

Graduate Award Policies at ESM

The principal purpose of the Eastman School's Graduate Awards program is to support the School's most outstanding graduate students by bringing them into contact with the rest of the School, University, and Rochester communities in a manner that will be of greatest benefit to all concerned. This purpose is achieved by assigning to Award recipients activities that will capitalize on particular strengths of their previous training and develop skills for their future professional activity.

Graduate Award Contracts:

Graduate Awards are academic-year contracts between the student and the school granted by the Senior Associate Dean of Graduate Studies, acting on the basis of recommendations made by the School's various departmental chairs. They normally consist of two elements noted below. **The stipend and tuition scholarship portions of the Graduate Award are inseparable (a student may not accept one portion and decline the other):**

1. All graduate funding is considered taxable income, but University tax withholdings will differ depending on the type of appointment you have. See chart below for additional information on which graduate student job codes have taxes withheld and those that do not. **It is important that you understand how these payments impact your individual tax circumstances, since you may have to plan on paying taxes that have not been withheld.**

- a. Earnings are paid via the University's payroll process. How stipends are paid will be determined based on the nature of the work performed.
 - i. Jobs that are categorized as 6000 or 6006 job codes are paid in equal installments twice monthly, September 15 through May 15, regardless of the semester in which your work hours are assigned.
 - ii. Jobs that are categorized as 6004 job codes will be paid on an hourly basis, which may fluctuate from week to week. Students in the 6004 category will be required to record their hours on a daily basis and will be paid biweekly, every other Friday. Managers and/or administrative staff in the departments with 6004 job code graduate student jobs will be responsible for approving the time entered.

HRMS Job Code	6000	6004	6006
Taxable	Yes	Yes	Yes
W-2/Federal & State Tax Withheld	No	Yes	Yes
Subject to FICA Tax/Withholding?	No	No	No

- b. **NEW Graduate Award holders: Those with Graduate Job Codes 6004 or 6006 MUST complete an I-9 form (Employment Eligibility Verification) prior to beginning work.** This must be done the University's Employment Services Office, located at: 910 Genesee Street, Suite 100 (first floor), Rochester, NY 14611. You will need to Email their office at HR_I9@rochester.edu to make an appointment. The Eastman Human Resources office will have limited hours for completing part II on the Eastman campus only on the week prior to the start of the Fall semester; these dates will be announced just prior to the start of the semester.
- c. Prior to the start of each semester, Graduate Students MUST provide the Graduate Studies office and Eastman Human Resources office with the physical location (address including state/country) of where they will be located during the academic year. Some locations have restrictions or limitations for making payments, so this will help us to ensure that we can set up your payments.
- d. International students must obtain a U.S. Social Security number and create an account in the GLACIER tax reporting system in order to be paid. Please visit <http://www.iso.rochester.edu> for more information.
- e. Signing up for direct deposit is strongly encouraged. You will be able to sign up after September 1 through the Human Resource Management System (<http://www.rochester.edu/people>). Returning students will need to renew Direct Deposit at the start of the new academic year (unless employed by the University during the summer break).

2. A tuition scholarship is in the form of partial or full tuition-remission. This portion is not taxed.

Conditions for Recipients of Graduate Awards:

A Graduate Award holder is not required by the School to enroll as a full-time student, though the student must make satisfactory academic progress toward degree completion during the period in which s/he holds an Award. Satisfactory academic progress is discussed under section 5.06 in the [Academic Policy Handbook](#). Students who successfully complete less than 50% of their attempted coursework in a given semester or accumulate grades of “C” in 6 units (masters) or 3 units (doctoral) over the course of their programs are considered to have an unsatisfactory record, will be placed on Financial Aid Warning status, and may not hold a Graduate Award. To maintain eligibility for Graduate Awards, students must also adhere to the Academic Integrity Policy, earn a grade of B- or higher in any lessons on their primary instrument, pass any required performance juries, and carry out their assigned service to the school. Assuming that the student’s Award requires her/him to provide service to the School in return for the Award’s financial support, the School, in consideration of the work-time required by the Award, will classify the Award-holder as a full-time student if s/he is carrying nine (9) or more units in a given semester.

Assuming satisfactory academic progress and satisfactory discharge of the duties of his/her Graduate Award, a student will be given favorable consideration for continuation of the Award during the subsequent year on the basis of the following:

1. A maximum of four semesters of support during work on a master’s, or a maximum of six semesters of support while pursuing a doctoral degree.
2. A maximum of ten semesters of support during graduate study at the Eastman School of Music for students who pursue the master’s degree and continue in the doctoral program.

Graduate Awards are not available to support summer study.

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