

# UMCES Graduate Assistant Financial Cheat Sheet

Updated February 2020

Item or Issue	Source, Website, or Email Address
<b>General Information</b>	
UMCP Graduate Assistantship Policies (appointments, duties, tuition and fees, FICA)	UMCP Graduate Assistantship Policy: <a href="https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/">https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/</a>
UMCP Graduate Catalog (policies and procedures)	<a href="https://academiccatalog.umd.edu/graduate/">https://academiccatalog.umd.edu/graduate/</a>
UMCES Student Resources	<a href="https://www.umces.edu/graduate-program-myumces">https://www.umces.edu/graduate-program-myumces</a>
<b>Deadlines, Calendars, Holidays, and Vacations</b>	
Registration and graduation dates and deadlines	<a href="https://gradschool.umd.edu/calendar">https://gradschool.umd.edu/calendar</a>
UMCP Academic Calendar	<a href="https://www.provost.umd.edu/calendar/19.html">https://www.provost.umd.edu/calendar/19.html</a>
UMCES Holiday Calendar	<a href="https://www.umces.edu/sites/default/files/HolidayCalendar2019-2020.pdf">https://www.umces.edu/sites/default/files/HolidayCalendar2019-2020.pdf</a>
UMCES Policy on Graduate Assistantships, including stipend, tuition remission, and leave information	<a href="http://www.umces.edu/sites/default/files/III711UMCES_0.pdf">http://www.umces.edu/sites/default/files/III711UMCES_0.pdf</a>
<b>UMCP Bill and Tuition Remission</b>	
Graduate Tuition and Fees	<a href="https://billpay.umd.edu/GraduateTuition">https://billpay.umd.edu/GraduateTuition</a>
Ph.D. Candidacy Tuition	<a href="https://billpay.umd.edu/tuition-billing-tuition-and-fees/phd-candidacy-tuition-and-fees">https://billpay.umd.edu/tuition-billing-tuition-and-fees/phd-candidacy-tuition-and-fees</a>
Waive mandatory fees for semester	Will be sent out before the semester starts by the MEES Office
Mandatory Fee Issues	MEES Office: <a href="mailto:mees@umd.edu">mees@umd.edu</a> / 301-405-6938
Access UMCP Bill/Account	Bursar's Office at UMCP: <a href="https://billpay.umd.edu/">https://billpay.umd.edu/</a>
Tuition Remission Help	AL: Heather Johnson, 301-689-7200, <a href="mailto:hjohnson@umces.edu">hjohnson@umces.edu</a> CBL: Stacy Hutchinson, 410-326-7364, <a href="mailto:shutchinson@umces.edu">shutchinson@umces.edu</a> HPL: Addie Cropper, 410-221-8241, <a href="mailto:acropper@umces.edu">acropper@umces.edu</a> IMET: Michelle Prentice, 410-234-8839, <a href="mailto:mprentice@umces.edu">mprentice@umces.edu</a>
Policy regarding Tuition and fees (includes withdraw, dropping classes)	UMCP Policy on Tuition, fees, and expenses <a href="https://academiccatalog.umd.edu/graduate/policies/tuition-fees-expenses/">https://academiccatalog.umd.edu/graduate/policies/tuition-fees-expenses/</a>
Charges for Withdraw/dropping a course	<a href="https://academiccatalog.umd.edu/graduate/policies/tuition-fees-expenses/">https://academiccatalog.umd.edu/graduate/policies/tuition-fees-expenses/</a>

## FAQs

### 1. What is full time status and how do I maintain it if necessary?

A Graduate Assistant is on an academic appointment not involving academic tenure. The appointment may be full-time (20 hours per week) or half-time (10 hours per week). Full time GAs are required to be signed up for at least 48 units per semester. Assistantships are worth 24 units. GAs holding regular 20-hour appointments are considered full-time students by the University if they are registered for at least 24 units in a semester term or 18 units in a 12-week term program. Please see this link for more information, including calculation of units:  
<http://www.registrar.umd.edu/current/registration/Full-Time%20Status.html>

### 2. Do Graduate Assistants have to pay Retirement and Social Security (FICA) Taxes?

Retirement benefits are not withheld from the salaries of Graduate Assistants. GAs are exempt from Federal Insurance Contribution Act (FICA) taxes provided that they maintain enrollment and are registered with at least half-time status in the term (Semester or 12-week) they are holding an assistantship. During a summer term, if you take courses, you must inform the Bursar's Office of this while maintaining at least half-time status during that term in order for the FICA exemption to be maintained, otherwise FICA taxes will be removed over the summer months.

**3. Who is responsible for the tuition charges if I drop a course?**

We recommend reviewing the Add/Drop/Withdrawal information on the UMCP website (<https://academiccatalog.umd.edu/graduate/policies/tuition-fees-expenses/>) to assess whether you will be eligible for a refund and if so, for how much. Monetary credits will go back to the grant, and a student is responsible for any remainder charges due to withdrawals. We recommend you monitor your student account for potential charges if you decide to drop a course during or after the schedule adjustment period.

**4. As a Ph.D. Candidate, I am automatically signed up for 6 credits of MEES899. What are the tuition costs for MEES899?**

MEES899 has a flat tuition fee. Please see this website for an explanation of MEES899 charges: <https://billpay.umd.edu/tuition-billing-tuition-and-fees/phd-candidacy-tuition-and-fees>

Please do not hesitate to contact Amy Griffin ([agriffin@umces.edu](mailto:agriffin@umces.edu) / 410-326-7211) or the MEES Office ([mees@umd.edu](mailto:mees@umd.edu) / 301-405-6938) if you have any questions.