



Graduate Assistant Contract

SECTION I: STUDENT INFORMATION

Last Name	First Name	MI	GPA	Student's Degree Program		
Banner ID	Email	Student Status				
Residency	Matric Term	Attempted Hours	Enrolled Hours	Earned Hours	Completed Training	
					Teaching	Research

SECTION II: PREPARER INFORMATION

Date Prepared	Preparer Name	Department	Phone	Email

SECTION III: FUNDING INFORMATION

	Ga Type	Hours/Week	Start Date	End Date	Salary	Tuition	Fund	Fund Manager Name	Fund Manager Signature
A									
B									
C									
D									
Total Hours/Week			Total Award (Salary and Tuition):						

SECTION IV: NOTES

SECTION V: APPROVALS

I accept the award subject to conditions on reverse. I also understand that I am responsible for payment of all remaining university account balances.

Student	Sign:	Date:
Department Chair:	Sign:	Date:
Graduate College Dean:	Sign:	Date:



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TERMS AND CONDITIONS

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

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 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 Student Leaves Appointment

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.

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.



Certification of Credentials and Qualifications for Graduate Teaching Assistant (GTA)

Name of Appointee: Last _____, First _____

Student ID: _____

Highest Degree & Field of Study: _____

Student's Academic Department: _____ College: _____

English Language Proficiency Scores (international students only)

Speaking: _____ Writing: _____ Reading: _____ Listening: _____ Total: _____

This form documents that the Graduate Teaching Assistants (GTA) meets the minimum qualifications established by the Southern Association of Colleges and Schools (SACS) and applicable University of North Carolina policy.

- 1a. The candidate holds a master's degree in the teaching discipline _____. If the degree or credit hours in the teaching discipline are from an institution that is not accredited by a regional accrediting agency (such as SACS), attach an explanation describing equivalency that has been approved by the academic unit or designee.
- 1b. The candidate does not hold a master's degree but has completed 18 semester credit hours in the teaching discipline _____. If the degree or credit hours in the teaching discipline are from an institution that is not accredited by a regional accrediting agency (such as SACS), attach an explanation describing equivalency that has been approved by the academic unit or designee.
2. A copy of an official transcript showing graduate degree and courses in the teaching discipline are attached. Required if GTA will be the instructor of record and assign final grades.
3. English language proficiency and communication skills verified.

List each course and section taught:

Course Name	Number	Section	Instructor of Record	Faculty Supervisor	Department	College

Student Appointee's Signature: _____ Date: _____

Department Chair Signature: _____

Graduate College Signature: _____

OSPIE Approval: _____ Date: _____