



SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

SEFS Policy on ASE Support for Graduate Students

All 50% time [Academic Student Employee \(ASE\) appointments](#) provide a full benefit package for graduate students including [GAIP health insurance](#) benefits, non-resident and resident tuition waiver. These appointments require graduate students to register for a minimum of 10 credits during the academic year and 2 credits during the summer quarter. The combination of a 50% appointment and a 10 credit course load during the academic year is the effective equivalent of more than a full-time 40-hour work week.

To ensure that 1) our graduate students have adequate time to make progress toward their degrees; and 2) we provide ASE positions with benefits to as many of our graduate students as possible, ***SEFS allows our graduate students to hold only one SEFS ASE appointment (TA or RA), or a SEFS Fellowship with full funding, tuition and benefits, at a time during each quarter of the academic year.*** Additionally, SEFS discourages our students from accepting secondary 50% ASE appointments in other units for the same reasons. Students who agree to a 50% ASE appointment outside SEFS risk having their SEFS position reassigned.

SEFS does not limit our graduate students from holding hourly jobs such as a reader/grader, field trip support, or student assistant jobs. In consultation with faculty advisers, these can be held in combination with a 50% ASE appointment or a SEFS Fellowship. Note that hourly jobs do not provide tuition waivers or GAIP coverage.

During **summer quarter**, when the enrollment requirement is only 2 credits, SEFS allows graduate students to hold up to two 50% time appointments, one 100% time appointment, or multiple appointments adding up to but not exceeding 100% time.

To be eligible for any of these appointments, SEFS requires that all students be in good academic [standing](#) as required by the UW Graduate School.

It is SEFS policy that students who are on FINAL academic probation are ineligible for any SEFS ASE funding.

Students are required to maintain full time [enrollment](#) during the appointment time period. To avoid issues with benefits and tuition waivers, students should enroll in the

required credits by the first day of the quarter they are employed.

Please note that fellowships and monetary awards that come from sources outside of SEFS may have restrictions not described above. Many non-SEFS Fellowships will require that no other work assignments are allowed (including Reader/Grader assignments) during the duration of the Fellowship. Be sure to check the parameters of your specific Fellowship and contact the funding source to ask, before accepting any additional work assignments.