



IUPUI
SCHOOL OF SCIENCE

Policy on Granting and Processing Graduate Tuition Waivers

Student Eligibility

Full-time School of Science (SoS) students in **thesis M.S. or Ph.D.** programs who have been awarded stipends (in the form of fellowship, teaching assistantship, or research assistantship) or who are self-supporting, are eligible for tuition waivers of a maximum of 12 credit hours per semester, and 30 credit hours per academic year. **Courses taken outside the School of Science are not eligible for tuition waiver under this policy.**

Procedures

Each department shall provide the SoS fiscal officer prior to the beginning of each semester (or as soon as practicable) the following:

- A **list of students** who are to be granted tuition waiver;
- Indicate **degree type**: MS thesis or PhD;
- The **type of stipend** each student is receiving (i.e., fellowship, teaching assistantship, research assistantship or self-supporting, etc.);
- The **source of stipend support** (i.e., university general funds or external grants);
- The **residency status** of each student (in-state or out-of-state);
- The **number of credit hours in SCIENCE** to be waived for each student.

The SOS fiscal officer shall

- Debit each department's account an amount *equivalent to the IUPUI graduate credit hour assessment* (currently \$94 per credit hour) for each credit hour of tuition waiver granted to students receiving stipends from general funds;
- Debit an external research grant account, *based on in-state tuition rate*, the full amount of tuition waiver granted to students receiving stipends from that account;
- Debit an external grant account, *in accordance with the student's residency status*, the full amount of tuition waiver granted, if the grant providing the student with his/her stipend has budgeted or anticipated student tuition support based on out-of-state tuition rate (e.g., GAANN).



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The SoS fiscal officer shall provide each department and the dean's office with **a Summary Report on Graduate Student Support** three times a year in accordance with the following schedule:

- November 15 (for the summer session II and fall semester)
- March 15 (for the spring semester)
- July 15 (for summer session I)

Practical application guidelines for Granting and Processing Fee Remissions

1. Departments should charge the grant account for the total costs of fee remission if the graduate student is being charged in-state fees.
2. Departments should charge the grant account at the in-state rate for graduate students who are being charged out-of-state fees. The balance of the fee remission should be charged to the 12-937-02 account. If you have not set up a new item type on the grant account you can charge the 12-937-02 account for the total and then move the appropriate amount back to the grant with a GAA (General Accounting Adjustment).
3. Departments should charge the 12-937-02 account for graduate student fee remissions if they are paid from non-grant (general fund) accounts. This includes University Fellowships.
 - a) An \$94/credit hour charge (subject to change) will be charged back to the department's account.
 - b) The balance of the fee remission will be charged to the school.

Remember:

- A. If a grant is specifically written for the support of graduate students (e.g., GAANN) then the full amount of the tuition will be charged to the grant regardless of residency status.
- B. In most cases the grant paying the stipend will be housed in the School of Science – meaning that the ICR comes to the School of Science. Students receiving stipend support from grants housed outside of the School Science are eligible for the tuition waiver if all of the following stipulations are met:
 1. The research major professor (research director) is housed (tenure home) in the School of Science.
 2. The grant from which the stipend is derived must have the research director/advisor listed as an official grant participant (Co-PI, Co-I, etc.).
 3. The School of Science must receive ICR (if the grant provides such) commensurate with the percent effort of the research director/advisor.



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- C. The waiver is limited to a max of 12 credit hours per semester and 30 credit hours per academic year; and the courses must be School of Science courses (outside courses are not eligible under this policy).
- D. Stipends paid by outside companies are treated as “external” grants; all students pay in-state rates.
- E. Grants supporting students that are internal (campus or system) will pay in-state rates. Faculty requesting graduate student support should include in-state rates in their budgets.
- F. If start-up funds are used to pay the stipend, then they will also be eligible for the fee remission under this policy and will be treated as either general or grant funds. If the start-up account had originally budgeted tuition for a graduate student, then the start-up funds will be charged the entire amount like a grant that was written to specifically support students (see item B above). If however, the start-up account was not budgeted for tuition, then it will be treated as a general fund account (see item 3 above).