

GRADUATE ASSISTANTSHIP AGREEMENT

Name: _____ Student ID: _____

You have been awarded a Graduate Assistantship to work in (Please check a box below.)

Teaching (GTA) Research (GRA) Assistant (GA)

Your Assistantship Supervisor is _____.

This graduate assistantship award is for the _____, for the term of:
(Name of Clayton State academic unit or other division)

Beginning semester: Fall Spring Summer of 20____.

Ending semester: Fall Spring Summer of 20____.

To hold a graduate assistantship, you must be a currently enrolled graduate student. You must render service to the university, college, or department to which you are assigned during the period of the appointment. The responsibilities and expectations of your position are described on the "Graduate Assistantship Duties and Responsibilities" form.

Your service in execution of your duties is equivalent to an average of _____ hours per week (no more than 19.5 hours/week) for nine (9) weeks during summer or fifteen (15) weeks in either fall or spring semester of your appointment period or a maximum of _____ hours per term. In addition, you may not be employed in another position on the Clayton State University campus.

_____ 1. Your total stipend will be \$_____ at 0.5 FTE for the semester

Student
Initials

_____ 2. You have been awarded a Full, or Partial (50%), tuition waiver.

Student
Initials

_____ 3. You are required to pay all mandatory student fees.

Student
Initials

_____ 4. You must have and maintain a minimum institutional GPA of 3.0 to retain your position.
Student
Initials

_____ 5. Graduate assistants receiving a full tuition waiver are required to have student health
Student insurance that meets the minimum standards set by the University System of Georgia.
Initials

Graduate assistants receiving a full tuition waiver as part of their graduate assistantship award are required to have student health insurance that meets the minimum standards set by the University System of Georgia. Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate waiver documentation of health insurance has been presented to the School of Graduate Studies.

The payment of compensation provided for herein is contingent upon the continued availability of funds for personal services under the General Appropriations Act.

The Assistantship Supervisor will advise the Graduate Program Director, in writing, immediately if the GA fails to complete job requirements, and the Graduate Program Director will confer with the Academic Dean/Division Lead regarding termination of the GA contract. If termination is necessary, the Academic Dean/Division Lead must inform the School of Graduate Studies in writing. Compensation will cease upon termination, and the student may be required to reimburse the institution for tuition on a prorated basis.

Graduate Assistant's Signature Date

Hiring Manager's Signature Date

Graduate Program Director's Signature Date

Academic Dean/Division Lead's Signature Date

Dean, School of Graduate Studies' Signature Date