

Kansas State University  
Employing a Graduate Student in their Final Semester

A person is required to be enrolled in at least 6 credit hours to be hired into a graduate student position, either as a Graduate Teaching Assistant, Graduate Research Assistant or a Graduate Assistant. However, an exception may be made by the Graduate School during their final semester to allow them to be enrolled in less than the six hour requirement.

During their final semester they may be employed on a graduate student appointment, however, if they enroll in less than six hours they cannot be employed on a graduate student appointment beyond November 17 (fall semester) or April 17 (spring semester). The number of hours enrolled determines the length of employment on a graduate student appointment during their final semester. Please refer to the **“Last Semester GTA/GRA/GA Employment: Hours Based on Length of Appointment”** table compiled by the Graduate School for the fall and spring semesters. For those graduate students that are enrolled in less than six hours and a department wants to employ them for the entire semester an alternate employment relationship must be utilized such as a temporary or term appointment in the unclassified service (see [PPM Chapter 4650 Unclassified Employee Personnel Actions](#)) or a temporary appointment in the classified service (see [PPM Chapter 4460 Classified Employee Personnel Actions](#).)

In the past departments were able to transfer a person from a graduate student appointment to an hourly student appointment for the semester. However, new hourly student employment requirements, that went into effect for the Fall 2004 semester, will only allow hourly student employment if enrolled in at least six hours. Because of the new requirements, departments must employ the student in another type of appointment if they wish to continue employment and the student does not enroll in additional hours. The other types of appointments include temporary unclassified or classified position.

A temporary appointment is a means of employing someone on a short term basis. Unclassified temporary appointments are those that are either 1) less than .50 FTE for a period of a year or less, or 2) those greater than or equal to .50 FTE for a period less than 90 days.

Classified temporary appointments are limited to working 999 hours in a year beginning on the date of initial temporary appointment and ending the following year on that date. The appointment can be for a shorter period of time.

Listed below are the Employer (ER) fringe benefits that would be charged under a temporary position.

- State Leave Reserve Assessment
- Worker’s Compensation
- Unemployment Compensation
- Social Security & Medicare

Employees would also be charged Social Security and Medicare taxes. F1 and J1 visa holders may or may not be charged these taxes based on their tax status.

Resident tuition would also be assessed if the temporary appointment is at least .40 FTE and employment period meets the resident enrollment time frame (Fall semester: September 1 – November 17 and Spring semester: February 1 – April 17).

Procedures:

1. Personnel specialist submits appropriate appointment form to Human Resources prior to the beginning of semester.
2. Major professor sends an email or memorandum to Associate Dean of Graduate School indicating termination date of assistantship during the resident enrollment time frame and a statement that the student will complete degree requirements by the end of the semester and that the student is enrolled in the designated number of hours in “Last Semester GTA/GRA/GA Employment: Hours Based on Length of Employment” table.
3. Associate Dean of Graduate School prepares memorandum to Enrollment Center requesting that the student receive resident tuition benefits based on employment and verifying termination and completion dates. The correspondence also indicates that the student is aware that if they do not graduate they will be assessed non-residence fees. The major professor and student are informed of the consequences of not graduating.