

Graduate Assistant Tuition Exemption

Use this form to request a GA tuition exemption. The award of a GA tuition exemption is contingent on

1. The commitment of the department or unit to provide a graduate assistantship, and
2. The commitment of the graduate assistant to abide by the policies below.

GA tuition exemptions awarded by the Graduate Division are valid only for fall and spring semesters. Summer session tuition exemptions, if available, are issued by the Dean of the Outreach College.

Conditions of Award

Recipients of GA tuition exemptions must meet the following requirements. Failure to do so will result in cancellation of award and liability to pay back the full amount of the award.

- Serve as a GA for at least three-quarters of a semester.
- Maintain good academic standing and a GPA of 3.0 or above.
- Maintain full-time enrollment (defined as six credits or more for GAs).
- Obtain advance approval from the Graduate Division if enrolling in more than nine credits.

Conflict of Interest, Ethics and Intellectual Property

As university employees, GAs will be governed by official UH policies on conflict of interest, ethics and intellectual property. GAs must abide by these policies and disclose any potential conflict of interest. The university may have a right to a share of the intellectual property developed by GAs while carrying out GA duties. If the assistantship is funded by a grant or contract, even partially, then provisions of the grant or contract may determine ownership of intellectual property. More information is available at the Graduate Division Website <www.hawaii.edu/graduate/research/ethics.htm>.

Approval for Research Topics (For Graduate Assistants with Research Duties)

As required by federal, state and university regulations, UHM employees and students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- **Committee on Human Studies <www.hawaii.edu/irb/>**
The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university's non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.
- **Environmental, Health and Safety Office <www.hawaii.edu/ehso/>**
The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.
- **Institutional Animal Care and Use Committee <www.hawaii.edu/ansc/IACUC/>**
The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division
Fellowships and Scholarships

Graduate Assistant Tuition Exemption Request Form

Part I. To be completed by the graduate assistant

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE

Are you pursuing a joint degree in law or medicine? No Yes (JD) Yes (MD)

I certify that I have read and understand the policies and instructions for this form.

Signature of Student _____ Date _____

Part II. To be completed by the department/unit providing the graduate assistantship

Name of Department/Unit _____

Name of Department Chair or Principal Investigator _____

Telephone _____ Fax _____

Provide details on the graduate assistantship appointment:

Student Status		GA Duty		Appointment Type	
New graduate student		Teaching		9-month / 0.25 FTE	
Continuing student and new GA		Research		9-month / 0.50 FTE	
Continuing student and continuing GA		Other *		11-month / 0.25 FTE	
Appointment Period from _____ to _____ <small>MM/DD/YY MM/DD/YY</small>				11-month / 0.50 FTE	

* Attach memo justifying appointment.

I certify that the department/unit is committed to provide the student with the graduate assistantship detailed above.

Signature of Department Chair or Principal Investigator _____ Date _____