

****Sample** Graduate Assistant Agreement**

Dear GA,

It is with great pleasure that we offer you the position of Graduate Assistant in the GA Department.

Your period of employment will begin «___» and will end «___».

Your compensation for this position is outlined on your award letter.

Please note:

- Stipend payments will be prorated and paid in equal bi-monthly installments during the above employment period. If not already done so, please contact the Office of Student Financial Assistance to complete required tax forms.
- Tuition waivers will be credited directly to your student account. You must inform the Office of Student Financial Assistance when you add or drop courses each semester.
- Other compensation listed on the GA Employment Authorization submitted by the above department will also be processed by the Office of Student Financial Assistance.

As a Graduate Assistant at Sacred Heart University, you will be governed by the policies and procedures listed in the online Employee Policy Handbook, by the job description for your position, as well as the attached Graduate Assistant Policies. Please contact Office of Student Financial Assistance if you need additional information.

Congratulations on being accepted into our Graduate Assistant program.

Please sign this letter of agreement and return it as soon as possible to

Student Financial Assistance, Curtis Hall, Room 101

Thank you,

The Office of Student Financial Assistance

I have read this letter of agreement and accept the position being offered. I have also read and agree to abide by the policies governing the Graduate Assistant program.

Student's Signature: _____ **Date:** _____

****Sample** Graduate Assistant Policies**

Employment

- The primary purpose of a Graduate Assistant's (GA) affiliation with Sacred Heart University is the pursuit of graduate study, with the assistantship secondary.
- All prospective Graduate Assistants must be fully admitted into a degree-seeking graduate program to be eligible for employment as a GA at SHU.
- Assistantships are for a contract period of one year, can be renewable for up to 2 years, contingent upon adherence to the policies and approval of rehire by the supervisor.
- All Graduate Assistants must meet the minimum employment terms set by their immediate supervisor, including total hours worked, work schedule, evaluation standards and conditions of contract renewal.
- No vacation, personal or sick leave is accrued during this contract period. Any leave must be approved with the supervisor and missed time is to be made up in accordance with arrangements made with the supervisor.
- All Graduate Assistants are eligible for a tuition waiver of no more than 18 credit hours per fiscal year (July 1-June 30). Any credit hours taken over this amount is the responsibility of the GA.
- The qualifications for and benefits of the University's assistantships vary according to the needs of the hiring department and the credentials of a candidate.
- Graduate Assistants are responsible for completing all required tax forms for the Payroll department which are available online or in the Office of Student Financial Assistance.
- A student who accepts a Graduate Assistant position with one department is no longer eligible to work as a Graduate Assistant for another department until the initial contract expires.

Academic Standing

- All Graduate Assistants must maintain the minimum GPA set by their graduate program to remain eligible for employment. A GPA below the minimum will result in one semester of probation. At the end of the probationary period, if the cumulative GPA has not been restored to the department's minimum standard, employment as a GA will be terminated.
- All Graduate Assistants must register for and complete a minimum of 6 and a maximum of 9 credits per semester, and a maximum of 18 credits per fiscal year. Dropping below the minimum requirements will result in one semester of probationary status, during which time the credits need to be regained. At the end of the probationary time, if the total number of credits required has not been achieved, employment as a GA will be terminated.
- The Graduate Assistant Program Coordinator will notify any GA on probation. The supervisor of the GA will also be notified. It is the responsibility of the GA to resolve any grade or credit discrepancies with the graduate program.
- Continuation of the assistantship is based upon satisfactory progress toward the degree and satisfactory fulfillment of job responsibilities. (see job description)

Miscellaneous

- Tuition beyond the allocated tuition waiver and fees are the responsibility of the GA. These must be paid on time or Student Accounts will assess finance charges and/or restrict future registration.