

# GRADUATE ASSISTANTSHIP CONTRACT - FY18-19

Upon recommendation of the Chair of the appropriate Department/Division/Office, the student below has been awarded a GRADUATE ASSISTANTSHIP.

Fund: \_\_\_\_\_ Org: \_\_\_\_\_

<i>For Graduate Studies/Payroll use only:</i>			
Hrs. Reg.:	SUM II _____	FALL _____	
	SPRING _____	SUM I _____	
Unit:	_____	Date:	_____

Student: \_\_\_\_\_

Email Address: \_\_\_\_\_ Student ID: \_\_\_\_\_

The student must meet the following conditions:

1. The assistantship will be in the Department/Division/Office of \_\_\_\_\_.

**NOTE: If funds are coming from grant or department funds, please record Fund and Org. # at the top right corner of this form.**

Summer II _____	Award \$ _____	Hours _____
Fall _____	Award \$ _____	Hours _____
Spring _____	Award \$ _____	Hours _____
Summer I _____	Award \$ _____	Hours _____

2. The student will be expected to carry out responsibilities of the graduate assistantship (GA-ship) as designated by the supervisor. Start and End dates of GA-ship shall coincide with the University Academic Calendar dates for term. Students must keep a monthly timesheet for hours worked. The expected workload is 225 hours for the fall, 225 hours for the spring, and 80 hours per summer term. Contracts for more than the base \$2400 (summer II), \$4000 (fall/spring), and \$2600 (summer I) require additional hours relative to the amount awarded. Total award and hours must be noted on this contract prior to submission to the Office of Graduate Studies. Departments are responsible for verifying hours according to the student-maintained timesheets and for scheduling work hours to ensure that the student does not exceed 27.5 hours per week. Monthly timesheets must be turned in to the Office of Graduate Studies no later than the 5<sup>th</sup> business day of the following month.

3. The student must be a full-time, degree-seeking graduate student. Students who have been dropped from a degree program are not eligible for a GA-ship. Students who withdraw from course(s) or become less than full-time will not be eligible for a GA-ship the subsequent semester.

4. The Department/Division/Office may cancel the GA-ship at any time during the semester if the student fails to carry out the responsibilities of the GA-ship as designated by the student's supervisor. Students who have had their GA-ship cancelled are not eligible for a GA-ship the subsequent semester.

5. A student who has had a GA-ship canceled due to withdrawing from school or otherwise failing to meet the obligation of the agreement as outlined above is responsible for any financial obligations to the University that have not been satisfied by wages earned against the GA-ship. Students who fail to satisfy these financial obligations will not be allowed to re-enter Delta State University nor will they be able to obtain a copy of their transcript until such obligations are met. **That is, students must repay the University for time not worked.**

6. The GA-ship stipend will be paid through the Student Business Services office, as the student must visit the SBS office to apply the stipend toward balances owed to the University. Payment for the term is normally made the last working day of July (summer II), September (fall), February (spring), and June (summer I).

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Graduate Student)

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor/Department Chair)

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean/Administrator)

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean of Graduate Studies)

**CONTRACT DEADLINES:**  
**FALL/SPRING**      **2<sup>ND</sup> FRIDAY of each TERM**  
**SUMMER**            **1<sup>ST</sup> FRIDAY of each TERM**

**The student should return this contract and all monthly timesheets to:**  
**OFFICE OF GRADUATE STUDIES**  
**KENT WYATT HALL, SUITE 239**  
 P: 662-846-4700 | grad-info@deltastate.edu

<i>For Graduate Studies/Payroll use only:</i>	Send completed original contract to the Payroll Department	Banner _____
	Email copy of contract to student and supervisor w/ timesheet template	S Sheet _____
	Send list of GAs to the SBS and Student Fin Aid Departments	<b>Position #</b> _____
	Keep copy of contract for departmental records	

Updated 5/23/2018 jdw