

Dear

I am pleased to offer you a Graduate Assistantship at The University of Alabama in Huntsville in the Department of _____ for the _____ semester(s) of the _____ academic year.

This assistantship provides not only the means of defraying the costs of your graduate education but also opportunities to broaden your professional development.

You will be performing _____ duties under the direction of _____ for approximately _____ hours per week. Detailed information about your assistantship is provided on the attached sheet. Please read this agreement carefully. If you wish to accept this offer, please initial all paragraphs in the square brackets at the end, sign the agreement at the foot of the page and return it to us by _____.

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.

Congratulations on receiving this assistantship and look forward to working with you.

Sincerely yours,

Sign: College Dean: _____

For GRAs PI: _____

Graduate School Dean: _____

GRA Funding Source Code: _____

GRA Account No(s): _____

CC: Human Resources

Student ID No. _____

The University of Alabama in Huntsville Graduate Assistantship Agreement

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

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

TUITION PAYMENT: Your tuition charges for the academic year will be at the in-state graduate rate (approximately \$_____/term) and will be paid on your behalf for up to _____ credit hours per semester. You are responsible for courses taken in excess of this limit. []

HEALTH INSURANCE: The full premium for single person health insurance coverage will be provided on your behalf for each semester during which your 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 Student Health Center. []

Graduate students who are employed by The University of Alabama in Huntsville in any graduate student employment position must provide proof of current health insurance coverage. []

Do you accept the University's health insurance benefit?

INITIAL ONE: Yes, I accept [] or No, I decline and have my own private coverage []

INTERNATIONAL STUDENT FEE: If you are an international student, the International Student Fee (approximately \$150 per semester) will be paid on your behalf. []

COURSE LOAD: Full GTA/GRA/GAs (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. Half GRA/GTAs (working 10 hours per week) must be enrolled in at least six (6) graduate credit hours per term in fall and/or spring except for international F-1 visa students who must be enrolled in at least nine (9) credit hours for immigration compliance. Withdrawal from any course(s) that results in a course load below this level will require you to reimburse the University for that course's tuition. International students may lose their immigration status and/or be subject to deportation. Any courses other than graduate courses require the approval of your advisor and department chair. []

WORKLOAD AND PERIOD: _____ hours per week from _____ through _____. Includes all staff working days as shown in the University's official calendar. []

Student ID No. _____

PERFORMANCE: Retaining the graduate assistantship is contingent on maintaining a 3.0 grade point average (GPA) and satisfactory progress toward a graduate degree, acceptable performance of assigned duties, compliance with all policies in the Graduate Catalog and general UAH employment regulations, and the availability of sufficient external funds. Resigning during an assistantship term requires the student to make *total* reimbursement to the University for that term's tuition. []

Students who fall below a 3.0 cumulative GPA are placed on Academic Probation. Students are notified of their probationary status by the graduate school as soon as the probation list is prepared and reported by the registrar. If a student has a GTA/GRA/AGA and in their first semester and was not successful in obtaining a cumulative GPA of 3.0 or above, the student will have one semester to remedy the low GPA. Otherwise the assistantship is immediately terminated at the end of the probationary semester. GTA/GRA/AGA may only go on probation once during their period of enrollment. GTA/GRA/AGA appointment for students beyond the first semester will be terminated immediately if cumulative GPA falls below 3.0. []

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 response. 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). Please contact OEHS for future training dates. []

LABORATORY SAFETY: You are required to attend any mandatory laboratory safety meetings required by your department prior to beginning your assigned duties. Please contact your department for details. Failure to attend will result in forfeiture of this offer. []

GTA TRAINING: All new Graduate Teaching Assistants must participate in a mandatory on-line training session through Canvas as an online course. Details and instructions will be provided to all GTAs within Canvas. []

Failure to participate in any required training will result in forfeiture of this offer. []

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 and/or be subject to deportation. []

ELIGIBILITY: This offer is conditional upon admission to your department. Provisionally admitted students are not eligible for an assistantship.

University policy requires that all noncitizens of the United States hold appropriate visas to accept graduate assistantships. This 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. []

This offer of employment is conditional upon your satisfaction of the employment eligibility requirements established by the Federal Immigration control law. Specifically, you will have to complete the first part of a government form (USCIS Form I-9) and submit it with original documents pertaining to your identity and employment to the University for examination. This must be done before you begin work for the University. []

If you are studying at UAH on an international student visa you must report for “immigration processing” which coincides with New International Student Orientation. You must complete immigration processing with the International Student Engagement office prior to beginning your assistantship duties and to be eligible to register for classes. If you anticipate any difficulty reporting to UAH in time for immigration processing, please contact the Graduate School & International Services at 256-824-6055 or email iss@uah.edu. Failure or inability to comply will mean that under federal law, the University will not be permitted to employ you. []

BACKGROUND CHECK: Graduate students who plan to work for The University of Alabama in Huntsville in any graduate student employment position are subject to a background check, the results of which will be used to evaluate eligibility for hire. []

I accept all the terms and conditions of this offer.

Student Signature

Student ID No.

Date

The University of Alabama in Huntsville is an equal opportunity institution. It does not discriminate in any program or activity based on race, color, religious, sex, national origin, or age or against any qualified individual with a disability, and it maintains an affirmative action program for protected minorities.



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 to first inform the program that they are withdrawing or resigning from the offer of financial support that they previously had accepted. Starting in Fall 2020, applicants are no longer required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2019.

Alcorn State University	College of New Jersey	Hofstra University	Montana State University - Bozeman
American University	College of Saint Rose	Hood College	Montana Technological University
Andrews University	College of William and Mary	Howard University	Montclair State University
Appalachian State University	Colorado School of Mines	Idaho State University	Mount Mary College
Arizona State University	Columbia College Chicago	Illinois Institute of Technology	National University
Arkansas State University	Columbia University	Illinois State University	New Jersey Institute of Technology
Arkansas Tech University	Concordia University Chicago	Indiana State University	New Mexico State University
Augusta University	Coppin State College	Indiana University	New York Medical College
Austin Peay State University	Cornell University	Indiana University of Pennsylvania	New York University
Ball State University	Creighton University	Iowa State University	North Carolina Agricultural & Technical State University
Baylor College of Medicine	Dakota State University	Jackson State University	North Carolina State University at Raleigh
Baylor University	Dartmouth College	James Madison University	North Dakota State University
Boise State University	Drew University	John Carroll University	Northern Arizona University
Boston College	Drexel University	Johns Hopkins University	Northern Illinois University
Boston University	Duke University	Kansas State University	Northern Michigan University
Bowling Green State University	East Carolina University	Kent State University	Northwestern State University of Louisiana
Bradley University	Eastern Illinois University	Kutztown University of Pennsylvania	Northwestern University
Brandeis University	Eastern Kentucky University	Lamar University	Oakland University
Brigham Young University	Eastern Michigan University	Langston University	Ohio University
Brown University	Eastern Washington University	Lehigh University	Ohio State University
Bryn Mawr College	Emory University	Lipscomb University	Oklahoma State University
Caldwell University	Emporia State University	Loma Linda University	Old Dominion University
California Institute of Technology	Fairmont State University	Louisiana State University and A & M College	Oregon State University
California State University, Fresno	Fayetteville State University	Louisiana State University Health Sciences Center	Park University
California State University, Fullerton	Ferris State University	Loyola Marymount University	Pennsylvania State University
California State University, Los Angeles	Fielding Graduate University	Loyola University Maryland	Portland State University
California State University, Stanislaus	Florida A & M University	Loyola University of Chicago	Princeton University
Case Western Reserve University	Florida Atlantic University	Marquette University	Purdue University
Catholic University of America	Florida International University	Massachusetts Institute of Technology	Radford University
Central Michigan University	Florida State University	Medical College of Wisconsin	Rensselaer Polytechnic Institute
Central Washington University	Fordham University	Medical University of South Carolina	Rice University
Chapman University	Fort Hays State University	Metropolitan State University of Denver	Rochester Institute of Technology
City University of New York Graduate Center	Gallaudet University	Miami University	Rockefeller University
Claremont Graduate University	George Mason University	Michigan State University	Rowan University
Clark Atlanta University	George Washington University	Michigan Technological University	Rutgers - New Brunswick
Clark University	Georgetown University	Middle Tennessee State University	Rutgers - Newark
Clemson University	Georgia Institute of Technology	Minnesota State University - Mankato	St. Bonaventure University
Cleveland State University	Georgia Southern University	Mississippi State University	St. Cloud State University
College of Charleston	Georgia State University	Missouri State University	Saint Louis University
	Grand Valley State University		
	Hampton University		
	Harvard University		

* This Resolution applies to offers of financial support only, not offers of admission.

CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

St. John's University	University of California, Santa Cruz	University of North Dakota	Virginia Polytechnic Institute and State University
San Diego State University	University of Central Arkansas	University of North Florida	Wake Forest University
San Jose State University	University of Central Florida	University of North Texas	Walden University
Shippensburg University	University of Central Missouri	University of North Texas Health Science Center at Fort Worth	Washington State University
South Dakota School of Mines and Technology	University of Chicago	University of Northern Colorado	Washington University in St. Louis
South Dakota State University	University of Cincinnati	University of Northern Iowa	Wayne State College
Southeast Missouri State University	University of Colorado at Boulder	University of Notre Dame	Wayne State University
Southern Illinois University at Carbondale	University of Connecticut	University of Oklahoma	Wesleyan University
Southern Illinois University at Edwardsville	University of Dayton	University of Oklahoma Health Sciences Center	West Chester University
Southern Methodist University	University of Delaware	University of Oregon	West Virginia University
Southern University A&M College	University of Denver	University of Pennsylvania	Western Carolina University
Spalding University	University of the District of Columbia	University of Pittsburgh	Western Illinois University
Stanford University	University of Florida	University of Rhode Island	Western Kentucky University
State University of New York at Binghamton	University of Georgia	University of Rochester	Western Michigan University
State University of New York – Upstate Medical University	University of Hartford	University of Scranton	Western Washington University
Stony Brook University	University of Hawaii at Manoa	University of South Alabama	Wichita State University
SUNY College of Environmental Science and Forestry	University of Houston	University of South Carolina	William Paterson University
Syracuse University	University of Idaho	University of South Florida	Woods Hole Oceanographic Institution
Temple University	University of Illinois at Chicago	University of Southern California	Worcester Polytechnic Institute
Tennessee State University	University of Illinois at Springfield	University of Southern Mississippi	Wright State University
Tennessee Technological University	University of Illinois at Urbana-Champaign	University of Tennessee at Chattanooga	Yale University
Texas A & M International University	University of Iowa	University of Tennessee Health Science Center	Youngstown State University
Texas A & M University	University of Kansas	University of Tennessee, Knoxville	
Texas A & M University - Corpus Christi	University of Kentucky	University of Texas at Arlington	
Texas Christian University	University of Louisiana at Lafayette	University of Texas at Austin	
Texas Southern University	University of Louisville	University of Texas at Brownsville	
Texas State University	University of Maine	University of Texas at Dallas	
Texas Tech University	University of Maryland, Baltimore County	University of Texas at El Paso	
Texas Woman's University	University of Maryland, College Park	University of Texas at San Antonio	
Towson University	University of Maryland, Eastern Shore	University of Texas at Tyler	
Truman State University	University of Massachusetts Amherst	University of Texas Graduate School of Biomedical Science at Galveston	
Tufts University	University of Massachusetts Boston	University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences, The	
Tulane University	University of Massachusetts Medical School	University of Texas Grad School of Biomedical Science at San Antonio	
University at Buffalo, SUNY	The University of Memphis	University of the Pacific	
University of Akron	University of Miami	University of Toledo	
University of Alabama	University of Michigan	University of Tulsa	
University of Alabama at Birmingham	University of Minnesota	University of Utah	
University of Alabama in Huntsville	University of Mississippi	University of Vermont	
University of Albany, State University of New York	University of Missouri, Columbia	University of Virginia	
University of Arizona	University of Missouri, Kansas City	University of Washington	
University of Arkansas	University of Missouri, St. Louis	University of West Florida	
University of Bridgeport	University of Montana	University of Wisconsin – Eau Claire	
University of California, Berkeley	University of Nebraska at Kearney	University of Wisconsin – La Crosse	
University of California, Davis	University of Nebraska-Lincoln	University of Wisconsin – Madison	
University of California, Irvine	University of Nebraska at Omaha	University of Wisconsin – Milwaukee	
University of California, Los Angeles	University of Nevada-Las Vegas	University of Wyoming	
University of California, Merced	University of Nevada-Reno	Utah State University	
University of California, Riverside	University of New Hampshire	Valdosta State University	
University of California, San Diego	University of New Haven	Vanderbilt University	
University of California, San Francisco	University of New Mexico	Villanova University	
University of California, Santa Barbara	University of North Carolina at Chapel Hill	Virginia Commonwealth University	
	University of North Carolina at Charlotte		
	University of North Carolina at Greensboro		



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