

[place on dept. letterhead]

[Date]

[Name and A#]

[Email]

Dear [Student Name]:

We are pleased to offer you a Graduate Assistantship at The University of Alabama in Huntsville (UAH). This assistantship provides not only the means of defraying the costs of your graduate education but also affords opportunities to broaden your professional development.

You are being offered a [full-time or part-time] [Graduate Research Assistantship (GRA), Graduate Teaching Assistantship (GTA), or Graduate Administrative Assistantship (GAA)] in the Department of [XXXX], College of [XXXX], for the [Fall, Spring, Summer] semester(s) of the [XXXX – XXXX] academic year. You will perform [research, teaching, administrative] duties under the direction of [Name of Principal Investigator or Supervisor] for approximately [10 for half-time/20 for full-time] hours per week. During the period of this assistantship, an estimated total tuition and fees, including full health insurance for the student, in the amount of [\$XXXX.XX [enter the total for all selected semesters]] will be paid on your behalf. Additionally, during the period of this assistantship you will receive an estimated total stipend [Level 1, 2, or 3] in the amount of [\$XXXX.XX [enter the total for all selected semesters]], paid biweekly according to UAH guidelines. Current tuition and fee information can be found on the [UAH Bursar's website](#). Current stipend levels for graduate assistantships can be found on the [Graduate School FAQs website](#).

Please note that there are no assurances or promises for continued employment. Continued employment may be based on availability of funding and/or the needs of the department/college, and may also be subject to additional provisions established by the University and/or the Board of Trustees of the University of Alabama.

Detailed information about your assistantship is provided on the attached sheet. Please read this information carefully. If you wish to accept this offer, please sign, date, and include your student A# in the spaces designated below, and initial each of the paragraphs on the following pages. Return it to [department email] by [select April 15 or later, per Council of Graduate Schools Resolution]. Signing this offer indicates your acknowledgement of the terms and conditions of the assistantship. If you have any questions regarding this offer, please contact the Department of [XXXX] at [email or phone]. Note that 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 [Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants](#).

You were selected for funding from a pool of very talented applicants, and we hope that you choose to join UAH. Congratulations on receiving this assistantship, and we look forward to working with you.

Sincerely,

[Signature of Department Chair]

[insert Department Chair Name]  
Chair, Department of [XXXX]

[Signature of PI (GRA), Dean (GTA), Supervisor (GAA)]

[insert PI, Dean, Supervisor Name]  
Principal Investigator or Dean, College of [XXXX]

I accept this offer.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student A#

\_\_\_\_\_  
Date

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The following terms and conditions apply to your assistantship. Please read these terms carefully, initial in the square brackets [ ] at the beginning of each paragraph, sign and date at the bottom of the first page, and return it to the department office as soon as possible.

☐ **GRADUATE RESEARCH ASSISTANT RESPONSIBILITIES:** A GRA performs research duties as directed by their supervisor. GRA duties may include documentation, experimentation, interviews and other activities that support the academic endeavor of the supervisor. At times, a research project to which the GRA is appointed may eventually lead to a thesis or dissertation topic; however, a faculty member cannot guarantee that a particular project will provide suitable material for a thesis or dissertation. All GRA appointments are subject to the continuing availability of funds. Appointments are made only when resources to support them are assured, but a financial emergency to the University could cause positions, including those of GRAs, to be terminated prior to the end of the appointment period. Assistantship support normally will not continue past the end of the semester in which the GRA expects to complete degree requirements. Some contracts or grants may specify United States citizenship as a prerequisite for GRA appointments.

☐ **GRADUATE TEACHING ASSISTANT RESPONSIBILITIES:** A GTA shares the faculty's responsibility for teaching. The purpose of this assistantship is two-fold: one is to support the departmental teaching program, and the other is to aid the student's professional development. GTAs must have completed at least 18 semester hours of graduate coursework in their discipline to qualify as the Instructor of Record in any class. GTAs may also qualify for other duties as assigned, which do not require 18 semester hours of graduate coursework. These duties may include working as a laboratory instructor, tutor, grader, or other activities related to the educational mission of the department. The GTA's teaching load will necessarily vary from one department to another, and the load should be proportional to the normal full-time teaching load carried by other faculty members in the department.

☐ **GRADUATE ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:** A GAA performs administrative duties under the supervision of a faculty/staff member. Typical GAA duties might include clerical support, technical support, equipment or facilities management, or translation.

☐ **STIPEND:** This assistantship is at Level [XX] and carries a stipend of \$[XXXX] per semester, payable biweekly under the UAH payroll guidelines. For details of payment patterns, students should contact their department office.

☐ **TUITION AND FEE PAYMENT:** These students' tuition and fee charges for the academic year will be at the in-state graduate rate (approximately \$[XXXX]/term) and will be paid for up to [XX] credit hours per semester. The student is responsible for the tuition and fees exceeding this limit. Fees may include but are not limited to college fees, infrastructure fees, insurance, and international fees (as applicable to international students).

☐ **FEE ACKNOWLEDGEMENT:** Payment of fees not covered by this assistantship award is the student's responsibility.

☐ **HEALTH INSURANCE:** The full premium for the student's health insurance coverage will be provided each semester during which the assistantship is in effect. International students MUST maintain this insurance coverage per SEVIS regulations. Any concerns or questions regarding student health insurance should be directed to the Graduate School.

**Do you accept the University's health insurance benefit?**

INITIAL ONE:

☐ Yes, I accept

☐ No, I decline

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**[ ] INTERNATIONAL STUDENT FEE:** If the student is an international student, the International Student Fee (approximately \$150 per semester) will be paid on behalf of the student as part of this assistantship.

**[ ] COURSE LOAD:** Full GTA/GRA/GAAs (working 20 hours per week) are expected to be full-time students taking a least nine (9) graduate credit hours per term in fall and/or spring, and at least six (6) graduate credit hours during the summer term. Half GRA/GTAs (working 10 hours per week) must be enrolled in at least four and a half to six (4.5 – 6) graduate credit hours per term in fall and/or spring, and at least three (3) graduate credit hours during the summer term. Students who hold an international F-1 visa must be enrolled in at least nine (9) credit hours during the fall and spring terms for immigration compliance. Summer course registration for both domestic and returning F-1 international students is optional, but students must be registered for coursework if they accept an assistantship during any semester of the academic year. Withdrawal from any course(s) that results in a course load less than these levels will require the student to reimburse the University for that course's tuition; international students may lose their immigration status. Registration for any courses other than graduate courses requires the approval of the student's advisor and department chair.

**[ ] WORKLOAD AND PERIOD:** The student workload per week is based on the offer of a full-time (20 hours per week) or part-time (10 hours per week) assistantship. The work period for each semester will follow the published dates of the academic calendar. The student will work [XX] hours per week from:

Fall Term: [month/day/year] through [month/day/year]  
Spring Term: [month/day/year] through [month/day/year]  
Summer Term: [month/day/year] through [month/day/year]

This period includes all staff working days as shown in the University's academic calendar. GTAs are responsible for supporting faculty during all faculty teaching days of the academic semester.

**[ ] PERFORMANCE:** Retaining the graduate assistantship is contingent on maintaining a minimum of a 3.000 grade point average (GPA); making satisfactory progress toward a graduate degree; performing assigned duties acceptably; complying with all policies in the Academic Catalog, the Student Code of Conduct, and general UAH employment regulations; and the availability of sufficient funds. Failure to meet these requirements may result in the termination of the assistantship. Graduate Assistants who resign or are terminated within an active semester will have their tuition and fee waiver benefits cease on the date of termination or resignation. Graduate students who continue in their program of study after a resignation or termination from an assistantship will not qualify for any of the above-referenced benefits, including, if applicable, in-state tuition.

**[ ] ACADEMIC PROBATION RELATED TO ASSISTANTSHIPS:** Students who fall below a 3.000 cumulative GPA will be placed on Academic Probation Status (APS). Students will be notified of their probationary status by the Graduate School as soon as the probation list is prepared by Graduate School staff. If a student holds a GTA/GRA/GAA and was not successful in obtaining a cumulative GPA of 3.000 or higher, the student will have one semester while working the assistantship to raise their GPA to a 3.000 or higher. Otherwise, the assistantship is immediately terminated at the end of the probationary semester. GTA/GRA/GAAs may only go on probation once during their period of enrollment. The GTA/GRA/GAA appointment for students will be terminated immediately if the cumulative GPA falls below 3.000 more than once.

**[ ] ENVIRONMENTAL HEALTH AND SAFETY TRAINING:** All Graduate Assistants should be familiar with UAH guidelines for emergency prevention measures, how to prepare themselves and students for emergencies, and typical emergency responses. Graduate Assistants must provide leadership to underclassmen and visitors who may not be knowledgeable about buildings and classrooms on campus. All Graduate Assistants will participate in mandatory safety training conducted by the Office of Environmental Health and Safety (OEHS). The student should contact OEHS for training dates.

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**[ ] LABORATORY SAFETY:** The student is required to attend all mandatory laboratory safety meetings required by their department prior to beginning their assigned duties. The student should contact their department for further details. Failure to attend will result in forfeiture of this assistantship.

**[ ] GTA TRAINING (ONLY APPLICABLE TO GTAs):** All new GTAs must participate in an on-line training session through Canvas, as well as in-person training. Details and instructions will be provided to all GTAs within Canvas. Failure to participate in any required training will result in forfeiture of this assistantship.

**[ ] GRA TRAINING (ONLY APPLICABLE TO GRAs):** All UAH faculty, staff, and students who do not hold a security clearance and are charging to a research grant or contract are required to complete the *Undue Foreign Influence: Risks and Mitigation Training* in CITI.

**[ ] OUTSIDE EMPLOYMENT:** Students holding 20-hour per week assistantships may not hold additional employment during the term of this assistantship. Students with less than 20-hour per week appointments may supplement their assistantships with other employment up to a combined 20-hour per week maximum. Students who violate this provision may forfeit and/or be required to refund their stipend and tuition benefit. International students may lose their immigration status.

**[ ] DOMESTIC STUDENT ELIGIBILITY:** This offer is contingent upon unconditional admission by the student's department. Provisionally and conditionally admitted domestic students are not eligible for an assistantship. Students who are provisionally or conditionally admitted may qualify to hold an assistantship once they reach unconditional admission status.

**[ ] INTERNATIONAL STUDENT ELIGIBILITY:** This offer is contingent upon unconditional admission by the student's department. International students may not be admitted conditionally or provisionally. University policy requires that all noncitizens of the United States hold appropriate visas to accept graduate assistantships. The assistantship will be terminated if the recipient is in violation of any policy of the United States Immigration and Customs Enforcement and includes the prohibition of outside employment during the term this assistantship is in effect.

**[ ] WORK AUTHORIZATION:** This offer of employment relies upon the student's satisfaction of the employment eligibility requirements established by the Federal Immigration control law. Specifically, the student must complete the first part of a government form (USCIS Form I-9) and submit it with original documents pertaining to their identity and employment to the University for examination. This must be done by the **first day of employment** before the student begins work for the University.

**[ ] IMMIGRATION PROCESSING:** If the student is studying at UAH on an international student visa, they must report for "immigration processing," which coincides with New International Student Orientation. The student must complete immigration processing with the Office of International Services prior to beginning their assistantship duties and to be eligible to register for classes. If the student anticipates any difficulty reporting to UAH in time for immigration processing, they should contact the Graduate School and the Office of International Services at 256-824-6055 or email [iss@uah.edu](mailto:iss@uah.edu). Failure or inability to comply will mean that, under federal law, the University will not be permitted to employ the student.

**[ ] BACKGROUND CHECK:** Graduate students who plan to work for UAH in any graduate assistantship role are subject to a background check, the results of which will be used to evaluate eligibility for hire. This offer of employment is contingent upon receipt of a satisfactory background check. A Background Check Release Form will be sent to the student and the student must grant permission to Human Resources to conduct the background check.