

PROCESS CHANGE NOTIFICATION

In keeping with our goal to simplify the steps necessary for the Mandatory Graduate Assistantship course fee reduction request, the process for eligible graduate assistants to receive this benefit has been completely automated.

Effective for the Fall 2026 term, individual student forms are no longer required.

What does automation mean to your department?

The current process requires academic departments to complete and submit a paper form, signed by both the student and the department head, to Student Business Services. This process has been cumbersome and time-consuming and has resulted in recurring issues each semester, including missed deadlines and eligibility errors that required adjustments to student accounts. Automating the process eliminates paperwork, reduces processing and tracking time, and minimizes eligibility errors. Because departments will no longer be responsible for completing, signing, and tracking individual forms, we anticipate a significant reduction in the time staff spend administering this benefit.

What does my department need to do to request the Mandatory Graduate Assistantship course fee reduction ?

No action is required. If the Personnel Change Request (PCR) workflow **has been initiated**, the teaching or instructional assistant will be included in the nightly eligibility review. If the PCR has been started and the student meets all other eligibility requirements listed below, the benefit will automatically be applied to the student's account overnight.

NEW PROCESS, EFFECTIVE FOR FALL 2026

01. The automated process opens and begins crediting eligible accounts with the first billing of each term. The process will close after census.

Term	Open Date	Close Date	Beginning Employment Date
Fall	August 1st	13th Class Day	On or before Process Close Date
Spring	December 1st	13th Class Day	On or before Process Close Date
Summer	May 1st	5th Class Day	On or before Process Close Date

02. The system will run the process nightly through census, automatically adding (or removing) the waiver to student accounts depending on eligibility.

ELIGIBILITY REQUIREMENTS

Mandatory Graduate Assistantship course fee reduction

- a) In a teaching or instructional assistant position;
- b) Beginning employment date is on or before the 12th class day in fall/spring terms; 4th class day summer term; and an ending employment date no earlier than the last official class day (last day of finals); and
- c) Job Code and Title must be one of the following:
 - Doctoral Teaching Assistant #9100
 - Doctoral Instructional Assistant #9101
 - Graduate Teaching Assistant #9000
 - Graduate Instructional Assistant #9001

QUESTIONS?
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