

PROCESS TITLE: GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS FOR MD/PhD MEDICAL STUDENTS	
Category & Number: HR/Payroll-7	Last Revised Date: February 1, 2016
Effective Date: May 1, 2013	Revision Number: 1.1
Responsible Party: Toya Pruitt	Page 1 of 2
Persons Affected: Dean's Office HR Staff and Business Office	

1.0 Policy/Purpose:

To process MD-PhD student awards on a semester by semester basis. Awards are granted either by a graduate assistantship or by a fellowship. Many variables determine the distribution of the student award. These include whether the student is enrolled for classes, available funding from either Spectrum or the Graduate School, and insurance needs. Also, the student's year in the MD-PhD program can be a factor in determining whether a graduate assistantship or a fellowship is offered.

2.0 Definitions:

2.1 Graduate assistantships:

- a. Available only to graduate students who are in good standing and actively pursuing graduate degree programs.
- b. Must be enrolled for the current semester
- c. Appointed on a quarter-time, half-time or three-quarter-time basis
- d. Receives a stipend paid on a bi-weekly basis

2.2 Graduate assistant appointment start and end dates are related to the academic semester of enrollment:

- a. Fall Semester- August 16- December 31
- b. Spring Semester- January 1- May 15
- c. Summer Semester- May 16-August 15

2.3 Fellowship Awards: provides financial support for students enrolled in the MD/PhD program.

3.0 Procedures:

3.1 CHM Business Office:

- a. Sends a list of all MD/PhD students who will receive a Graduate Assistantship and/or Fellowship Award for the current semester to the CHM Human Resources Office.
- b. This list will include the students name, APID, stipend, health, and tuition/fees amount for each semester, Graduate Assistantship level and percentage, fellowship award amount and accounts and subaccounts to use.

3.2 CHM Human Resources:

- a. For students who will be appointed as Graduate Assistants for the current semester, the CHM Human Resources Office will create and send an offer letter to the Director of the MD/PhD program to add any necessary information and will then send to the student for acceptance and signature. The CHM HR office will send the student's APID to the registrar's office via the Graduate Assistant Registrar Coding List in time for the tuition waiver to be reflected on the student's bill based on the established deadline.
- b. Please refer to the central Human Resources Website for upcoming deadlines.
- c. For Graduate Assistantships, process appointments or reappointments via the HR/Payroll system by selecting the Graduate Assistant hiring form.
- d. For Fellowship awards, process awards on the Graduate Fellowship Appointment Form via the [eGradfel](#) system.

4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	May 1, 2013	Toya Pruitt	Original
1.1	February 1, 2016	LaCarla Bell	New requirements: offer letter