GRADUATE SCHOOL

Ball State University

Procedure for Requesting New
Graduate Assistantship Tuition Waivers

The number of tuition waivers (by department/unit) will be fully monitored in the Office of the Associate Provost for Research and Dean of the Graduate School as they are used. Additional tuition waivers are available for departments/units that can provide funding (dept. foundation accounts, corporate sponsorships, etc.).

Additional tuition waiver requests include:

i. Approval for **1-account** tuition waivers *BEYOND* those included in this year's budget from the Office of the Associate Provost for Research and Dean of the Graduate School.
ii. Approval for graduate assistantship tuition waivers on **ALL 2-accounts**.

Below are the **materials needed/new procedures** for gaining approval for additional tuition waivers.

Required materials for additional tuition waivers include:

a. Completed and signed (unit head, dean (or vice president)) tuition waiver request form (http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Forms/~/media/DepartmentalContent/GradSchool/pdfs/GraduateAssistantshipTuitionWaivers.ashx), which includes stated need and funding source(s).
b. Position Description(s) for graduate assistantship position(s).

All additional tuition waiver requests must go through the department/unit head, through the dean or vice president's office, and then to the Office of the Associate Provost for Research and Dean of the Graduate School for approval.

FormBlaster contracts for additional tuition waivers will not be approved without these materials. This is not meant, **at all**, to be limiting or impeding. Instead, the Office of the Associate Provost for Research and Dean of the Graduate School is encouraging growth in the number of assistantships, but there needs to be a gatekeeper (tracking) of all tuition waivers on campus. This will occur in my office.

Assistantships on 5-accounts (grants and contracts) will continue to be processed, approved, and monitored through the University Clearance process.

Please send completed Ball State University Graduate Assistantship Tuition Waiver Request Form to Carolyn Kapinus, Associate Dean, Graduate School, West Quad 100.

Ball State University
Graduate Assistantship Tuition Waiver
Request Form (1- or 2- Accounts Only)
PLEASE ATTACH POSITION DESCRIPTION

Requested by: _____ Date: _____

Department/Unit: _____ Account Number: _____
(This account will not be charged.)

Vice-President Area: _____ Annual Stipend Amount: _____

Check all requested terms.

Summer	AY __/__	Fall	Spring
Sem. ☐ (Year _____)	Full	☐	☐
1SS ☐ (Year _____)	Half	☐	☐
2SS ☐ (Year _____)			

Number of waivers requested: _____

Justification for tuition waiver(s):

Please describe source(s) of funding (more than account number):

_____ _____
Chair or Supervisor Date

_____ _____
Dean or Head Date

_____ _____
Associate Provost for Research and Dean of the Graduate School Date

http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Forms/~/media/DepartmentalContent/GradSchool/pdfs/GraduateAssistantshipTuitionWaivers.ashx

Please return to Dr. Carolyn Kapinus, Associate Dean, Graduate School, West Quad 100.