

Academic Regulation, Procedure - Office of the Provost

CATEGORY: ACADEMIC AFFAIRS
SECTION: Graduate Student Assistance
SUBJECT: Graduate Student Assistant/Teaching Assistant and Fellow/Graduate Student Researcher Scholarship
EFFECTIVE DATE: April 2, 1993
PAGE(S): 1

I. PURPOSE

To outline the steps for issuing and processing Graduate Student Tuition Scholarships.

II. SCOPE

This procedure is applicable to all schools and centers of the University of Pittsburgh and does not apply to scholarships processed through the Financial Aid Office.

III. ADMINISTRATIVE RESPONSIBILITIES

Each school or responsibility center appointing a GSA, TA, TF, or GSR is responsible for issuing the Graduate Student Tuition Scholarship. The tuition scholarship is charged to the tuition account established for that school or responsibility center.

NOTE: Individuals authorized to sign and issue scholarship certificates must have their signature approved by the responsible administrator in the department, and placed on file in the Cashier's Office. In the event such authorized person transfers or leaves the University, the responsible administrator must notify the Cashier's Office in writing.

IV. PROCEDURE

Responsibility Center/
School Awarding
the Scholarship

1. Issue the scholarship to the student by either:
 - a. Entering the amount of the award on-line via ISIS Screens FA or ES, or
 - b. Issuing FORM 0010, Graduate Student Tuition Scholarship (Exhibit A) to the student for presentation to the Cashier's office.

V. EXHIBIT

[Exhibit A, FORM 0010, Graduate Student Tuition Scholarship](#)

VI. REFERENCE

[Academic Regulation: Graduate Student Assistant/Teaching Assistant and Fellow/Graduate Student Researcher Scholarships](#)