NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY
GRADUATE ASSISTANTSHIP CONTRACT

Student Name: __________________________________________

Type: □ TA □ RA Contract: □ New □ Revised

Student's Department: __________________________________________

Funding Department: __________________________________________

Supervisor: __________________________________________

We are pleased to offer you an appointment as a Graduate Assistant.

Please be advised before signing this contract of the following terms.

• All contracts are subject to the availability of funds. For resident tuition to be awarded, contracts must be written for at least 10 hours a week and must begin before the last day to drop classes and run through finals week.

• Research Assistantships are dependent upon grants and contracts in force during the period of the assistantship.

• You must be registered as a full time graduate student (12 credit hours per semester fall and spring and 3 credit hours during summer not including lower division courses, except those with a lower division course waiver from CGS). Reducing registration will result in contract termination.

• The hours a graduate student registers for must be upper division classes (300 level or above). Any exceptions to this must have prior written approval of the Dean of Graduate Studies.

• You may not accept additional employment without the express prior permission of the Dean of Graduate Studies. Students holding assistantships may not work more than 20 hours per week during spring & fall academic semesters. Students on either an F-1 or J-1 student visa may not work more than 20 hours a week while school is in session during spring, summer or fall.

• Stipends are awarded in return for a contribution to the department or research project. They are not granted for study on dissertation or thesis work alone.

• All contracts terminate at the completion of your degree program, leaving of your degree program, or the contract termination date, whichever occurs first. This contract may also be terminated if you fail to perform satisfactorily either scholastically (below 3.0 GPA) or as an assistant (based on your performance appraisal). Your contract will be terminated if you drop below full-time enrollment.

• Effective date for new contracts is the start date for Effort Performed or following the date of last signature whichever is later. Your pay period stipend is based on your total contract dollar amount and the number of pay periods in the length of the contract. Your first check will be issued based on paperwork deadline dates and pay period pay dates.

• Intellectual property developed under this contract belongs to New Mexico Tech and by signing this document I hereby assign all rights title and interest to Intellectual Property owned by NMT to the NMTURPC; See http://www.nmt.edu/leadership/docs/policies/NMT_IP_Policy.pdf for full details.

I have fully read and accept this assistantship offer and agree to observe the terms and conditions above.

Signature: ___________________________ Date: ___________________________

Banner ID#: ___________________________ Email: ___________________________

Campus Box #: ___________________________

ver.: 4/16/2019
Name: ___________________________ Banner ID #: ___________________________

Contract: ☐ New ☐ Revised (select one) 
Term: ☐ Fall ☐ Spring ☐ Summer (all that apply)

Level: ☐ MS I ☐ MS II ☐ PhD I ☐ PhD II ☐ *PhD III ☐ *PhD IV 
(*)PhD levels III and IV are available only after candidacy

For: ☐ 20 hrs/wk (½-time) ☐ _______ hrs/wk ☐ 10 hrs/wk (¼-time)

**Effort Performed

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** Start and end dates of Effort Performed may not always coincide with the start and end date of payments made due to the manner in which payment is allocated by the payroll system.

Use start and end dates from payroll. Effective date for new contracts is the start date for Effort Performed or following the date of last signature whichever is later. If previous contract is terminating early, attach a Graduate Assistantship Contract Cancellation form to this contract.

Additional Information:

______________________________

APPROVALS: (COLLECT ALL REQUIRED SIGNATURES BEFORE SUBMITTING TO THE GRADUATE OFFICE)

Supervisor ___________________________ Date: _____________ 
(PI Approval required)

Department Chair ___________________________ Date: _____________ 

Division Head (if applicable) ___________________________ Date: _____________ 

Business Office ___________________________ Date: _____________ 

Student Acceptance ___________________________ Date: _____________ 

Dean of Graduate Studies ___________________________ Date: _____________ 

Compliance Office (International) ___________________________ Date: _____________ 

Budget & Analysis (US / Perm Res) ___________________________ Date: _____________ 

Controller (International) ___________________________ Date: _____________ 

I9 Start Date ___________________________ 

Payroll Office Use only 

First Pay date: ___________________________ Last Pay date: ___________________________

Total Number of Pay Periods: ___________________________ Stipend per pay period: ___________________________