

## **Graduate Student Appointment Information**

- Graduate student appointees must be enrolled as full-time, degree seeking graduate students each semester, with no grade of “incomplete” in any course (with the exception of thesis or dissertation hours), and with at least a B (3.0) grade point average. In most cases, if a student is enrolled for less than 3 credit hours they will be subject to mandatory [student retirement](#) deductions.
- Full-time status information may be found on the [Enrollment Verification Grid](#).
- The Academic Year (AY) begins with the first day of fall classes and ends with spring commencement. View current and future dates on the [Academic Calendar](#).
- Appointees are paid on a monthly basis, on the last working day of each month. TA and GPTI appointees who are on academic year appointments will receive the first paycheck on the last working day in August and the last paycheck on the last working day of May. Students employed for fall semester receive the first paycheck on the last working day of August and the last paycheck on the last working day of December. Students employed for the spring semester receive the first paycheck on the last working day of January and the last paycheck on the last working day of May.
- The percentage of appointment must be equated to the number of hours the graduate student is expected to work. For example, a student who is appointed for 50% time cannot be expected to work more than 20 hours per week. If assigned as a TA, these 20 hours must include all duties necessary for the completion of the student's teaching assignment, i.e., office hours, in-class time, grading, and preparation time.
- Graduate students may not work over 50% time (20 hrs. /week) during the academic year.
- A department may require RAs to work during semester breaks. However, the department should notify the student as part of the terms of appointment if it intends to do so.
- Graduate student appointees are ineligible for paid vacation or sick leave. A student may make personal arrangements with the department for such leave without pay if needed. Appointees receive all legal university holidays as paid leave.
- All students on graduate appointments of at least 15% who work a minimum of 12 weeks in a semester receive tuition coverage as part of their compensation package. The amount of tuition coverage\* will be calculated based on the percent time of the appointment:

<b>Hours Employed per Week</b>	<b>Tuition Coverage</b>	<b>Appointment Percentage</b>
6	3 credit hours	15%
8	4 credit hours	20%
10	5 credit hours	25%
12	6 credit hours	30%
14	7 credit hours	35%
16	8 credit hours	40%
18-20	9-18 credit hours	45-50%

*\*Courses taken through Continuing Education, Extended Studies or Outreach programs do not qualify for tuition coverage. Courses taken for no credit are not eligible for tuition remission.*

- All domestic non-resident graduate students (including permanent residents) must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Instructions on how to apply for residency can be found on the [Registrar's website](#). Failure to do so will result in ineligibility for tuition coverage, starting with the following semester.