



# Alabama A&M University

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## Policies & Procedures

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**Policy:** 7.1

**Resident Student Rates – Qualifications  
for Graduate Students**

**Effective Date:** June 26, 2017

**Revised Date:** Original

**Managing Office:** School of Graduate Studies

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### I. PURPOSE/OBJECTIVE

To establish guidelines to facilitate Alabama Code of 1975, Section 16-64-2, “Requirements for qualification as resident student; rules and guidelines”. The entire Section is applicable for the purposes of admission and tuition, however this procedure emphasizes Sub-section (1) c (students employed as a graduate assistant or fellow by the institution at which the student is registering).

### II. DEFINITIONS

Listed below are terms relevant to this policy as defined by the Alabama A&M University (the University or AAMU) for the purpose of facilitating the policy. They are provided to add clarity in the application of the Alabama Code.

#### AAMU Fellow

A Fellowship provides financial assistance to graduate students as they pursue a degree. A Graduate student who is awarded a Fellowship is considered a Fellow. The source of funding for a fellowship has no bearing on its application for the purpose of this procedure. The minimum amount for a fellowship award should be \$500 per term, i.e. Fall, Spring, Summer.

#### AAMU Graduate Assistant

Graduate Assistantship (GA) is a generic term referring to financial support of graduate students that results in compensation and for which performance of defined duties is expected as they pursue a degree. Graduate Assistantship can be funded by either state or federal funds. Graduate Assistants can either be a full-time GA, i.e. 20 hours per week; a three-quarter time GA i.e. 15 hours per week; and a half-time GA i.e. 10 hours per week. Graduate Assistants must be registered for at least 6 semester hours of graduate credit courses in the Spring and Fall (3 hours in the Summer) in which they hold an appointment. The minimum amount awarded for a Graduate Assistantship should be \$500 per month.

## Registering

Registering for purposes of this procedure is defined as entering classes (enrolling) or having them entered by University personnel using the University's registration module or other method where necessary i.e. preparing hard-copy schedules.

## Time of registration

The time of registration is defined as any time during the period that registration is open, and classes may be entered, charges are assessed, and payment has been satisfied in accordance with University policy.

### **III. MANAGING OFFICE**

The School of Graduate Studies is responsible for facilitating the process. Requests from other departments that grant eligible awards must be submitted to the School of Graduate Studies if the student desires to be an in-state resident for the purpose of in-state tuition rates.

The Office of Graduate Studies is responsible for:

- a. Reviewing and verifying student eligibility
- b. Approving requests
- c. Coding approved students' records
- d. Monitoring student status to ensure students remain eligible during the term of award
- e. Updating students records who become ineligible.

### **IV. ELIGIBILITY**

In order to qualify for in-state tuition rates, the student at the time of registration must meet all of the following criteria:

- a. Must not be a minor
- b. Must be employed as a graduate assistant by the University or the recipient of a fellowship award from the University prior to the end of registration for the term that the in-state rate for tuition purposes is requested.
- c. Complete a Graduate Assistantship (GA)/Fellowship Verification Form

To maintain eligibility during a given term, the student must work the required graduate assistant hours for the term or retain the awarded fellowship. With the exception of the causes noted below, loss of an eligibility requirement shall result in the loss of the in-state residency for tuition purpose status and the assessment of the non-resident fee to the student's account. If a student receives and is awarded in-state residency for tuition purposes on the basis of receiving both awards but loses one, eligibility shall not be forfeited.

If at no fault of the student (result of university action, i.e. loss of funding, position elimination, etc.) the student is unable to work the full term but completes a minimum of 75% of the graduate assistance award or retains a minimum of 75% of the fellowship, the student will retain in-state residency eligibility for tuition purposes.

A change in graduate assistance assignments will require that the student work at least 90% of the combined assignments.