Graduate Assistant Contract

Instructions for Graduate Student: Please read and review ALL pages of this contract. Fill in the missing information of each contract (TGC-001 & TGC-002) and sign in the appropriate areas. Please return all pages of the contract to the person indicated.

TERMS OF AGREEMENT

THIS GRADUATE ASSISTANT CONTRACT is made and entered into by North Carolina Agricultural and Technical State University ("NC A&T"), a public constituent of the University of North Carolina with its main address at 1601 East Market Street, Greensboro, North Carolina and the Graduate Student ("STUDENT"), _____.

IN WITNESSETH, that in consideration of the premises and mutual covenants and agreements hereinafter contained is hereby acknowledged and agreed by and between the parties hereto as follows:

Policy Review: STUDENT agrees to and shall be responsible for reviewing all policies related to graduate assistantships, located on the NC A&T website or in the Graduate Catalog along with reviewing the provisions below.

Enrollment: In order to maintain a graduate assistantship, STUDENT must satisfy enrollment requirements. This requires a minimum of nine (9) graduate credit hours per semester during the academic year. Students near completion of their degree program may take less than nine graduate credit hours and maintain a graduate assistantship, but they must abide by the guidelines on this topic found in the Graduate Catalog.

Performance and Good Standing: To be eligible for an assistantship, STUDENT must comply with all University policies. STUDENT must also maintain at least a 3.0 grade point average or higher as specified, make satisfactory progress toward degree completion as defined by the academic department and Graduate College, meet the requirements to be eligible for employment at NC A&T, and maintain good academic standing. STUDENT shall perform at a high level in the assistantship duties and follow all other expectations of conduct appropriate to a graduate student. Failure to comply with these expectations can result in a loss of the assistantship. Conduct, ethical, and integrity violations may lead to immediate termination of the assistantship.

Job Description and Responsibilities: A graduate assistantship is a form of apprenticeship and contributes to the student's professional development. Its primary purpose is to assist students in strengthening and successfully completing their academic program. It should include activities that are relevant to each student's program of study and contribute to the University's teaching, research, creative activity, or service efforts. STUDENT shall review the Graduate College policies regarding the three types of graduate assistantships listed below.

- Graduate Teaching Assistants (GTAs)
- Graduate Research Assistants (GRAs)
- Graduate Administration Assistants (GAAs)

Financial Aid: STUDENTS who have applied for federal financial assistance must immediately notify

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the Office of Student Financial Aid if and when they are notified that they will receive in-state or out-of-state tuition remission. Any additional awards must be reported by the graduate student so the award may be calculated in the total financial aid package and, if applicable, may result in the reduction of the student's total loan amount for that year.

Appointment Period: STUDENT acknowledges that all assistantships are generally made for an academic year (9 months), but may be terminated prior to the nine (9)-month period. A separate appointment for summer term may be made depending on the source and availability of funding and with the express approval of the supervisor.

Renewals and Reappointment: STUDENT, if applicable, must reapply for each additional year of graduate assistantship support. STUDENT acknowledges continuation of the graduate assistantship from year-to-year or semester-to-semester is not guaranteed. Renewal of support is based on a number of factors including but not limited to: (a) satisfactory progress toward degree completion; (b) satisfactory completion of prior assistantship responsibilities; (c) availability of resources; (d) conduct; and (e) meeting the needs of the University or supervisor.

Voluntary Termination: A graduate assistantship appointment may be terminated by the voluntary written resignation of STUDENT prior to the end of this contract term. Graduate assistants who resign from their assistantship appointment remain responsible for tuition and shall maintain their eligibility for appointment as required by this contract and printed below.

Tuition Obligation after Student Termination: 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 fifth (5th) week of class. No refunds will be given after the fifth (5th) week of class.

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

Other Termination Forms: STUDENT agrees and acknowledges that the graduate assistantship may be terminated for reasons other than voluntary resignation including:

Loss of funding: A graduate assistantship may be terminated due to a loss, reduction, or reallocation in appropriation, grant, contract, gift, or other funds with which to support the appointment.

Cause: A graduate assistantship may be terminated when there is sufficient cause for removal. Student acknowledges that examples for removable cause include but are not limited to: incompetence, inefficiency, wanton carelessness or neglect of duty, violation of research ethics, violation of safety protocols, insubordination, and repeated or extended absence.

Academic Delinquency: A graduate assistantship may be terminated if the graduate student is not

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making satisfactory academic progress toward a degree or is otherwise not in good academic standing.

Taxes: Appropriate taxes shall be withheld from monthly paychecks, as required by federal and state laws.

Applicable Law: STUDENT's teaching, research, and administrative activities shall be 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, and to University policies related to employment, students, and institutional obligations. Violations constitute a basis for disciplinary action in accordance with procedures set forth in the University's policies, or may result in legal action in cases of law violations.

Commitment to NC A&T: NC A&T State University supports and is a member of the Council of Graduate Schools (CGS) and subscribes to the following resolution regarding Graduate Scholars, Fellows, Trainees and Assistants: *Acceptance of an offer of financial support *(e.g., 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 made after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.*

An assistantship appointment is not final until it has been approved in writing by the Graduate College.

WHEREAS, by filling out the missing information and signing below, STUDENT agrees to the terms and conditions of this agreement. STUDENT understands that failure to comply with the above may result in a termination of the graduate assistantship as set forth above.

STUDENT INFORMATION

First Name: _____ MI: _____ Last Name: _____

GPA: _____ Student's Degree Program: _____

Banner ID: _____ Email: _____

Student Status (Please select one):
_____ New Master's _____ Continuing Master's _____ New Doctoral _____ Continuing Doctoral

Residency Status (Please select one):
_____ In-State (Intl) _____ In-State (US) _____ Out-of-State (Intl) _____ Out-of-State (US)

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TGC-001

Graduate Assistant Contract

Matric Term: _____ Attempted Hours: _____ Enrolled Hours: _____ Earned Hours: _____

Completed Training for Teaching? (Please select one) _____ Yes _____ No

Completed Training for Research? (Please select one) _____ Yes _____ No

Completed Training for Administration? (Please select one) _____ Yes _____ No

DEPARTMENT INFORMATION

Department Chair/Faculty Name: _____ Date: _____

Title: _____ Department: _____

Phone: _____ Email: _____

Job Description and Responsibilities:

FUNDING INFORMATION

GA Type	Hours / Week	Building /Office Location	Start Date	End Date	Salary	Tuition	Fund	Fund Manager Name	Fund Manager Signature
Select									
Select									
Select									

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Graduate Assistant Contract

Select									
Total Hours/ Week:			**Total Award:**						

NOTES:

SIGNATURES:

Signature: _____ _____
Department Chair Date

Signature: _____ _____
Graduate College Dean Date

Signature: _____ _____
Student Date

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North Carolina A&T State University
The Graduate College

TGC-002

Certification of Credentials and Qualifications for Graduate Teaching Assistant – Instructor of Record (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 Assistant – Instructor of Record (GTA) meets the minimum qualifications established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and applicable University policies.

1. Master's Degree
    a. STUDENT 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 or national accrediting agency (such as SACSCOC), attach an explanation describing the equivalency that has been approved by the academic unit or designee.

    b. STUDENT has not earned or been awarded 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 or national accrediting agency (such as SACSCOC), attach an explanation describing the 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. _____ Yes _____ No

    Required if GTA will be the instructor of record and assign final grades.

3. English language proficiency and communication skills for international student have been verified by:

_____ Department _____ Graduate College _____ OSPIE _____ OTHER

List each course and section taught

Course Name	Number	Section	Instructor of Record	Faculty Supervisor	Department	College

By signing below, I certify that the above information is accurate.

Department Chair Signature: _____ Date: _____

Graduate College Signature: _____Date: _____

Student Signature: _____ Date: _____

OSPIE Approval: _____ Date: _____