



MATRICULATION AND FACILITIES (M&F) FUNDING POLICY

POLICY SUMMARY

To provide guidance on funding options for SEAS doctoral students on Matriculation and Facilities (M&F) registration.

ISSUING AUTHORITY

SEAS Dean's Office

RESPONSIBLE DESIGNEE OR OFFICE

SEAS Academic Departments/Faculty and SEAS Dean's Office

WHO IS GOVERNED BY THIS POLICY

SEAS Academic Departments/Faculty who support doctoral students

WHO SHOULD KNOW THIS POLICY

Deans
Department Chairs
SEAS Finance & Administration Office
Graduate Student Services Office
Departmental Administrators
Business Managers
Program Directors
SEAS Faculty
Principal Investigators
Doctoral Students

POLICY TEXT

This policy covers the funding for Ph.D. students registered (M&F).

To satisfy the continuous registration requirement and to make use of various University facilities, Ph.D. students in SEAS who are in the last year of their PhD study and have completed all six Residence Units may register for M&F, only if they are working on writing or distribution of their thesis. Students may not register for M&F if they are continuing research, courses, or other academic programs. In all other cases, a Ph.D. student must register for either a full Residence Unit or Extended Residence.

Prior to going on to M&F the student must declare to their advisor & the Department Chair that they are entering the final year of their degree program and will only be working on their thesis. The Department Chair, on behalf of the student and the advisor, must petition the Dean for approval of a third semester of M&F only under special circumstances. (Refer to *SEAS Policy on Funding of Doctoral Students* dated 01-24-17)

Please note that Master's Students are not allowed to register for M&F at any time

Funding Options:

Unrestricted Funds of PI/Department: Tuition of the M&F registration may be covered by the PI or the department from their unrestricted funds. M&F students may also be paid from discretionary funds of the PI or department as "casual" in order to be provided an effective salary which is equivalent to the current year GRA's stipend amount. The standard pay rate for a student on M&F, who is being paid as a casual, will vary based on the number of weeks in the period that the student is earning the rate that is equivalent to the stipend amount. Students are required to work 20 hours per week. The period amount is divided by the total number of hours (weeks X 20) to determine the hourly rate.

*For example: The equivalent stipend amount for (Fall 2016): \$12,120
The number of weeks in the period: 16
Total # of Hours: 16 x 20 = 320
Hourly Rate: \$12,120/320 = \$37.88 per hour*

Sponsored Projects: If a student is on M&F status and tuition is allocated on the approved award or fellowship, then the M&F tuition is an allowable charge on the award. Students can be hired as casual employees in limited cases in which employment is listed on the original sponsored award budget and there are deliverables compliant with M&F restrictions, tied to their employment. **M&F students are not allowed to receive a “stipend.”** The pay rate of the casual appointment (if allowed) is the same as that specified in the section above.

Salary Offset: Faculty may use discretionary funds created through participation in the *SEAS Faculty Salary Offset Program* to support M&F student tuition and salary via the casual employment described above. The details of this policy can be found in the *SEAS Faculty Salary Offset Guidelines* dated July 1, 2014.

RELATED POLICIES

SEAS Policy on Funding of Doctoral Students dated 12-14-15

SEAS Faculty Salary Offset Guidelines dated 7-1-2014