



**Youngstown State University
College of Graduate Studies
Questions and Answers | YSU**

Graduate Assistantship/Teaching Assistantships/Graduate Assistant Interns

Doctoral Assistantships and Ph.D. Fellowships

Q:	Who is eligible for a Graduate Assistantship? Who should I contact?
A:	Students should communicate their interest directly to their Program Director. You must have been accepted into the College of Graduate Studies in a Master's Degree program. Your program director, department chair, and college academic dean must recommend you for this assistantship position. The Dean of the College of Graduate Studies will have final approval. You must remain in good standing, no fewer than 9 semester hours in each of the fall and spring semesters. (Exceptions must be requested and granted by the Dean of the College of Graduate Studies.)
Q:	What is the Graduate Assistant Hiring Process? How do I apply for a Graduate Assistant/Fellowship?
A:	This information can be found on the Graduate Studies website. https://ysu.edu/academics/college-graduate-studies/assistantships-and-fellowships Students will need to complete the Online Graduate Assistantship application. A letter of Recommendation request is made from the same online system where the application is submitted.
Q:	What are the wages and compensation? Is the stipend and/or tuition remission subject to taxation?
A:	The rate of pay varies with the type of employment. Those classified as Graduate Assistants, Teaching Assistants and Graduate Assistant Research are exempt from taxation of tuition waivers. This is required by federal law. Specifically, under Internal Revenue Service regulation (IRC 127), tuition waivers awarded to graduate assistants are to be considered taxable income once the total tuition waiver amount exceeds \$5,250. This means that graduate assistants who receive more than \$5,250 in tuition waivers in a calendar year must be taxed on the amount exceeding the allowable amount. This income will be reported on Form W-2. The taxes that the University withholds are forwarded to the IRS and credited to your tax liability for the year. The tuition is subject to the availability of funds and may be subject to taxation. Students are responsible for the timely payment of their tuition and fees. The Office of Financial Aid and Scholarship will post the appropriate fee remission after receiving notification and approval from the College of Graduate Studies.

<p>Q:</p> <p>A:</p>	<p>What are the Graduate Assistant tuition benefits? Is Parking included?</p> <p>As a fringe benefit of your appointment, instructional fees up to (18 semester hours each fall and spring), the non-resident surcharge, the music performance fee (if applicable), the student transportation fee will be remitted for each term of your appointment.</p> <p>This fringe benefit does <u>not</u> cover any courses taken on an audit basis, or any undergraduate courses (even if needed as a prerequisite), or graduate coursework not required for degree completion.</p> <p>You are responsible for the general fee and other possible fees you may incur. A portion of the fringe benefit may be taxable.</p>
<p>Q:</p> <p>A:</p>	<p>Will my contract be renewed each year?</p> <p>All renewals are subject to satisfactory academic progress toward your degree completion, as determined by the department chair, and your satisfactory performance of assistantship duties. It is also contingent on the availability of funding and maintaining a minimum graduate GPA of 3.0. You must maintain enrollment of at least 9 semester hours of degree-credit course work each semester.</p> <p>Contracts are not automatically renewed and must be recommended and approved by the program director, department chair, and academic dean. The Dean of the College of Graduate Studies has the final approval for all appointments.</p>
<p>Q:</p> <p>A:</p>	<p>What are the terms of the contract?</p> <p>Typically, the Graduate Assistantship contact period begins in the Fall and ends in the Spring. You will be paid in semi-monthly installments from the start date being paid on a “semester by semester” basis.</p>
<p>Q:</p> <p>A:</p>	<p>How will I receive my paycheck?</p> <p>Your paycheck will be automatically deposited directly to your financial institution. You will be able to access your payment information via the YSU Penquin Portal page and accessing Banner Self Service, which can be found on the left side of the page under "e-Services for Faculty and Staff".</p> <p>Questions regarding your paycheck may be directed to the YSU payroll office at payroll@ysu.edu.</p>
<p>Q:</p> <p>A:</p>	<p>Is housing and health insurance covered?</p> <p>No, these items are not covered under the graduate assistantship contract.</p>
<p>Q:</p> <p>A:</p>	<p>How many hours do I have to work?</p> <p>The assistantship requires 20 hours per week for 16 weeks per semester, including exam week for duties to be assigned by the department chair.</p> <p>Students do not work on days the University is closed.</p>

<p>Q: A:</p>	<p>Who do I contact if I have questions regarding my paycheck? You may contact the YSU payroll office at https://cms.ysu.edu/administrative-offices/controllers/payroll</p>
<p>Q: A:</p>	<p>How do I resign or terminate my assistantship contract? All resignations must be submitted in writing to the Dean of Graduate Studies and the Program Director. Please include the reason for the termination request, and the actual last day worked. If an overpayment occurs, the student is expected to repay all money due to the University.</p>
<p>Q: A:</p>	<p>How do I find Health Care services? Health care is available for illness, injury, first aid, and routine health checks. Health screening tests, physical exams for sports and academic programs, gynecological exams, as well as consultations and referrals are provided. Allergy shots are also administered by appointment if serum and written instructions are provided by the student's allergist. Flu shots and immunizations are also given; however, there are charges for these injections. Please call Wick Primary Care at YSU for details.</p> <p>Wick Primary Care at YSU is located on the corner of Lincoln and Wick Avenues.</p>
<p>Q: A:</p>	<p>How do I contact the International Programs Office? For General Information: ipo@ysu.edu For information for the admitted international student: https://ysu.edu/international-programs-office/admitted-international-students</p>
<p>Q: A:</p>	<p>How to receive official communications from YSU? The Youngstown State University e-mail system is considered an official means of communication, and all students and employees are responsible for information sent to them via their <u>Penguin Portal account</u>. It is the policy of this institution that:</p> <ul style="list-style-type: none"> • All students, faculty, and staff have access to e-mail, and • The university will send official communications via e-mail and electronic mailing lists. https://ysu.edu/university-bursar/email-policies-procedures
<p>Q: A:</p>	<p>How do I sign up for PenquinAlert? YSU's emergency alert system is called Penguin Alert. Penguin Alert Notification System is open only to students and employees with an official YSU email address.</p> <p>To be sure that you receive emergency text alerts, verify your cell phone, and contact information.</p> <p>The YSU Police Department alerts the University Community and surrounding areas to incidents using the Penguin Alert System. If you have any information about these alerts, any other crime(s), or about the suspect(s) described in the alerts, please contact YSU PD at (330) 941-3527.</p>

<p>Q: A:</p>	<p>How to set up my Office 365 email on a mobile device? For further information contact: https://ysu.teamdynamix.com/TDClient/2000/Portal/KB/ArticleDet?ID=86440</p>
<p>Q: A:</p>	<p>Where would I find textbooks, YSU apparel, gifts, and accessories? The Youngstown State University Bookstore is located on campus at 300 5th Avenue, Youngstown, OH 44502. Information may be found at the ysu.bncollege.com or YSU Bookstore Facebook page.</p>
<p>Q: A:</p>	<p>Where do I find information about the library on campus? Information may be found at maag.ysu.edu. Also, Facebook, Instagram, Twitter pages. Maag Library & CRC are now lending resources from the local collections via a contactless self-service pickup.</p>
<p>Q: A:</p>	<p>Where to find information regarding Privacy and release of student education records: The Family Education and Privacy Act (FERPA) <u>FERPA (Family Educational Rights and Privacy Act)</u> Per federal regulations, we are not permitted to talk to our students' family members or friends regarding their academic and/or financial accounts without written consent from the student. To finalize this authorization, a FERPA release form must be delivered IN PERSON to the Penguin Service Center along with photo identification. The form will not be accepted without proof of identification to ensure the protection of our students' information.</p> <p>Guidelines for Student, Family, and Friends, Faculty and Staff can be found at: https://ysu.edu/penguin-service-center/your-information</p> <p>The FERPA Release Form and the Student Privacy Hold Form as also available here.</p>
<p>Q: A:</p>	<p>How to contact the Office of the Registrar? Contact information for Records, Registration, and Penguin Service Center can be found at https://ysu.edu/registrars-office</p>
<p>Q: A:</p>	<p>How to request Employment Verification? CCCVerify is the third-party administrator YSU uses to fulfill requests for income and employment information. CCCVerify can provide proof of employment and/or income when securing financing, leasing an apartment, providing information to government agencies, etc. Contact: Customer Service (toll-free) 855-901-3099 verifications@corporatcostcontrol.com Direct Fax 614-495-0225</p>