Waiver: 9971-QTRS
9972-NN – Graduate Summer Staff Assistant	RA Waiver: 9972-QTRS
9904-NN – Graduate Project Assistant	RA Waiver: 9904-blank

Teaching Assistants (TA) 9970-NN

Graduate Summer Teaching Assistants are to be compensated at the same rate as they are during the academic year. Graduate Students can be appointed to job profile 9970 if they previously held a teaching assistantship during the academic year.

Teaching assistants will be provided a Summer Session Waiver (SSW) for 3 credit hours if they meet the following conditions:

- a. The appointment is equal to 50% FTE for a period of at least 4 weeks;
- b. The student is enrolled for 3 Pullman campus credits during a summer session block.
- c. Position is funded with state appropriated funds (FD001, FD076, FD080).

Research 9971-NN & Staff Assistants 9972-NN

Summer Graduate Assistants meeting the conditions of entitlement must receive a Summer Qualified Tuition Reduction (QTRS) during the summer semester if:

- a. The summer appointment is equal to 50% FTE for at least a 4-week period;
- b. The student is enrolled for a minimum of 3 credits during a summer session block.
- c. Position cannot be funded with state appropriated funds (FD001, FD076, FD080).

QTRS's are automatically charged against the appointment's costing allocation. It is the department's responsibility to first ensure that temporary costing is provided for the term of the appointment which allows for a QTRS. If an override or retro is needed, it is the departments responsibility to initiate a payroll accounting adjustment within Workday, working with Payroll.

Project Assistantship 9904-NN

Summer Project Assistantships should only be used when position is funded with grants that do not allow tuition expenditures. Compensation should be above the program/department's standard salary step. No summer tuition waiver is provided.

Graduate Summer Assistantship Eligibility

Summer graduate assistantships are limited to those who are currently enrolled and pursuing programs of study leading to a graduate degree at Washington State University. For an initial summer graduate appointment, official admission by the Graduate School is required. Admissions information can be found in my.wsu.edu under Campus Community within the Student Services Center screen. The Admit Type must state "GRADUATE" status in the APPLICANT PROGRESSION field.

The **CITI Responsible Conduct of Research (CITI RCR)** training is required for all graduate students. The CITI RCR training is available at <https://orso.wsu.edu/citi-training-resources/>. All Workday Actions should include the "RCR Date" completed in the comments. Newly admitted students receive a one semester grace period to complete the CITI RCR training. Newly admitted student Workday actions reviewed during a second semester will not be approved by the Graduate School until the CITI RCR training is complete. All graduate students are required to repeat this training every 5 years from the date of initial training.

Mandatory employee training on **Discrimination and Sexual Harassment Prevention, Cyber Security Awareness Training** and **Hazing Prevention Training**, is required of all graduate students on assistantships. This web-based training is located at <https://hrs.wsu.edu/training/skillsoft-percipro/>. Students are encouraged to take this training as soon as possible.

- Questions regarding training can be directed to Human Resources Services at 509-335-4521 or hrs@wsu.edu. For questions regarding sexual harassment or discrimination, contact the Compliance and Civil Rights (CCR) at 509-335-8288 or ccr@wsu.edu.
- Student employees may review their training history by logging into [WSU Percipro](https://percipro.wsu.edu) and may print Certificates of Completion. Employing areas have designated personnel to provide a list of employees' training history.

Graduate students must maintain a "B" (3.0) or greater Grade Point Average (GPA) in all course work. If a graduate assistant GPA falls below a 3.0 cumulative average, a re-instatement memo to the Graduate School via the GRM is required from the departmental Chair. Graduate appointments will be held until the department Chair and Graduate School has approved re-instatement.

Graduate students must be enrolled in a minimum of 3 credit hours during one of the summer session blocks.

Departments planning to appoint international students to a Teaching Assistantships are required to schedule the English Proficiency examination with the Intensive American Language Center before the appointment begin date. Please indicate the confirmed scheduled/completion date of the English Proficiency examination in the Comments of the Workday action. For evaluation scheduling and information visit the International Teaching Assistants Exams link at <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>.

Full Time Equivalent & Salary Determination

Graduate research and staff assistants are normally appointed to a half-time (0.50 FTE) appointment at an appropriate salary level listed on the [Assistantship Stipend Guide](#). The Graduate School recommends all Ph.D. students be appointed at a salary range of 32 or higher and all master’s students appointed to a salary range of 26 or higher. Please note each employing area should determine the most appropriate salary level based on the competitive recruitment environment, duties assigned and merit achieved.

Summer Session Waiver Information

The Summer Session Waiver (SSW) will post to the student account during the same summer session/block as the student enrolls in course credit, which may differ from the assistantship appointment dates. The QTRS waivers will begin to post in the second half of May.

Waivers	Waiver Value
SSW / QTRS	\$1,799.55

Student’s enrolled in over 3 credits are responsible for additional tuition and fees. Waiver does not cover mandatory fees and residual tuition.

2023 Summer Session Tuition Waiver for 3 credits	
Graduate - Pullman	Resident
Total Full Time Tuition & Fees	\$ 1,938.75
Operating	\$ 1,799.55
Student and Activity	\$ 83.85
Building	\$ 55.35
Less: Resident Tuition Waiver	\$ 1,799.55
Less: Non-Resident Tuition Waiver	
Residual Tuition to be Paid by the Student	\$ 139.20
Other Mandatory Fees	\$ 253.40
Student Recreation Center	\$ 98.40
Cub Fee	\$ 72.00
Health and Wellness Fee	\$ 83.00
Total Residual Tuition & Mandatory Fees to be paid by student	\$ 392.60

Summer Session Tuition and Fees: <https://learn365.wsu.edu/summer-session/tuition-and-fees/>

D. Graduate Summer Work- PAP

Graduate Students that do not meet the Graduate Assistantship requirements (see above), but who will still perform teaching, research, or other assigned service requirements, may be appointed to Job Profile 0175-NN- Graduate Summer Work with the appropriate activity assigned per the [Knowledge Base Instructions](#). A Personal Activity Pay (PAP) will need to be assigned to Job Profile 0175 for compensation.

E. Student Hourly

Graduate Students that do not meet the Graduate Assistantship requirements or Job Profile 0175 criteria may be appointed to a student hourly position. The student's workload should be directly related to the position's title and compensation based on actual hours worked and recorded.

Graduate Students should be appointed to a student hourly position in the summer as long as they are returning to student status in the Fall semester. If the graduate student will not be returning to student status in the Fall semester, they should be appointed to a non-student hourly position.

D. Graduate Student Medical Plan

Graduate students who were appointed and approved for the [Graduate Student Health Insurance Medical Plan](#) during the spring semester maintain their enrollment in Graduate Student Health Insurance during summer semester, ending August 15.

New graduate students admitted during summer semester and appointed to a summer appointment may enroll in the [Student Health Insurance Medical Plan](#). Fees are based on Summer Session Block of their coursework. Summer Graduate Student Health Insurance rates and dates are located in the [enrollment form](#) found in the Cougar Health Services website.

Questions?

If you have questions regarding graduate student summer appointments, please email the Graduate School at gs.finance@wsu.edu or Graduate School AFO, Mayra J. Garcia Rodriguez (mayra.garcia@wsu.edu).