



Guidelines for CEHD Graduate Students on Assistantship Contracts or Fellowships—2022

Congratulations on your offer of an assistantship or fellowship. Please read the following information carefully so that you will be aware of policies related to your contract. For conciseness, the term “assistant” is used for all three classifications of assistantships—graduate assistant, research assistant, or teaching assistant.

Minimum Credit Registration and Tuition Scholarship Coverage

While the University requires students on contract to be registered for a minimum of 6 graduate credits, the **College of Education requires research/teaching/graduate assistants and those on fellowships to be registered in a minimum of 9 graduate credits for the fall and spring semesters unless an exception is granted.**

The tuition scholarship associated with assistantships and fellowships offered by CEHD only covers fall and spring semesters and does not cover winter or summer sessions. Unless granted an exception prior to registration for a required course, students who register for summer or winter courses must pay the tuition. It is university policy to bill graduate assistants for a minimum of 9 graduate credits per fall and spring semester, so if you are enrolled in fewer than 9 credits, you will be billed for the full 9 credits.

Hours of Service, Reporting Sites and Holidays

Students holding assistantships are required to provide an average of 20 hours of service per week, including winter session and spring break. As with any professional appointment, the amount of service may vary from week to week, but the average should be no more than 20 hours per week.

Students holding assistantships are expected to work on campus or at the assistantship site as directed by their assistantship supervisor. Deviations from these working arrangements must be discussed with and approved by the assistantship supervisor.

There are periods when University offices are open but there are no classes scheduled, i.e., fall break and spring break, and the end of the term. When University offices are open, those hours are included in the weekly reporting requirement. When University *offices are officially closed* such as for holidays, students are excused from their assistantship duties but should pro-rate their hours for that week. Students should develop their schedule in consultation with their assistantship supervisor.

For example, classes are suspended during the week of Thanksgiving break from November 21 to 25, 2022. However only Thursday, November 24, and Friday, November 25 are holidays during which University offices are closed. Therefore, assistants may pro-rate their hours that week and work 3/5 of their 20 contracted hours, or 12 hours. Schedules for additional University holidays should be adjusted in a similar manner following the example above.

Students with assistantships will *not* be obligated to work when the University of Delaware is closed for the holiday break starting after the close of business on Friday, December 23, 2022, and when UD reopens on Tuesday, January 3, 2023. Holiday breaks are announced on the administrative calendar found at <http://events.udel.edu>.



Assistants are required to work during UD's spring break unless arrangements are made in advance with the assistantship supervisor. If a student is allowed to take off during spring break, the 20 hours should be made up at another time during the contract period.

Winter session is considered a regular session and graduate and research assistants are required to perform their assistantship duties during the winter session period if the contract has been written from September 1 through May 31.

Special Note about Assistantship Sites due to COVID-19

As of August 2022, we are expecting that CEHD's research and on-campus instructional operations will occur on campus in Newark. This guidance may change at any time as conditions and/or circumstances warrant.

Absences

If a TA, GA, or RA becomes ill, sick leave should be supported collegially, up to 40 hours for the 12-month contract period. After four consecutive days of sick leave, the student is to provide a letter from a physician or other licensed health-care professional that is confidential and states (1) that the student can or cannot return to the appointment for health reasons; and (2) the duration of the required sick leave. This letter should be submitted to the Graduate College who will verify the approval of the leave with the student's supervisor.

In the case of a long-term illness or parental leave, students must communicate with his or her supervisor, consult the UD Graduate Catalog for [Leave of Absence and Parental Accommodations](#) procedures, and notify the CEHD Dean's Office.

Graduate students on *12-month contracts* may follow the University's policy for [Graduate Student Paid Leave](#). Please check your contract dates to determine if you are on a 12-month contract.

Maintaining Eligibility for Funding

Students on assistantships and fellowships are required to remain in good academic standing each semester (a 3.0 cumulative grade point average is required), meet expectations of the assistantship as assigned, and make satisfactory progress in his or her academic program as defined in the College policies.

An offer of continuation of the appointment is contingent upon satisfactory performance of assigned duties each semester, continued academic eligibility in each semester (minimum cumulative GPA of 3.00), compliance with the University's Code of Conduct, availability of funds, and stated policies of the program as to the number of semesters that a student is eligible to receive fellowships or assistantships.

Mid- and end-of-the-year performance evaluations should be conducted so the student has an opportunity to address performance issues, and funding in subsequent years is contingent on satisfactory performance of assistantship duties. The appointment is for the period indicated on the contract form and the unit does not need to report non-renewal to the student.

To remain eligible for assistantships, students must be available to report to work on the Newark campus or alternative reporting site, if indicated in the contract or directed by the assistantship supervisor.



Students should not expect to continue assistantships if they move out of the commuting area or obtain full-time employment. Tuition-only scholarships are not typically awarded.

Grades of incomplete (I) revert to F grades if the required coursework is not successfully completed by the deadline the following semester and can potentially put assistantship eligibility in jeopardy. Please consult the Registrar's [academic calendar](#) for relevant dates.

Students who withdraw or are dismissed from the University during the time of the contract appointment will become responsible for the tuition in that semester.

Payroll

Students who meet the deadlines for providing materials during the Human Resources “onboarding” processes to become established in the UD payroll system will have the first paycheck of the contract period directly deposited their designated bank account on September 15. The last paycheck will be on May 31. Semi-monthly payroll is deposited on the 15th and last day of the month. If the 15th or last day of the month falls on the weekend, payment is usually made the Friday prior. The schedule can be found on the [UD Payroll Department](#) website.

Federal and state taxes, if applicable, will be withheld from the stipend check. Tuition scholarships are not taxed.

Pay Stubs

Students can view a record of their payroll, taxes, and other deductions at the [UD Payroll Department](#) Website under the “My Pay Stub” icon. You can also access W-2 forms for taxes at the end of the calendar year and update your tax withholdings if needed through the W-4 form.

Summer Employment

The University requires students on contract through the summer to be enrolled in a course. Most CEHD graduate students have contracts that expire on May 31 to avoid students being charged summer tuition. **If a student is employed during the summer period, they are usually paid as hourly employees and must enter their time through UDWorkforce and their supervisor or designee must approve the time each pay period.** Please note this is a change from how payroll is handled during the academic year, and hourly payroll happens on a different schedule. The schedule can be found on the [UD Payroll Department](#) website. If the hours are not entered and approved by each bi-weekly payroll deadline, students will not be paid on time in the summer. Students whose contracts span through the summer months *do not* need to enter their hours in UDWorkforce.

Fees

The assistantship contract does not provide for payment of the student fees that are charged by the University each semester unless so noted as part of the contract. Information about graduate student fees can be found at: <https://catalog.udel.edu/content.php?catoid=64&navoid=16661>. All full-time graduate students on contract are responsible for three mandatory fees – the Student Center Fee, the Student Health Service Fee, and the Graduate Recreation Fee as well as a Mandatory Medical Insurance fee (if it is not waived). International Students must pay an additional International Student Fee.



Payroll Deduction

Students on assistantship contracts may elect to have fees deducted from their stipend through payroll deduction, rather than pay the balance at the beginning of the semester. Students can arrange to have these fees paid incrementally through a stipend reduction over the course of 4 pay periods by completing the Pay General Deduction form at <https://grad.udel.edu/graduate-community-portal/students/payroll-deduction/>. Payroll deduction for UD parking permits is also possible and students should elect that payment option through the online parking permit process.

For Teaching Assistants with Teaching Obligations

Attendance at the Graduate Teaching Assistant (GTA) workshop is required for all first time GTAs. International GTAs must also attend the ELI ITA training program and meet the SPEAK/UDIA score requirements to be eligible for a GTA appointment.

Policy Exceptions or Questions

Any requests for exception to the policies stated must be presented in writing to Christina Johnston, Assistant Dean for Graduate Student Services, who will forward it to the Graduate College for consideration and action.

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