

GRADUATE ASSISTANTSHIP CONTRACT

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

For Graduate Studies/Payroll use only:
 Hrs Reg: SUM I _____ FALL _____
 SPRING _____ SUM II _____
 Unit: _____
 Fund: _____ Org: _____

Student: _____ Student ID: _____

Email Address: _____ Phone: _____

Mailing Address: _____

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) as designated by the supervisor. Students must keep a time sheet for hours worked. The expected workload is 225 hours for the fall and spring terms (80 hours for summer terms). Start and End date of GA must coincide with the University Academic Calendar dates for term. Contracts for more than the base \$3700 (fall/spring) require additional hours relative to the amount awarded. All awards and hours worked **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 time sheets and scheduling required work 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 located in Kent Wyatt Hall, Suite 239 no later than the 5th business day of the following month.

3. The student must be a full-time graduate student enrolled in a graduate degree program. Students who have been dropped from a degree program are not eligible for a graduate assistantship. Students who withdraw from course(s) and become less than full-time will not be eligible for an assistantship the subsequent semester.

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

5. A student who has had an assistantship 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 graduate assistantship. Students who fail to satisfy these financial obligations will not be allowed to re-enter Delta State 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 stipend will be paid through the Student Business Services office, applied toward balances owed to the University. Payment for the term is normally made the last working day of September (fall), February (spring), June (summer I) or July (summer II).

Accepted: _____ Date: _____
(Graduate Student)

Accepted: _____ Date: _____
(Department/Division/Office)

Accepted: _____ Date: _____
(Dean of College/School)

Accepted: _____ Date: _____
(Dean of Graduate Studies)

CONTRACT DEADLINES:
 FALL/SPRING 2ND FRIDAY of each TERM
 SUMMER 1ST FRIDAY of each TERM

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

<p><i>For Office Use:</i> Send completed original contract and to the Payroll Department Email copy of contract to student and supervisor w/ timesheet template Send list of GA's to the SBS and Student Financial Assistance Departments Keep copy of contract for departmental records</p>	<p>Banner _____ S Sheet _____ Position # _____</p>
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