

Graduate Students: Enrollment and Employment

May 5, 2015

What problem are we trying to solve?

- Consistency of charging
 - We promise the federal government that
“
[Expenses for similar purposes \[will\] be treated the same way under like circumstances.](#)”
- GA mechanism was being used as a way of avoiding tuition charges.
 - Loss of tuition revenue to the Institute.
 - Estimates last summer ranged from \$500,000 to \$1,000,000 in lost tuition revenue.
- Our institutional integrity is at stake.

What steps did we take?

- Put enrollment and employment policies together last summer
 - Communicated through the Deans.
 - Lots of questions arose with regard to traditional summer hiring.
 - Briefed the Business Partners in July
- Appointed Advisory Group on Graduate Enrollment and Employment
 - People from each college, mix of faculty and business officers
- Consulted with the Associate Deans
 - Wanted clear language, because they anticipated faculty creativity in interpretation
- Advisory Group worked on clarified wording
 - Their wording has now been posted in the Policy Library.
 - <http://www.policylibrary.gatech.edu/student-affairs/graduate-student-enrollment-and-employment>

Basic principles

- In order to be employed in a graduate student employment category, graduate students must be registered.
 - Commonsense, backed up by IRS definitions
 - Students are acquiring relevant skills and knowledge in their jobs.
- GT must use GRA and GTA appointments “consistently.”
- Hiring types:
 - GRA or GTA: full time student, 13-20 hours per week, tuition waiver provided
 - GA: administrative work, part-time student, or small jobs (<25% effort)
- No difference between terms
 - Summer is just like any other term.
- Limited exceptions can be granted.

GRAs/ GTAs

- A graduate student working 13-20 hours per week doing research or teaching/classroom work **must** be hired as a GRA or GTA.
- Once students start working as GRAs on a project, they **must** continue in that status through their involvement in the project.
- Reason: consistency of charging principle
- Things that come with this:
 - Student must register as full time.
 - School must provide tuition waiver.
 - Grant will be charged for tuition.
 - Summer is just like any other term.

Graduate Assistant (GA)

- GT has determined that this hiring mechanism will not carry a tuition waiver.
- But since it is a student hiring category, under the principles articulated above, the student **must** be registered.
- If the student is not registered at all, another hiring mechanism should be used.
 - We are directing programs to Tech Temp status.
 - Are there other avenues that you can think of?
- The VP may approve exceptions. Send your requests to vpgefd@gatech.edu.

Full time work in the summer

- Once a student starts to work for GT full-time, their education is incidental to their employment rather than the other way around, according to IRS definitions (Proc Rev 2005-11).
- They should therefore be hired through the same route as any other temporary full-time employee, not through a student hiring mechanism.
- Please note that
 - Last year as of May 17, **no** Graduate Assistants had been hired full time for the summer.
 - GRA and GTA funding mechanisms should never be used for full-time hires.

Information sources

- The Policy
 - <http://www.policylibrary.gatech.edu/student-affairs/graduate-student-enrollment-and-employment>
- On the Grad Studies web site after this meeting:
 - These slides
 - Summary table
 - FAQs
 - Link: <http://www.grad.gatech.edu/fs-student-employment>
- Send questions or requests for exceptions to vpgefd@gatech.edu.
 - Include student name, GTID, and the specific reason for the exception.

QUESTIONS?