



2019-2020 Graduate Assistantship Agreement (GAA)

This agreement, provided to departments by the Graduate School, may not be amended or changed without written approval of the Graduate School.

Please read this document carefully. Your signature indicates you, the student, have read, accept and will abide by the terms and conditions listed in this agreement and its addendum.

This agreement is made between and

Student's name and Bear #	Unit or Department
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We are pleased to confirm you have been awarded the following assistantship at the University of Northern Colorado (please check one)

- GTA-A Graduate Teaching Assistant (Instructor of Record - undergraduate courses **only**)
- GTA-B Graduate Teaching Assistant (Assists Faculty - not instructor of record-may assist in graduate courses, but not without direct faculty supervision)
- GA-A Graduate Assistant
- GRA Graduate Research Assistant

The assistantship appointment is **Academic** **Fiscal Year** **Semester**

Start Date: _____ **End Date:** _____

Will student enroll in either thesis (699) or dissertation (799) credits during the present agreement term? **Yes** **No**
 Year in UNC graduate program? _____ Years as a GA or TA at UNC? _____ (1, 2, 3, etc.)

Is the student enrolled in an Extended Campus or WRGP program? **Y** or **N** **Program name:** _____

This appointment is for **Choose an item.** (hours) per week, classified as **Choose an item.**, for which you will be paid a gross stipend of \$_____ (enter the amount). For the purposes of the tuition waiver, the student is classified as a **Choose an item.** Stipend amounts **must** conform to the university stipend chart and correspond to the student's program level (master's or doctorate), assistantship status (half or full time) and the length of the appointment (Sem., AY, or FY). Tuition and partial fee waiver are based on enrollment in 3-10 **graduate** credit hours. Students classified as full time receive a tuition and partial fee waiver up to 10 credits; students classified as half-time receive half tuition and partial fee waiver **up to 5 credits maximum** per term. For example, FT graduate assistants enrolled in 10 or fewer graduate credits per term receive a tuition and partial fee waiver up to 10 credits. Students are financially responsible for all tuition and remaining fees in excess of 10 credits. Half-time graduate assistants enrolled in 6 graduate credits receive tuition and partial fee waiver for 3 credits; enrollment in 12 credits results in tuition and partial fee waiver of 5 credits; and enrollment in 3 credits results in 1.5 credits of tuition and partial fee waiver.

Important Elements

- Graduate teaching assistants **may not** provide instruction to other graduate students without the faculty member of record present. Students classified as GTA-A may provide instruction as the faculty of record to undergraduate students only. GTA-B may support graduate faculty in graduate classes but are not to be solely responsible for class instruction or grading. Failure to comply with this policy may result in termination of the assistantship agreement.
- Graduate teaching assistants classified as GTA-A or GTA-B must attend a mandatory TA conference each fall or forfeit a portion of their stipend. The fall 2019 GTA Conference is scheduled **August 21, 2019**.
- Graduate assistantships **do not cover** the cost of undergraduate credits.
- Graduate assistants are responsible for the cost of health insurance, technology, library, and student capital fees. All GTAs new to UNC must attend the New Graduate Student Orientation scheduled August 20, 2019, unless they are in an exclusively online program. Online students are to review the New Graduate Student Interactive Orientation <https://indd.adobe.com/view/31d49483-34d0-4608-9741-5eed05c0a128> and consult with the program coordinator.
- A student cannot be employed as an adjunct faculty member at UNC while simultaneously classified as a graduate student.
- Students' tuition and partial fee waivers are posted to billing accounts after the add/drop deadlines to accommodate changes to registration. Students who add or drop credits following add/drop will see an adjustment to their account and may incur extra charges (for additional credits).
- Academic year (AY) agreement: mid-August to mid-May or 34 weeks. Students on AY agreements work 17 weeks in each of the fall and spring terms. Students must report no later than the week prior to the start of the term (fall and spring). Start dates are confirmed with the department/unit. AY agreements require students to work during non-university holidays (President's, Columbus and Veterans Days). Students on AY contracts may take fall and spring break **OR** winter break (between the fall and spring terms) **but not both**. With the consent of their supervisors, students working over winter break may work on campus or from home.
- Fiscal year (FY) agreement: July 1 - June 30. The student's schedule follows the UNC calendar, including working during spring, fall and winter break. New fiscal year agreements, beginning in July of each year, require students to enroll in at least 1 credit during the summer term and fall enrollment to qualify for the assistantship.
- The student must be registered and enroll in a minimum of 3 credit hours of graduate classes each term to maintain the assistantship.
- As with any professional appointment, the amount of work time may vary slightly from week to week, yet no student is to exceed 20 hours a week per this agreement.
- All assistantship agreements are contingent on funding by the State of Colorado and/or the granting agency under which the assistantship is to be funded and on approval by the University of Northern Colorado Board of Trustees.
- Inform the Graduate School of changes to your contact information.
- Stipends are made via direct deposit. The student may be required to provide the university with other information necessary to allow prompt payment of the stipend. (*See Terms and Conditions of the assistantship agreement for more detail.*)
- Consistent with federal financial aid guidelines, the tuition and partial fee waiver provided by this agreement is for course work **required** by the student's degree and/or plan of study. Because graduate students often require flexibility to enroll in a course not required by the degree plan, the tuition and partial waiver will cover one 3-credit hour course per calendar year as long as the student does not exceed the number of credits covered by the agreement.
- The tuition and partial fee waiver provided through this agreement does not extend to graduate student study abroad. Should a graduate student choose a study abroad course, the tuition waiver will cover only the customary tuition for courses in the discipline and will not cover other fees or costs associated with study abroad courses (travel, lodging, insurance etc.).

This offer is an agreement for your services and carries with it full responsibilities as required in any agreement. We value your relationship with UNC. Your assistantship takes precedence over any other obligation(s) you may undertake during the course of your assistantship appointment. Your assignment for the duration of this assistantship is:

Welcome to UNC and your program. We look forward to working with you. By typing/signing your name below, you attest that you have **read and accept** the conditions of this offer (**pages 3-4 of this document**). If we do not hear from you by _____(date), this offer may be withdrawn.

_____	_____
Student Name	Date
_____	_____
Director	Date

Terms and Conditions of Assistantship Agreement

- The tuition and partial fee waiver associated with your assistantship is a student financial resource. As such, an adjustment or reduction may be necessary in other financial aid (e.g., loans or scholarships) should you exceed your maximum eligibility. Your timely response to all future agreements related to this offer and any other offers of financial assistance from UNC will serve to ensure funds are available to you at the beginning of your appointment without delay.
- A student may hold a graduate assistantship or may utilize the employee/dependent tuition waiver, but not both.
- Stipend is deemed taxable compensation. Any tuition remission hereunder shall be in the form of financial aid, provided independently of the stipend as qualified tuition reduction given for educational purposes and shall not be deemed taxable compensation pursuant to section 117 of the Internal Revenue Code of 1986. You can view your tuition information at <http://www.unco.edu/acctservices/bursar/eBills/>.
- By signing this agreement, the student agrees to not accept any additional offers for the academic year covered by this agreement such as:
 - ❖ Assistantships from any other graduate programs or administrative units without notifying the director/chair/supervisor of the initial appointing unit of such an offer and receiving a written release from this agreement from the director/chair/supervisor.
 - ❖ If a student is permitted to accept a second assistantship appointment, the combination of the two appointments cannot exceed a total of 20 hours per week.
 - ❖ A student holding a FT graduate assistantship of any form may not engage in other positions for *stipend* at the university but may hold a student hourly position. A student holding a HT graduate assistantship of any form may secure other position for salary at the university not to exceed 30 hours per week.

The assistantship is conditional upon:

- ❖ Admission to the Graduate School and a graduate degree program at UNC;
 - ❖ Maintenance of good academic standing at UNC (at least a **3.0 grade point average**); not on academic probation, attending class on a regular basis throughout the semester. Should a student's GPA fall below the 3.0 standard, the assistantship will be reassigned the next semester to another student to allow the former student to improve his or her GPA.
 - ❖ Continuous enrollment in credits related to the degree program – between **3 and 10 graduate credit hours** during each fall and spring semester while this agreement is in effect.
 - ❖ Fiscal year agreements pay up to 6 credit hours in the summer term. **Students must be registered on the first day of classes to receive the stipend and partial tuition and fee waiver.**
 - ❖ Exceptions to this hourly requirement must be approved in writing by the college dean or assistant vice president of the appointing unit and the dean of the Graduate School.
 - ❖ Students who enroll only in dissertation credits (799) will be allowed to hold an assistantship for a maximum of two (2) consecutive semesters provided they are enrolled for a minimum of 6 hours of 799 each semester.
 - ❖ Students become *ineligible* for further assistantships upon enrollment in a third consecutive semester in which they enroll in dissertation (799) credits only.
 - ❖ Student completion of all duties assigned by the appointing unit(s) in a satisfactory manner and within compliance of the UNC Code of Conduct.
- The stipend is not a scholarship award, but rather compensation for the performance of services. Failure to perform the assigned services, withdrawal from the university, or failure to meet the above described conditions may be grounds for termination of this agreement which shall terminate the stipend payable under this agreement. Such termination shall also result in forfeiture of further tuition remission, and may result in repayment of the remaining tuition waiver. Assistantship agreements are subject to university policy regarding withdrawal/cancellation charges. If payments of stipend or tuition are accepted after the date of termination, the student is responsible for repayment.
 - Regardless of funding source, the university reserves the right to cancel this agreement for any reason with 30 days' written notification to the student. In any event, tuition payments already made on the student's behalf shall not be rescinded.
 - The maximum assistantship for which a student is eligible at the University of Northern Colorado is .50 FTE (20 hours per week) whether in a single appointment or any combination thereof. GTA, GAA, and GRA appointments of 16-20 hours a week during a semester are considered full time, and appointments of 8-15 hours are considered half time. Appointments of 3-7 hours a week receive a stipend but are not eligible for tuition and partial fee waiver. Tuition waiver is calculated on a per-credit-hour basis, for graduate level courses only (500s, 600s, and 700s).
 - Eligible students will receive non-resident tuition for their **first year of enrollment only**. For any subsequent years, only in-state tuition assistance will be given. International master's students will receive non-resident tuition for their first two years, and international doctoral students will receive non-resident tuition their first three years of enrollment. Any exceptions to this policy must be requested in writing and approved in writing by the dean of the Graduate School.
 - In order to ensure that students can understand graduate teaching assistants (GTA-A), graduate assistants who are non-native English speakers must be assessed by the Intensive English Program. The assessment will include AT LEAST a personal interview and an examination of the candidate's ability in speaking and understanding English. Applicants must receive a minimum score of 85 percent on the assessment to be eligible for a graduate teaching assistantship at UNC. These standards apply only to graduate teaching assistants who have teaching responsibilities (GTA-A), not to graduate teaching assistants who are assisting faculty with instructional support but are not instructor of record (GTA-B), graduate administrative assistants (GAA) or graduate research assistants (GRA).

Departments may establish a higher standard. Such standards should be communicated to the Graduate School and interested applicants.

Please complete if tuition is being paid by Department/Program

Type of Appointment	Org	Account	Program	FTE:

Account Codes:

GTA-A 62860 GTA-B 62860 GA-A 62860 GRA 62860

GRANTS ONLY (3 funds only)

OSP Signature	Date	Aid Code		Tuition