Graduate Assistantship Requirements and Conditions
Department of Computer Science
Old Dominion University

Links to the webpages referred to in this document and in your offer letter can be found at http://graduate.cs.odu.edu/resources/ga-requirements/.

University Regulations

Eligibility requirements for the assistantship include meeting all the University requirements as outlined in the University’s Graduate Catalog at http://catalog.odu.edu/graduate/financialawardsforgraduatestudents/.

Old Dominion University adheres to the “Resolution regarding Graduate Scholars, Fellows, Trainees, and Assistants” of the Council of Graduate Schools of the United States. Please read the resolution at http://cgsnet.org/april-15-resolution (also attached to this document) to make yourself aware of your responsibilities.

Information on student health insurance is available at https://www.odu.edu/life/health-safety/health/monarch-wellness/physical-wellness/student-health-center/billing/insurance

Course Registration

Enrollment requirements depend on student status and funding source:

- Graduate students funded by ODU (State) (usually Graduate Teaching Assistants) must be registered for 9 graduate credit hours in the fall and spring semesters and 6 graduate credit hours in the summer semester.

- Graduate students funded by the Old Dominion University Research Foundation (ODURF) (usually Graduate Research Assistants) must be registered for 6 graduate hours in the fall and spring semesters and 3 graduate credit hours in the summer. If you hold both a GTA and a GRA, then you must follow the registration requirements for the GTA.

- International graduate students taking fewer than 9 graduate credit hours during the fall or spring semester must submit a Reduced Course Load (RCL) Request Form with the Office of Visa and Immigration Service Advising (VISA).

- PhD students who have successfully advanced to candidacy must register for and complete at least 1 hour of graduate credit every semester until graduation.

- Master's students in their final semester of study may register for a reduced course load. See the Graduate Program Director (GPD) for the required forms.

- During the summer semester, the registration requirement is the same for international students as for domestic students and no RCL is required for a reduced course load.

GPA Requirements

Assistantships (including the tuition waiver) will be immediately terminated for students who do not maintain a 3.0 grade point average (GPA).
Assistantship Continuation Terms

The continuation of the assistantship in each semester of the first year is contingent upon continuing satisfactory performance of your Graduate Assistant duties. For the second and successive years continuation is contingent upon satisfactory performance and availability of funds. If your supervisor determines that you are not suited for the job assigned due to unsatisfactory performance, you may be reassigned or terminated, which may result in a loss of stipend and/or tuition assistance.

Tuition Payment Responsibility

A student whose assistantship is terminated will be responsible for all tuition that has been paid on their behalf in the semester in which the termination occurred. A student receiving tuition support who withdraws from courses, loses his/her stipend, or is dismissed from the University will be personally liable for repayment of tuition funds utilized.

A student who registers for more credit hours than is covered by their tuition waiver (as stated in their offer letter) is responsible for the full tuition for the additional credit hours.

A student who drops courses that have been covered by a tuition waiver must immediately notify the GPD and the Department of Computer Science. The student may be required to return any tuition refund issued by the University.

Verification of Work Eligibility

According to the provisions of the Immigration Reform and Control Act of 1986, it is the responsibility of Old Dominion University to examine original documents, provided by new employees (including students who are to receive assistantships), which demonstrate the individual's identity and employment eligibility. Documents must be presented in person. Domestic students can present documents to the department. All international students must visit Visa and Immigration Service Advising, Dragas Hall Room 2006 (757) 683-4756 or intlstu@odu.edu to discuss visa arrangements and complete the Employment Eligibility Verification Form (commonly referred to as the Form I-9).

Graduate Teaching Assistantship Training

For non-native English-speaking students who are receiving a teaching assistantship at admission or will eventually be offered one, English proficiency must be demonstrated prior to appointment to and work in that assistantship. Proficiency is demonstrated by a variety of test score options detailed at http://www.odu.edu/content/odu/admission/proficiency.html.

Additionally, non-native English speakers must also satisfy the University’s English speaking proficiency requirement prior to appointment. Students can satisfy the English speaking proficiency requirement by passing the SPEAK Test. The SPEAK Test and schedule are detailed at https://www.odu.edu/cepd/esl/speak-toefl. A passing score is at least 50 out of 60 points. Students who score 45, but not 50, are eligible for the Retake Presentation.

All GTAs must attend and complete the Graduate Teaching Assistant Institute (GTAI).
Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2014.

Alcorn State University  Howard University  Monmouth University  Montana State University - Bozeman
American University  Idaho State University  Montana Tech of the University of Montana  Montclair State University
Andrews University  Illinois Institute of Technology  Montana State University  Morningside College
Appalachian State University  Illinois State University  Montana State University  Mount Mary College
Arizona State University  Indiana State University  Montclair State University  National University
Arkansas State University  Indiana University  New Jersey Institute of Technology  New Mexico State University
Austin Peay State University  Indiana University - Purdue University  Fort Wayne  New York Medical College
Ball State University  Iowa State University  New York Medical College  New York University
Baylor College of Medicine  Jackson State University  North Carolina Agricultural & Technical State University  Northern Michigan University
Baylor University  James Madison University  North Carolina State University at Raleigh  Northwestern State University of Louisiana
Boise State University  John Carroll University  North Dakota State University  Northeastern Illinois University
Boston College  Johns Hopkins University  Northwestern State University  North Carolina State University, Los Angeles
Boston University  Kansas State University  Ohio State University  Old Dominion University
Bowling Green State University  Kent State University  Oregon State University  Oregon State University
Bradley University  Kutztown University of Pennsylvania  Park University  Pepperdine University
Brandeis University  Lamar University  Pennsylvania State University  Pittsburg State University
Brigham Young University  Langston University  Pepperdine University  Portage State University
Brown University  Lehigh University  Pepperdine University  Princeton State University
Bryn Mawr College  Lipscomb University  Pepperdine University  Radford University
Caldwell University  Loma Linda University  Pepperdine University  Rice University
California Institute of Technology  Louisiana State University and A & M College  Pepperdine University  Rowan University
California State University, Bakersfield  Fielding Graduate University  Pepperdine University  Rice University
California State University, Fresno  Ferris State University  Pepperdine University  Rice University
California State University, Fullerton  Florida A & M University  Pepperdine University  Rockefeller University
California State University, Los Angeles  Florida Atlantic University  Pepperdine University  Rice University
California State University, Northridge  Florida International University  Pepperdine University  Rice University
California State University, Stanislaus  Florida State University  Pepperdine University  Rice University
Case Western Reserve University  Fordham University  Pepperdine University  Rice University
Catholic University of America  Fort Hays State University  Pepperdine University  Rice University
Central Washington University  Gallaudet University  Pepperdine University  Rice University
City University of New York Graduate Center  George Mason University  Pepperdine University  Rice University
Claremont Graduate University  George Washington University  Pepperdine University  Rice University
Clark Atlanta University  Georgetown University  Pepperdine University  Rice University
Clark University  Georgia Institute of Technology  Pepperdine University  Rice University
Clemson University  Georgia Regents University  Pepperdine University  Rice University
Cleveland State University  Georgia Southern University  Pepperdine University  Rice University
College of Charleston  Georgia State University  Pepperdine University  Rice University
College of New Jersey  Grand Valley State University  Pepperdine University  Rice University
College of Saint Rose  Hampton University  Pepperdine University  Rice University
College of William and Mary  Harvard University  Pepperdine University  Rice University
Colorado School of Mines  Hofstra University  Pepperdine University  Rice University
Columbia College Chicago  Hood College  Pepperdine University  Rice University
Columbia University  Howard University  Pepperdine University  Rice University
Concordia University, (IL)  Idaho State University  Pepperdine University  Rice University
Coppin State College  Illinois Institute of Technology  Pepperdine University  Rice University
Cornell University  Illinois State University  Pepperdine University  Rice University
Creighton University  Indiana State University  Pepperdine University  Rice University
Dakota State University  Indiana University  Pepperdine University  Rice University
Dartmouth College  Indiana University - Purdue University  Fort Wayne  Pepperdine University  Rice University
Drew University  Iowa State University  Pepperdine University  Rice University
Drexel University  Jackson State University  Pepperdine University  Rice University
Duke University  James Madison University  Pepperdine University  Rice University
East Carolina University  John Carroll University  Pepperdine University  Rice University
Eastern Illinois University  Johns Hopkins University  Pepperdine University  Rice University
Eastern Kentucky University  Kansas State University  Pepperdine University  Rice University
Eastern Michigan University  Kent State University  Pepperdine University  Rice University
Eastern Washington University  Kutztown University of Pennsylvania  Lamar University  Pepperdine University  Rice University
Emory University  Lamar University  Pepperdine University  Rice University
Emporia State University  Langston University  Pepperdine University  Rice University
Fairmont State University  Lehigh University  Pepperdine University  Rice University
Ferris State University  Lipscomb University  Pepperdine University  Rice University
Fielding Graduate University  Loma Linda University  Pepperdine University  Rice University
Florida A & M University  Louisiana State University  Pepperdine University  Rice University
Florida Atlantic University  Louisiana State University and A & M College  Pepperdine University  Rice University
Florida International University  Louisiana State University Health Sciences Center  Pepperdine University  Rice University
Florida State University  Loyola Marymount University  Pepperdine University  Rice University
Fordham University  Loyola University of Chicago  Pepperdine University  Rice University
Fort Hays State University  Marquette University  Pepperdine University  Rice University
Gallaudet University  Marywood University  Pepperdine University  Rice University
George Mason University  Massachusetts Institute of Technology  Medical College of Wisconsin  Pepperdine University  Rice University
George Washington University  Medical College of Wisconsin  Pepperdine University  Rice University
Georgetown University  Medical University of South Carolina  Pepperdine University  Rice University
Georgia Institute of Technology  Metropolitan State University of Denver  Pepperdine University  Rice University
Georgia Regents University  Miami University  Pepperdine University  Rice University
Georgia Southern University  Michigan State University  Pepperdine University  Rice University
Georgia State University  Michigan Technological University  Pepperdine University  Rice University
Grand Valley State University  Middle Tennessee State University  Pepperdine University  Rice University
Hampton University  Minnesota State University - Mankato  Pepperdine University  Rice University
Harvard University  Mississippi State University  Pepperdine University  Rice University
Hofstra University  Missouri State University  Pepperdine University  Rice University
Hood College  Montana State University  Pepperdine University  Rice University

* This Resolution applies to offers of financial support only, not offers of admission.
Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

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