

## TUITION WAIVER POLICY

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*Responsible administrator: Associate Dean for Academic Programs*

*Last updated/reviewed: 5/14/2019*

### ***Introduction***

Auburn University (AU) Harrison School of Pharmacy (HSOP) graduate (MS and PhD) and professional (PharmD) students who have been awarded a graduate assistantship (GA), graduate teaching assistantship (GTA), or graduate research assistantship (GRA) may qualify for a waiver of AU Graduate School tuition, but not of AU professional school fees, in accordance with AU Graduate School policy (<http://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships/>). Through the 2016 fiscal year (FY2016) these waivers were the financial responsibility of the AU Graduate School. Now, however, HSOP is financially responsible for these waivers, necessitating the development of an HSOP policy governing these waivers. Below are the provisions that pertain to the awarding of these waivers.

### ***Provision 1. HSOP students who are supported by an internal (AU) research award (grant or fellowship)***

HSOP investigators who apply for an internal (AU) research award (grant or fellowship) are required to comply with the HSOP Intramural Proposal Submission Policy <<http://www.auburn.edu/academic/pharmacy/research/index.html>>, which requires HSOP investigators to route these applications through the OADRGP for approval. The Director of Graduate Programs (DGP) will be responsible for soliciting approval for the application from the appropriate HSOP department head(s). Department head and DGP approval of the application will also constitute approval of any tuition waiver that could be linked to the grant or fellowship. The DGP is responsible for filing the tuition waiver request with the AU Graduate School.

### ***Provision 2. HSOP students who are supported by an external research award (grant or fellowship)***

HSOP investigators who apply for an external research award (grant or fellowship) are required to comply with the HSOP Extramural Proposal Submission Policy <<http://www.auburn.edu/academic/pharmacy/research/index.html>>, which requires HSOP investigators to route these applications through the Associate Dean for Research (ADR) for approval. The ADR will be responsible for soliciting approval for the application from the appropriate HSOP department head(s) and the DGP. Department head and DGP approval of the application will also constitute approval of any tuition waiver that could be linked to the grant or fellowship. The DGP is responsible for filing the tuition waiver request with the AU Graduate School. The existing Graduate Student Funding authorization form will be utilized for the purpose of seeking and coordinating approvals of the tuition waiver request. Note that external research awards that qualify an HSOP student(s) for a tuition waiver are subject to the HSOP Policy on GRA Tuition Recovery, Indirect Cost Recovery, and Faculty Salary Recovery From Extramural Grants <<http://www.auburn.edu/academic/pharmacy/research/index.html>>.

**Provision 3. HSOP students who hold an HSOP GA, GTA, or GRA position**

HSOP students who hold an HSOP GA, GTA, or GRA position that is not subject to Provision 1 or Provision 2 will automatically be awarded the appropriate waiver of AU Graduate School tuition, subject to the terms and conditions of the aforementioned AU Graduate School Policy. In the case of MS or PhD students, the department to which a student belongs is responsible for informing the DGP prior to the beginning of the semester of the tuition waiver request. In the case of PharmD students, the Associate Dean for Academic Programs (ADAP) is responsible for review and approval of the request prior to the beginning of the semester of the tuition waiver request. The existing Graduate Student Funding authorization form will be utilized for the purpose of seeking and coordinating approvals. The DGP or ADAP is responsible for filing tuition waiver requests with the AU Graduate School.

**Provision 4. HSOP students who hold a GA, GTA, or GRA position awarded by another AU unit**

Through FY2016, HSOP students who held a GA, GTA, or GRA position awarded by another unit were automatically awarded a tuition waiver by the AU Graduate School, subject to AU Graduate School Policy. As indicated earlier, HSOP is now financially responsible for these tuition waivers and therefore HSOP has an obligation to exert control over the awarding of these waivers. Thus, HSOP students who hold a GA, GTA, or GRA position awarded by another AU unit AND not subject to Provision 1 or Provision 2 must file a request for a tuition waiver with the DGP or ADAP prior to the beginning of the semester. The DGP will coordinate approval by the appropriate HSOP department head in the case of MS or PhD students. The ADAP will review and coordinate approval in the case of PharmD students. Final review and approval will subsequently be the responsibility of the HSOP Dean's Office. The existing Graduate Student Funding authorization form will be utilized for the purpose of seeking and coordinating approvals. Approval of a tuition waiver request is dependent upon a number of factors, including but not limited to alignment of the GA/GTA/GRA responsibilities with the student's professional development and with the missions of the HSOP. Once approved, the request will be returned to the DGP or ADAP. The DGP/ADAP (as appropriate) is responsible for filing the tuition waiver request with the AU Graduate School.