



North Carolina Agricultural and Technical State University Graduate Assistantship Contract

Last Name:

First Name:

Banner ID:

Hiring Department:

The department/unit offers you a:

☐ Grad Admin Assistantship ☐ Grad Teaching Assistantship ☐ Grad Research Assistantship

Details of Appointment: Start Date: _____ End Date: _____

This appointment is for _____ hours per week. You will be paid a monthly rate of \$ _____ on the last work day of each month of service for a total of \$ _____. As with any professional appointment, the amount of work time may vary from week to week. Specific assignment of duties will be made at a later date. Payment will be made via direct deposit.

A Graduate Assistant's teaching, research, and administrative activities are subject to the ethical precepts and codes of the academic profession; the laws of the United States; the laws of the State of North Carolina regarding its employees, and to University policies related to employment, to students, and to institutional obligations, including the Graduate Assistantships Policy. Violation of any of these regulations constitutes a basis for disciplinary action in accordance with procedures set forth in the University's policies.

Evaluation/Contingencies: Evaluations of your work performance will be accomplishment based. This appointment is contingent upon satisfactory performance of assigned duties and continued academic and employment eligibility.

Special Conditions:

- ☐ You will not be expected to report to work during regular school breaks
- ☐ You will be expected to report to work during regular school breaks
- ☐ The student is currently registered for 9 hours or more
- ☐ The student has an assistantship in another department/unit _____
- ☐ You must participate in and successfully complete the GTA workshop. Information about this workshop will be sent to you under separate cover after you accept this offer. The GTA workshop is offered in August and January.
- ☐ GTA instructors of record must have a master's degree or 18 hours of graduate level course work in the teaching discipline.

Tuition: For the duration of this assistantship (except in summer) the department has agreed to pay the following fees and the student is responsible for any amount not covered by the department:

- ☐ Out-of-state tuition in the amount of \$ _____ /semester
- ☐ In-state tuition in the amount of \$ _____ /semester
- ☐ Student medical insurance in the amount of \$ _____ /semester

Taxes: Federal and state taxes, if applicable, will be withheld from your monthly check.

Termination of Contract: If for any reason you leave the assistantship appointment before the end of this contract, please refer to the table on the next page for tuition responsibility. You must inform your department and the Graduate School in writing if you terminate the assistantship prior to the contract ending date. This contract requires you to maintain your eligibility for appointment as printed below.

ASSISTANTSHIP APPOINTMENT ELIGIBILITY

To be eligible for an assistantship, graduate students must:

- Maintain at least a 3.0 grade point average or higher as specified _____
- Satisfy enrollment requirements (9 hours or more per semester) during the academic year
- Make satisfactory progress toward degree as defined by academic department and Graduate School
- Meet the requirements to be eligible for employment at NCA&T

- Maintain good academic standing

If You Have Applied for Federal Financial Aid Assistance

Notify the Office of Student Financial Aid as soon as you are aware that you will receive in-state or out-of-state tuition remission. These additional awards must be calculated in your total financial aid package and my result in the reduction of your total loan amount for that year.

Tuition Obligation When Students Leave Assistantship

This table is based upon the university's refund policy and will be used in calculating tuition obligations for students who leave the assistantship appointment before the 5th week of class. No refunds will be given after the 5th week of classes.

Semester Class Week	Student Obligation*	Department Obligation**
1 st week of class	90% of tuition	0%
2 nd week of class	90% of tuition	10% of tuition scholarship
3 rd week of class	50% of tuition	50% of tuition scholarship
4 th week of class	50% of tuition	75% of tuition scholarship
5 th week of class	25% of tuition	100% of tuition scholarship

*Student responsible for any amount not paid by department

**Percent of tuition paid by department.

For Department Use Only				
Type of Appointment	GA	GTA	GRA	
Budget Authorization	Banner Fund	Account Number	Effective Date	Initialed Approval
Project Director/PI:			Date:	
Department Head:			Date:	

Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants:

Acceptance of an offer of financial support *(such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. North Carolina A&T State University supports the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants.

Department Head or Designee _____ Date _____

Student _____ Date _____

Graduate School Dean or Designee _____ Date _____

☐ ACCEPT assistantship offer

☐ DECLINE assistantship offer

*Please submit 2 copies to the School of Graduate Studies. Only typed forms with no errors and/or corrections will be accepted.