

Fellow Appointment Document

Graduate associate appointment policies and procedures are formulated by the Graduate School through the Graduate Council, the Graduate School, the Office of Human Resources, the appointing unit, and the graduate studies committee of the student's academic unit. Graduate associates are expected to be familiar with all relevant policies, including those in the [Graduate School Handbook](#), particularly Section IX. The Graduate School policies and rules consulted the most are summarized below.

1. **Paperless Pay and Other Payroll Matters.** The two main options for being paid are direct deposit and a special "payroll card," which is similar to a debit card. Fellows should select the option that works best for them by accessing the information posted at <http://hr.osu.edu/payroll/>. Whenever there is a change in the Fellow's status that affects the tax deduction, name, or W-2 tax mailing address, the Fellow must fill out a W-4 (tax withholding) form available from the appointing unit or the Office of Human Resources.
2. **Fee Authorization.** Every Fellow appointment receives a full tuition and fee authorization covering all instructional and general fees, including nonresident fees, and the technology (learning fee).
3. **Benefits.** Additional information is available in the [Graduate Associate booklet](#), available from the Office of Human Resources
4. **Withdrawal/Disenrollment.** A Fellow who is considering withdrawal should discuss the timing of the withdrawal and possible forfeiture fees with his/her advisor, supervisor, and/or graduate studies office. Other possible consequences should be discussed with the relevant office. Effects on health insurance coverage and subsidy, for instance, should be determined with the Student Health Insurance Office, the appointing unit's fiscal/human resources officer, and others as appropriate. Visa implications for international students should be reviewed with the Office of International Education.

If a graduate fellow chooses to leave (withdraw from) the university or is suspended or dismissed, the fellow will be billed for the prorated value of the tuition and fees billed during the semester in question. The prorated value is based on the university's tuition and fee refund schedule (follow the "important dates" link at www.ureg.ohio-state.edu). If, for example, an unfunded student withdraws from the university during the second week of the semester, that student would be eligible for an 80 percent refund of tuition and fees paid. Since fellows do not pay their own tuition and fees, a fellow in a similar situation would be responsible for the 20 percent of the tuition and fees forfeited by the fellow sponsor because of the withdrawal.

5. **Health Insurance.** Columbus campus-based, degree-seeking graduate students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students, including regional campus students, are automatically enrolled in the Student Health Insurance Plan (SHIP) upon registration, unless the student obtains a waiver by the required deadline. Fellows may elect instead to enroll in Prime Care Advantage. Enrollment must be completed no later than 31 days after the beginning of the Fellow's appointment in the first semester of the qualifying appointment each year and must remain in effect for the remainder of the academic year. A Fellow must also complete the Prime Care Advantage [enrollment form](#) and waive the SHIP coverage by the applicable deadline in order to enroll in Prime Care Advantage. Additional information is available in the [Graduate Associates booklet](#), available from the [Office of Human Resources](#).

Note for International Students: International students are required to enroll in the SHIP unless covered under a government sponsor, select international organization, or are a covered dependent of a U.S.-based employee. Additional information is posted at <http://shi.osu.edu/index.asp>.

6. **Health Insurance Subsidy.** The university pays 85 percent toward the Fellow's health insurance coverage and 85 percent toward dependent coverage if the Fellow, and, if applicable, the Fellow's dependent(s), enrolls in the Student Health Insurance Plan (SHIP). The

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subsidy amount will also be applied toward Prime Care Advantage premiums if the Fellow (and the Fellow's dependents, if applicable) decides to enroll in Prime Care Advantage instead of SHIP. This subsidy applies to Fellows who are paid through the Ohio State payroll system. See Section IX of the [Graduate School Handbook](#) and the [Graduate Associates booklet](#).

7. **Additional Fees.** Unless agreed to be covered by the Fellow's appointing unit, each Fellow is responsible for paying all additional fees: the COTA bus pass fee; the student activity fee; the recreational facility fee; **student union fees**; and any other department-/college-specific fees.
Note: Effective Autumn Quarter 2009, the Office of Human Resources implemented a Payroll Deduction Payment Plan for graduate students supported as graduate associates, fellows, and trainees who are paid through the university payroll system. This plan allows these graduate students to pay "Other Student Fees" via a monthly payroll deduction.
8. **Other Charges.** Each Fellow is responsible for other miscellaneous fees, such as athletic ticket fees and any penalties or late fees that he or she incurs.
9. **Parking Permits.** Fellows may purchase "C" (student) or "B" (staff) parking permits for Central or West Campus. Fellows are responsible for fees associated with the level of pass purchased as well as any other charges related to parking.
10. **Summer Enrollment.** Fellows on 11 month appointments are expected to enroll in 6 semester credits during the summer in order to receive their full stipend amount. Fellows on 9 month appointments are not expected to enroll in summer.
11. **Academic Requirements.** A pre-candidacy student must be enrolled for a minimum of 12 credits each semester in order to hold a graduate fellow appointment. A post-candidacy student must be enrolled for 3 credits each semester, including summer, in order to hold a fellow appointment. A fellow must also maintain reasonable progress toward the degree and maintain good academic standing with the Graduate School and his/her academic program each semester.
12. **Additional GA Appointments or Employment.** Fellows are considered to be on 100% appointment. A Fellow may not accept other appointments or employment without prior approval of the Graduate School and the School of Communication Director.
13. **Training.** Fellows may choose to complete the required GTA training during their first year, however, it is optional. If they do not complete this training during the first year, they will be required to complete it prior to accepting a GTA position during subsequent years. The university requires that all Graduate Teaching Associates receive a baseline of preparation and ongoing support for their teaching. GTAs must be notified by their appointing units when they are required to attend training provided through the University Center for the Advancement of Teaching, the appointing unit, or another office. Specific requirements apply to International Teaching Associates. (See Section IX of the [Graduate School Handbook](#). See also the May 13, 2003, memo from the provost about GTA preparation and ongoing support, posted at <http://oaa.osu.edu/Reports/gta/index.html>.)
14. **Graduate Student Codes of Conduct and Research Ethics.** Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the student's field of study or area of research. These codes include but are not limited to the [Graduate Student Code of Research and Scholarly Conduct](#) and the university's [Code of Student Conduct](#).
15. **Intellectual Property and Other Research Policies.** Fellows should be familiar with Ohio State's policies on intellectual property, including copyrights and, when applicable, patents. Research policies are posted by the [Office of Research](#).
16. **GTA Position in Following Years.** Offers of GTA positions in subsequent years are contingent on many factors, including the availability of funds and need for services as well as the student's prior satisfactory performance, satisfactory progress toward degree completion, and good standing in the Graduate School.



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- 17. Nondiscrimination.** As stated in the [Office of Human Resources Policy 1.10](#), “The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The university embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.” This policy applies to all GAs and Fellows.