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://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf 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).