GRADUATE ASSISTANTSHIP CONTRACT

Student Name: ____________________________________________

Type: ☐ TA ☐ RA ☐ GA ☐ 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.

• Any graduate student failing to complete the length or terms of this contract foreits his/her rights to resident tuition and to obtain a replacement or new contract for the same term. Any appeal must be to the Dean of Graduate Studies and the advisors for the uncompleted and proposed contracts.

• 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 https://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 #: ______________________
**GRADUATE ASSISTANTSHIP APPOINTMENT FORM**

- **Name:**
- **Banner ID #:**

**Contract:**  
- ☐ New  
- ☐ Revised  

**Level:**  
- ☐ MS I  
- ☐ MS II  
- ☐ PhD I  
- ☐ PhD II  
- ☐ *PhD III  
- ☐ *PhD IV  

**Level Notes:** (*PhD levels III and IV are available only after candidacy)

**Term:**  
- ☐ Fall  
- ☐ Spring  
- ☐ Summer  

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

**TA, RA, GA**:

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<th>Classes (if TA)</th>
<th>Fund/Index - Account</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
<th>% GSS use</th>
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- **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**
- **Department Chair**
- **Division Head (** if applicable) **
- **Sponsored Projects (RAs and GAs) **
- **Business Office (TAs) **
- **Compliance (International) **
- **Student Acceptance **

**Dean of Graduate Studies**

**Budget & Analysis (US / Perm Res) **

**Payroll Office Use only**

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<th>First Pay date:</th>
<th>Last Pay date:</th>
<th>Total Number of Pay Periods:</th>
<th>Stipend per pay period:</th>
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**Business Office:** Wells 128 or Fidel 233a  
**Compliance Office:** Fidel 233  
**Sponsored Projects:** Wells 11  

**Division head signature required for research divisions.**

Date: 4/22/19