



MEMORANDUM

TO: Faculty and Academic Administrators, Graduate Program Coordinators, and Division of Research Personnel

FROM: Chuck Thorpe *Charles E Thorpe*

SUBJECT: Tuition and Stipends for AY 2017-2018

DATE: December 8, 2016

The trustees, last year, adopted a philosophy to more closely align the “sticker price” of tuition with the actual cost of attendance. This is a marketing effort to help us attract more and better students; it is designed to be revenue neutral. In order to have the same net costs and revenues to the university, we made a few minor changes last year. This memo continues the practices of last year, and sets the new prices for tuition and the new minimum stipends for RAs and TAs.

1. Effective with the 2017 summer sessions, 2017-2018 tuition for graduate students will vary depending upon the program of study as indicated below:

School	Program	Tuition (per credit hr)
Business	Resident MBA	\$1,345
	Hybrid MBA (online, Health Mgmt, CRC Campus-based)	\$1,138
Arts & Sciences	Potsdam-based	\$1,345
	Bioethics	\$1,345
	MA-Teaching	\$931
	MA-History or English	\$931
Engineering	All programs	\$1,345
ISE	All programs	\$1,345
Interdisciplinary	MS-Engineering & Mgmt	\$1,556
	MS-Data Analytics	\$1,556
	Dual Degree MS Data Analytics / MBA	\$1,556

Tuition (per term)		
Health Sciences	Physical Therapy	\$20,246
	Physician Assistant	\$14,962
	Occupational Therapy	\$14,962

2. The minimum annual stipend for teaching and research assistants (TA and RA), effective June 17, 2017 will be \$25,500 (\$980.77 bi-weekly). Faculty requesting funds for RA stipends on pending proposals and those already supporting RAs with funding that will continue beyond June 17, 2017 (FY 2017 end date for payroll) should note this change in minimum stipend amount for AY 2017-2018. Departments should be prepared to use the new rate as appropriate and applicable for all new appointments or reappointments that include AY 2017-2018.
3. The Provost has delegated to the Deans of the Schools, the Director of ISE, and the Director of the Institute for STEM Education the authority to coordinate with the departments and the Office of Budgets and Planning to ensure appropriate allocation of funds to the departments for TA stipends. Departments shall appoint individual students to TA positions and assign duties as appropriate to support the departments' programs. Deans shall allocate funds to cover tuition for TAs for appointments that are at least one semester in duration. The tuition allocation permitted for each appointment is limited to a maximum of 15 credit hours per academic semester and 30 credit hours per academic year.
4. The Provost has delegated to the Deans of the Schools and Directors of ISE and the Institute for Stem Education the authority to grant tuition scholarships to students on RA appointments in instances that meet the conditions specified below. The tuition scholarship may cover a maximum of 15 credit hours per academic semester and may not exceed 30 credit hours per academic year.
 - a. The research grant(s) from which the RA stipend derives must recover full indirect costs at the rate appropriate to the grant (on-campus or off-campus). In addition, when permitted by the funding source, the research grant must:
 - i. Recover academic year salary at a minimum of one month annually per student. This amount can be a sum of the academic salary requested by each Investigator on the project as long as the total is at least one month per student annually; Any exceptions to these must be approved by the Provost.
 - ii. Recover a minimum of 12 credits of tuition annually per student.
 - b. Generally, the minimum duration of an RA appointment is six months per semester of tuition scholarship provided. Two exceptions to the six-month requirement are permitted:
 - i. A tuition scholarship may be granted to a student during her/his first semester of full matriculation as long as the student's initial RA appointment has a duration of four months or longer;

- ii. A tuition scholarship may be granted to a student during her/his final semester of full matriculation as long as the student has met the credit hour requirements of the degree sought and the RA appointment has a duration of one month or longer.
 - c. Funds from up to three accounts may be aggregated to provide one stipend. If the tuition scholarship is used as cost-sharing on the supporting grant(s), and aggregated funds from multiple grants (up to three) provide the stipend, then any tuition charges will be prorated across each account used to provide funds for the stipend.
 - d. PIs are advised that while the University may provide a tuition scholarship to cover up to 30 credits per RA per year, proposals now show a maximum tuition cost sharing of 12 credits per RA per year to provide assurance that the commitment can be honored.
5. The appointment category of Graduate Assistant (GA) applies to graduate students who receive less than a full RA or TA appointment, as defined above. A GA appointment may cover tuition or stipend or both, and may be paid from internal or external funds. A student on a GA appointment that covers stipend is not entitled to a tuition scholarship. However, a student on a GA appointment may receive consideration for a partial tuition scholarship on the same basis as other matriculated graduate students. A GA stipend must be at least minimum wage and duties may not exceed 40 hours per week including time to attend classes. GA appointments can be made for any period of time.
6. Clarkson University is responsible for providing certain assurances to the federal government concerning graduate students. Two requirements are pertinent in this memo:
- a. Graduate students who hold full-time appointments are **not** eligible to take additional employment during the period of their appointment.
 - b. Graduate students should not be paid via time cards from any externally-funded research account.

Since other possibilities exist that may not fit these general guidelines, please contact the Office of the Provost before giving assurances to any graduate student regarding part-time, hourly employment.

cc:

Allison Aldrich, Director of Budgets and Planning
Tess Casler, Director, International Students and Scholars Office
Greg Slack, Director, Division of Research
Todd Travis, Award Administrator, Division of Research
Amanda Pickering, Director of Academic Policies and Processes
Academic Administrative Assistants