**Graduate Student Appointment Information**

*Information for students appointed as Teaching Assistants, Research Assistants, Graduate Assistants, and Graduate Part Time Instructors on contract appointments*

* 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 many cases, if a student is enrolled for less than 3 credit hours they may be subject to mandatory [student retirement](http://www.cu.edu/ope/aps/5011) deductions.
* A Student enrolled in a professional master’s program is not eligible to hold an appointment unless they are enrolled in a dual-degree program with a traditional PhD program.
* Full-time status information may be found on the [Enrollment Verification Grid](http://www.colorado.edu/registrar/sites/default/files/attached-files/enrollmentverificationgrid.pdf).
* 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](http://www.colorado.edu/academics/academic-calendar).
* Appointees are paid on a monthly basis, on the last working day of each month. Students 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. Both August and May paychecks are approximately ½ month’s salary. 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 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 as well as [sick leave](https://www.colorado.edu/hr/leave#sick-89).
* All students on graduate student assistant appointments of 20% or greater who enroll in the student health insurance program receive a subsidy of approximately 90% of the cost of the insurance which is automatically applied to the student account. In addition, dental insurance is provided at no cost to the student.
* All students on graduate student assistant appointments of 20% or greater will receive full coverage of all mandatory student fees.
* Graduate students on qualifying appointments may be eligible for [paid parental leave](https://www.colorado.edu/graduateschool/policies-procedures/graduate-student-pregnancy-parenting-related-policy).
* 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:

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| --- | --- | --- |
| **Hours Employed per Week** | **Tuition Coverage** | **Appointment Percentage** |
| 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](http://www.colorado.edu/registrar/students/state-residency). Failure to do so will result in ineligibility for tuition coverage, starting with the following semester.
* Courses taken through Continuing Education, Extended Studies, certain Certificate programs, or Outreach programs do not qualify for tuition coverage.
* Courses taken not for credit do not qualify for tuition coverage. Classes taken pass/fail *do* qualify.
* Withdrawal from a course after the census date will result in loss of tuition coverage for that course, and that tuition expense will be the responsibility of the student.