

TUITION AWARD AGREEMENT

Resident and Nonresident Portion Tuition Awards:

- Awards for the nonresident (out-of-state) portion of tuition are available for master's and doctoral students who meet the eligibility requirements. This award appears as a "NONRES TUITION AWARD" on student registration accounts.
- Awards for the resident (in-state) portion of tuition are available for doctoral students who meet the eligibility requirements. This award appears as a "DOCTORAL TUITION AWARD" on student registration accounts.

Categories of Eligible Graduate Students:

- Graduate Teaching Assistants (GTAs) and Graduate Instructors (GIs): graduate students assigned teaching responsibilities as discussion leaders and laboratory supervisors (GTAs) or as instructors of record (GIs)
- Graduate Research Assistants (GRAs): graduate students assigned to research projects
- General Graduate Assistants (GGAs): graduate assistants assigned duties not covered under the previous two categories, to assist faculty with nonteaching instructional duties (such as grading papers and tests), with research, or with other duties related to their graduate studies
- Graduate Fellows: graduate students who receive stipends from the Office of Research and Graduate Studies, college, or departmental fellowships/scholarships or from other fellowships/scholarships administered through the university that do not specifically cover tuition

Registration, Course, and Grade-Point-Average Requirements:

- **Only full-time, matriculated students in good standing are eligible for tuition awards. Full-time students are defined as students who are:**
 - Registered for 9 or more graduate credits; or
 - Registered for 6 or more graduate credits if employed as a graduate assistant for at least 15 hours per week; or
 - Registered for 3 graduate credits with all required coursework completed and only the research component of the degree remaining (the student's Program of Study must have been submitted to the School of Graduate Studies); or
 - Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense or, in a non-thesis degree program, the last semester of coursework required on the student's Program of Study
 - NOTE: "required coursework" and "coursework required" includes degree-required thesis (6970) or dissertation (7970) research credits included on the student's Program of Study.
- **To remain eligible for tuition awards, graduate students must maintain a 3.0 or higher grade point average (GPA) for those courses included on his or her Program of Study.**
- Tuition awards are available for a maximum of 12 credits for fall and spring semesters and 6 credits for summer semesters.
- **Courses added after the university deadline for the approval of tuition awards (Last Day to Add Classes) are not eligible for tuition awards. This deadline typically occurs on the 15th day of classes.**
- **Tuition awards do not pay for any portion of a dropped course. Students will be responsible for paying tuition on any course dropped after the 100% refund date. If a student drops a course so that he or she no longer meets full-time status (see above, the student becomes ineligible for tuition awards and will be billed full tuition for the semester.**
- **Tuition awards do not cover the difference between the costs of distance education/online courses and traditional on-campus courses. Student will be responsible for paying this discrepancy.**

- Tuition awards will only pay for the minimum number of Continuing Graduate Advisement (CGA) credits (DEPT 6990/7990) to bring a student up to full-time status.

Program of Study Requirements:

- **Resident tuition awards must be placed on the final doctoral Program of Study.**
- **Nonresident portion tuition awards must be placed on the final master's or doctoral Program of Study.**
- For new students that have not submitted a Program of Study, courses must meet eligibility requirements for placement on the Program of Study when submitted. The School of Graduate Studies will require verification that courses significantly outside the degree program and all 3000-4990 courses will be included on the Program of Study.
- **Students who opt to leave the university before a degree is awarded will be responsible for repaying all tuition awards received since they will not have a USU degree or final Program of Study.**
- **Students who elect to transfer degrees will be responsible for repaying tuition awards received that do not meet eligibility requirements under the new degree program. For example, if a doctoral student receives resident tuition awards and later opts to transfer from a doctoral degree to a master's degree, the student is responsible for repaying all resident tuition awards since master's credits are not eligible for this type of tuition award. Furthermore, if credits from the old degree cannot be placed on the new Program of Study, the student is liable for repaying any tuition awards received for those credits.**
- **No 1000-2990 level courses are covered by tuition awards. Up to 3 credits of 3000-4990 level courses are eligible, but these courses cannot be required by the graduate-degree department for a related undergraduate degree. Audited courses do not qualify for tuition awards.**
- No more than 15 semester credits of 3000-5990 are permissible on the Program of Study, which includes the 3000-4990 class if applicable, except for the MMATH degree that allows 21 credits.
- **Thesis Research (DEPT 6970) and other courses used in the master's degree in a dual master's/doctoral program will not be covered by the resident tuition award, but are eligible for the nonresident portion tuition award.**
- **Absolutely no courses with grades of C- or lower can be included on the Program of Study; hence, they are ineligible for tuition awards. If a department requires a higher standard for a course to be placed on the Program of Study, any course with a grade lower than that standard will be ineligible for tuition awards. P (Pass) grades are only acceptable for seminars, special problems, interdisciplinary workshops, thesis /dissertation research, and CGA.**
- Students have one year to revise incompletes (excluding thesis/dissertation credits) to letter grades before the School of Graduate Studies seeks repayment for courses that received tuition awards.
- **Programs of Study must be submitted by the end of the 2nd semester for master's degrees and by the end of the 3rd semester for doctoral degrees unless an approved department exemption is in place. Tuition awards will not be approved until students have submitted a Program of Study according to these guidelines. Programs of Study that have been submitted but not approved (e.g., Committee Form deficient) will suspend a tuition award.**
- Students advancing to a doctoral degree upon completing a master's are allowed one transition semester to receive resident doctoral tuition awards after holding the final defense for the master's degree.

Support Qualifications:

- **To receive the *nonresident portion* tuition award, a student must be a graduate assistant (GTA, GI, GRA, or GGA) employed at least 10 hours per week (.25 FTE) or a graduate fellow who receives at least \$400 per month in direct fellowship support.**
- **To receive the *resident* tuition award, a student must be a graduate assistant (GTA, GI, GRA, or GGA) employed at least 20 hours per week (.5 FTE) or a graduate fellow who receives at least \$675 per month in direct fellowship support.**
- **To receive a tuition award, a graduate assistant must be employed for the duration of the semester, except for any beginning or ending week that has less than 4 class or test days.**
- If, at the end of a semester in which a graduate student has received tuition award, the student has received less than the required compensation or stipend or has been dismissed from his or her assistantship, the award will be revoked by the School of Graduate Studies and the student will be billed tuition for that semester.

- **All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships. When a teaching assistant workshop has been successfully completed, 1 credit will be added to the student’s transcript. However, this credit cannot be applied toward a graduate degree program.**
- In the interest of timely degree completion, graduate students are employed by the university for no more than 20 hours per week. Employment for more than 20 hours per week must be approved by the student’s advisor, degree-program department head, and the graduate dean.

Residency:

- **Out-of-state, non-international graduate students may receive the nonresident portion tuition award up to 12 continuous months. At this point, it is the student’s responsibility to obtain Utah residency or other funding in order to evade the cost of nonresident tuition. Students applying for residency must live in Utah for 12 continuous months.**
- If a student is out of the state for internship or research *for their specific major*, this time can be counted toward the 12 continuous months requirement, but they must provide a memo from their department to the Admissions Office confirming their project.
- For additional information regarding Utah residency requirements, visit <http://www.usu.edu/admissions/residency/>.

Restrictions:

- **Nonresident portion tuition awards and resident tuition awards are not provided to students who are compensated for their work through organizations other than Utah State University (e.g., internships for which pay is received directly from another institution or agency).**
- The restrictions on tuition award eligibility do not limit the number of years or semesters that a program, department, or college may choose to support a student with a graduate assistantship. However, the School of Graduate Studies’ time limits for coursework validity and degree completion still apply (e.g., 6 years for a master’s and 8 years for a doctorate degree).
- **The student and his/her department are responsible for tracking the number of credits for which the student has received a tuition award. If a student receives a tuition award for any credits beyond the approved limit, he or she will be billed retroactively for the excess credits.**
- Limitations for tuition awards are listed according to the following student classifications:

TUITION AWARDS LIMITATIONS		
DEGREE	RESIDENT	NONRESIDENT PORTION
MS INTERNATIONAL:	0 credits	40 credits
MS NONRESIDENT:	0 credits	12 continuous months
MS RESIDENT:	0 credits	0 credits
PHD (POSTMASTER’S) INTERNATIONAL:	70 credits	70 credits
PHD (POSTBACCALAUREATE) INTERNATIONAL:	70 credits	90 credits
PHD NONRESIDENT:	70 credits	12 continuous months
PHD RESIDENT	70 credits	0 credits

- **All CGA credits will count against a student’s tuition award limits and cannot exceed 10 credits.**

Administration of the Tuition Award Program:

- **For a graduate student to be considered for a nonresident portion or resident tuition award, a Tuition Award Request must be submitted to the School of Graduate Studies by the student’s home department, regardless of the source of the graduate assistantship or fellowship. The deadline for**

tuition award requests is three weeks (15 business days) prior to the first day of class for each semester.

- The graduate dean upon written petition may approve exceptions for personal emergencies (e.g., illness or international travel difficulties) or for departmental exigencies (e.g., late notification of funding) by the student's department head. In no case will a tuition award be granted for a semester that has ended.
- The School of Graduate Studies will not approve tuition awards until the student's eligibility has been verified. When students register, the approved tuition funding will be paid against the balance owed.
- **After the last day to add classes each semester, the School of Graduate Studies will check employment and registration records to identify any tuition award recipient who does not meet all tuition award qualifications. The School of Graduate Studies will also check end-of-semester cumulative grade point averages (GPA's) to verify the future eligibility.**
- **Students must utilize their tuition awards before the last day to add classes each semester (i.e., 15th day of classes).**
- Students may receive the employee/spouse/dependent waiver as an employment benefit in conjunction with a tuition award. However, tuition awards will not combine with the employment benefit to surpass 100% of tuition charges for a given semester.

TUITION AWARD AGREEMENT

I have fully read the *Office of Research and Graduate Studies Tuition Award Stipulations* and understand that I may need to repay Utah State University for the misuse of any resident or nonresident portion tuition awards. The misuse of tuition awards includes the violation of any tuition award stipulations. I understand that failure to repay may result in registration, transcript, and graduation holds as well as further action from the university.

- **Common infractions that result in students repaying tuition awards have been bolded and bulleted with an arrow. Please ensure that these standards are met each semester.**

A _____
USU STUDENT ID # _____

STUDENT DEPARTMENT

STUDENT NAME (PRINTED)

STUDENT SIGNATURE

_____/_____/_____
DATE

Please *detach* this page and submit it **completed** and **signed** to the Office of Research and Graduate Studies located at Room 164 Old Main Hall, Utah State University. Students will not receive resident or nonresident portion tuition awards until received by the office.

****THIS DOES NOT CONSTITUTE A LEGAL DOCUMENT**
PLEASE MAKE COPIES OF THIS FORM FOR YOUR RECORDS**