

February 11, 2009

**MEMORANDUM**

**TO:** Deans, Directors, Department/Program Chairs, Supervisors, Graduate Coordinators, and Secretaries  
**VIA:** Howard D. Grimes, Dean  
**FROM:** Paul Weed, Area Finance/Administrative Officer  
**SUBJECT: SUMMER 2009 SALARY RATES AND WAIVER INFORMATION FOR GRADUATE APPOINTMENTS**

Following are the procedures for appointing graduate students to assistantships and temporary employment positions during the summer.

**Teaching Assistants (TA's)**

1. Teaching assistants on Summer Session funds are to be compensated at the same rate as they were during the academic year--whether or not they received the Summer Session Waiver (SSW) as a scholarship based on need or merit. Teaching assistants will, however, be given a resident SSW for 3 credit hours through the Summer Session Program if they meet the following conditions:
  - a. The Summer Session appointment is greater than or equal to 50 per cent for a period of at least 4 weeks;
  - b. The student is enrolled for a minimum of 3 credits;\* and
  - c. The student held an assistantship appointment during the previous academic year OR the student qualified for employment in the previous academic year, but no funding was available.

**Research Assistants & Staff Assistants (RA's & SA's)**

1. Research assistants meeting the conditions of entitlement must receive a tuition reduction during the summer as they do during the academic year. The conditions of entitlement are as follows:
  - a. The summer appointment must be greater than or equal to 50 per cent for at least a 4-week period; and
  - b. The student must be enrolled for a minimum of 3 credits.\*
2. Research & staff assistants meeting these conditions will receive a Qualified Tuition Reduction (QTR) for 3 credit hours through either a
  - a. Charge to a sponsored project for grant-funded research assistant positions; or
  - b. Charge to an override account for research assistants on state-funded RA positions. See \*\*NOTE below.
  - c. Charge to an ICR account, fund type 148-02

**Summer 2009 Tuition Rates \***

The graduate student tuition rates for summer 2009 are as follows:

Graduate Resident Tuition - **\$370/credit hour**  
 Graduate Non-Resident Tuition - **\$380/credit hour**

Mandatory fees include;

Type	Period	Amount
Health & Wellness Fee	any	\$52.50
Student & Activities Fee (S&A)	any	\$75.00
Compton Union Building Fee (CUB)	3 weeks or less	\$24.00
Compton Union Building Fee (CUB)	4 or 5 weeks	\$48.00
Compton Union Building Fee (CUB)	6 or more weeks	\$72.00
Student Recreation Center	3 weeks or less	\$26.75
Student Recreation Center	4 or 5 weeks	\$54.00
Student Recreation Center	6 or more weeks	\$82.00
New Student Pro-Rated Insurance	Session/Block 1	\$351.00
New Student Pro-Rated Insurance	Session/Block 2	\$253.00
New Student Pro-Rated Insurance	Session/Block 3	\$203.00

## **Non-Resident Students**

Please note, and make your students aware, that teaching assistants on Summer Session funds who are not residents will be charged **\$30** for non-resident tuition for three credit hours. For research and staff assistants, the qualified tuition reduction and the **\$30** non-resident tuition will be charged to the sponsored project since research assistants must receive the entitlement of a qualified tuition reduction as a non-discriminatory fringe benefit.

\* Students will be charged \$370/credit hour (resident tuition) or \$380/credit hour (non-resident tuition) for each credit hour of enrollment over 3 credits.

**\*\*NOTE: An override account must be identified for research assistants paid from state funds. Please clearly state on PAF in the lower right hand corner of the Comments field "Override account (account number)"**

## **Waiver Values**

<b>Waiver Type</b>	<b>Waiver Value</b>
Summer Session Waiver (SSW)	\$1,035.00
Qualified Tuition Reduction (QTR)	\$1,035.00

## **Summer Graduate Student Titles**

<b>Title</b>	<b>Summer Titles</b>
Graduate Teaching Assistantship	9970
Graduate Research Assistantship	9971
Graduate Staff Assistant	9972
Graduate Project Assistant	9904

## **Enrollment**

Graduate students enrolled for less than 3 credit hours do not qualify for a summer assistantship. Graduate students who are on assistantships during the summer for less than 50 per cent OR less than a 4-week period may not receive a waiver; however, they must still enroll for a minimum of 3 credits regardless of the level of appointment. \*

## **Compensation**

The summer salary paid to graduate students on assistantships is to be based on the same pay rate as that paid the preceding academic year or spring semester, unless there is a substantial difference in the work performed. Paying teaching assistants at rates higher than their academic year or spring semester rates negates the argument that the operating fee waivers are scholarships. Similarly, paying research assistants at rates higher than their regular academic year rates will negate the argument that the salary paid is "fair compensation for the assigned duties".

## **Financial Aid**

Financial Aid Title IV regulations require that graduate students who are receiving financial aid during the summer enroll for a minimum of 3 credit hours.

## **Temporary Employment (hourly)**

In accordance with FICA (Social Security) exemption rules, student employees (including those on assistantships and those paid through temporary employment) must be enrolled for a minimum of 3 credit hours in order to retain the FICA exemption. They may be employed through temporary employment and paid on a non-student hourly basis if they do not wish to enroll for the 3 credits. However, departments will be responsible for FICA payments.

If you have questions regarding graduate student summer appointments, please call Paul Weed (5-7618).

cc: Alice Smethurst, Director, Payroll Services  
Wade Davis, Director, Business Services/Controller  
Linda Schoepflin, Summer Session Office  
Office of Financial Aid  
Sponsored Projects  
Budget Office  
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University Receivables