General:

- All College tuition support outlined here will be funded only if the student is appointed (paid) to an account in the College of Arts & Sciences (CAS) financial org (parent 2100, department Org 21XX), with the following exceptions:
  - Externally funded fellowships awarded to individuals that qualify for Graduate School top-off, and federally funded fellowships awarded to individuals, will receive their tuition support from the College of the student’s committee chair.
  - The College of the Committee Chair is responsible for tuition support, at levels defined in this document, for qualifying graduate students paid on accounts that reside in all Research Centers and the Mario Einaudi Center for International Studies, except for TAs paid by the Center for Applied Math (CAM).
    - The College offering the course is responsible for tuition for TAs appointed in CAM.
    - Research Centers and Einaudi are responsible for tuition support defined as departmental support in this document.
- The College will not fund tuition for Professional degree students or undergraduate students.
- College support outlined here will be pro-rated for partial appointments in the College.

Base Budget TAs

TA packages allocated through the College Base Budget (BB) include funding for stipend, health insurance, and tuition for each student appointed to a TA package.

- **Only graduate students pursuing (non-professional) research degrees (MA, MS, Ph.D, MFA, DMA, JSD) may be appointed as TAs.** Base Budget tuition and health insurance allocations cannot be used to support professional or undergraduate students; appointments for these students should be made as Graduate Teaching and Research Specialists (GTRS), even when these students will be performing TA duties for courses. They will only receive Stipend support through the base budget, although departments may fund professional degree and undergraduate student tuition from departmental resources if desired. **Departments utilizing TA Carry-Forward funds for TA appointments should process tuition on the regular Base Budget TA Item Type. Related overdrafts will roll back to the College at year end as part of the account reversion process.**

- Visiting non-degree students who are registered through the Graduate School may be appointed using base budget TA support for stipend and health insurance, as long as funding packages for all research degree graduate students in the department are covered for the year. **The department’s allocated non-degree tuition support will fund 50% of the non-degree candidate’s tuition in these cases—the base budget TA tuition will lapse. The remainder should be charged to department, faculty, or visitor funds.**

- **TA stipends and health insurance** are allocated to a specific departmental BB account (last four digits 4150). Unused TA stipends and Health Insurance allocations will carry-forward in the Department for use in the next year, up to a maximum of two TA packages (stipend and health insurance only). Special circumstances that warrant carry-forward of more than two packages must be approved in advance.
• **TA Tuition** is allocated to a specific department BB account (last four digits 4157) and can only be used to pay the tuition for a research degree student appointed to a departmental TA package in the same semester. Any unused balance in the TA tuition account reverts to the College at year end. **Departments will be responsible for the tuition cost associated with appointments for professional students.**

• **CAM TAs** for CAS Math courses will be appointed in the Math Department. CAM will transfer stipend and health insurance to Math, and Math will process the appointments and health and tuition payments.

**Graduate Research Assistantships**

• Graduate Research Assistantship (GRA) appointments are generally supported by external sponsored funding (grants and contracts). The College will fund 50% of the tuition for any GRA who is a candidate for a research degree and appointed to any fund source in Arts & Sciences departments. The department is responsible for the remaining 50% tuition and the full health insurance cost, which is usually funded by the same source that supports the stipend. Other departmental resources may be used to cover any shortfall. The College does not provide stipend or health insurance support to GRAs.

**Other Assistantships (Graduate Assistants, Research Assistants, Veterinary Assistants)**

• GAs, RAs, VAs, and, TAs not supported through the annual BB or BB carry-over accounts are generally supported by departmental resources. The college will fund 50% of the tuition, pro-rated for partial appointments, for research degree candidates appointed to these assistantships in Arts & Sciences departments. Departments are responsible for the stipend, health insurance, and remainder of the tuition support.

**Graduate Teaching and Research Specialists (GTRS)**

• This title may be used to appoint professional degree students for a variety of duties, including to allow professional students to serve as TAs. It does not carry any obligation for tuition or health insurance support, but departments may contribute to these costs at their discretion. The College will not fund tuition for GTRS appointees.

**Government Sponsored Training Grants**

• Training grants awarded to support graduate students generally support full stipend and varying levels of tuition and health insurance. Some of these grants carry an administrative support allocation that is applied to health insurance and tuition. CAS will cover the remaining balance of tuition for research degree candidates paid on government training grants that are administered in Arts & Sciences (the grant account resides in CAS), after all administrative allowances and direct grant funds for tuition have been applied.

• The Graduate School will top-off stipends, up to the Cornell minimum, and health insurance for students appointed to IGERT and 1st year NIH training grants.

**University and Diversity Fellowships Administered by the Graduate School**

• Stipend, Health Insurance, and full tuition are paid and processed by the Graduate School for fellows who are awarded Cornell Fellowships.

**External Fellowships Administered by the Graduate School**
- For NSF GRF, Javits, Sloan, NPSC, SUNY Diversity, and Thanks to Scandinavia fellowships that are administered through the Graduate School, stipend, health insurance, and tuition top-off up to the full tuition amount are paid and processed by the Graduate School.

**Graduate Fellowships Administered by Departments on CAS Departmental Gift or Endowment Funds**
- Departmental gifts and endowment income funds restricted to graduate student fellowships are generally expected to support the stipend, tuition, and health insurance, for the fellow. If funds are insufficient to cover the full cost of the fellowship in any semester, the College will provide up to 50% of the tuition for research degree students with stipend supported on departmental gift or endowment fellowship accounts. Departments will be responsible for funding any remaining gap in tuition and health insurance.

**External Fellowships Meeting Graduate School Criteria for Top-Off**
- The Graduate School will top-off graduate stipends, up to the nine-month assistantship rate, and health insurance for external fellowships that meet the following criteria:
  - The external award must provide at least 50% of the 9 month stipend and annual health insurance, and, the award must be available to students in multiple colleges.
  - If the external award does not meet the 50% criteria above, the Graduate School may top off the award if it contributes to the University's ability to address diversity goals in graduate education.
  - The Graduate School is responsible for determining whether an award meets the criteria for top-off.
- The College will top-off the tuition for external fellowships that meet the Graduate School’s criteria for top-off.

**External Fellowships Not Meeting Graduate School Criteria for Top-Off**
- The College will consider top-off of up to 50% of the tuition for external fellowships on CAS accounts that do not meet the Graduate School criteria for top-off.

**Non-Degree Visiting Graduate Students**
- **New For AY2015-16:** The CAS will fund 50% of the tuition for non-degree visiting Graduate Students up to the number of non-degree allocations to CAS by field listed on the attachment. Determination of the allocation to specific students is at the discretion of the fields, up to the total approved support.

**College Required Documentation**
- **Graduate School Fellowships, NSF GRF, Javits, Sloan, NPSC, SUNY Diversity and Thanks to Scandinavia:** N/A (Graduate School processes and funds Tuition)
- **Base Budget TAs:** N/A: appointed at Dept discretion up to number in base budget (including carry-forward)
- **Fellowships qualifying for top-off:** Forward copy of Graduate School authorization to Diane West (dw68)
- **Training Grants:** Forward a copy of the budget and a list of current year trainees to Diane (dw68)
- **GRAs, External Fellowships not qualifying for top-off, and all other:** Sent list with appointment and funding sources to Diane (dw68)