



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Procedures for Awarding Graduate Fee Waivers

These procedures for administering the Graduate Fee Waiver program at California State University, Stanislaus are in accordance with the policy for Fee Waivers for Graduate Students as approved by President Hughes (April 15, 2002, Senate Resolution 22 / AS / 01 / GC).

Timeline for Fall Fee Waivers

By January 31

The Senior Program Coordinator of the Graduate School, as the President's designee, distributes fee waiver allocations to the departments.

By March 15

The Department selects the student(s) for the award on a competitive basis of qualifications (as listed below).

The Department Chair submits the Fee Waiver Award Form (Attachment A) to the Graduate School, along with each student's resumé and a description of the assignment.

By April 15

The Graduate School processes the request for the fee waiver..

By May 1

The Graduate School posts the fee waiver to the students' accounts.

The student registers for courses.

Timeline for Spring Fee Waivers

By May 31

The Senior Program Coordinator of the Graduate School, as the President's designee, distributes fee waiver allocations to the departments.

By September 15

The Department selects the student(s) for the award on a competitive basis of qualifications (as listed below).

The Department Chair submits the Fee Waiver Award Form (Attachment A) to the Graduate School, along with each student's resumé and a description of the assignment.

By October 15

The Graduate School processes the request for the fee waiver.

By November 1

The Graduate School posts the fee waiver to the students' accounts.

The student registers for courses.

Candidates

Candidates for a fee waiver must be graduate students who have been formally admitted to the University and who have been admitted to a graduate program as a classified student. Students receiving a fee waiver must be assigned clearly defined responsibilities within the

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department that makes the award. These responsibilities should contribute to the overall instructional process of the university. Fee waivers may be awarded to three categories of graduate students.

- Teaching Associate – This is a classified employee position with established salary ranges as defined by CSU Human Resources. Under the supervision of a faculty member, the Teaching Associate may have direct instructional responsibilities for a course.
- Graduate Assistant – This is a classified employee position with established salary ranges as defined by CSU Human Resources. Primary responsibility for teaching a course cannot be vested in this person. The Graduate Assistant may assist faculty with various professional and technical duties, research, and instructional support.
- Graduate Scholars – This is a non-employee position. The Graduate Scholar is assigned duties that are similar to those of the Graduate Assistant. Primary responsibility for teaching a course cannot be vested in this person. The Graduate Scholar may assist faculty with various professional and technical duties, research, and instructional support. These individuals may have been awarded a fellowship or scholarship.

Qualifications

To receive a graduate fee waiver, students must meet the following criteria:

- Classified graduate student in good standing;
- GPA of 3.0 or better and no incomplete grades;
- Educational and/or background experience related to the teaching or research assignment;
- A clearly defined teaching assignment and one inclusive of primary teaching responsibility for a course or for particular learning experiences within a course such as supervising labs, facilitating class at an off-campus site(s), delivering lectures, assisting students with learning course material, and/or grading papers; that is, an assignment such as would qualify for a paid position defined as Graduate Assistant (according to system-wide standards as of 6-01-78) or Teaching Associate (according to system-wide standards as of 6-02-91), if the department had the funds.

Financial and Billing Information

To avoid receiving billings for coursework to be covered by fee waivers, graduate students should not register for courses until the waivers are posted to their accounts. It is, thus, extremely important that the departments adhere to the established timelines for providing information to the Graduate School. Special codes in Banner have been established to implement the fee waivers.

If the fee waiver is not processed within the established timelines and the student receives a bill, the student must pay the bill and wait to receive compensating credit after the waiver is posted. Failure to do so will result in the student being charged late fees that are not reimbursable.

Departments may not award more waivers than they have been allocated as the University underwrites the cost of fee waivers at the amount approved by the President.

A student may be awarded a graduate fee waiver more than once in different semesters.

CSU Executive order 611 restricts fee waivers to the State University Fees. Fees that are *not* waived include campus fees (e.g., IRA, Health Services, University Union, Associated Students, and Athletics), non-resident fees, international student fees, parking, course fees, graduate fees, and processing fees (e.g., late application, add/drop, late payment, petition fees).

DMD:rl 9/03/02

JWB:fd 9/23/02

JWB 10/7/02

Approved by Graduate Council 10/17/02. Revised by Graduate Council 1/16/03.

Attachment: Fee Waiver Approval Form



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Graduate Fee Waiver Approval Form

Department:

Graduate Program:

Student Name:

Student E-mail: Phone:

Student ID#:

Student Categories: Teaching Associate ☐ Full-time ☐ Fall 20 ☐
Graduate Assistant ☐ Part-time ☐ Spring 20 ☐
Graduate Scholar ☐ Detail Code

Student Qualifications: Classified ☐ Overall GPA 3.0 or higher ☐ No incompletes ☐
Educational background related to teaching assignment ☐

Approvals:

Department Graduate Director: _____ Date _____

Department Chair: _____ Date _____

Graduate School: _____ Date _____

Attachments: Student Resume
Description of Assignment