**GRADUATE ASSISTANTSHIP APPOINTMENT FORM**

**Name:**

**Banner ID #:**

**Contract:**
- [ ] New  
- [ ] Revised  

**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)  

**Term:**
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  

(for all that apply)

**TA/RA:**

**Classes (if TA):**

**Fund/Index - Account:**

**% Effort Performed:**

**Stipend per pay period:**

**Last Pay date:**

**Total Number of Pay Periods:**

**First Pay date:**

**Total $**

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

**Supervisor**

Date: ____________

(PI Approval required)

**Department Chair**

Date: ____________

**Division Head *****

Date: ____________

**Business Office**

Date: ____________

**Student Acceptance**

Date: ____________

Students are to sign contracts in the Graduate Office in the presence of Graduate Office Staff

**Dean of Graduate Studies**

Date: ____________

**Budget & Analysis**

I9 Start Date ____________

*** if applicable

**Payroll Office Use only**

First Pay date: ____________

Last Pay date: ____________

Total Number of Pay Periods: ____________

Stipend per pay period: ____________

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**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:**

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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.**

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**Ver.: 4/28/2015**
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 tuition residency 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 6 credit hours during summer not including lower division courses, except those with a lower division course waiver from CGS).

• 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 forfeits his/her rights to obtain a replacement or new contract for the same term. Your right of appeal is taken before the dean of graduate students, the advisor for the uncompleted contract and the proposed new advisor.

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 #: __________________________